2019–2020 CATALOG

THE UNDERGRADUATE SCHOOL

UNIVERSITY OF MARYLAND GLOBAL CAMPUS
Formerly UMUC

UMGC.EDU

The University Made for You

UMGC IN MARYLAND AND AROUND THE WORLD

At University of Maryland Global Campus (UMGC), a high-quality education is always within reach. UMGC is dedicated to offering on-site and online courses and resources to adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMGC is one of the largest providers of education to the U.S. military worldwide and serves more than 50,000 active-duty military servicemembers, reservists, veterans, and their families. With more than 140 worldwide classroom and service locations in more than 20 countries and territories and more than 90 undergraduate and graduate degree, certificate, and specialization curricula offered entirely online, UMGC makes it possible to earn a widely respected degree from just about anywhere.

UMGC's commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMGC, makes it simple for you to register for courses, pay tuition, apply for graduation, and update your personal information when it's convenient for you. You can also access academic and career advising, financial aid counseling, library services, and much more online via the university's website or by phone or e-mail. All over the world, UMGC gives you what you need to succeed.

From the Dean

I am pleased to welcome you to The Undergraduate School of University of Maryland Global Campus (formerly University of Maryland University College) for the 2019–2020 academic year.

On July 1, 2019, our name was officially changed from UMUC to University of Maryland Global Campus by an act of the Maryland State General Assembly to better reflect our position as a state university with a global footprint. The new name reveals our values, goals, and commitment to serving students across the world, as we have done since 1947. It reflects both our rich history as a University System of Maryland institution and our enduring mission to serve students in Maryland, the United States, and in the global community.

Our new website—*umgc.edu*—is now up and running, but if you look for us under the old URL, you will be redirected to the new. You may notice that the e-mail addresses provided here still say "umuc"; e-mail addresses won't be updated until early in the new year and will continue to be valid for some months after that.

This catalog is a tool for you to chart your path to your degree. Inside you will find degree requirements, program details, and administrative information that will help guide you toward graduation.

Your graduation is how we mark success. To that end, our goal is to give you access to the best education possible, available to everybody, everywhere, and this is where you start.

As always, if you have questions or concerns, contact me at *deanundergrad@umgc.edu*.

Sincerely,

Kara Van Dam, PhD
Vice Provost and Dean
The Undergraduate School

POLICY STATEMENT

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

This publication includes essentially the same content as that published in July under the university's old name. Differences are limited to updates to the university name and cover image and references to the name change.

This catalog provides the degree requirements and recommended curriculum for students who begin continuous enrollment on or after August 1, 2019. (Details are listed on p. 7.) When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation. See additional policies on pp. 224–226.

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

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Welcome to UMGC

MADE FOR YOU

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

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

CARRYING OUT THE MISSION

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

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

As a global university, UMGC makes it possible for you to take classes any time, any place, by offering a large selection of online programs—in addition to classes at sites throughout Maryland and the Washington, D.C., metropolitan area and at military sites all over the world. You can also access student services online and by phone, as well as on-site at many locations.

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

Recognizing that financial concerns often present the biggest obstacle to higher education, UMGC also strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military and community college students.

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

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

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

Innovation
UMGC has always looked for new and better ways to serve students. Long before the online revolution, the university was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, you can access both courses and services online, using the university's learning management system and MyUMGC, its online gateway to services and information. Through its Center for Innovation in Learning and Student Success, UMGC leads the search for next-generation learning models and best practices for online learning.

FACILITIES AND PROGRAMS

UMGC offers degree programs from the associate level to the doctorate. Most undergraduate and graduate programs are available online. These academic programs are administered by The Undergraduate School and The Graduate School.

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

FOR ASSISTANCE

Contact us by e-mail at *studentsfirst@umgc.edu* or by phone at 800-888-8682.

The Undergraduate School

The mission of The Undergraduate School at UMGC is to provide open access to quality undergraduate educational opportunities to individuals around the world, including residents of the state of Maryland, members of the U.S. Armed Services, and national and international students pursuing a university education on-site and online. The university seeks to produce graduates who are well prepared to be responsible citizens in a global society, as well as effective participants in the complex, fast-changing world of work.

The Undergraduate School is committed to meeting your needs for lifelong learning by providing innovative delivery of high-quality educational programs, ensuring substantive and relevant curricula, and recognizing the value of experiential learning. At the undergraduate level, UMGC offers the Associate of Arts (limited to certain populations, detailed on p. 83), the Bachelor of Arts, the Bachelor of Science, the Bachelor of Science in Nursing, and the Bachelor of Technical and Professional Studies degrees, as well as five undergraduate certificates.

PREPARING CITIZENS FOR THE FUTURE

UMGC strives to prepare you to be effective professionals and citizens in your organizations, communities, and families. We value the contributions of both a broad-based education and specific disciplines to the undergraduate experience, so we provide context from other disciplines to illuminate academic content and analytical approaches in all programs to complement practice.

Instruction and curricula at UMGC are based on the belief that certain abilities are the hallmarks of successful learning. UMGC expects you to demonstrate knowledge and skills not only in your chosen major but also in critical analysis, reasoning, and problem solving; the use of technology; key concepts and principles of the natural, social, and behavioral sciences; effective communication and information literacy; and mathematical and quantitative reasoning. These are the hallmarks of a UMGC undergraduate education, and they are instilled through a broad foundation in general education and integrated into a strong and focused major area of study. Your mastery of these abilities is planned and assessed throughout your program of study.

General education coursework is not just the lens through which you learn about different academic disciplines and how they see the world; it is also how you experience practical applications of foundational skills and concepts and make connections among different approaches and applications. UMGC's requirements for general education coursework conform to Maryland requirements and are broadly accommodating of your interests and transfer credit. However, The Undergraduate School recommends specific courses to fulfill general education requirements you have not already completed. These courses are designed to help you acquire a grounding in the arts, humanities, and sciences by studying and applying the principles of these disciplines through concrete cases and examples.

For your core studies, you may choose one of 33 majors from a wide variety of academic fields. Academic minors are available in 41 different areas. All the majors and minors have been reviewed and revised in consultation with faculty, employers, professional and educational organizations, and other experts in the field. These academic programs prepare you for the modern workplace and also help those of you who are currently employed to put your current knowledge into a broader context.

Recognizing the importance of lifelong learning, UMGC also offers several undergraduate certificates of value in the workplace for career advancement.

SERVING ADULT STUDENTS

UMGC welcomes and helps all students achieve their educational goals but has a special focus on the needs of working adult students. Currently, the median age for undergraduate students is 32 years old.

In recognition of the diverse educational goals and aspirations of its students, the university uses a variety of strategies to make sure you have access to courses and to make completing your degree easier. Knowing that adult students bring experience as well as a willingness to learn, UMGC acknowledges the value of that experience by incorporating the assessment of nontraditional learning in the evaluation of students. Since adult students may have gained college-level learning from multiple sources, UMGC offers a number of innovative credit options that recognize the learning achieved through work and life experience and accelerate progress toward the degree. These options (described on pp. 203–204) include Workplace Learning, which

offers credit for new learning in the workplace, and Prior Learning, which offers credit for college-level learning acquired through previous work or life experience. UMGC also accepts credit from community college coursework and a variety of other sources, including military service and credit by examination (described on pp. 206–208).

UMGC understands the demands of balancing work, family, and study and responds by offering undergraduate classes at convenient locations and times, including evenings and weekends. Courses are also provided online and in a hybrid format that combines on-site and online delivery, with staggered session dates. The continual growth in undergraduate enrollments at UMGC testifies to the convenience, flexibility, and substantive content of its academic offerings in all formats.

EDUCATIONAL RELATIONSHIPS

UMGC is dedicated to collaboration and cooperation with other Maryland educational institutions, both public and private, and actively seeks relationships with those institutions to benefit Maryland citizens. For more than 70 years, UMGC has proudly served the U.S. military through its educational affiliations in Europe and Asia. The university also reaches out through educational collaborations around the world.

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

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

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

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

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

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

FOR MORE INFORMATION

For more information about UMGC and The Undergraduate School, contact us by phone at 800-888-8682 or by e-mail at *studentsfirst@umgc.edu.*

BACHELOR'S DEGREE REQUIREMENTS

At the undergraduate level, UMGC offers the Bachelor of Arts (BA), Bachelor of Science (BS), Bachelor of Science in Nursing (BSN), and Bachelor of Technical and Professional Studies (BTPS) degrees, as well as five certificates. The BSN program is available only to students who have an associate degree in nursing or a diploma from a registered nursing education program that is recognized by the appropriate state board of nursing and who reside in and have an active, unencumbered nursing license in an approved state.* The BTPS degree is available only to students who have earned the Associate of Applied Science degree from a community college with which UMGC has an appropriate articulation agreement.

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

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

EXPECTATIONS

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

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

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

Your academic major (and minor, if you choose one) allows you to master a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major provides clearly articulated learning outcomes for the knowledge, skills, and abilities you are expected to acquire in completing the major.

REQUIREMENTS

In general, the UMGC degree requirements that apply to you are those that were in effect when you began continuous enrollment in any public institution of higher education in Maryland (including UMGC). If you have not been continuously enrolled, the requirements that apply are those in effect at UMGC when you resumed continuous enrollment. To be considered continuously enrolled, you must be or have been enrolled at UMGC or another Maryland public institution of higher education and have had no more than two sequential years of nonenrollment. Should you choose to change your degree program, you may be subject to all degree requirements in effect at the time of the change.

The following requirements for the BA, BS, BSN, and BTPS are applicable to students who begin continuous enrollment on or after August 1, 2019.

* See *umgc.edu/nursing* for the most up-to-date list of approved states.

BACHELOR'S DEGREE REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS **CREDITS**

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

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

A. Communications 12

WRTG 111 or another writing course (3 credits)
All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A, or WRTG 486B), COMM 390, COMM 492, ENGL 102, and JOUR 201 apply.

WRTG 112 (3 credits)
Must be completed with a grade of C- or better within the first 24 credits. May not be earned through Prior Learning (Portfolio Assessment or Course Challenge) assessment.

A course in communication, writing, or speech (3 credits)
ENGL 102, ENGL 281, JOUR 201, and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply.

An upper-level advanced writing course (3 credits)
WRTG 391, WRTG 393, and WRTG 394 apply.

No more than 3 credits in writing may be earned by examination.

B. Mathematics 3

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

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

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

C. Arts and Humanities 6

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

D. Behavioral and Social Sciences 6

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

E. Biological and Physical Sciences 7

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

Any other science course (3 credits).

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

F. Research and Computing Literacy 7

Professional exploration course (3 credits)
Should preferably be taken within the first 6 credits. PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, and PACE 111T apply.

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

One course in computing or information technology (3 credits)
Unless otherwise specified, upper- or lower-level courses designated CMIS, CMIT, CMSC, CMST, CSIA, IFSM, and SDEV and ACCT 326 apply. Refer to your specific major for requirements or recommendations.

Total General Education Requirements 41

MAJOR, MINOR, AND ELECTIVE REQUIREMENTS **CREDITS**

A. Academic Major 30–36

The number of credits required to complete an academic major varies according to academic program. At least half the credits earned within the major must be upper level (i.e., earned in courses numbered 300 and higher) and must be earned through UMGC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following chapter.

You may receive a dual major upon completion of all requirements for both majors, including the required minimum number of credits for each major and all related requirements for both majors; however, the same course may not be used to fulfill requirements for more than one major. Certain restrictions

(including use of credit and acceptable combinations of majors) apply for double majors. You may not major in two programs with excessive overlap of required coursework. Consult an advisor before selecting a double major.

B. Academic Minor **18**

Choosing a minor is strongly encouraged even though it is optional. You may not take a major and minor in the same area and may not receive a dual minor. The number of credits required to complete an academic minor varies according to academic program. At least half the credits earned within the minor must be upper level (unless otherwise specified) and must be earned through UMGC.

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

C. Electives **25–34**

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

Total Major, Minor, and Elective Requirements **79**

Overall Bachelor's Degree Requirements

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

1. You must complete a minimum of 120 credits.
2. You must maintain a minimum grade point average of 2.0 (C) overall and a minimum grade of C (2.0) for any course applied to the academic major or minor.
3. Within the 120 credits required, the following coursework must be taken through UMGC:
   - 30 credits (normally the final 30)
   - Half of the required number of credits within both the major and the minor
   - 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor
4. At least 45 credits must be upper level and include at least one-half of the credits required for the major. The remaining upper-level credits may be earned in any part of the curriculum.
5. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credits earned by examination, portfolio assessment, and noncollegiate training do not count as graded coursework.

Total Degree Requirements **120 Credits**

Second Bachelor's Degree

If you have already received a bachelor's degree from UMGC or from another approved institution, you can broaden your education by earning a second bachelor's degree with a different major. However, you may not earn a second bachelor's degree with a double major. You may not earn a second degree in general studies and may not obtain a second associate degree within the second bachelor's degree.

You must have received the first bachelor's degree to be eligible to begin a second. For a second bachelor's degree, you need to complete at least 30 new credits through UMGC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.

To qualify for academic honors in a second bachelor's degree, you must complete at least 30 new credits through UMGC with the requisite grade point average.

You must complete all requirements for the major. All course prerequisites apply. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new coursework should be satisfied with courses related to the major. For purposes of determining what major requirements apply, the applicable date is the date you started coursework at UMGC after being admitted into the second undergraduate degree program. As with other degrees, continuous enrollment at UMGC is required. A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.

You need to be aware of what is entailed in earning a second bachelor's degree. Before beginning work or considering nontraditional options toward a second degree, consult an academic advisor. Advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations.

BACHELOR'S DEGREE CURRICULA

MAJORS AND MINORS

The academic major requires 30 to 36 credits, while the minor (optional) requires 15 to 18 credits. You must maintain a minimum grade point average of 2.0 (C) and earn a minimum grade of C (2.0) for any course applied to the major or minor.

Half of the credit applied toward any major must be upper level, and at least half of the credit for any major or minor must be taken through UMGC. At least half of the credit applied toward a major or minor must be earned through graded coursework. A maximum of six 1-credit courses may be applied to a major or minor. You must also fulfill all overall requirements for the bachelor's degree (listed on p. 9).

Majors and minors are described in the following section.

Majors

Most majors are available only for the Bachelor of Arts (BA) or the Bachelor of Science (BS) degree. Only two majors are available for either the Bachelor of Technical and Professional Studies (BTPS) or the BS degree. The major in nursing for registered nurses is available only for the Bachelor of Science in Nursing (BSN). All students with dual majors are awarded the BS degree, regardless of major.

Available for the BA

Communication Studies....19
East Asian Studies....32
English....35
Graphic Communication....45
History....48
Humanities....52

Available for the BS

Accounting....11
Business Administration....17
Computer Networks and Cybersecurity....21
Computer Science....23
Criminal Justice....26
Cybersecurity Management and Policy....28
Digital Media and Web Technology....30
Environmental Management....37
Finance....39
General Studies*....42
Gerontology and Aging Services....43
Health Services Management....46
Homeland Security....50
Human Resource Management....54
Information Systems Management....56
Investigative Forensics....58
Legal Studies....62
Management Studies....63
Marketing....65
Political Science....71
Psychology....73
Public Safety Administration....75
Social Science....77
Software Development and Security....80

Available for the BSN†

Nursing for Registered Nurses....68

Available for the BTPS or BS‡

Biotechnology....15
Laboratory Management....60

Minors

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

Accounting....13
African American Studies....14
Art....14
Art History....14
Biology....15
Business Administration....18
Communication Studies....20
Computer Science....25
Contract Management and Acquisition....25
Criminal Justice....27
Cybersecurity....28
Digital Media and Web Technology....31
Diversity Awareness....32

* Not available for a double major.

† Available only to students with the appropriate education, registered nurse credentials, and state residency; see p. 7 or p. 68 for details.

‡ Available only to students who have completed the required lower-level coursework for the major either within an Associate of Applied Science degree at a community college with which UMGC has an articulation agreement or within another appropriate transfer program. Consult an advisor before selecting these majors.

East Asian Studies....34
Economics....34
Emergency Management....35
English....37
Environmental Management....39
Finance....41
Fire Service Administration....41
Forensics....42
Gerontology and Aging Services....44
Health Services Management....48
History....50
Homeland Security....52
Human Resource Management....55
Information Systems Management....57
Law for Business....61
Marketing....66
Mathematical Sciences....67
Natural Science....67
Personal Financial Planning....70
Philosophy....70
Political Science....72
Psychology....74
Public Safety Administration....76
Small Business Management and Entrepreneurship....77
Sociology....79
Speech Communication....81
Terrorism and Critical Infrastructure....82
Women's Studies....82

The following pages provide descriptions of the degree and certificate programs available through the UMGC Undergraduate School, including all degree requirements.

These descriptions also provide lists of possible career fields toward which graduates of these programs may aim. Your degree should give you the skills—and often a necessary credential—for making a good start toward attaining a career in these fields.

Accounting

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

Major in Accounting

Versatility, stability, earning potential: Gain entrance to a variety of possibilities with a bachelor's degree in accounting.

If you have a way with numbers, you may want to consider earning your bachelor's degree in accounting. No matter what their mission or type of work is, all companies and agencies need accounting departments to keep their finances on track, so with an accounting degree, you'll have a wide range of directions to choose from.

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

What You'll Learn

Through your coursework, you will learn how to

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

BACHELOR'S DEGREE CURRICULA

Your Coursework in Accounting

The accounting curriculum, developed in consultation with employers, features real-world data sets. Accounting employers often serve as guest speakers and contact UMGC to recruit our students. You'll take courses in statistics, economics, cost accounting, income taxation, business law, and auditing. Related required coursework complements your accounting coursework with study of management theory, finance, and ethics.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Relate accounting concepts to actual companies and agencies
- Analyze the U.S. Securities and Exchange Commission Form 10-K, which companies use to disclose information
- Review and analyze publicly traded companies and examine federal financial statements, operation reviews, RFPs, and reports related to fraud and ethics
- Review and analyze corporate governance and ethical issues to ensure understanding of and compliance with license and government regulations

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

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

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in accounting to reduce their total coursework for the Master of Science in Accounting and Financial Management, the Master of Science in Accounting and Information Systems, or the Master of Science in Management with a specialization in accounting at UMGC by 6 credits (two courses). More information is available in the graduate catalog.

Degree Requirements

A degree with a major in accounting requires the successful completion of 120 credits of coursework, including 36 credits for the major, 41 credits in general education requirements, and 43 credits in minor and elective coursework. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

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

RELATED REQUIRED COURSES

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

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

* Requirements for CPA certification vary from state to state. See p. 228 or *umgc.edu/professional-licensure* for more information.

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111B	Program and Career Exploration in Business (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
WRTG 293	Introduction to Professional Writing (3) *or COMM 390 Writing for Managers* *or WRTG 394 Advanced Business Writing* *(related requirement for major)*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 201	Principles of Macroeconomics (3) *(related requirement for the major)*
ECON 203	Principles of Microeconomics (3) *(related requirement for the major)*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (43 CREDITS)

Total credits for BS in Accounting **120**

Minor in Accounting

The accounting minor complements the skills you gain in your major discipline by providing a study of how the accounting environment measures and communicates the economic activities of organizations to enable stakeholders to make informed decisions regarding the allocation of limited resources.

Courses in the Minor (15 Credits)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for accounting certifications and careers at corporations and nonprofit and government organizations that cover a wide range of industries. See *umgc.edu/professional-licensure* for information about professional licensure in this field.

African American Studies

You may seek an academic minor in African American studies.

Minor in African American Studies

The African American studies minor complements the skills you gain in your major discipline by offering an interdisciplinary approach to the study of the contemporary life, history, and culture of African Americans.

Courses in the Minor (15 Credits)

A minor in African American studies requires the completion of 15 credits of coursework focusing on African American issues, chosen from the following:

Any AASP courses

ENGL 363	African American Authors from the Colonial Era to 1900
ENGL 364	African American Authors from 1900 to the Present
HIST 461	African American History: 1865 to the Present
SOCY 423	Race and Ethnicity: A Global Perspective

It is recommended that you take AASP 201 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Art

You may seek an academic minor in art.

Minor in Art

The art minor complements the skills you gain in your major discipline by offering an aesthetic and personal exploration of imagery, media, and composition through a balance of art theory and practice.

Courses in the Minor (15 Credits)

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

ARTT 110	Introduction to Drawing (3)
ARTT 152	Basics of Photography (3)
ARTT 210	Intermediate Drawing (3)
ARTT 320	Painting I (3)
ARTT 428	Advanced Painting (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 6 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Art History

You may seek an academic minor in art history.

Minor in Art History

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

Courses in the Minor (15 Credits)

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

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Biology

You may seek an academic minor in biology.

Minor in Biology

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

Courses in the Minor (15 Credits)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Biotechnology

If you have completed the required lower-level coursework for the biotechnology major—either within an Associate of Applied Science degree program at a community college with which UMGC has an articulation agreement or within another appropriate transfer program—you may seek an academic major in biotechnology. Consult an advisor before electing this major.

Major in Biotechnology

Help develop innovations in the agricultural, pharmaceutical, and biomedical fields by pursuing a bachelor's degree in biotechnology.

Professionals in biotechnology come up with answers to a host of humanity's problems—from the Ebola virus to failing crops. With a bachelor's degree in biotechnology from UMGC, you can become a part of the solution.

For this program, you are required to have already gained technical and scientific knowledge of biotechnology through transferred coursework and direct experience in the field. Contact an advisor to confirm your eligibility.

The major combines laboratory skills and applied coursework with a biotechnology internship experience and upper-level study.

What You'll Learn

Through your coursework, you will learn how to

- Practice ethical standards of integrity, honesty, and fairness in scientific practices and professional conduct
- Communicate orally and in writing in a clear, well-organized manner that effectively informs and clarifies scientific principles and lab techniques
- Offer technical support, customer assistance, and cost-benefit analyses regarding biotechnical approaches to the development of products and services
- Use scientific procedures and current and emerging technologies to conduct safe and hygienic laboratory experiments and collect validated and documented data
- Comply with and adhere to national, state, and local standards, policies, protocols, and regulations for laboratory and manufacturing activity
- Apply scientific knowledge and principles, quantitative methods, and technology to think critically and solve complex problems in biotechnology

Your Coursework in Biotechnology

In your courses, you'll study biological and chemical sciences, biotechniques, bioinstrumentation, bioinformatics, microbiology, molecular biology, and cell biology.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design a manual to provide new lab members with rules and regulations for the lab
- Use scientific reasoning, quantitative reasoning, and knowledge of biological principles to interpret results, make inferences, and draw conclusions about research findings
- Explore vaccine development from historic, scientific, clinical, and practical perspectives
- Explore genome analysis, evolutionary relationships, structure-function identification, protein-pattern recognition, protein-protein interaction, and algorithms

Degree Requirements

A degree with a major in biotechnology requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and

other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

BIOL 325	Inquiries in Biological Science (3)
BIOL 350	Molecular and Cellular Biology (3)
BIOL 357	Bioinformatics (3)
NSCI 301	Laboratory Management and Safety (3)
BIOL 486A/B	Workplace Learning in Biology (6)
BIOL 495	Current Trends and Applications in the Life Sciences (3)

The following lower-level courses in transfer (15):

- General microbiology with laboratory (4)
- General genetics with laboratory (4)
- Biotechnology applications and techniques with laboratory (7)

RELATED REQUIRED COURSES

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

Science coursework in biotechnology, biochemistry, cell biology, chemistry, genetics, immunology, microbiology, molecular biology, physics, and virology courses, to total 17 credits

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective* *or 1 credit from a second 4-credit science course*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

Lower-level coursework in biotechnology, biochemistry, cell biology, chemistry, genetics, immunology, microbiology, molecular biology, physics, and virology, completed as part of the associate degree program (7)

MINOR AND ELECTIVE COURSES (43 CREDITS)

Total credits for BS or BTPS in Biotechnology **120**

Career Preparation

This program is designed to help you prepare to enter the pharmaceutical, agricultural, or biomedical research industries in the areas of laboratory technology, quality control, assay analysis, chemical technology, and bioinformatics.

Business Administration

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

Major in Business Administration

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

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

What You'll Learn

Through your coursework, you will learn how to

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization competitively
- Design and create management and leadership plans
- Evaluate qualitative and quantitative data
- Communicate effectively across all levels of an organization
- Develop, communicate, and implement policies and procedures to reduce cost and organizational risk and promote ethical practices
- Manage people, time, and resources by using effective employment practices, encouraging team building, and mentoring junior members of the staff
- Design and execute personal and employee development systems to enhance job performance and leadership skills

Your Coursework in Business Administration

In your business administration courses, you'll study accounting, business law, ethics and social responsibility, finance, human resource management and labor relations, strategic management, organizational behavior, marketing and sales, and statistical analysis.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Analyze a particular company or organization
- Create a business plan suitable for a banker or investor
- Participate in real-world job interviews

Degree Requirements

A degree with a major in business administration requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

BMGT 110	Introduction to Business and Management (3)
ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3)
MRKT 310	Marketing Principles (3)
BMGT 380	Business Law I (3)
HRMN 300	Human Resource Management (3)
FINC 330	Business Finance (3)
BMGT 496	Business Ethics (3)
BMGT 495	Strategic Management (3)

RELATED REQUIRED COURSES

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

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111B	Program and Career Exploration in Business (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 201	Principles of Macroeconomics (3) *(related requirement for the major)*
ECON 203	Principles of Microeconomics (3) *(related requirement for the major)*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science* *and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

MATH 140	Calculus I (4) *(recommended, especially if you plan to go to graduate school)*
COMM 390	Writing for Managers (3) *(recommended)*

Total credits for BS in Business Administration **120**

Minor in Business Administration

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

Courses in the Minor (15 Credits)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help you prepare for work in management and operations for nonprofit, for-profit, and public-sector organizations.

Communication Studies

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

Major in Communication Studies

Earn a bachelor's degree in communication studies and prepare for a career in the ever-growing media landscape.

Whether you're interested in journalism, public relations, business, or online communications, you can build a firm base of knowledge while you earn a bachelor's degree in communication studies at UMGC.

You'll learn to apply communication theories to both personal and professional situations, developing the "soft skills" that workplaces demand, along with communication techniques. In addition, you'll learn to work with individuals and groups professionally and manage communications within ethical, legal, and financial parameters.

What You'll Learn

Through your coursework, you will learn how to

- Apply analytical skills in interpreting, using, and delivering information, particularly through mass media
- Create professional and appropriate written, oral, and visual communications for specific purposes and diverse audiences
- Design, create, and select multimedia components and integrate them into print, broadcast, and online formats
- Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations
- Understand diverse and intercultural perspectives as they affect communication
- Design and employ specific research methods and tools to gather information

Your Coursework in Communication Studies

Developed in conjunction with employers, the communication studies program offers a balance of theoretical knowledge and sophisticated communication skills. You'll have the opportunity to learn how people create and use messages to generate meaning within and across various contexts, cultures, channels, and media. The multidisciplinary curriculum covers speech communication, mass communication and new media, journalism, public relations, business writing, and technical writing.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Write a speech for a hypothetical executive and organization
- Write news articles in various journalistic styles
- Write a comprehensive public relations plan and create messages targeting specific audiences

Degree Requirements

A degree with a major in communication studies requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
COMM 202	Media and Society (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BA in Communication Studies **120**

Minor in Communication Studies

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

Courses in the Minor (15 Credits)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for a career in mass media, new media, journalism, public relations, business, or online communication.

Computer Networks and Cybersecurity

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

Major in Computer Networks and Cybersecurity

Secure your future while protecting crucial digital assets with a bachelor's degree in computer networks and cybersecurity.

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

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

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

What You'll Learn

Through your coursework, you will learn how to

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

Your Coursework in Computer Networks and Cybersecurity

The major in computer networks and cybersecurity begins with courses designed to build your foundational IT skills. You'll then focus on the network security side of IT, learning Microsoft and Cisco technologies and examining other cybersecurity and digital forensics topics. Specifically, you'll write a proposal to design a network, including a plan to administer and maintain the network; learn how to install and configure advanced Windows server services; implement advanced server infrastructure; and troubleshoot IT problems.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems
- Configure and manage Cisco switches within multiprotocol internetworks, including VoIP (voice over internet protocol), wireless network protocols, and routing protocols
- Manage and troubleshoot features of Windows Server operating systems, including Active Directory, DNS, Group Policy, Desktop Security, Remote Access, Windows Deployment, and User Accounts
- Design, develop, and write appropriate and effective technical documents

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

- Certified Computer Examiner (CCE)
- Certified Ethical Hacker (CEH)
- Certified Information Systems Security Professional (CISSP)
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Associate–Security (CCNA Security)
- Cisco Certified Network Professional (CCNP)
- CompTIA A+
- CompTIA Linux+ and LPIC-1
- CompTIA Network+
- CompTIA Security+
- Computer Security Incident Handler (CSIH)
- IACIS Certified Mobile Device Examiner (ICMDE)
- Microsoft Certified Solutions Expert (MCSE)
- Microsoft Certified Systems Administrator (MCSA)

Educational Relationship

Vertical pathways between UMGC's Undergraduate School and Graduate School allow eligible students who complete their undergraduate degree at UMGC with a major in computer networks and cybersecurity to reduce their total coursework for the Master of Science in Cybersecurity Management and Policy, the Master of Science in Cybersecurity Technology, or the Master of Science in Digital Forensics and Cyber Investigation at UMGC by 6 credits (one course). More information is available in the graduate catalog.

BACHELOR'S DEGREE CURRICULA

Degree Requirements

A degree with a major in computer networks and cybersecurity requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

CMIT 202	Fundamentals of Computer Troubleshooting (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CMIT 321	Ethical Hacking (3)
CMIT 350	Interconnecting Cisco Devices (3)
CMIT 369	Windows Server: Install and Storage (3)
CMIT 391	Linux System Administration (3)
CMIT 495	Current Trends and Projects in Computer Networks and Cybersecurity (3)

Three upper-level courses chosen from any upper-level CMIT courses and CCJS 321 (9)—Focused study in Microsoft, Cisco, network security, or digital forensics recommended, as follows:

Microsoft

CMIT 370	Windows Server: Networking
CMIT 371	Windows Server: Identity
CMIT 372	Designing and Implementing a Server Infrastructure
CMIT 373	Implementing an Advanced Server Infrastructure

Cisco

CMIT 451	Implementing Cisco IP Routing
CMIT 452	Implementing Cisco IP Switched Networks
CMIT 453	Troubleshooting and Maintaining Cisco IP Networks
CMIT 454	Cisco CCNA Security

Network Security

CMIT 370	Windows Server: Networking
CMIT 451	Implementing Cisco IP Routing
CMIT 425	Advanced Information Systems Security

Digital Forensics

CCJS 321	Digital Forensics in the Criminal Justice System
CMIT 424	Digital Forensics Analysis and Application
CMIT 440	Mobile Forensics
CMIT 460	Network Forensics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111T	Program and Career Exploration in Technology (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *(prerequisite to major courses)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 107	College Algebra (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*

GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

IFSM 301	Foundations of Information Systems Management (3) *(recommended)*
MATH 140	Calculus I (4) *(recommended, especially if you plan to go to graduate school)*

Total credits for BS in Computer Networks and Cybersecurity **120**

Career Preparation

This program is designed to help you prepare for a career in network management, systems administration, or network security, whether you're new to the IT field or you're looking to move up to middle management.

Computer Science

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

Major in Computer Science

Get in demand with a bachelor's degree in computer science.

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

What You'll Learn

Through your coursework, you will learn how to

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

Your Coursework in Computer Science

In your computer science coursework, you'll learn programming; algorithm optimization and enhancement; and the theory, science, and math behind modern computing. Specifically, you learn about Java, C++, OpenGL, Octave, and MATLAB. Your courses will cover data structures and analysis, computer systems and architecture, image and signal processing, and more.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design, implement, test, debug, and document Java programs using development tools
- Design and implement a virtual stringed musical instrument that includes data fields for notes and Boolean fields to determine whether the instrument is tuned or currently playing
- Build realistic graphical 3D worlds, animate characters, and add special effects to games using OpenGL and a programming environment
- Create a Java programming project that uses a concurrent, secure, multi-threaded application

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in computer science to reduce their total coursework for the Master of Arts in Teaching by 12 credits (three courses, including the noncredit introductory course UCSP 615) and complete both degrees with a total of 138 credits of coursework. More information is available in the graduate catalog.

Degree Requirements

A degree with a major in computer science requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general edu-

cation or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

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

RELATED REQUIRED COURSES

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

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111T	Program and Career Exploration in Technology (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective* *or 1 credit from 4-credit MATH course*
CMIS 102	Introduction to Problem Solving and Algorithm Design (3) *(related requirement; prerequisite to later course)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 140	Calculus I (4) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (43 CREDITS)

EDTP 500	Professional Fundamentals of Teaching and Learning (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*
EDTP 535	Adolescent Development and Learning Needs (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*

Total credits for BS in Computer Science **120**

Minor in Computer Science

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

Courses in the Minor (15 Credits)

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

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help provide you with a foundation for a career in software architecture or engineering; application software design; or systems analysis, programming, or engineering in corporate organizations and government agencies.

Contract Management and Acquisition

You may seek an academic minor in contract management and acquisition.

Minor in Contract Management and Acquisition

The minor in contract management and acquisition complements the skills you gain in your major discipline by integrating concepts from various business disciplines to present the requirements and techniques used in federal contracting and the acquisition of goods and services. Focus is on the successful application of contract management principles and execution of all phases of the contract management process.

Courses in the Minor (15 Credits)

The minor in contract management and acquisition requires the completion of the following courses:

BMGT 339	Introduction to Federal Contracting (3)
BMGT 482	Advanced Federal Contracting (3)
BMGT 372	Supply Chain Management (3)
BMGT 375	Purchasing Management (3)
ACCT 350	Federal Financial Management (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Criminal Justice

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

Major in Criminal Justice

Protect, serve, and prepare to move into a key position in law enforcement or a federal agency with a bachelor's degree in criminal justice.

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

What You'll Learn

Through your coursework, you will learn how to

- Apply critical-thinking skills and logic to analyze and solve a variety of complex problems in the criminal justice environment
- Manage and evaluate organizational efforts to ensure effective cooperation with stakeholders to prevent, control, and manage crime to ensure public safety
- Use an ethical framework and an understanding of legal constraints to make decisions as a criminal justice professional
- Develop specialized technical knowledge and skills relevant to subspecialties in the field of criminal justice to ensure public safety
- Use interpersonal and leadership skills to work both independently and cooperatively as a member of a criminal justice team

Your Coursework in Criminal Justice

In your criminal justice coursework, you'll learn both the theory and practice of the criminal justice system, as well as the specifics of criminal behavior, law enforcement, courts, corrections, security, and investigation.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design a security plan for a public service in the community
- Compose a search and seizure application and supporting affidavit
- Critique an analytic report of criminal intelligence

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in criminal justice to reduce their total coursework for the Master of Science in Management with a specialization in criminal justice management at UMGC by 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework. More information is available in the graduate catalog.

Degree Requirements

A degree with a major in criminal justice requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other

options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111P	Program and Career Exploration in Public Safety (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Criminal Justice **120**

Minor in Criminal Justice

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

Courses in the Minor (15 Credits)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you to move into a command position in law enforcement or meet the degree requirement for federal law enforcement. The content of the degree program is applicable to positions in the public and private sectors. Graduates may find positions throughout the criminal justice system.

Cybersecurity

You may seek an academic minor in cybersecurity.

Minor in Cybersecurity

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

Courses in the Minor (15 Credits)

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

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Cybersecurity Management and Policy

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

Major in Cybersecurity Management and Policy

Develop the cybersecurity management, policy, governance, and technical skills required to prepare for rapid career growth with our nationally recognized program in cybersecurity management and policy.

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

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

What You'll Learn

Through your coursework, you will learn how to

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

Your Coursework in Cybersecurity Management and Policy

We've developed our cybersecurity management and policy program in conjunction with top employers to be relevant to your career growth. Industry experts consult on emerging topics, our faculty lend their extensive field experience, and an advisory board of senior executives ensure that you'll train for the highest level of information assurance.

You'll learn the techniques, policies, operational procedures, and technologies that secure and defend information systems in local and more broadly based domains.

Courses include ethics in information technology, security policy analysis, network security, practical applications in cybersecurity management, and emerging technologies, taught by senior staff, managers, and executives in the cybersecurity field, so you'll benefit from their firsthand knowledge and experience.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Write various cybersecurity-related documents, including security policies, disaster recovery plans, and executive briefs
- Analyze standards, best practices, and regulations in the cybersecurity field
- Identify, investigate, and evaluate next-generation and newly emerging technologies that have the potential to support or improve cybersecurity and protect against threats

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

- CompTIA Network+
- CompTIA Security+
- Systems Security Certified Practitioner (SSCP)

Degree Requirements

A degree with a major in cybersecurity management and policy requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111T	Program and Career Exploration in Technology (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *(prerequisite to later course)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 107	College Algebra (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Cybersecurity Management and Policy **120**

Career Preparation

This program is designed to help you develop skills to manage people and the technologies required to protect information, information systems, and infrastructures, including the nation's critical cyber infrastructures. It is ideal if you want to leverage your previous work experience to move into a team leader, supervisor, or management position within a corporate organization or government agency.

Digital Media and Web Technology

You may seek either an academic major or minor in digital media and web technology.

Major in Digital Media and Web Technology

Unleash your creativity and enhance your technical skills with our digital media and web technology degree.

Follow your interests and prepare for a career in digital design with UMGC's bachelor's degree program in digital media and web technology, which allows you to explore web or digital design.

You'll learn how to create digital works using industry-standard software and incorporating design theory and efficient workflows. Through your coursework, you can gain hands-on experience in web design, electronic publishing, motion graphics, multimedia, animation, and graphic design.

What You'll Learn

Through your coursework, you will learn how to

- Design, develop, and manage digital media using current and emerging technologies that adhere to industry standards
- Analyze needs and effectively manage projects and resources, applying sound business principles and technology
- Design and develop digital, interactive, and web-based media to meet customer requirements and usability standards
- Develop, test, and implement web and multimedia applications using techniques for scripting and programming
- Apply relevant theories, practices, and principles effectively when designing and developing works in digital media

Your Coursework in Digital Media and Web Technology

In your digital media courses, you'll learn the theories, technologies, techniques, and best practices that govern the effective design of interactive, immersive, and engaging digital media across many different platforms. We'll lead you through the entire design process, from preplanning to concept design to final publishing. You'll use industry-standard Adobe Creative Cloud software, including InDesign, Photoshop, Illustrator, Animate, and After Effects, to create real-world design projects.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design websites and web applications using HTML5, cascading style sheets, JavaScript, XML, PHP/MySQL, and CSS
- Use Adobe InDesign to create publications for print, web, and mobile devices
- Create a business kit including company logo, letterhead, business card, and envelope for a client
- Create simple animation and motion graphics that featured animated text, digital video, flash animation, and more

Degree Requirements

A degree with a major in digital media and web technology requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

CMST 290	Introduction to Interactive Design (3)
CMST 295	Fundamentals of Digital Media (3)
CMST 495	Current Trends and Projects in Digital Media and Web Technology (3)

Any upper-level CMST courses (21)—Focused study in web or digital design recommended, as follows:

Web Design

CMST 385	Principles of Web Design and Technology I
CMST 386	Principles of Web Design and Technology II
CMST 325	Image Editing
CMST 320	Illustration Graphics
CMST 388	Fundamentals of JavaScript
CMST 450	Web Development Using XML
CMST 488	Advanced JavaScript

Digital Design

CMST 310	Fundamentals of Electronic Publishing
CMST 311	Advanced Electronic Publishing
CMST 325	Image Editing
CMST 320	Illustration Graphics
CMST 425	Advanced Image Editing
CMST 341	Principles of Multimedia I
CMST 351	Motion Graphics I

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111T Program and Career Exploration in Technology (3)
or other PACE 111 course
(to be taken in first 6 credits)

LIBS 150 Introduction to Research (1)
or CAPL 398A Career Planning Management
or other general education elective

CMST 301 Digital Media and Society (3)
or another computing course appropriate to the academic major

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course

WRTG 112 Academic Writing II (3)

SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

WRTG 393 Advanced Technical Writing (3)
or other advanced upper-level writing course

Math Course

MATH 107 College Algebra (3)
or other approved math or statistics course

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course

HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course

BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory
or other paired science lecture and laboratory courses taken in the same session

GEOL 100 Physical Geology (3)
or other science lecture course

MINOR AND ELECTIVE COURSES (49 CREDITS)

Total credits for BS in Digital Media and Web Technology 120

Minor in Digital Media and Web Technology

The digital media and web technology minor complements the skills you gain in your major discipline by providing a study of the principles, best practices, and technologies that govern the design of digital media.

Courses in the Minor (15 Credits)

A minor in digital media and web technology requires the completion of 15 credits of coursework in computer studies. You must complete either CMST 290 or CMST 295. The remaining credits may be chosen from any CMST courses.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you to work in areas such as web design, electronic publishing, motion graphics, multimedia, animation, and graphic design.

Diversity Awareness

You may seek an academic minor in diversity awareness.

Minor in Diversity Awareness

The diversity awareness minor complements the skills you gain in your major discipline by providing an interdisciplinary perspective on diversity in contemporary society, conceptually grounded in social science, to promote and cultivate the intercultural awareness and effective communication skills that are necessary in today's professional and social settings.

Courses in the Minor (15 Credits)

A minor in diversity awareness requires the completion of 15 credits of coursework, chosen from the following courses:

ANTH 346	Anthropology of Language and Communication
BEHS 220	Diversity Awareness
BEHS 320	Disability Studies
GERO 311	Gender and Aging
GERO 427	Culture and Aging
PSYC 338	Psychology of Gender
PSYC 354	Cross-Cultural Psychology
SOCY 325	The Sociology of Gender
SOCY 423	Race and Ethnicity: A Global Perspective
SOCY 426	Sociology of Religion
SPCH 324	Communication and Gender
SPCH 482	Intercultural Communication
WMST 200	Introduction to Women's Studies: Women and Society

It is recommended that you take BEHS 220 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

East Asian Studies

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

Major in East Asian Studies

Hone your communication skills, cultural knowledge, and historic perspective in this unique degree program in East Asian studies.

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

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

What You'll Learn

Through your coursework, you will learn how to

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

Your Coursework in East Asian Studies

Through your courses, you'll gain an understanding of East Asia based on both expanded cultural awareness and scholarly analysis and build a foundation of knowledge that enriches your appreciation of the area. The multidisciplinary curriculum covers culture, history, society, and the language of the region.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Create a presentation to raise awareness and educate others about various aspects of East Asian culture, history, and politics

- Create a presentation in Chinese, Japanese, or Korean that demonstrates an ability to speak, read, and write the language
- Write a research paper about a specific subject using primary source material

Degree Requirements

A degree with a major in East Asian studies requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

ASTD 284	Foundations of East Asian Civilization (3)
ASTD 285	Introduction to Modern East Asia (3)
PHIL 348	Religions of the East (3)
ASTD 485	Issues in East Asian Studies (3)

East Asian language courses (9)—Courses designated CHIN or JAPN and numbered 111, 112, 114, or higher

Upper-level East Asian content courses (9)—ASTD, CHIN, JAPN, KORN, Asian HIST, and Asian GVPT courses and ANTH 417 apply. Focused study in China or Japan recommended, as follows:

China

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

Japan

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMIS 111	Social Networking and Cybersecurity Best Practices (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (49 CREDITS)

Total credits for BA in East Asian Studies **120**

Minor in East Asian Studies

The East Asian studies minor complements the skills you gain in your major discipline by providing an interdisciplinary study of the cultural, historical, political, and contemporary business reality of the Asian/Pacific world.

Courses in the Minor (15 Credits)

A minor in East Asian studies requires the completion of 15 credits of coursework in East Asian studies, which must include ASTD 284 and ASTD 285. Courses allowable for the major in East Asian studies apply.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for a range of careers that require a broad understanding of the culture and region in areas such as translation, teaching, journalism, analysis, and nonprofit field work.

Economics

You may seek an academic minor in economics.

Minor in Economics

The economics minor complements the skills you gain in your major discipline by providing a study of the forces that determine production and distribution, price levels, and income distribution, as well as other economic factors that influence the quality of life.

Courses in the Minor (15 Credits)

A minor in economics requires the completion of the following courses:

ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
ECON 305	Intermediate Macroeconomic Theory and Policy (3)
ECON 306	Intermediate Microeconomic Theory (3)
ECON 430	Money and Banking (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Emergency Management

You may seek an academic minor in emergency management.

Minor in Emergency Management

The emergency management minor complements the skills you gain in your major discipline by providing knowledge of emergency management, including disaster planning and operations and allocation of limited resources.

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a minor in emergency management to reduce their total coursework for the Master of Science in Management with a specialization in emergency management at UMGC by 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework. More information is available in the graduate catalog.

Courses in the Minor (15 Credits)

A minor in emergency management requires the completion of the following courses:

EMGT 302	Concepts of Emergency Management (3)
EMGT 304	Emergency Response Preparedness and Planning (3)
EMGT 312	Social Dimensions of Disaster (3)
EMGT 308	Exercise and Evaluation Programs (3)
EMGT 314	Terrorism Issues in Emergency Management (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

English

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

Major in English

Gain the analytical, critical, and communication skills to help you succeed in graduate study or an in-demand career by pursuing a bachelor's degree in English.

Like other liberal arts majors, a major in English at UMGC offers a solid base of critical thinking on which to build a career or further graduate study. In-demand skills in research and writing that have a wide application in the job market are also honed. If you are intrigued by literature, the English major may be right for you.

What You'll Learn

Through your coursework, you will learn how to

- Demonstrate knowledge of a range of English-language literary texts, genres, and terms
- Analyze literary texts to explain stylistic, historical, sociocultural, and ethical significance
- Apply critical theory to literary texts to enhance interpretation and analysis
- Conduct effective research across a range of media
- Create writing that effectively argues, persuades, illuminates, and/or informs
- Create presentations in various media to demonstrate the results of academic inquiry

Your Coursework in English

In the English major, you'll study literature and writing, improving your cultural literacy and your ability to recognize and appreciate great works of literature. By following a critical approach to the study of literature, you'll learn to articulate ideas with clarity; conduct original research; and convey complex information in logical, accessible language.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Write proposals and prepare presentations and other academic writing using primary and secondary texts
- Prepare a biocritical essay on an author and the author's work
- Add a voiceover to a map of different regions of the United States, illustrating how pronunciation changes throughout the region

BACHELOR'S DEGREE CURRICULA

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in English to reduce their total coursework for the Master of Arts in Teaching at UMGC by 12 credits (three courses, including the noncredit introductory course UCSP 615) and complete both degrees with a total of 138 credits of coursework. More information is available in the graduate catalog.

Degree Requirements

A degree with a major in English requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

ENGL 240	Introduction to Fiction, Poetry, and Drama (3)
ENGL 281	Standard English Grammar (3)
ENGL 303	Critical Approaches to Literature (3)
ENGL 386	History of the English Language (3) *or any upper-level ENGL course*
ENGL 310	Renaissance Literature (3)
ENGL 311	The Long 18th-Century British Literature (3) *or any upper-level ENGL course*
ENGL 312	19th-Century British Literature (3) *or any upper-level ENGL course*
ENGL 430	American Literature: Discovery to 1914 (3)
ENGL 433	Modern American Literature: 1914–1945 (3)
ENGL 441	Postmodern American Literature: 1945 to 1999 (3) *or any upper-level ENGL course*
ENGL 495	Advanced Seminar in English Language, Literature, and Writing (3)

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMST 301	Digital Media and Society (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

EDTP 500	Professional Fundamentals of Teaching and Learning (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*
EDTP 535	Adolescent Development and Learning Needs (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*

Total credits for BA in English **120**

Minor in English

The English minor complements the skills you gain in your major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Courses in the Minor (15 Credits)

A minor in English requires the completion of the following courses:

ENGL 240	Introduction to Fiction, Poetry, and Drama (3)
ENGL 281	Standard English Grammar (3)
ENGL 303	Critical Approaches to Literature (3)
ENGL 310	Renaissance Literature (3)
ENGL 433	Modern American Literature: 1914–1945 (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for jobs in education, law, publishing, journalism, public relations, business, and management.

Environmental Management

You may seek either an academic major or minor in environmental management.

Major in Environmental Management

Tackle emergencies and manage resources to avert disaster by pursuing a bachelor's degree in environmental management.

Environmental issues like global warming, air quality, and water scarcity are central to the safety, health, and security of our nation and its citizens. In UMGC's hands-on environmental management program, you'll learn to plan, implement, and control all facets of environmental management, using professional models and techniques.

What You'll Learn

Through your coursework, you will learn how to

- Use the risk assessment process (identify, analyze, eliminate, and control hazards and risk factors) to evaluate potential risks to human health, safety, and the environment in a variety of settings
- Develop environmental management plans that comply with safety, health, and environmental regulations and policies; incorporate scientific principles; and manage risk to human health and the environment
- Evaluate and use information and data obtained through field inspections, monitoring, and public and private data sources to assess risks to human health and the environment
- Apply scientific knowledge and principles, quantitative methods, and technology to think critically and solve complex environmental management problems
- Communicate orally and in writing on environmental issues, principles, and practices in a clear, well-organized manner that effectively informs or persuades interested parties
- Identify and evaluate current and future air, water, land, and energy resource needs to make recommendations for sustainable solutions and practices

Your Coursework in Environmental Management

In your environmental management courses, you'll learn how to mitigate environmental management issues, including air pollution, water pollution, solid waste, and hazardous waste. You'll also have the chance to use software tools and practice key technologies related to risk management, geographic information systems, and environmental economics.

BACHELOR'S DEGREE CURRICULA

The curriculum provides an interdisciplinary approach toward air, land, and water environmental management; pollution control; policies; regulations; and environmental health and safety.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Conduct risk assessments; collect, analyze, and interpret data; and characterize potential adverse effects of chemical, physical, and biological agents
- Evaluate environmental and health hazards to formulate strategies for controlling hazards
- Anticipate, recognize, and evaluate occupational hazards

Degree Requirements

A degree with a major in environmental management requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

ENMT 301	Environment and Ecosystems Principles (3)
BIOL 301	Human Health and Disease (3)
ENMT 303	Environmental Regulations and Policy (3)
ENMT 307	Introduction to Geographic Information Systems (GIS) (3)
ENMT 321	Environmental Health (3)
ENMT 322	Occupational Health and Safety (3)
ENMT 340	Environmental Technology (3)
ENMT 495	Global Environmental Management Issues (3)

Upper-level ENMT courses (9)—Focused study in toxicology and hazard control or sustainability recommended, as follows:

Toxicology and Hazard Control

ENMT 310	Hazard Management in Emergency Response Operations
ENMT 380	Air Quality Management
ENMT 390	Risk Assessment and Principles of Toxicology

Sustainability

ENMT 360	Introduction to Urban Watersheds
ENMT 365	Stewardship and Global Environmental Challenges
ENMT 405	Pollution Prevention Strategies

RELATED REQUIRED COURSES

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

CHEM 297	Environmental Chemistry
MATH 115	Pre-Calculus
STAT 200	Introduction to Statistics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 115	Pre-Calculus (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3)
	or other behavioral and social sciences course
BEHS 103	Technology in Contemporary Society (3)
	or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1)
	or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session
CHEM 297	Environmental Chemistry (3)
	(related requirement for the major)

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Environmental Management **120**

Minor in Environmental Management

The environmental management minor complements the skills you gain in your major discipline by providing an interdisciplinary study of multimedia (air, water, land) environmental management and related issues on a fundamental practical and global level.

Courses in the Minor (15 Credits)

A minor in environmental management requires the completion of 15 credits of coursework in environmental management. All courses allowable for the major apply. It is recommended that you take ENMT 301 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you to mitigate environmental management issues, including air pollution, water pollution, solid waste, and hazardous waste.

Finance

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

Major in Finance

Attain the analytical skills and knowledge you need to enter a growing and lucrative field by pursuing a bachelor's degree in finance.

In UMGC's bachelor's degree program in finance, you'll develop the expertise to apply finance theory to real-world situations. Our program combines a foundation in the principles of business, economics, and accounting with an in-depth focus on the details of finance and financial management via intensive case studies. It can also serve as an important first step toward earning important certifications in the field.

What You'll Learn

Through your coursework, you will learn how to

- Prepare, analyze, and interpret financial information
- Apply financial and economic theories to make sound business decisions
- Apply the basic principles of security markets to create, evaluate, and manage security portfolios
- Describe and analyze the impact of monetary systems' legal, regulatory, and environmental factors on planning, forecasting, and making financial decisions
- Communicate, collaborate, lead, and influence across the organization to achieve organizational goals effectively and ethically
- Research, collect, synthesize, and interpret data by applying appropriate technology tools to solve business problems
- Use market principles and entrepreneurial skills to identify, develop, and implement business opportunities and relationships for financial products and services

Your Coursework in Finance

In your finance courses, you'll study business finance, financial management, investments, security analysis, strategic risk management, and valuation. You'll use financial theory to complete an extensive case study based on real companies.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design and track an investment portfolio
- Create an investment policy statement
- Complete a case study of a company valuation process

- Complete case studies of individual financial planning scenarios
- Analyze real companies' financial statements, including cost of capital, liquidity, profitability, debt, and market ratios
- Create a pro forma financial, budget, and cash flow statement

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

- Certified Management Accountant (CMA)
- Certified Financial Planner (CFP)

Degree Requirements

A degree with a major in finance requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

BMGT 364	Management and Organization Theory (3)
ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
FINC 330	Business Finance (3)
FINC 340	Investments (3)
FINC 351	Risk Management (3)
FINC 421	Financial Analysis (3)
FINC 430	Financial Management (3)
FINC 440	Security Analysis and Valuation (3)
FINC 460	International Finance (3)
ECON 430	Money and Banking (3)
FINC 495	Contemporary Issues in Finance Practice (3)

RELATED REQUIRED COURSES

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

ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
STAT 200	Introduction to Statistics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111B	Program and Career Exploration in Business (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 201	Principles of Macroeconomics (3) *(related requirement for the major)*
ECON 203	Principles of Microeconomics (3) *(related requirement for the major)*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1)
	or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory
	or other paired science lecture and laboratory courses taken in the same session
GEOL 100	Physical Geology (3)
	or other science lecture course

MINOR AND ELECTIVE COURSES (43 CREDITS)

Total credits for BS in Finance **120**

Minor in Finance

The finance minor complements the skills you gain in your major discipline by providing a study of the institutions, theory, and practice associated with the allocation of financial resources within the private sector.

Courses in the Minor (15 Credits)

A minor in finance requires the completion of 15 credits of coursework in finance. All FINC courses apply. It is recommended that you take FINC 330 and FINC 340 as the first courses in the minor (if you have not already applied the courses toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for positions in contract management, budgeting, corporate and government financial management, investments, portfolio analysis and management, financial analysis, financial planning, banking, risk management, and insurance.

Fire Service Administration

You may seek an academic minor in fire service administration.

Minor in Fire Service Administration

The fire service administration minor complements the skills you gain in your major discipline by providing knowledge of disaster planning and the administration of fire-protection services, including organization, planning, operating procedures, management, and allocation of limited resources.

Courses in the Minor (15 Credits)

A minor in fire service administration requires the completion of the following courses:

FSCN 302	Fire and Emergency Services Administration (3)
FSCN 304	Personnel Management for Fire and Emergency Services (3)
FSCN 305	Fire Prevention Organization and Management (3)
FSCN 413	Community Risk Reduction for the Fire and Emergency Services (3)
FSCN 416	Emergency Services Training and Education (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Forensics

You may seek an academic minor in forensics. A related academic major is available in investigative forensics (p. 58).

Minor in Forensics

The minor in forensics complements the skills you gain in your major discipline by providing interdisciplinary study in selected areas of criminal justice, natural science, social science, investigation and security, information and computer systems, psychology, and sociology. It combines laboratory and field skills in the collection and analysis of physical evidence with further study in the various subfields of forensics.

Courses in the Minor (15 Credits)

A minor in forensics requires the completion of 15 credits of coursework in forensics, chosen from those listed in the requirements for the major in investigative forensics. It is recommended that you take CCJS 101 and CCJS 234 as the first courses for the minor (if you have not already applied the courses toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

General Studies

Major in General Studies

The general studies major allows you to draw from various disciplines that provide a body of knowledge appropriate to an area of interest that you identify (for example, an aspect of culture, a historical period, or a geographical location). The interdisciplinary approach emphasizes analysis and synthesis of diverse theory and practice.

What You'll Learn

Through your coursework, you will learn how to

- Communicate effectively, both orally and in writing, with individuals and groups to convey ideas and knowledge and to establish professional competency
- Develop the skills and competencies required for sustainable professional success
- Use appropriate resources to research and critically analyze real-world situations
- Cultivate an awareness of one's changing relationship to diverse social, historical, and cultural contexts
- Understand and apply key concepts from chosen disciplines

Degree Requirements

A degree with a major in general studies requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

Coursework for the major in general studies includes either 15 credits in each of two different disciplines or specific coursework for a particular curriculum as defined by UMGC.

The general studies major requires prior approval. Unless the curriculum has already been defined by UMGC, you must submit a formal proposal explaining the focus and intended learning outcomes of the proposed course of study and identifying specific courses to fulfill those learning outcomes. Consult an advisor about the requirements and procedure for submitting a proposal.

Gerontology and Aging Services

You may seek either an academic major or minor in gerontology and aging services.

Major in Gerontology and Aging Services

Join the growing labor force needed to meet the health care challenge of an aging population by pursuing a degree in gerontology and aging services.

The aging baby boomer population is driving some of the fastest growth in health care jobs in the country. This group has enormous clout across many industries, including health, finance, marketing, policy, housing, transportation, and education. In fact, by 2030, when the last baby boomers turn 65, one in five Americans will be 65 or older.

In the gerontology and aging services program at UMGC, you'll gain a foundation in the physiological, social, and psychological aspects of aging, coupled with an understanding of programs, services, and policies related to aging and older adults, so that you can care for and serve this population.

This program is ideal for individuals who already have some health care experience or experience with the aging population. This is also a great degree for those looking to make a career change into a secure field.

What You'll Learn

Through your coursework, you will learn how to

- Access, interpret, and apply research findings related to biological, psychological, and social processes in the context of aging
- Analyze the impact of factors such as race, ethnicity, gender, and social class on the aging process
- Analyze the development of policies related to aging and their impact on services and organizations for older adults, both locally and nationally
- Apply knowledge to work with older adults in a chosen area of practice
- Practice within the legal and ethical standards of the aging services field

Your Coursework in Gerontology and Aging Services

In your gerontology courses, you'll develop the ability to investigate and discuss the psychosocial, health, and political aspects of aging in contemporary society; develop effective strategies for health promotion and service implementation for older adults; and learn to work in an ethically responsible and professional manner with older adults and aging services professionals.

You'll also complete a 3-credit internship during which you'll work in a community-based placement for 15 weeks, applying your knowledge from the classroom to real-world settings.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design a health promotion campaign to promote wellness among older adults
- Analyze case studies of aging services to identify key problems and propose reasonable solutions
- Consider how their own aging process will be affected by issues related to work and retirement, health care, public policy, caregiving, and ageism

Degree Requirements

A degree with a major in gerontology and aging services requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

GERO 100	Contemporary Issues in Aging (3)
GERO 301	Service/Program Management (3)
GERO 302	Health and Aging (3)
GERO 306	Programs, Services, and Policies (3)
GERO 311	Gender and Aging (3)
GERO 320	Psychosocial Aspects of Aging (3)
GERO 338	Health Promotion in Older Adults (3)
GERO 342	Long-Term Care Administration (3)
GERO 390	The Business of Aging (3)
GERO 427	Culture and Aging (3)
GERO 486A	Workplace Learning in Gerontology and Aging Services (3)

RELATED REQUIRED COURSE

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

STAT 200	Introduction to Statistics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Gerontology and Aging Services **120**

Minor in Gerontology and Aging Services

The gerontology and aging services minor complements the skills you gain in your major discipline by examining aging from a multidisciplinary perspective that integrates biological, sociological, psychological, and historical perspectives. It provides you with the opportunity to study complex processes and aspects of aging and the field of gerontology.

Courses in the Minor (15 Credits)

A minor in gerontology and aging services requires the completion of 15 credits of coursework in gerontology. BEHS 380 and all GERO courses apply. It is recommended that you take GERO 100 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for a number of careers in areas that include program management, program and policy analysis, services development, and housing and facilities management.

Graphic Communication

You may seek an academic major in graphic communication.

Major in Graphic Communication

Make your mark in graphic communications with a major that allows you to get paid for your creativity.

UMGC's graphic communication major is a portfolio-intensive program that can help you master the skills and technology to compete in today's rapidly changing visual arts and communication environment. With a graphic design degree, along with an updated portfolio aimed toward your ideal clients, you can apply your creative streak toward a career in business, government, or industry as a graphic designer, manager, or communications specialist.

What You'll Learn

Through your coursework, you will learn how to

- Produce effective visual communications by applying principles of composition, layout, color theory, and context
- Plan, design, and create interactive solutions, such as user interfaces, motion graphics, mobile applications, and web designs
- Use professional, analytical, collaborative, and technical design skills to support team goals, roles, and responsibilities
- Define and direct creative strategy in a business environment by combining scope, messaging, and evaluation of success in an overarching design campaign

Your Coursework in Graphic Communication

In the graphic communication major, you'll receive training in graphic art and design, computer graphics, communication, business-oriented writing, and publication. You'll become well-versed in the language of design and adept at using Adobe Creative Cloud software, including Photoshop, Illustrator, InDesign, Premiere, After Effects, and Animate.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Create a portfolio to demonstrate work to potential employers
- Develop a business plan for a communication arts business

Degree Requirements

A degree with a major in graphic communication requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

GRCO 100	Introduction to Graphic Communication (3)
ARTT 110	Introduction to Drawing (3)
ARTT 120	Design I: Arrangement and Color (3)
ARTT 210	Intermediate Drawing (3)
GRCO 230	Typography and Layout (3)
GRCO 350	Intermediate Graphic Communication: Portfolio Development (3)
GRCO 354	Digital Media (3)
GRCO 355	Digital Media II (3)
GRCO 450	Advanced Graphic Communication: Professional Branding (3)
GRCO 479	Motion Graphics (3)
GRCO 495	Graphic Communication Portfolio (3)

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMST 301	Digital Media and Society (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

ARTH 375	History of Graphic Art (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BA in Graphic Communication **120**

Career Preparation

This program is designed to help prepare you for a graphic design or communications management career in business, government, or industry. It is intended to provide you with a complete professional portfolio to work in the graphic communication field in areas such as graphic design, communication design, freelance graphic design, and art direction.

Health Services Management

You may seek either an academic major or minor in health services management.

Major in Health Services Management

Advance in one of the country's fastest-growing job sectors with a degree in health services management.

With the advent of electronic health records and the aging baby boomer demographic, the health care sector is growing rapidly, and occupations related to health care are among the fastest-growing in the country. The robust growth of positions in health services management will generate substantial opportunities for individuals with the right leadership skills.

A major in health services management can provide you with grounding in the core knowledge and competencies for effective management in the dynamic health care environment, teaching you to think comprehensively and strategically about health care trends so you can lead innovation. It is perfect for entry-level and midcareer professionals.

What You'll Learn

Through your coursework, you will learn how to

- Exercise sound business and financial management principles in health care settings through process mapping and strategic planning
- Apply technological advances and emerging trends in the U.S. health care system to achieve organizational goals and practices
- Identify, analyze, and evaluate quantitative and qualitative health care data and information for effective decision making in various health care settings
- Evaluate legal and ethical issues associated with the planning and delivery of health care services
- Analyze policies related to health care management

Your Coursework in Health Services Management

Through your health services management coursework, you'll examine all the various aspects of management—finance, economics, marketing, facilities management, and strategic planning—from a health care perspective. You'll also explore information systems, ethical issues, and data analysis.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Conduct a quantitative analysis project, which includes developing a hypothesis, conducting a literature review, developing a database description, and conducting data analysis, for a health care topic of the student's choice
- Participate in a group project in which students assume the roles of key members of a health care management team (chief financial officer, chief of medical services, marketing manager, etc.) to manage a problem
- Propose solutions to issues posed by case studies and present and defend these proposals in class
- Analyze failures in preventative measures that might lead to critical problems for a health care team
- Develop and write a research paper on such issues as mandatory reporting of child abuse or HIV or the proper treatment of environmental hazards

Degree Requirements

A degree with a major in health services management requires the completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

HMGT 300	Introduction to the U.S. Health Care Sector (3)
HMGT 307	Managerial Epidemiology and Decision Making in Health Care (3)
HMGT 310	Health Care Policies (3)
HMGT 320	Management in Health Care Organizations (3)
HMGT 322	Health Care Financial Management (3)
HMGT 335	Health Care Marketing (3)
HMGT 372	Legal and Ethical Issues in Health Care (3)
HMGT 400	Research and Data Analysis in Health Care (3)
HMGT 420	Health Care Facilities Management (3)
HMGT 435	Health Care Economics (3)
HMGT 495	Strategic Planning and Leadership in Health Care (3)

RELATED REQUIRED COURSES

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

IFSM 305	Information Systems in Health Care Organizations
STAT 200	Introduction to Statistics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 305	Information Systems in Health Care Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3)
	or other behavioral and social sciences course
BEHS 103	Technology in Contemporary Society (3)
	or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1)
	or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session
GEOL 100	Physical Geology (3)
	or other science lecture course

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Health Services Management **120**

Minor in Health Services Management

The minor in health services management complements the skills you gain in your major discipline by enhancing the knowledge, skills, and competencies required by the changing health services environment. The minor covers a wide range of topics designed to help you deal with the challenges of management and leadership in this dynamic field.

Courses in the Minor (15 Credits)

A minor in health services management requires the completion of 15 credits of coursework in health services management, chosen from any HMGT courses and GERO 342. It is recommended that you take HMGT 300 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you to work in the fast-growing field of health services management.

History

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

Major in History

Strengthen your research and writing skills; learn to think critically; and prepare for a future in politics, law, journalism, or education by pursuing a bachelor's degree in history.

Like other liberal arts majors, a major in history offers a solid base of critical thinking on which to build a career or further graduate study.

One of the very first schools to offer a degree program in history online, UMGC brings you nearly two decades of experience in teaching history in an online environment. Plus, if you're based in the Washington, D.C., area, you'll have myriad opportunities to find internships and part-time and full-time jobs in the field via public institutions and federal positions. Our alumni have gone on to work at such agencies as the National Archives and the National Park Service.

What You'll Learn

Through your coursework, you will learn how to

- Research, interpret, and present historical knowledge
- Write and speak clearly and appropriately about historical information for diverse audiences
- Engage in history as a moral and ethical practice, recognizing a wide range of backgrounds and perspectives
- Apply historical precedents to contemporary life and develop self-reflection
- Achieve a deep understanding of the different peoples, events, and cultures that have shaped human civilization

Your Coursework in History

In the history curriculum, you can study a range of historical eras and geographical areas, including China, the Middle East, wartime Europe, and the United States. You'll also dig into research and writing, learning how to lay the groundwork for and eventually complete a substantial original historical research project suitable for presentation or publication.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Interpret current events and ideas in a historic context
- Focus on the ways in which race, class, ethnicity, and gender have shaped the varied experiences of U.S. citizens

- Examine the art, religion, and literature of civilizations of various time periods and locations
- Study World War II and other major conflicts from a variety of perspectives
- Research, write about, and present the results of a project on a chosen topic

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in history to reduce their total coursework for the Master of Arts in Teaching at UMGC by 12 credits (three courses, including the noncredit introductory course UCSP 615) and complete both degrees with a total of 138 credits of coursework. More information is available in the graduate catalog.

Degree Requirements

A degree with a major in history requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

HIST 115	World History I (3)
	or HIST 141 Western Civilization I
HIST 116	World History II (3)
	or HIST 142 Western Civilization II
HIST 156	History of the United States to 1865 (3)
HIST 157	History of the United States Since 1865 (3)
HIST 289	Historical Methods (3)
HIST 309	Historical Writing (3)
HIST 495	Senior Thesis in History (3)

Upper-level HIST courses (12)—Focused study in U.S. or world history recommended, as follows:

U.S. History

HIST 316L	The American West
HIST 365	Recent America: 1945 to the Present
HIST 377	U.S. Women's History: 1870 to 2000
HIST 461	African American History: 1865 to the Present

World History

HIST 326	The Roman Republic
HIST 337	Europe's Bloodiest Century
HIST 392	History of the Contemporary Middle East
HIST 480	History of China to 1912

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3)
	or other PACE 111 course
	(to be taken in first 6 credits)
LIBS 150	Introduction to Research (1)
	or CAPL 398A Career Planning Management
	or other general education elective
CMST 301	Digital Media and Society
	or another computing course appropriate to the academic major

Communications Courses

WRTG 111	Academic Writing I (3)
	or other writing course
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3)
	or other communication, writing, or speech course
WRTG 391	Advanced Research Writing (3)
	or other advanced upper-level writing course

Math Course

MATH 105	Topics for Mathematical Literacy (3)
	or other approved math or statistics course

Arts and Humanities Courses

HIST 125	Technological Transformations (3)
	or other arts and humanities course
HUMN 100	Introduction to Humanities (3)
	or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3)
	or other behavioral and social sciences course
BEHS 103	Technology in Contemporary Society (3)
	or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1)
	or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session
GEOL 100	Physical Geology (3)
	or other science lecture course

MINOR AND ELECTIVE COURSES (46 CREDITS)

EDTP 500	Professional Fundamentals of Teaching and Learning (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*
EDTP 535	Adolescent Development and Learning Needs (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*

Total credits for BA in History **120**

Minor in History

The history minor complements the skills you gain in your major discipline by offering a historical perspective and by helping you to develop critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

Courses in the Minor (15 Credits)

A minor in history requires the completion of 15 credits of coursework in history, as follows:

A 100-level HIST course (3)
(Courses counted toward this requirement include HIST 115, HIST 116, HIST 141, HIST 142, HIST 156, and HIST 157.)
HIST 289 Historical Methods (3)
Any upper-level HIST courses (9)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for a future in politics, law, journalism, or education. It is appropriate for you if you have an interest in teaching history or social studies; working in public history archives, historic sites, museums, and galleries; or pursuing graduate-level study in history or law and public policy.

Homeland Security

You may seek either an academic major or minor in homeland security.

Major in Homeland Security

Increase your knowledge about homeland security and get ready to lead the organizations that defend against threats to homeland security and manage emergency situations by pursuing a bachelor's degree in homeland security.

A major in homeland security can help you develop the knowledge, skills, and abilities needed for management and leadership in homeland security. The coursework has been developed by practitioner-scholars who work in a variety of homeland security roles and is designed to provide you with a global outlook, interpersonal skills, leadership abilities, and awareness of current issues in domestic and international security. You'll use actual homeland security information, taken straight from governmental sources, in your assignments.

What You'll Learn

Through your coursework, you will learn how to

- Lead, manage, and motivate others, developing their knowledge and skills, to establish and achieve strategic and operational homeland security goals and interface with internal and external audiences
- Manage technology and information for the protection and recovery of critical infrastructure/information in a hostile or emergency environment
- Navigate the financial, personnel, legal, and political information of public or private organizations to identify, evaluate, and address organizational needs, requirements, and resources
- Research, analyze, and synthesize complex intelligence information using various methods to formulate risk assessments and responses to emerging threats
- Communicate, negotiate, and educate strategically and tactically across cultural boundaries with diverse partners and stakeholders within homeland security
- Write concise and succinct policy, planning, and procedure documents for a variety of audiences to support homeland security operations

Your Coursework in Homeland Security

In your courses, you'll focus on the security issues of homeland security, including international and domestic terrorism, infrastructure protection, strategic planning, international relations, intelligence operations, and evaluation. You'll also learn about ethics, research and technology, legal and political issues, and leadership. Management competencies covered include strategic planning, legal awareness, aspects of intelligence and international relations, ethics, decision making, and supervision.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Identify a homeland security issue
- Analyze how the issue should be addressed
- Present possible solutions, including implementation steps and recommendations

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in homeland security to reduce their total coursework for the Master of Science in Management or the Master of Science in Information Technology with a specialization in homeland security at UMGC by 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework. More information is available in the graduate catalog.

Degree Requirements

A degree with a major in homeland security requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

HMLS 302	Introduction to Homeland Security (3)
HMLS 310	Homeland Security Response to Critical Incidents (3)
HMLS 406	Legal and Political Issues in Homeland Security (3)
HMLS 408	Infrastructure in Homeland Security (3)
HMLS 414	Homeland Security and Intelligence (3)
HMLS 416	Homeland Security and International Relations (3)
PSAD 410	Public Safety Research and Technology (3)
PSAD 414	Public Safety Administration Ethics (3)
PSAD 416	Public Safety Leadership (3)
HMLS 304	Strategic Planning in Homeland Security (3)
HMLS 495	Homeland Security Issues and Challenges (3)

RELATED REQUIRED COURSE

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

IFSM 300	Information Systems in Organizations

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111P	Program and Career Exploration in Public Safety (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*

HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Homeland Security **120**

Minor in Homeland Security

The homeland security minor complements the skills you gain in your major discipline by providing knowledge of the concepts of domestic and international security.

Courses in the Minor (15 Credits)

A minor in homeland security requires the completion of the following courses:

HMLS 302	Introduction to Homeland Security (3)
HMLS 406	Legal and Political Issues of Homeland Security (3)
HMLS 408	Infrastructure in Homeland Security (3)
HMLS 414	Homeland Security and Intelligence (3)
HMLS 416	Homeland Security and International Relations (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for management work in security risk assessments, operational recovery management, and strategy development to protect people, facilities, and critical infrastructure.

Humanities

You may seek an academic major in humanities.

Major in Humanities

Broaden your horizons and gain a critical understanding of the world through a comparative study of the ideas and values of cultures by pursuing a humanities degree.

Like other liberal arts majors, a major in humanities offers a solid base of critical thinking on which to build a career or further study. This major will broaden your understanding of yourself and your interaction with the world and provide a perspective on cultural and intellectual heritage while offering tools to use that knowledge in the real world.

You'll explore how individuals and groups understand their existence, their place within their cultures, and their responsibility to others and the physical world.

What You'll Learn

Through your coursework, you will learn how to

- Plan, communicate, and implement coherent and justifiable practices that improve human conditions
- Analyze ideas critically and defend recommendations for improving the conditions of society
- Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience
- Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information that educates and influences others

Your Coursework in Humanities

The major in humanities offers an interdisciplinary curriculum in which you'll develop the analysis and communication skills that employers value. You'll be immersed in a multidisciplinary study of global culture as you analyze art, philosophy, literature, religion, film, theater, music, and technology.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Choose a political, economic, or cultural issue or trend and study how it developed from the 1970s to the present; examples have included the legalization of marijuana, same-sex marriage, and the conservative movement
- Choose a specific Greek sculpture and write a script in first person in which the sculpted figure talks to a present-day audience about the sculpture's life, accomplishments, and experiences

Degree Requirements

A degree with a major in humanities requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

HUMN 100	Introduction to Humanities (3)
PHIL 100	Introduction to Philosophy (3)
PHIL 140	Contemporary Moral Issues (3)
HIST 115	World History I (3) *or HIST 116 World History II* *or HIST 141 Western Civilization I* *or HIST 142 Western Civilization II*
MUSC 210	Music as Cultural Expression (3) *or any MUSC course*
ARTH 372	History of Western Art 1 (3) *or any upper-level ARTH course*
PHIL 304	Contemporary Social Justice Issues (3) *or any upper-level PHIL course*
HUMN 351	Myth in the World (3) *or any upper-level HUMN course*
PHIL 349	Religions of the West (3) *or any upper-level PHIL course*
ENGL 406	Shakespeare Studies (3) *or any upper-level ENGL course*
HUMN 495	Humanities Seminar (3)

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMST 301	Digital Media and Society *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
ENGL 240	Introduction to Fiction, Poetry, and Drama (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BA in Humanities	**120**

Career Preparation

This program is designed to help you develop skills that are applicable to careers in fields as varied as education, publishing, journalism, advertising, sales, law, management, human resources, and insurance and at institutions such as museums and other nonprofit organizations.

Human Resource Management

You may seek either an academic major or minor in human resource management.

Major in Human Resource Management

Enhance your leadership capabilities, grow your people skills, and increase your company's bottom line by pursuing a bachelor's degree in human resource management.

With a degree in human resource management from UMGC, you'll find employment opportunities in nearly every industry. Our bachelor's degree program is perfect for those who have some experience in HR but don't have the degree, as well as those who want to transition into the HR profession.

You'll gain a comprehensive understanding of human resource functions—such as resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; performance appraisal and rewards programs; and development of personnel policies and procedures—in private- and public-sector settings. Additionally, you'll explore the ways that human behavior, laws, labor relations, and diversity issues can intersect and affect a company's culture and ultimately its progress.

What You'll Learn

Through your coursework, you will learn how to

- Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and self-improvement
- Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations
- Help create a culture in which all employees are motivated and valued
- Create, implement, and assess training, development, and rewards programs that foster employee and organizational learning and development
- Recognize the diversity of cultures and worldviews that inform human behavior and respond constructively to differences in workplaces, communities, and organizations
- Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner

Your Coursework in Human Resource Management

UMGC works closely with the federal government and the Society of Human Resource Management to align courses in the human resource management program with employers' expectations and required competencies, so the program will teach you the exact skills employers tell us they want.

You'll study management and organization theory, organizational behavior and development approaches, interpersonal skill development, and employment law.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Identify and diagnose problems within a real organization using case studies and propose management principles to improve the situation
- Develop and conduct a training needs assessment and an appropriate training program plan, including a budget and schedule, based on organizational need
- Design a rewards program to motivate employees, using benefits such as stock options and cash incentives
- Practice using skills such as negotiation, facilitation, mediation, and arbitration to manage conflicts

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

- Professional in Human Resources (PHR)
- Senior Professional in Human Resources (SPHR)
- Global Professional in Human Resources (GPHR)

Degree Requirements

A degree with a major in human resource management requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

HRMN 300	Human Resource Management (3)
HRMN 302	Organizational Communication (3)
HRMN 362	Labor Relations (3)
HRMN 367	Organizational Culture and Change (3)
HRMN 395	The Total Rewards Approach to Compensation Management (3)
HRMN 400	Human Resource Management: Issues and Problems (3)
HRMN 406	Employee Training and Development (3)

BMGT 364	Management and Organization Theory (3)
FINC 331	Finance for the Nonfinancial Manager (3)
HRMN 408	Employment Law for Business (3)
HRMN 467	Global Human Resource Management (3)
HRMN 495	Contemporary Issues in Human Resource Management Practice (3)

RELATED REQUIRED COURSE

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

IFSM 300	Information Systems in Organizations

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111B	Program and Career Exploration in Business (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (43 CREDITS)

Total credits for BS in Human Resource Management **120**

Minor in Human Resource Management

The human resource management minor complements the skills you gain in your major discipline by examining the human resource functions in a private- or public-sector organizational setting. These functions include human resource planning; recruitment, selection, and placement; employee appraisal and compensation; employee training and career development; management of labor relations; and development of a human resource department implementation plan.

Courses in the Minor (15 Credits)

A minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN courses apply. It is recommended that you take HRMN 300 and 400 for the minor (if you have not already applied the courses elsewhere in the degree).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for opportunities in nearly every industry.

Information Systems Management

You may seek either an academic major or minor in information systems management.

Major in Information Systems Management

Learn how to manage systems and IT personnel with a bachelor's degree in information systems management.

Information systems management is a critical part of the strategic decision-making process in virtually all of today's public and private organizations. That means managers who can lead the teams that integrate information systems with general business processes are in high demand.

Developed by chief information officers and other high-level IT professionals, the bachelor's degree program in information systems management at UMGC is well suited for those looking to move into a management position and bridge the gap between an organization's functional users and technical developers.

What You'll Learn

Through your coursework, you will learn how to

- Evaluate, select, and apply analytical and measurement methods/tools and system development life-cycle methodologies to meet organizational needs
- Research, assess, recommend, select, and implement information technology that aligns with organizational needs, provides continuity, and meets business objectives
- Communicate effectively orally, visually, and in writing to determine stakeholders' business requirements, explain how the requirements will be met, and provide ongoing information
- Protect organizations' critical information and assets responsibly by integrating cybersecurity best practices and risk management throughout global enterprises
- Plan, execute, and evaluate technology solutions to achieve strategic goals by managing high-performing teams and projects

Your Coursework in Information Systems Management

In the information systems management major, your coursework will teach you how to conceptualize, implement, and manage high-quality, secure information systems. The curriculum, which is kept updated, relevant, and accurate with input from IT employers, focuses on the methods, concepts, and practical applications of information systems in the workplace. You'll acquire an integrated skill set that includes a deep understanding of how technology fits within a company or organization.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Identify business processes that would benefit from implementation of an information technology solution
- Demonstrate how IT could improve the process, productivity, and competitive positioning of a given organization
- Build a full IT business case for an IT solution, including justifications and portfolio management
- Conduct a cost-benefit analysis to justify organizational expenditures for IT systems

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

- Certified Associate in Project Management (CAPM)
- Project Management Professional (PMP)
- PMI Agile Certified Practitioner (PMI-ACP)

Degree Requirements

A degree with a major in information systems management requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

IFSM 300	Information Systems in Organizations (3)
IFSM 301	Foundations of Information Systems Management (3)
IFSM 304	Ethics in Information Technology (3)
IFSM 310	Software and Hardware Infrastructure Concepts (3)
IFSM 311	Enterprise Architecture (3)
IFSM 330	Business Intelligence and Data Analytics (3)
IFSM 370	Telecommunications in Information Systems (3)
IFSM 432	Business Continuity Planning (3)
IFSM 438	Information Systems Project Management (3)
IFSM 461	Systems Analysis and Design (3)
IFSM 495	Trends and Practical Applications in Information Systems Management (3)

RELATED REQUIRED COURSE

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

CMIS 102 Introduction to Problem Solving and Algorithm Design

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111T Program and Career Exploration in Technology (3)
or other PACE 111 course
(to be taken in first 6 credits)

LIBS 150 Introduction to Research (1)
or CAPL 398A Career Planning Management
or other general education elective

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
or other programming course
(related requirement for the major)

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course

WRTG 112 Academic Writing II (3)

SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

WRTG 393 Advanced Technical Writing (3)
or other advanced upper-level writing course

Math Course

STAT 200 Introduction to Statistics (3)
or other approved math or statistics course

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course

HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course

BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science
and NSCI 101 Physical Science Laboratory
or other paired science lecture and laboratory courses taken in the same session

GEOL 100 Physical Geology (3)
or other science lecture course

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Information Systems Management **120**

Minor in Information Systems Management

The information systems management minor complements the skills you gain in your major discipline by helping you develop your abilities to conceptualize and manage the design and implementation of high-quality information systems.

Courses in the Minor (15 Credits)

A minor in information systems management requires the completion of 15 credits of coursework in information systems management. All IFSM courses apply.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you to move into a management position in information systems management, systems analysis, information technology project management, or information assurance.

Investigative Forensics

You may seek an academic major in investigative forensics. A related minor is available in forensics (p. 42).

Major in Investigative Forensics

Become fluent in the language of crime scene investigation for a career in civil or criminal justice by pursuing a degree in investigative forensics.

A key element within the field of criminal investigation today is the work of forensics specialists—the people who gather, process, and report on evidence from crime scenes—in discovering the facts of a case. The role of investigative forensics is also expanding within the field of civil justice. UMGC's program in investigative forensics is based on national guidelines and designed to help you understand both the theory and practice of forensic disciplines and police work.

What You'll Learn

Through your coursework, you will learn how to

- Apply the scientific method to draw conclusions regarding forensic information
- Use ethical principles and an understanding of legal precedents to make decisions related to investigation, analysis, and testimony as a crime scene or forensic professional
- Access, interpret, and apply investigative, forensic, and criminal justice research
- Report and articulate information, analyses, or findings to relevant users
- Recognize and evaluate evidence to determine all of the appropriate analyses needed to gather all available forensic information
- Synthesize forensic, evidential, and investigatory information from multiple sources to generate theories about a crime
- Understand the capabilities, processes, and limitations of the crime laboratory to become an informed consumer or practitioner

Your Coursework in Investigative Forensics

In your core investigative forensics courses, you'll learn and practice evidence detection, collection, processing, and reporting, as well as criminal procedure and analysis of evidence. You'll also learn to write reports specific to the criminal justice field and gain an understanding of the abilities and limitations of the crime lab. Hands-on, practical experience is provided via online learning tools that allow you to virtually investigate a crime scene.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Examine evidence via virtual labs, take notes, and write reports based on the examinations
- Investigate a virtual crime scene, gather evidence, request lab testing, and use the results to write an official report and reconstruction
- Examine a virtual cold case to locate and interview suspects, re-examine evidence, determine the viability of the case, and write a report based on findings

INDUSTRY CERTIFICATION

This program is designed to help prepare you for the following certification exams:

- Bloodstain Pattern Analyst Certification
- Crime Scene Certification
- Latent Print Certification

Degree Requirements

A degree with a major in investigative forensics requires the successful completion of 120 credits of coursework, including 32 credits for the major; 41 credits in general education requirements; and 47 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 16 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (32 CREDITS)

CCJS 101	Introduction to Investigative Forensics (3)
CCJS 234	Criminal Procedure and Evidence (3)
CCJS 301	Criminalistics I: The Comparative Disciplines (4)
CCJS 302	Criminalistics II: The Scientific Disciplines (4)
CCJS 342	Crime Scene Investigation (3)
CCJS 390	Cybercrime and Security (3)
CCJS 420	Medical and Legal Investigations of Death (3)
CCJS 421	Principles of Digital Analysis (3)
CCJS 440	Fingerprint Analysis (3)
CCJS 441	Firearms and Toolmarks Analysis (3)

RELATED REQUIRED COURSES

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

STAT 200	Introduction to Statistics
CCJS 461	Psychology of Criminal Behavior

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111P	Program and Career Exploration in Public Safety (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMIS 111	Social Networking and Cybersecurity Best Practices (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *(related requirement for the major)*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

CCJS 461	Psychology of Criminal Behavior (3) *(related requirement for the major)*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (47 CREDITS)

Total credits for BS in Investigative Forensics **120**

Career Preparation

This program is designed to help prepare you for a career in civil or criminal justice working in crime scene investigation.

Laboratory Management

If you have completed the required lower-level coursework for the laboratory management major—either within an Associate of Applied Science degree program at a community college with which UMGC has an articulation agreement or within another appropriate transfer program, you may seek an academic major in laboratory management. Consult an advisor before electing this major.

Major in Laboratory Management

In this one-of-a-kind laboratory management program, you'll prepare to coordinate and manage laboratories in rapidly growing biological and technical fields.

UMGC's program in laboratory management is unique in Maryland: no other university in the state offers a bachelor's degree program in laboratory management. Yet the need within the biotechnology industry for employees with both scientific and management skills is great.

The laboratory management major will help you prepare to coordinate the activities that contribute to a well-ordered laboratory by combining an in-depth study of scientific concepts and procedures with hands-on laboratory management practice.

What You'll Learn

Through your coursework, you will learn how to

- Create a healthy, safe, and productive workplace by appropriately hiring, training, supporting, and evaluating laboratory personnel
- Plan, organize, and direct the daily work activities of a laboratory setting by working independently and as a member of a team
- Communicate in a clear, well-organized manner that effectively persuades, informs, and clarifies ideas, information, and laboratory techniques/procedures to staff, the scientific community, and the public
- Practice ethical standards of integrity, honesty, and fairness as a laboratory manager
- Monitor and maintain laboratory-related documentation, equipment, and supplies necessary for conducting efficient, safe, cost-effective, and hygienic laboratory operations
- Manage scientific and laboratory practices and procedures by complying with and adhering to national, state, and local standards, policies, protocols, and regulations

Your Coursework in Laboratory Management

In your courses, you'll build on the technical and scientific knowledge gained through prior study and direct experience in the field. The curriculum provides in-depth study of scientific concepts and procedures, as well as management skills related to inventory, budget, personnel, and operations.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Develop a workload tracking system for laboratory inventory, equipment, and personnel training
- Critique a case study involving violations of safe practices and breaches of regulatory compliance
- Compile a laboratory training manual to be used by all new lab employees

Degree Requirements

A degree with a major in laboratory management requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

BIOL 325	Inquiries in Biological Science (3)
BMGT 364	Management and Organization Theory (3)
FINC 331	Finance for the Nonfinancial Manager (3)
NSCI 301	Laboratory Management and Safety (3)
BIOL 486A/B	Workplace Learning in Biology (6)
	or any internship through Workplace Learning
BIOL 495	Current Trends and Applications in the Life Sciences (3)

Lower-level coursework in biology, biochemistry, biotechnology, chemistry, microbiology, or molecular biology, including 12 credits in lab science, brought in transfer from the associate degree (15)

RELATED REQUIRED COURSES

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

Science coursework in biotechnology, biochemistry, cell biology, chemistry, genetics, immunology, microbiology, molecular biology, physics, and virology, to a total of 14 credits

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective* *or 1 credit from second 4-credit science course*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

Lower-level coursework in biotechnology, biochemistry, cell biology, chemistry, genetics, immunology, microbiology, molecular biology, physics, and virology, completed as part of the associate degree program (7)

(related requirement for the major)

MINOR AND ELECTIVE COURSES (43 CREDITS)

Total credits for BS or BTPS in Laboratory Management **120**

Career Preparation

This program is designed to help prepare you for a career as a biological or chemical technician, lab manager, or project manager.

Law for Business

You may seek an academic minor in law for business.

Minor in Law for Business

The law for business minor complements the knowledge and skills you gain in your major discipline by providing opportunities to achieve substantive knowledge and practical skill competencies in selected areas of law relevant to business.

Courses in the Minor (15 Credits)

A minor in law for business requires the completion of 15 credits of coursework chosen from the following:

BMGT 380	Business Law I
BMGT 381	Business Law II
COMM 400	Mass Media Law
HRMN 408	Employment Law for Business
LGST 200	Techniques of Legal Research
LGST 201	Legal Writing
LGST 312	Torts
LGST 325	Litigation
LGST 340	Contract Law

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Legal Studies

You may seek an academic major in legal studies.

Major in Legal Studies

Gain the knowledge, skills, and ethical principles you need to research and produce legal information and documents or prepare for law school by pursuing a bachelor's degree in legal studies.

In the legal studies major, you'll acquire the tools you need to confidently and competently thrive in legal environments. In this program, you'll learn to produce and review legal forms and documents, apply statutes to legal cases, and assess fact patterns.

With your degree, you'll be equipped to conduct legal analysis, draft various types of legal documents, and perform research in the legal environment.

What You'll Learn

Through your coursework, you will learn how to

- Conduct research using appropriate resources to identify relevant, current legal authority
- Draft documents that reflect critical thinking and legal reasoning to inform, evaluate, and advocate on legal issues
- Apply an understanding of legal concepts and procedures to efficiently and ethically support the resolution of legal disputes
- Synthesize relevant information and complete a wide variety of forms and documents used to meet client objectives

Your Coursework in Legal Studies

In your legal studies courses, you'll examine the organization, function, and processes of the lawmaking institutions in the U.S. legal system, as well as the role of the paralegal in the legal system and the governing rules of legal ethics.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Draft legal forms, such as petition for divorce, power of attorney, and identification and evaluation of estate property, for submission to court, using legal terms and nomenclature, as well as knowledge of a particular case
- Review the elements of a statute and assess its application to a set of facts
- Review a current case or statutory law and produce a legal theory, approach, or case study to support a hypothetical client's case

Degree Requirements

A degree with a major in legal studies requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

LGST 101	Introduction to Law (3)
LGST 200	Techniques of Legal Research (3)
LGST 201	Legal Writing (3)
LGST 204	Legal Ethics (3)
LGST 301	Advanced Legal Writing (3)
LGST 312	Torts (3)
LGST 315	Domestic Relations (3)
LGST 320	Criminal Law and Procedures (3)
LGST 325	Litigation (3)
LGST 340	Contract Law (3)
LGST 495	Advanced Professional Practices (3)

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111P	Program and Career Exploration in Public Safety (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Legal Studies **120**

Career Preparation

This program is designed to help prepare you for law school or for a career researching and producing legal information and documents. This degree may meet the requirements to work in a professional support position in legal advocacy, legal research, legal writing, and legal case review/support.

Management Studies

You may seek an academic major in management studies.

Major in Management Studies

Gain management expertise through a broad and flexible course of study aimed at turning you into a leader.

Today, many business, government, public service, and technical environments require knowledge of management principles from multiple disciplines. UMGC's program in management studies can help you gain that expertise through a course of study focused on decision making, problem solving, and leadership.

What You'll Learn

Through your coursework, you will learn how to

- Apply leadership skills to promote communication, ethical behavior, and quality performance
- Implement employment practices, encourage team building, and mentor junior staff members
- Communicate effectively with culturally diverse audiences using a variety of formats and technologies
- Assess and develop performance measures, feedback, and coaching that facilitates employee development
- Employ self-reflection and mindfulness of individual and cultural differences when interacting with others
- Research, plan, and develop processes and procedures that ensure organizational performance

Your Coursework in Management Studies

In your management studies courses, you'll focus on management principles and organizational dynamics for today's global, multicultural, and multinational organizations. You'll also benefit from a full spectrum of related business courses, including statistics, business writing, marketing, finance, and organizational behavior.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Create a management or a leadership plan
- Create decision matrices, balanced scorecards, and appraisal performance reviews for an organization
- Conduct a fishbone analysis and an internal and external environmental scan

Degree Requirements

A degree with a major in management studies requires the successful completion of 120 credits of coursework, including

BACHELOR'S DEGREE CURRICULA

33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

BMGT 110	Introduction to Business and Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3) or *ACCT 220 Principles of Accounting I*
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3)
BMGT 464	Organizational Behavior (3) *or BMGT 465 Organizational Development and Transformation*
BMGT 317	Decision Making (3)
BMGT 305	Knowledge Management (3) *or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course*
BMGT 304	Managing E-Commerce in Organizations (3) *or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course*
BMGT 484	Managing Teams in Organizations (3) *or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course*
BMGT 496	Business Ethics (3)
BMGT 485	Leadership for the 21st Century (3)

RELATED REQUIRED COURSES

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

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

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111B	Program and Career Exploration in Business (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
COMM 390	Writing for Managers (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 201	Principles of Macroeconomics (3) *or ECON 203 Principles of Microeconomics* *(related requirement for the major)*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Management Studies	**120**

Career Preparation

This program is designed to help prepare you for an entry-level management position in business, government, public service, and technical environments. It will also help prepare experienced managers or midcareer professionals who are looking to advance their careers.

Marketing

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

Major in Marketing

Attain the marketing skills and business acumen vital to today's ever-expanding global business environment by pursuing a bachelor's degree in marketing.

Fueled by increasing globalization and the developing role of the internet in business, the field of marketing is constantly evolving. As global competition intensifies, organizations increasingly rely on skilled professionals to identify and develop profitable new products and markets.

What You'll Learn

Through your coursework, you will learn how to

- Apply marketing knowledge and skills to meet organizational goals through analytic and managerial techniques related to customers, executives, finance, information technology, law, operational domains, and customer relations
- Employ strategic marketing skills, including scenario planning, market intelligence, customer profiles, marketing plans, and competitive analysis, to respond to organizational marketing challenges
- Conduct research, analyze data, create effective marketing plans, and support decisions that meet the needs and desires of global customers
- Act with personal and professional integrity in the global marketplace of employers, peers, and customers
- Cultivate and maintain positive interpersonal relationships based on engagement and positive interaction with teams, managers, and customers

Your Coursework in Marketing

In your marketing courses, you'll study the strategic marketing processes for consumer and organizational markets, including environmental scanning and positioning; marketing research and analysis; segmentation, targeting, and positioning; product development and differentiation; valuation and pricing; channel and value-chain management; integrated marketing communications; and relationship building. You'll also examine consumer behavior and consumer relationship management, global marketing, online marketing, and sales management.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Prepare an integrated marketing communications plan
- Submit a strategic marketing plan for an established business
- Select a target market for a specific product, apply consumer data to identify market segments, and develop a marketing mix strategy for those segments
- Analyze a real-world marketing situation as presented in a case study
- Defend and support marketing recommendations in a formal written document

Degree Requirements

A degree with a major in marketing requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (36 CREDITS)

BMGT 110	Introduction to Business and Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3)
BMGT 496	Business Ethics (3)
MRKT 310	Marketing Principles (3)
MRKT 354	Integrated Marketing Communications (3)
MRKT 395	Managing Customer Relationships (3)
MRKT 410	Consumer Behavior (3)
MRKT 412	Marketing Research (3)
MRKT 454	Global Marketing (3)
MRKT 457	Digital Marketing (3)
MRKT 314	Nonprofit Marketing (3)
	or any MRKT course
MRKT 495	Strategic Marketing Management (3)

RELATED REQUIRED COURSES

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

ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
IFSM 300	Information Systems in Organizations

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111B	Program and Career Exploration in Business (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 201	Principles of Macroeconomics (3) *(related requirement for the major)*
ECON 203	Principles of Microeconomics (3) *(related requirement for the major)*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (43 CREDITS)

Total credits for BS in Marketing **120**

Minor in Marketing

The marketing minor complements the skills you gain in your major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

Courses in the Minor (15 Credits)

A minor in marketing requires the completion of 15 credits of coursework in marketing. All MRKT courses apply. It is recommended that you take MRKT 310 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for a career in marketing management, marketing research, or sales in private and public corporations, marketing agencies, or entrepreneurial endeavors.

Mathematical Sciences

You may seek an academic minor in mathematical sciences.

Minor in Mathematical Sciences

The mathematical sciences minor complements the skills you gain in your major discipline by developing skills in solving mathematical problems and addressing 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, and the biological and social sciences.

Courses in the Minor (18 Credits)

A minor in mathematical sciences requires the completion of 18 credits of coursework in MATH courses numbered 140 or higher, including at least 3 credits at the 300 or 400 level. Courses may be chosen from the following:

MATH 140	Calculus I
MATH 141	Calculus II
MATH 241	Calculus III
MATH 246	Differential Equations
MATH 301	Concepts of Real Analysis
MATH 340	Linear Algebra

No more than two courses may satisfy requirements for both the academic major and the minor. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Natural Science

You may seek an academic minor in natural science.

Minor in Natural Science

The natural science minor complements the skills you gain in your major by providing an underlying scientific basis on which to build a career in natural science, life science, physical science, and the allied health fields, as well as bioinformatics, environmental management, science journalism, and science education.

Courses in the Minor (17 Credits)

A minor in natural science requires the completion of 17 credits of coursework in natural science, chosen from any courses in astronomy, biology, chemistry, geology, natural science, and physics.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Nursing for Registered Nurses

Students who have an associate degree in nursing or a diploma from a registered nursing education program that is recognized by the appropriate state board of nursing and who reside in and have an active, unencumbered nursing license in an approved state* may seek an academic major in nursing for registered nurses.

Major in Nursing for Registered Nurses

Go above and beyond: Advance to preferred positions in nursing management, research, and public health with a bachelor's degree in nursing.

UMGC's bachelor's degree program in nursing for registered nurses provides a pathway for career advancement in clinical research or public health nursing, as well as preparation for graduate study, by building on your established clinical and practical experiences. Accredited by the Commission on Collegiate Nursing Education, this program will help equip you to assume the role of the professional nurse in diverse and challenging settings, take on responsibility for client care, and provide exceptional evidence-based nursing care to patients.

What You'll Learn

Through your coursework, you will learn how to

- Demonstrate clinical reasoning in selecting and applying health care approaches for individuals, families, and communities
- Evaluate and apply research to promote evidence-based nursing practice
- Apply management and leadership concepts in various settings to promote health
- Evaluate and communicate the effects of health policy and health care systems on the nursing profession and the delivery of care
- Demonstrate an understanding of the value of continuous personal and professional development as health care evolves

Your Coursework in Nursing for Registered Nurses

In your nursing courses, you'll build on your established clinical and practical experiences. The curriculum covers health assessment, global health, family and community health nursing, nursing leadership and management, nursing research, information technology, evidence-based practice, gerontology, legal and ethical issues in health care, and advocacy. The coursework can help prepare you to assume leadership roles in diverse and challenging settings, take on responsibility for client care, and provide exceptional evidence-based nursing care to patients.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Evaluate and critique research findings
- Develop an evidence-based patient care proposal
- Devise a plan to address a global health care issue
- Develop and implement a community health promotion plan
- Create a quality improvement plan for a patient care issue

Accreditation

The baccalaureate degree in nursing at UMGC is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001-2399 (202-887-6791). CCNE is a specialized accrediting agency recognized by the U.S. Department of Education.

Degree Requirements

A degree with a major in nursing for registered nurses requires the successful completion of 120 credits of coursework, including 30 credits in coursework for the major, 30 credits for an unencumbered RN license; 41 credits in general education requirements; and 19 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). General education coursework must be completed before beginning coursework for the nursing major. See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

NURS 300	Science and Research in Nursing (3)
IFSM 305	Information Systems in Health Care Organizations (3)
NURS 362	Health Assessment for Registered Nurses (4)
NURS 350	Global Health Issues (3)
HMGT 372	Legal and Ethical Issues in Health Care (3)
NURS 420	Advocacy and Politics in Nursing (3)
NURS 410	Applying Evidence-Based Practice in Nursing (3)

* See *umgc.edu/nursing* for the most up-to-date list of approved states.

NURS 462	Nursing Care of the Family and Community (4)
NURS 485	Leadership and Management in Professional Nursing Practice (4)

RELATED REQUIRED COURSES

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

STAT 200	Introduction to Statistics
PSYC 100	Introduction to Psychology
SOCY 100	Introduction to Sociology

General microbiology with lab
Anatomy and physiology I with lab
Anatomy and physiology II with lab

LICENSURE (30 CREDITS)

Active, unencumbered license as a registered nurse in an approved state*

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective* *or 1-credit from a second 4-credit science course*
IFSM 201	Concepts and Applications of Information Technology (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

PSYC 100	Introduction to Psychology (3) *(related requirement for the major)*
SOCY 100	Introduction to Sociology (3) *(related requirement for the major)*

Biological and Physical Sciences Courses

Lower-level coursework including general microbiology with lab and human anatomy and physiology I with lab (7)

MINOR AND ELECTIVE COURSES (19 CREDITS)

Total credits for BSN in Nursing For Registered Nurses **120**

Career Preparation

This program is designed to help you prepare for career advancement in clinical research or public health nursing and provides preparation for graduate study in nursing. See *umgc.edu/professional-licensure* for information about professional licensure in this field.

* See *umgc.edu/nursing* for the most up-to-date list of approved states.

Personal Financial Planning

You may seek an academic minor in personal financial planning.

Minor in Personal Financial Planning

The personal financial planning minor complements the skills you gain in your major discipline by providing a study of financial management and planning designed to prepare you for the Certified Financial Planner (CFP) exam.

This minor is designed primarily for students majoring in finance. If you are majoring in another field, you may need to take several courses to fulfill prerequisites. Consult an advisor for more information.

Courses in the Minor (15 Credits)

A minor in personal financial planning requires the completion of the following courses:

FINC 321	Fundamentals of Building Wealth (3)
FINC 352	Life and Health Insurance (3)
ACCT 323	Federal Income Tax I (3)
FINC 355	Retirement and Estate Planning (3)
FINC 490	Financial Plan Development (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Philosophy

You may seek an academic minor in philosophy.

Minor in Philosophy

The philosophy minor complements the skills you gain in your major discipline by providing a study of the relationships between personal opinions and real-world issues faced by members of a pluralistic, open society.

Courses in the Minor (15 Credits)

A minor in philosophy requires the completion of the following courses:

PHIL 100	Introduction to Philosophy (3)
PHIL 110	Practical Reasoning (3)
PHIL 304	Contemporary Social Justice Issues (3)
PHIL 336	Ideas Shaping the 21st Century (3)
PHIL 348	Religions of the East (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Political Science

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

Major in Political Science

See the big picture: Learn to analyze complex political problems and find viable solutions in both public and private sectors with a political science degree.

With a major in political science, you'll develop a comprehensive understanding of U.S. government and global politics. By analyzing political structures, theory, and problems, you'll learn to interpret complex political problems in both the public and private sectors and propose potential solutions. You'll also have an opportunity to enhance your professionalism and fine-tune your communication and organizational skills.

What You'll Learn

Through your coursework, you will learn how to

- Analyze and participate in the creation of public policy at the local, state, federal, and international levels by building consensus and using effective lobbying techniques
- Participate in and influence government at all levels through an understanding of the establishment, structure, and interaction of governmental institutions
- Use effective writing, research, analysis, advocacy, and coalition-building skills to develop and influence policy at the national and international levels
- Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments
- Apply knowledge of ethical principles and issues to public policy and politics

Your Coursework in Political Science

In your political science courses, you'll develop research and communication skills. Courses examine issues in policy development, global terrorism, foreign policy, defense policy and arms control, the intelligence community, and challenges in modern politics.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Complete an in-depth country analysis with particular stress on political-economic issues to produce a white paper to assist governments or corporations in assessing political or economic risks
- Develop a counterterrorism plan for a specific organization
- Choose a policy-oriented organization and research an issue to present

Degree Requirements

A degree with a major in political science requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

GVPT 100	Introduction to Political Science (3)
GVPT 101	Introduction to Political Theory (3)
GVPT 170	American Government (3)
	or GVPT 200 International Political Relations
GVPT 280	Comparative Politics and Governments (3)
GVPT 306	Global Political Economy (3)
GVPT 409	Terrorism, Antiterrorism, and Homeland Security (3)
	or any upper-level GVPT course
GVPT 403	Law, Morality, and War (3)
	or any upper-level GVPT course
GVPT 406	Global Terrorism (3)
GVPT 457	American Foreign Relations (3)
	or any upper-level GVPT course
GVPT 495	Advanced Seminar in Political Science (3)

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only

3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111C	Program and Career Exploration in Communication/Humanities (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMIS 111	Social Networking and Cybersecurity Best Practices (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (49 CREDITS)

Total credits for BS in Political Science **120**

Minor in Political Science

The political science minor complements the skills you gain in your major discipline by providing a systematic study of politics and government. It exposes you to the basic concepts, theories, policies, and roles of government at local, state, and national levels in domestic and foreign settings.

Courses in the Minor (15 Credits)

A minor in political science requires the completion of 15 credits of coursework in government and politics. All GVPT courses apply. It is recommended that you take GVPT 100, GVPT 101, or GVPT 170 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help you prepare for graduate study or careers in areas such as policy development for think tanks, research at intelligence agencies, and political campaign management, as well as other work with local and state governments or nonprofit organizations.

Psychology

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

Major in Psychology

Explore the fascinating landscape of the human mind and prepare for a career in human services or further graduate study by pursuing a bachelor's degree in psychology.

UMGC's bachelor's degree program in psychology will help prepare you for graduate study or a multitude of careers in the field. While acquiring a knowledge base of theory, research, and practice in psychological sciences, you'll hone your quantitative skills, written and oral communication proficiencies, analytical and scientific reasoning, and ability to analyze human behavior.

What You'll Learn

Through your coursework, you will learn how to

- Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate study or relevant careers
- Apply basic knowledge of research methodology, statistics, measurement, guidelines, ethical standards, laws, and regulations to design, participate in, and evaluate research in a variety of contexts
- Apply knowledge of human behavior to inform personal growth; communicate effectively; solve problems; make decisions; and interact with individuals, communities, and organizations
- Use critical and creative thinking, skeptical inquiry, technology, and the scientific approach to solve problems related to current and emerging trends in psychology
- Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various populations

Your Coursework in Psychology

The curriculum for the bachelor's degree in psychology, which is aligned with American Psychological Association guidelines, is designed to provide you with a solid grounding in the major theoretical schools of psychology and research findings. The program covers the application of psychological concepts and principles to individual cognitive and emotional functioning, the workplace, and interpersonal relationships. The program also emphasizes the application of biological, social, and professional principles and concepts in response to psychological needs.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Analyze a case study, providing an appropriate diagnosis, a rationale for that diagnosis, and suggestions for treatment
- Create a stress-management program and prepare a presentation
- Participate in a career review project in which they research potential jobs or graduate programs and submit a résumé or an application for graduate school

Degree Requirements

A degree with a major in psychology requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

PSYC 100	Introduction to Psychology (3)
PSYC 300	Research Methods in Psychology (3)
PSYC 301	Biological Basis of Behavior (3)
PSYC 310	Sensation and Perception (3)
	or any upper-level PSYC course
PSYC 321	Social Psychology (3)
PSYC 335	Theories of Personality (3)
PSYC 341	Memory and Cognition (3)
	or any upper-level PSYC course
PSYC 351	Lifespan Development (3)
	or any upper-level PSYC course
PSYC 353	Abnormal Psychology (3)
PSYC 436	Introduction to Clinical Psychology (3)
PSYC 495	Senior Seminar in Psychology (3)

RELATED REQUIRED COURSE

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

STAT 200	Introduction to Statistics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMST 301	Digital Media and Society *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Psychology	**120**

Minor in Psychology

The psychology minor complements the skills you gain in your major discipline by investigating the nature of mind and behavior, including the biological basis of behavior, perception, memory and cognition; the influence of environmental and social forces on the individual, personality, and lifespan development and adjustment; research methods; and statistical analysis.

Courses in the Minor (15 Credits)

A minor in psychology requires the completion of 15 credits of coursework in psychology as follows.

One of the following foundation courses (3):

PSYC 100 Introduction to Psychology
PSYC 300 Research Methods in Psychology
STAT 200 Introduction to Statistics

One course from each of the following groupings:

Biological (3): PSYC 301, PSYC 310, PSYC 341
Social (3): PSYC 321, PSYC 351, PSYC 354
Professional (3): PSYC 335, PSYC 353, PSYC 436

An additional PSYC course (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you for graduate study, research, or direct services work at a mental health or medical facility. It can also provide useful skills for work in related fields, such as human resources, advertising, customer relations, or program management.

Public Safety Administration

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

Major in Public Safety Administration

Supervise and lead the organizations that manage emergencies and defend against threats to corporate or homeland security by pursuing a bachelor's degree in public safety administration.

A major in public safety administration builds a strong foundation of knowledge about emergency management systems at federal, state, and local levels to foster cross-agency collaboration. This program is ideal for those who have already worked in the public safety field in some capacity and want to further develop their critical thinking and leadership skills to solve current and future public safety issues in both the public and private sectors.

What You'll Learn

Through your coursework, you will learn how to

- Facilitate and support leadership in public safety administration to manage successful programs, including intergovernmental, interagency, and interdisciplinary outreach
- Use informed decision making, goal orientation, teamwork, ethical behavior, enhanced technology, and communications to ensure effective leadership in public safety administration
- Use clear and effective communication strategies and strong interpersonal, technological, and social media skills to help build collaborative partnerships
- Identify risks and design responses, plans, training, and exercises that coordinate public and private resources to effectively meet public safety goals
- Develop concise policy, plans, and procedures to support public safety administration

Your Coursework in Public Safety Administration

Developed by government employees who work in public safety, the courses in the public safety administration degree program can provide you with a global outlook, interpersonal skills, leadership abilities, an awareness of current issues, and management competencies, including strategic planning, risk management, public policy program development and implementation, ethics, decision making, and supervision. You'll use actual public safety information, taken straight from governmental sources, in your assignments.

COURSEWORK EXAMPLE

In past projects, students have had the opportunity to identify a public safety issue, analyze how the issue should be addressed, and present possible solutions, including implementation steps and recommendations.

Degree Requirements

A degree with a major in public safety administration requires the completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. You must also complete all related required coursework, which may be applied to general education or elective requirements, as part of the 120 credits required for the degree. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

PSAD 302	Introduction to Public Safety Administration (3)
PSAD 304	Contemporary Public Safety Practices (3)
PSAD 306	Public Safety Planning (3)
PSAD 408	Public Safety Legal Issues and Public Policy (3)
PSAD 410	Public Safety Research and Technology (3)
PSAD 414	Public Safety Administration Ethics (3)
PSAD 416	Public Safety Leadership (3)
FINC 331	Finance for the Nonfinancial Manager (3)
BMGT 317	Decision Making (3)
PSAD 495	Public Safety Issues and Challenges (3)

RELATED REQUIRED COURSE

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

IFSM 300	Information Systems in Organizations

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111P	Program and Career Exploration in Public Safety (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
IFSM 300	Information Systems in Organizations (3) *(related requirement for the major)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 394	Advanced Business Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (49 CREDITS)

Total credits for BS in Public Safety Administration **120**

Minor in Public Safety Administration

The public safety administration minor complements the skills you gain in your major discipline by providing a background in the field. The minor exposes you to the principles of strategic planning, risk management, public policy, and ethics as related to public safety administration.

Courses in the Minor (15 Credits)

A minor in public safety administration requires the completion of 15 credits of coursework in public safety administration. All PSAD courses apply. It is recommended that you take PSAD 302 as your first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Career Preparation

This program is designed to help prepare you to join first-responder organizations involved in corporate security, emergency management, fire service administration, and homeland security. This program is ideal for those who have already worked in the public safety field in some capacity and want to further their skills.

Small Business Management and Entrepreneurship

You may seek an academic minor in small business management and entrepreneurship.

Minor in Small Business Management and Entrepreneurship

The small business management and entrepreneurship minor complements the skills you gain in your major discipline by helping you develop your ability to start and operate a successful small business and look for opportunities to create patterns of innovation within your organization. If you are planning to start or manage a small business, such as a family-owned business, a franchise, a virtual business, or a home enterprise, you'll find this minor helpful.

Courses in the Minor (15 Credits)

A minor in small business management and entrepreneurship requires the completion of the following courses:

BMGT 304	Managing E-Commerce in Organizations (3)
BMGT 330	Entrepreneurship and New Venture Planning (3)
BMGT 335	Small Business Management (3)
BMGT 364	Management and Organization Theory (3)
FINC 328	Small Business Finance (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Social Science

You may seek an academic major in social science.

Major in Social Science

Gain insight on pressing social issues by studying how groups, cultures, organizations, and institutions function by pursuing a bachelor's degree in social science.

In UMGC's bachelor's degree program in social science, you'll gain a breadth of knowledge through interdisciplinary study that encompasses perspectives from the fields of anthropology, behavioral sciences, gerontology, psychology, and sociology. You'll also have the opportunity to drill down and focus closely on one of these fields.

What You'll Learn

Through your coursework, you will learn how to

- Integrate theoretical perspectives and research findings in the social sciences by using quantitative and qualitative data and applying social science research methods
- Communicate effectively to a variety of audiences
- Explain how micro- and macro-level factors are linked in the social lives of individuals, communities, and societies
- Analyze complex social problems and work toward realistic solutions using awareness, acceptance, and appreciation of diversity, social factors, and global multicultural perspectives
- Recognize the ethical principles and standards for professional conduct that guide the work of social scientists
- Apply critical and creative thinking, information literacy, technology, and interdisciplinary perspectives to solve practical problems in the social sciences

Your Coursework in Social Science

Your social science coursework will help you learn to address social issues from an interdisciplinary perspective, communicate with a diverse audience, develop strong critical thinking skills, articulate the range of research methods used in the social sciences, and recognize good evidence. In addition, you'll learn to identify the implications of social science on various issues to develop policies and programs that enhance human welfare.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Prepare a professional research poster that could be presented at a professional conference
- Learn about the methodologies commonly employed across different social science disciplines
- Develop a personal plan in which goals are established for putting diversity skills into action

Educational Relationship

An articulation agreement between UMGC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMGC with a major in social science to reduce their total coursework for the Master of Arts in Teaching by 12 credits (three courses, including the noncredit introductory course UCSP 615) and complete both degrees with a total of 138 credits of coursework. More information is available in the graduate catalog.

Degree Requirements

A degree with a major in social science requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. As part of the 120 credits required for the degree, you must also complete all related required coursework, which may be applied to general education or elective requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (30 CREDITS)

Two introductory (100-level) social science courses (6)—Chosen from the following:

ANTH 102	Introduction to Cultural Anthropology
GERO 100	Contemporary Issues in Aging
PSYC 100	Introduction to Psychology
SOCY 100	Introduction to Sociology

Required courses:

BEHS 210	Introduction to Social Sciences (3)
BEHS 220	Diversity Awareness (3)
BEHS 300	Research Methods in Social Sciences (3)
BEHS 495	Advanced Seminar in Social Sciences (3)

Upper-level ANTH, BEHS, GERO, PSYC, and SOCY courses (12)—Focused study in anthropology, gerontology, psychology, or sociology recommended, as follows:

Anthropology

ANTH 345	World Prehistory and Archaeology
ANTH 346	Anthropology of Language and Communication
ANTH 350	Health, Illness, and Healing
ANTH 351	Anthropology in Forensic Investigations

Gerontology

GERO 302	Health and Aging
GERO 311	Gender and Aging
GERO 427	Culture and Aging
GERO 320	Psychosocial Aspects of Aging

Psychology

PSYC 321	Social Psychology
PSYC 338	Psychology of Gender
PSYC 351	Lifespan Development
PSYC 354	Cross-Cultural Psychology

Sociology

SOCY 313	The Individual and Society
SOCY 325	The Sociology of Gender
SOCY 423	Race and Ethnicity: A Global Perspective
SOCY 350	Contemporary Social Problems

RELATED REQUIRED COURSE

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

STAT 200	Introduction to Statistics

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only 3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111S	Program and Career Exploration in Health and Sciences (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*

CMST 301	Digital Media and Society (3) *or another computing course appropriate to the academic major*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 391	Advanced Research Writing (3) *or other advanced upper-level writing course*

Math Course

STAT 200	Introduction to Statistics (3) *(related requirement for the major)*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (49 CREDITS)

EDTP 500	Professional Fundamentals of Teaching and Learning (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*
EDTP 535	Adolescent Development and Learning Needs (6) *(for qualified students who plan to enter the MAT program at UMGC; students should note prerequisites and consult an advisor)*

Total credits for BS in Social Science **120**

Career Preparation

This program is designed to help prepare you for careers in policy analysis, research, program development, and management in fields that include business administration, elder care, government, health services, law enforcement, human resources, and community service.

Sociology

You may seek an academic minor in sociology.

Minor in Sociology

The sociology minor complements the skills you gain in your major discipline by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, health care, education, family, work, and religion.

Courses in the Minor (15 Credits)

A minor in sociology requires the completion of 15 credits of coursework in sociology. All SOCY courses apply. It is recommended that you take SOCY 100 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Software Development and Security

You may seek an academic major in software development and security.

Major in Software Development and Security

Enhance your programming skill set by pursuing a bachelor's degree in software development and security.

The major in software development and security at UMGC is designed to teach you programming languages and best practices in software development that are in demand today in the workplace. Study also focuses on the critical element of software security, providing skills in how to find and address possible vulnerabilities.

What You'll Learn

Through your coursework, you will learn how to

- Work individually or in a team to design, develop, implement, and test secure software using leading industry practices and standards to meet user requirements
- Plan, manage, document, and communicate all phases of a secure software development project as part of a software development team
- Use appropriate tools to assess and analyze existing applications for weaknesses and vulnerabilities and implement techniques for mitigating security threats and risks
- Identify and respond to threats and attacks to minimize risk and protect privacy

Your Coursework in Software Development and Security

Your software development and security courses will focus on developing your skills using multiple programming languages and relational databases while maintaining component security using industry and government best practices. You'll learn to design, develop, and test secure software applications, conduct software penetration testing, and provide recommendations for reducing computer security risks.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design and implement a program for a virtual stringed musical instrument that includes data fields for notes; Boolean fields to determine whether the instrument is tuned or currently playing; and methods to stop, start, and tune the instrument
- Analyze web applications by using static code tools to detect and mitigate software vulnerabilities
- Conduct penetration testing and develop a plan to report and mitigate software security issues using an existing software design and code

Degree Requirements

A degree with a major in software development and security requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 9 for information on overall degree requirements.

COURSES IN THE MAJOR (33 CREDITS)

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)
CMIS 320	Relational Database Concepts and Applications (3)
SDEV 300	Building Secure Web Applications (3)
SDEV 325	Detecting Software Vulnerabilities (3)
SDEV 350	Database Security (3)
SDEV 360	Secure Software Engineering (3)
SDEV 400	Secure Programming in the Cloud (3)
SDEV 425	Mitigating Software Vulnerabilities (3)
SDEV 460	Software Security Testing (3)
CMSC 495	Current Trends and Projects in Computer Science (3)

GENERAL EDUCATION COURSES (41 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 8.

Note: Excess credit earned in fulfilling any general education requirement (e.g., by taking a 4-credit course where only

3 credits are required) may be applied toward the research and computing literacy requirement.

Research and Computing Literacy Courses

PACE 111T	Program and Career Exploration in Technology (3) *or other PACE 111 course* *(to be taken in first 6 credits)*
LIBS 150	Introduction to Research (1) *or CAPL 398A Career Planning Management* *or other general education elective*
CMIS 102	Introduction to Problem Solving and Algorithm Design (3) *(prerequisite to later course)*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*
WRTG 393	Advanced Technical Writing (3) *or other advanced upper-level writing course*

Math Course

MATH 107	College Algebra (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

MINOR AND ELECTIVE COURSES (46 CREDITS)

Total credits for BS in Software Development and Security **120**

Career Preparation

The program is designed to help prepare you for technical and leadership roles in diverse application development and security settings, including areas such as security analysis, security management, application and software architecture, information security, intrusion analysis, penetration testing, programming, engineering, security and code auditing, and system architecture.

Speech Communication

You may seek an academic minor in speech communication.

Minor in Speech Communication

The minor in speech communication complements the skills you gain in your major discipline by developing communication skills, particularly oral communication, as well as providing a greater understanding of human interaction in a variety of personal and professional contexts.

Courses in the Minor (15 Credits)

A minor in speech communication requires the completion of 15 credits of coursework in speech communication. All SPCH and COMM courses apply, but at least 9 credits must be earned in SPCH courses. It is recommended that you take COMM 300 and SPCH 100 as the first courses for the minor (if you have not already applied the courses toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Terrorism and Critical Infrastructure

You may seek an academic minor in terrorism and critical infrastructure.

Minor in Terrorism and Critical Infrastructure

The terrorism and critical infrastructure minor complements the knowledge and skills you develop in your major discipline by offering you an understanding of the principle components of protecting both public and private critical infrastructure from acts of terrorism.

Courses in the Minor (15 Credits)

A minor in terrorism and critical infrastructure requires the completion of 15 credits of coursework focusing on terrorism and critical infrastructure, chosen from the following courses:

CCJS 341	Criminal Investigation
CCJS 390	Cybercrime and Security
GVPT 406	Global Terrorism
GVPT 407	State Terrorism
GVPT 408	Counterterrorism
GVPT 409	Terrorism, Antiterrorism, and Homeland Security
HIST 392	History of the Contemporary Middle East
HMLS 302	Introduction to Homeland Security
HMLS 406	Legal and Political Issues of Homeland Security
HMLS 408	Infrastructure in Homeland Security

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

Women's Studies

You may seek an academic minor in women's studies.

Minor in Women's Studies

The women's studies minor complements the skills you gain in your major discipline by providing an interdisciplinary study of the history, status, and experiences of women.

Courses in the Minor (15 Credits)

A minor in women's studies requires the completion of 15 credits of coursework in women's studies, chosen from the following courses:

Any WMST courses	
BEHS 220	Diversity Awareness
BEHS 343	Parenting Today
BEHS 453	Domestic Violence
ENGL 250	Introduction to Women's Literature
GERO 311	Gender and Aging
HIST 377	U.S. Women's History: 1870 to 2000
PSYC 338	Psychology of Gender
SOCY 325	The Sociology of Gender
SOCY 443	Sociology of the Family
SOCY 462	Women in the Military
SPCH 324	Communication and Gender

It is recommended that you take WMST 200 as the first course for the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 8–9.

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The curricula and courses listed below are available only to full-time active-duty servicemembers, selected reservists, National Guard members, Commissioned Corps members of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration, spouses and children of any of the aforementioned servicemembers, veterans, spouses and children of veterans, students who began an associate degree with UMGC overseas and have now relocated stateside, UMGC employees, and spouses and children of UMGC employees.

REQUIREMENTS

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

A grade point average of 2.0 or higher in all courses taken through UMGC is required.

General Education Requirements (35 credits)

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

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

A. Communications — 9

WRTG 111 or another writing course (3 credits)
All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A, or WRTG 486B), COMM 390, COMM 492, ENGL 102, and JOUR 201 apply.

WRTG 112 (3 credits)
Must be completed with a grade of C- or better within the first 24 credits. May not be earned through Prior Learning (Portfolio or Course Challenge) assessment.

A course in communication, writing, or speech (3 credits)
ENGL 102, ENGL 281, JOUR 201 and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply.

No more than 3 credits in writing may be earned by examination.

B. Mathematics — 3

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

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

Note: Check individual curricula for recommended math courses.

C. Arts and Humanities — 6

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

D. Behavioral and Social Sciences — 6

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

E. Biological and Physical Sciences — 7

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

Any other science course (3 credits).

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

F. Research and Computing Literacy — 4

LIBS 150 (1 credit)

IFSM 201 or CMST 301 (3 credits)

Total General Education Requirements — 35

Curriculum Requirements (25 credits)

In addition to the general education requirements, you must take 25 credits of coursework related to your educational goals. You may choose a general curriculum (described at right) or a specialized curriculum with its own particular requirements (detailed on the following pages). You must earn a grade of C or higher in all core or core-related curriculum courses. For the specialized curricula, at least 9 credits of coursework taken

ASSOCIATE OF ARTS DEGREE

through UMGC must be earned in core or core-related courses for the chosen curriculum. If you anticipate seeking a bachelor's degree, you should select courses that will advance that goal.

Second Associate Degree

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

You must have received the first associate degree to be eligible to begin the second. For a second associate degree, you must complete at least 15 credits of new coursework with UMGC (including at least 9 credits in the core or core-related area, depending on the degree program). The 15 new credits must be uniquely applicable to the second AA curriculum.

Before beginning work toward a second associate degree, you must request an academic advisement report (discussed on p. 209).

You may not earn two degrees at the same level (e.g., associate degree level) at the same time using the same credit. Consult an academic advisor for more information on earning a second associate degree.

CURRICULA

What You'll Learn

Through your coursework, you will learn how to

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

General Curriculum

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

Requirements for the General Curriculum

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

COURSES IN THE GENERAL CURRICULUM (25 CREDITS)

Curriculum courses (12)
Elective courses (13)

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150	Introduction to Research (1)
IFSM 201	Concepts and Applications of Information Technology (3) *or CMST 301 Digital Media and Society*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101 *and* BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

Total credits for AA in General Studies with general curriculum 60

Specialized Curricula

The Associate of Arts specialized curricula are for adult students who wish to pursue a specific career or educational goal, often as a basis for further study toward the bachelor's degree. Specialized curricula are recommended but optional within the AA degree in General Studies. You should take careful note of course prerequisites and recommended course sequences. Curricula may be available only in limited geographic areas.

Accounting Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in accounting will help you demonstrate competencies in fundamental accounting practices to transition toward a bachelor's degree in accounting and related fields.

COURSES IN THE ACCOUNTING CURRICULUM (25 CREDITS)

ACCT 220 Principles of Accounting I (3)
ACCT 221 Principles of Accounting II (3)
Any ACCT or FINC courses (9)

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

BMGT 110 Introduction to Business and Management
BMGT 380 Business Law I
BMGT 381 Business Law II
BMGT 496 Business Ethics
CMIS 102 Introduction to Problem Solving and Algorithm Design
ECON 201 Principles of Macroeconomics
ECON 203 Principles of Microeconomics
IFSM 300 Information Systems in Organizations
MRKT 310 Marketing Principles
STAT 200 Introduction to Statistics
(if not applied to general education requirements)
Any ACCT or FINC courses

Elective course (1)

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
IFSM 201 Concepts and Applications of Information Technology (3)
or CMST 301 Digital Media and Society

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
WRTG 293 Introduction to Professional Writing (3)
(related requirement for the BS in Accounting)

Math Course

STAT 200 Introduction to Statistics (3)
(related requirement for the BS in Accounting)

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course
BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory
or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

Total credits for AA in General Studies with accounting curriculum 60

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Business and Management Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in business and management will help students utilize core business concepts and principles to pursue related professional goals.

COURSES IN THE BUSINESS AND MANAGEMENT CURRICULUM (25 CREDITS)

BMGT 110 Introduction to Business and Management (3)
ACCT 220 Principles of Accounting I (3)
ACCT 221 Principles of Accounting II (3)

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

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

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
(to be taken in first 6 credits)
IFSM 201 Concepts and Applications of Information Technology (3)
or CMST 301 Digital Media and Society

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

Math Course

STAT 200 Introduction to Statistics (3)
(related requirement for the BS in Business Administration)

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 201 Principles of Macroeconomics (3)
(related requirement for the BS in Business Administration)
ECON 203 Principles of Microeconomics (3)
(related requirement for the BS in Business Administration)

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

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

Computer Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in computer studies will help you apply a selected range of fundamental computer-based skills to advance your professional and career goals.

COURSES IN THE COMPUTER STUDIES CURRICULUM (25 CREDITS)

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

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

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

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150	Introduction to Research (1) *(to be taken in first 6 credits)*
IFSM 201	Concepts and Applications of Information Technology (3) *or CMST 301 Digital Media and Society*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*

Math Course

MATH 107	College Algebra (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

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

Criminal Justice Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in criminal justice will help you apply knowledge of the criminal justice system to advance your professional and educational goals.

COURSES IN THE CRIMINAL JUSTICE CURRICULUM (25 CREDITS)

Any CCJS courses (12)

Elective courses (13)—Courses that may be applicable to the BS in Criminal Justice are recommended.

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150	Introduction to Research (1) *(to be taken in first 6 credits)*
IFSM 201	Concepts and Applications of Information Technology (3) *or CMST 301 Digital Media and Society*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

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Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

Total credits for AA in General Studies with criminal justice curriculum **60**

Foreign Language Area Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in foreign language area studies will help you develop intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.

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

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

Language core courses (12)—Sequential courses in a single language, usually numbered 111–112 and 114–115 (or 211–212)
Related area studies courses (12)—Any courses in the culture, history, language, literature, or government and politics of the area (see specific courses for each language area)
Elective course (1)

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150	Introduction to Research (1) *(to be taken in first 6 credits)*
IFSM 201	Concepts and Applications of Information Technology (3) *or CMST 301 Digital Media and Society*

Communications Courses

WRTG 111	Academic Writing I (3) *or other writing course*
WRTG 112	Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) *or other communication, writing, or speech course*

Math Course

MATH 105	Topics for Mathematical Literacy (3) *or other approved math or statistics course*

Arts and Humanities Courses

HIST 125	Technological Transformations (3) *or other arts and humanities course*
HUMN 100	Introduction to Humanities (3) *or other arts and humanities course*

Behavioral and Social Sciences Courses

ECON 103	Economics in the Information Age (3) *or other behavioral and social sciences course*
BEHS 103	Technology in Contemporary Society (3) *or other behavioral and social sciences course*

Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) *or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory* *or other paired science lecture and laboratory courses taken in the same session*
GEOL 100	Physical Geology (3) *or other science lecture course*

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

Legal Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in legal studies will help you acquire knowledge of legal systems to advance your professional and educational goals.

COURSES IN THE LEGAL STUDIES CURRICULUM (25 CREDITS)

LGST 101 Introduction to Law (3)
LGST 200 Techniques of Legal Research (3)
LGST 201 Legal Writing (3)
LGST 204 Legal Ethics (3)
Any LGST courses (6)
Elective courses (7)—Courses that may be applicable to the BS in Legal Studies are recommended.

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
(to be taken in first 6 credits)
IFSM 201 Concepts and Applications of Information Technology (3)
or CMST 301 Digital Media and Society

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

Math Course

MATH 105 Topics for Mathematical Literacy (3)
or other approved math or statistics course

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course
BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

Total credits for AA in General Studies with legal studies curriculum 60

Management Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in management studies will help you apply knowledge from management-related disciplines to advance your professional and educational goals.

COURSES IN THE MANAGEMENT STUDIES CURRICULUM (25 CREDITS)

Management-related courses (15)—Chosen from the following: Any ACCT, BMGT, CMIS, CMST, ECON, FINC, HMGT, HRMN, IFSM, and MRKT courses

PSYC 321 Social Psychology
COMM 390 Writing for Managers
Elective courses (10)—Courses that may be applicable to the BS in Management Studies are recommended.

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
(to be taken in first 6 credits)
IFSM 201 Concepts and Applications of Information Technology (3)
or CMST 301 Digital Media and Society

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Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

Math Course

STAT 200 Introduction to Statistics (3)
(related requirement for the BS in Management Studies)

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course
BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory
or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

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

Mathematics Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in mathematics will help you employ appropriate mathematical methods and technologies to accomplish quantitative tasks in your professional and educational contexts.

COURSES IN THE MATHEMATICS CURRICULUM (25 CREDITS)

MATH 140 Calculus I (4)
MATH 141 Calculus II (4)
MATH 241 Calculus III (4)
MATH 340 Linear Algebra (4)
or MATH 246 Differential Equations
STAT 200 Introduction to Statistics (3)

Mathematics-related course (3)—Chosen from the following:

Any ACCT or FINC course
CHEM 103 General Chemistry I
CHEM 113 General Chemistry II
CMIS 102 Introduction to Problem Solving and Algorithm Design
CMSC 150 Introduction to Discrete Structures
CMIS 242 Intermediate Programming
ECON 201 Principles of Macroeconomics
ECON 203 Principles of Microeconomics
ECON 430 Money and Banking
ECON 440 International Economics
Any MATH course numbered 108 or higher
Any math-based physics course

Elective course(s) (3–4)

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
(to be taken in first 6 credits)
IFSM 201 Concepts and Applications of Information Technology (3)
or CMST 301 Digital Media and Society

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

Math Course

MATH 107 College Algebra (3)
or other approved math or statistics course

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course

BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory
or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

Total credits for AA in General Studies with mathematics curriculum 60

Psychology Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in psychology will help you develop knowledge of human behavior.

COURSES IN THE PSYCHOLOGY CURRICULUM (25 CREDITS)

PSYC 100 Introduction to Psychology (3)

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

PSYC 321 Introduction to Social Psychology
(or another PSYC course)
PSYC 335 Personality
(or another PSYC course)
PSYC 351 Lifespan Development
(or another PSYC course)
PSYC 353 Abnormal Psychology
(or another PSYC course)

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

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
(to be taken in first 6 credits)
CMST 301 Digital Media and Society (3)
or IFSM 201 Concepts and Applications of Information Technology

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

Math Course

STAT 200 Introduction to Statistics (3)
(related requirement for the BS in Psychology)

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course
BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory
or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

Total credits for AA in General Studies with psychology curriculum 60

ASSOCIATE OF ARTS DEGREE

Women's Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 84), the specialized curriculum in women's studies will help you develop knowledge of the history, status, and experience of women in your professional, personal, and educational contexts.

COURSES IN THE WOMEN'S STUDIES CURRICULUM (25 CREDITS)

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

Women's studies–related courses (15)—Chosen from the following:

BEHS 220 Diversity Awareness
BEHS 343 Parenting Today
BEHS 453 Domestic Violence
ENGL 250 Introduction to Women's Literature
GERO 311 Gender and Aging
PSYC 338 Psychology of Gender
SOCY 325 The Sociology of Gender
SOCY 443 Sociology of the Family
SOCY 462 Women in the Military
SPCH 324 Communication and Gender

Elective courses (7)

GENERAL EDUCATION COURSES (35 CREDITS)

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and research and computing literacy) may be found on p. 83.

Research and Computing Literacy Courses

LIBS 150 Introduction to Research (1)
(to be taken in first 6 credits)
IFSM 201 Concepts and Applications of Information Technology (3)
or CMST 301 Digital Media and Society

Communications Courses

WRTG 111 Academic Writing I (3)
or other writing course
WRTG 112 Academic Writing II (3)
SPCH 100 Foundations of Oral Communication (3)
or other communication, writing, or speech course

Math Course

MATH 105 Foundations of Mathematical Literacy (3)
or other approved math or statistics course

Arts and Humanities Courses

HIST 125 Technological Transformations (3)
or other arts and humanities course
HUMN 100 Introduction to Humanities (3)
or other arts and humanities course

Behavioral and Social Sciences Courses

ECON 103 Economics in the Information Age (3)
or other behavioral and social sciences course
BEHS 103 Technology in Contemporary Society (3)
or other behavioral and social sciences course

Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or NSCI 100 Introduction to Physical Science and NSCI 101 Physical Science Laboratory or other paired science lecture and laboratory courses taken in the same session
GEOL 100 Physical Geology (3)
or other science lecture course

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

CERTIFICATE PROGRAMS

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

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

CURRICULA

The following certificate programs are available:

- Computer Networking
- Human Resource Management
- Management Foundations
- Project Management
- Spanish for Business and the Professions

REQUIREMENTS

- You must be admitted as a UMGC student.
- You are responsible for notifying UMGC of your intention to complete certificate work before you complete your last course. (The application for the credential is available at *my.umgc.edu.*)
- You may pursue a degree and certificate simultaneously or pursue a degree after completing the certificate, but you must apply for a certificate before you are awarded the degree.
- If you apply for your certificate after your degree has been awarded, you may be required to complete additional coursework for the certificate. Contact your academic advisor for more information.
- You may not use the same course toward completion of more than one certificate. In cases where the same course is required for two certificates, you must replace that course with an approved substitute for the second certificate.
- No more than half of the total credits for any certificate may be earned through credit by examination, prior-learning portfolio credit, internship/Workplace Learning credit, or transfer credit from other schools.
- Certificates consisting primarily of upper-level coursework may assume prior study in that area. You should check prerequisites for certificate courses. Prerequisites for certificate courses may be satisfied by coursework, credit by examination, or prior-learning portfolio credit, under current policies for such credit.
- At least half of the total credits for any certificate must be earned through graded coursework.
- You must complete all required coursework for the certificate with a minimum grade of C (2.0) in all courses. Certificate courses may not be taken pass/fail.

The individual certificate coursework requirements specified in the following section are applicable to students enrolling on or after August 1, 2019.

FOR MORE INFORMATION

More details about certificate programs, including graduation rates, median debt of students who completed the program, and other information, is available online at *umgc.edu/ugcertificates.*

CERTIFICATE DESCRIPTIONS

Unless otherwise specified, course sequences for each certificate suggest but do not require that courses be taken in a prescribed order.

CERTIFICATE PROGRAMS

Computer Networking

A certificate in computer networking can supplement a bachelor's degree or help you build knowledge and experience in this in-demand field.

Perfect for those who want to work as network administrators for business, government, or nonprofit organizations, the undergraduate certificate program in computer networking at UMGC can provide you with hands-on training in state-of-the-art computer technology.

Through the computer networking certificate program, you'll learn about the fundamental aspects of computer troubleshooting, networking, network security, interconnected Cisco devices, and Windows server installation and configuration. Plus, you'll get a chance to choose from upper-level courses so you can tailor your degree to your career goals.

Overall certificate requirements are listed on p. 93.

Computer Networking

Certificate Requirements			**Credits**
Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.			
Five required courses:			
CMIT	202	Fundamentals of Computer Troubleshooting	3
CMIT	265	Fundamentals of Networking	3
CMIT	320	Network Security	3
CMIT	350	Interconnecting Cisco Devices	3
CMIT	369	Windows Server: Install and Storage	3
A supporting elective chosen from any upper-level CMIT courses			3
Total credits for certificate in Computer Networking			**18**

Human Resource Management

Develop your leadership capabilities, grow your people skills, and add value to your career by pursuing a certificate in human resource management.

Time for an upgrade! The human resource management certificate program from UMGC can help provide the theoretical and practical knowledge you need to advance and skills you can apply on the job right away.

In your HR management certificate program, you'll learn how to resolve problems in the workplace via conflict management, approach the workplace and employees with a sensitivity to cultural diversity, develop programs for rewarding employees, and help employees reach their full potential.

Overall certificate requirements are listed on p. 93.

Human Resource Management

Certificate Requirements			**Credits**
Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.			
Four required courses:			
BMGT	364	Management and Organization Theory	3
HRMN	300	Human Resource Management	3
HRMN	362	Labor Relations	3
HRMN	400	Human Resource Management: Issues and Problems	3
Two supporting electives chosen from the following:			6
BMGT	365	Organizational Leadership	
BMGT	464	Organizational Behavior	
BMGT	465	Organizational Development and Transformation	
HRMN	367	Organizational Culture	
HRMN	395	The Total Awards Approach to Compensation Management	
HRMN	406	Employee Training and Development	
HRMN	495	Contemporary Issues in Human Resource Management Practice	
Total credits for certificate in Human Resource Management			**18**

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

Management Foundations

Become a leader by gaining management expertise through a broad and flexible course of study in the management foundations certificate program.

Today, many workplaces require knowledge of management principles from multiple disciplines. The undergraduate certificate program in management foundations at UMGC can help you gain that expertise through a flexible course of study focused on decision making, problem solving, and leadership.

In your certificate courses, you'll focus on management principles and organizational dynamics for today's global, multicultural, and multinational organizations. You'll also benefit from a full spectrum of related business courses, covering statistics, business writing, marketing, finance, and organizational behavior.

Overall certificate requirements are listed on p. 93.

Management Foundations

Certificate Requirements			**Credits**
Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.			
Three required courses:			
BMGT	364	Management and Organization Theory	3
MRKT	310	Marketing Principles	3
HRMN	300	Human Resource Management	3
A finance course chosen from the following:			3
FINC	330	Business Finance	
FINC	331	Finance for the Nonfinancial Manager	
Two supporting electives chosen from the following:			6
BMGT	317	Decision Making	
BMGT	335	Small Business Management	
BMGT	365	Organizational Leadership	
BMGT	380	Business Law I	
BMGT	464	Organizational Behavior	
BMGT	465	Organizational Development and Transformation	
BMGT	484	Managing Teams in Organizations	
BMGT	496	Business Ethics	
HRMN	302	Organizational Communication	
HRMN	367	Organizational Culture	
IFSM	300	Information Systems in Organizations	
Total credits for certificate in Management Foundations			**18**

Project Management

All systems go: Learn how to make teams run smoothly and productively by pursuing an undergraduate certificate in project management.

The project management certificate program at UMGC can help prepare you for supervisory and midlevel management positions involving project management and team management. If you're a project manager, project team member, or otherwise assigned to project teams within a private- or public-sector organization, this certificate program can help you upgrade your skills with theoretical and practical knowledge to advance to a higher level.

In your certificate courses, you'll learn to bring a project full cycle from development to completion. You'll also work with a variety of tools designed specifically for project management and work hands-on with federal contracts to become familiar with processes and issues.

Overall certificate requirements are listed on p. 93.

Project Management

Certificate Requirements			**Credits**
Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.			
Four required courses:			
BMGT	487	Project Management I	3
BMGT	488	Project Management II	3
IFSM	438	Information Systems Project Management	3
IFSM	441	Agile Project Management	3
Two supporting electives chosen from the following:			6
BMGT	317	Decision Making	
BMGT	339	Introduction to Federal Contracting	
BMGT	365	Organizational Leadership	
BMGT	484	Managing Teams in Organizations	
IFSM	300	Information Systems in Organizations	
Total credits for certificate in Project Management			**18**

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

Spanish for Business and the Professions

Improve your communication skills for job markets both inside and beyond the United States by pursuing a certificate in Spanish for business.

Through the certificate program in Spanish for Business and the Professions at UMGC, you'll benefit from a combination of language and professional study that will build a foundation to enhance your résumé and prepare you to work and communicate in a variety of Spanish-speaking environments.

This program is ideal for those who are in a professional or social setting where Spanish is often spoken.

In your online Spanish classes, you'll not only learn the language but also explore contexts and practices specific to the Spanish-speaking world. You'll use your knowledge of diverse business cultures to communicate and interact effectively in a business environment.

Note: This certificate is not intended for students who already have native or near-native ability in Spanish. Students with prior experience in the Spanish language should contact the department at *languages@umgc.edu* about a placement test.

Overall certificate requirements are listed on p. 93.

Spanish for Business and the Professions Certificate Requirements	**Credits**
Note: Courses may be applied to only one certificate; some prerequisites may need to be fulfilled before beginning certificate courses.	
Four courses in intermediate or upper-level Spanish chosen from the following:	12
SPAN 211 Intermediate Spanish I	
SPAN 212 Intermediate Spanish II	
Any 300- or 400-level SPAN course taught in Spanish	
One of the following 4-credit courses in Spanish:	4
SPAN 418 Business Spanish I	
SPAN 419 Business Spanish II	
Total credits for certificate in Spanish for Business and the Professions	**16**

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

INFORMATION ON COURSES

THE UNIT OF CREDIT

The unit of credit defines the amount of university-level credit to be awarded for course completion, transfer of coursework from another institution, or evaluation of college-level prior learning. One credit is awarded on the basis of one of the following, according to the Code of Maryland Regulations:

- At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration, study days, and holidays)
- At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration, study days, and holidays)
- At least 45 hours (50 minutes each) of instructional situations, such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented
- Instruction delivered by electronic media based on the equivalent outcomes in student learning, including telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented

PREREQUISITES

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge you are expected to have before enrolling in a given course. You may be barred from enrolling in or may be removed from courses for which you do not have the necessary prerequisites. Courses listed as corequisite are required and should be taken at the same time as the course described. Taking courses listed as recommended is advisable but not absolutely required.

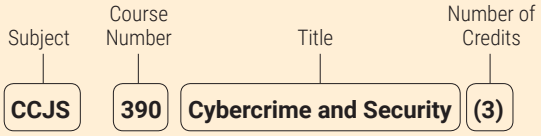
It is your responsibility to check the prerequisites listed in the course description and make certain that you are academically prepared to take a course. If you did not take the prerequisite course recently, you should consult an advisor or the academic department about whether you are sufficiently prepared to perform well in a given course. Faculty members are not expected to repeat material listed as being prerequisite.

Prerequisites may also be fulfilled by Prior Learning credit for the appropriate course, earned through course-challenge assessments or Portfolio Assessment (described on p. 204). Advisors can explain the procedures for seeking this credit. Some courses are not eligible for challenge examination or Portfolio Assessment, and you may not take Course Challenge assessments or seek Portfolio Assessment credit for lower-level courses that are prerequisite to courses for which you have already received credit.

WRTG 112 Academic Writing II is prerequisite to any higher-level course in English, communication studies, and writing, as well as many other advanced courses. MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. Many other prerequisites for advanced courses may be found in the course descriptions.

Placement tests are not required for introductory writing (English composition) or mathematics courses (e.g., MATH 105, MATH 107, MATH 115, or STAT 200), nor do these courses require completion of prerequisite coursework. If you have prior experience in a foreign language, you should take a placement test to assess appropriate level. For information on language placement tests, e-mail the department at *languages@umgc.edu.*

KEY TO COURSE DESCRIPTIONS



(Formerly CCJS 496.)[1] Prerequisite: CCJS 100, CCJS 101, CCJS 105, CSIA 301, or CSIA 310.[2] Recommended: CCJS 234. An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security.[3] Students may receive credit for only one of the following courses: CCJS 390, CCJS 496, or CCJS 498C.[4]

1. Explanatory material, if needed, may
   - Explain course sequence, purpose, or audience.
   - Identify courses fulfilling general education requirements (listed on p. 8).
   - Identify courses requiring a special fee, equipment, or materials.
2. Prerequisites represent the level of knowledge a student should have acquired before enrolling in this course. A prerequisite is usually stated as a specific numbered course; sometimes the prerequisite calls for a specific course "or equivalent experience."
3. The course description describes the focus and level of the course.
4. Statements beginning "Students may receive credit for only one of the following courses" are designed to avoid course duplication and, therefore, loss of credit. The courses listed are courses that duplicate or significantly overlap content. If a course in the list is not described elsewhere in the catalog, that means that the course has changed designator or number over the years or that the course is not offered at all UMGC locations.

INFORMATION ON COURSES

INDEX TO COURSE DESCRIPTIONS

The courses summarized on the following pages are listed alphabetically by discipline or subject, as follows.

You should check the course descriptions carefully to avoid duplicating previous coursework. UMGC will not award credit for courses that repeat material you have already been credited with learning.

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African American Studies 102
Anthropology* 103
Arabic* 104
Art 104
Art History* 105
Asian Studies* 106
Astronomy 108
Behavioral and Social Sciences 108
Biology 110
Business and Management 113
Career and Academic Planning* 117
Chemistry* 117
Chinese* 118
Communication Studies 119
Computer and Information Science 121
Computer Information Technology 122
Computer Science 125
Computer Studies 127
Criminology/Criminal Justice 130
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Economics 134
Education: Teacher Preparation 135
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* Only a limited number of courses are available each session in this discipline.

UNDERGRADUATE COURSES

The following entries describe courses offered through University of Maryland Global Campus. Requirements pertain only to degrees conferred at UMGC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution. In transferring to UMGC—particularly from a community college—you should be careful not to enroll in courses that duplicate your previous studies.

Courses are arranged alphabetically by academic discipline or subject. The number of credits is shown by an arabic numeral in parentheses—e.g., (3)—after the title of the course.

Course numbers are designated as follows:

000–099	Noncredit and institutional credit courses (which do not count toward any degree or certificate)
100–199	Primarily freshman-level courses
200–299	Primarily sophomore-level courses
300–399	Upper-level, primarily junior-level courses
400–499	Upper-level, primarily senior-level courses
500–599	Senior-level courses acceptable for credit toward some graduate degrees

Accounting

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

- a major in accounting, business administration, finance, management studies, or marketing
- a minor in accounting, business administration, contract management and acquisition, or personal financial planning
- the general education requirement in computing (**Note:** Only ACCT 326 applies.)
- electives

ACCT 220 Principles of Accounting I (3)

An introduction to the basic theory and techniques of contemporary financial accounting. The objective is to identify the fundamental principles of accounting, identify and analyze business transactions, prepare financial statements, and communicate this information to users with different needs. Topics include the accounting cycle, transactions, and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

ACCT 221 Principles of Accounting II (3)

Prerequisite: ACCT 220. Further study of contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job order and process costing, cost-volume-profit analysis, and budgets. Students may receive credit for only one of the following courses: ACCT 221 or BMGT 221.

ACCT 301 Accounting for Nonaccounting Managers (3)

(May not be applied toward a major in accounting.) A survey of accounting principles relevant in making business decisions on the basis of financial information. The aim is to apply critical thinking skills and ethical principles to accounting issues. Topics include internal controls, financial reporting, analysis of financial statements, and elements of managerial accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 301, MGMT 301, or MGST 301.

INFORMATION ON COURSES

ACCT 310 Intermediate Accounting I (3)

(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisite: ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements for external reporting. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

ACCT 311 Intermediate Accounting II (3)

(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. The aim is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

ACCT 320 Fraud Detection and Deterrence (3)

Prerequisite: ACCT 220 or ACCT 301. A study of the principles and standards for examining, identifying, detecting, and deterring fraud. The objective is to differentiate types of fraud, assess organizational characteristics conducive to fraud, and develop a plan to detect and deter fraud. Topics include the fraud triangle, cash larceny, check tampering, skimming, register disbursement schemes, cash receipts schemes, billing schemes, payroll and expense reimbursement issues, asset misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, whistle-blowing, interviewing witnesses, and writing reports.

ACCT 321 Cost Accounting (3)

Prerequisite: ACCT 221. A study of basic cost accounting concepts. The goal is to apply basic cost accounting concepts, use technology to prepare financial deliverables, evaluate business and financial data, and communicate financial information. Topics include the evaluation of business and financial data to make profit-maximizing decisions, ethics, and corporate social responsibility. Discussion also covers the role of accountants in decision making; cost behavior; cost planning and control; and costing methods, such as standard costing, budgeting, and inventory valuation. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

ACCT 323 Federal Income Tax I (3)

Prerequisite: ACCT 220. Recommended: ACCT 310 and ACCT 311. A study of federal income tax for individuals and other entities. The objective is to identify the legislative process, conduct tax research, evaluate tax implications, and complete an individual tax return. Topics include the legislative process, tax policy, research, and the evaluation of transactions and decisions for planning and compliance. Emphasis is on ethics and professional responsibilities. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

ACCT 326 Accounting Information Systems (3)

Prerequisite: ACCT 221. An introduction to accounting information systems (AIS) concepts. The objective is to evaluate how AIS tools are used to record, process, and analyze financial data; determine how best to integrate AIS tools and processes in a given organization; review and recommend controls to secure AIS applications and processes; and evaluate how technology can be used in AIS applications. Topics include transactional processing concepts and core AIS transactional cycles, basic control frameworks used to secure AIS applications and processes, strategies for implementing or upgrading AIS applications, information technology and accounting standards, and e-commerce and e-business. Students may receive credit for only one of the following courses: ACCT 326, BMGT 320, or BMGT 326.

ACCT 350 Federal Financial Management (3)

Prerequisite: ACCT 220 or ACCT 301. Analysis and discussion of issues relating to federal financial management. The goal is to apply knowledge of the federal process to accounting practice, administer federal grants and contracts, and research federal laws and regulations. Topics include the CFO Act, the federal budget, federal contracts and grants, and federal financial and information systems. Discussion also covers detection and deterrence of fraud, waste, and abuse.

ACCT 410 Accounting for Government and Not-for-Profit Organizations (3)

Prerequisite: ACCT 310. An introduction to the theory and practice of accounting as applied to governmental entities and not-for-profit organizations. The objective is to evaluate transactions, prepare and analyze financial statements, write financial briefings, and apply accounting rules and procedures. Topics include the evaluation and preparation of reports required for governmental and not-for-profit entities. Students may receive credit for only one of the following courses: ACCT 410 or BMGT 410.

ACCT 411 Ethics and Professionalism in Accounting (3)

Prerequisite: ACCT 311. An examination of the importance of ethical behavior in organizations and for the accounting and auditing professions. The goal is to identify ethical dilemmas, research regulations, and apply problem-solving methodology to resolve unethical situations. Discussion covers the AICPA Code of Professional Conduct and the ethical codes and requirements of other standard-setting organizations. Corporate governance and legal and regulatory obligations are explored within an ethical framework. Issues related to accounting ethics and professionalism are examined and analyzed using philosophical models and ethical theories.

ACCT 417 Federal Income Tax II (3)

(Strongly recommended for students seeking careers as CPAs.) Prerequisites: ACCT 311 and ACCT 323. A continuing study of federal income taxation as applied to different business entities, including corporations, flow-through entities, estates, and trusts. The aim is to analyze tax planning and compliance issues, conduct tax research, analyze and define tax implications, and evaluate and communicate tax implications. Discussion covers tax research, planning, procedure, compliance, ethics, and professional responsibility. Topics also include the tax implications of financial and business decisions and transactions for various entities. Students may receive credit for only one of the following courses: ACCT 417 or BMGT 417.

ACCT 422 Auditing Theory and Practice (3)

Prerequisite: ACCT 311. Recommended: ACCT 326. A study of the auditing profession, audit process, and other assurance and nonassurance services related to the CPA profession. The objective is to design an audit plan, apply audit procedures, evaluate audit findings, and assess the impact of standards and emerging issues. Topics include generally accepted auditing standards, tests of controls and substantive tests, statistical sampling, report forms, and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 422 or BMGT 422.

ACCT 424 Advanced Accounting (3)

Prerequisite: ACCT 311. Recommended: ACCT 326. A study of advanced accounting theory, applied to specialized topics and contemporary problems. The aim is to prepare, present, and explain financial statements in five sectors—consolidated, international, partnership, not-for-profit, and state and local governments—and analyze a firm's dissolution or reorganization. Emphasis is on consolidated statements and partnership accounting. Various techniques are used to study accounting theory and practice; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 424 or BMGT 424.

ACCT 425 International Accounting (3)

Prerequisite: ACCT 311. A study of accounting in a multinational context. Discussion covers the historical development and current status of international financial reporting standards. The goal is to recognize the influence of politics and culture on the development of accounting systems, prepare financial statements according to international financial reporting standards, and analyze the financial statements of a multinational enterprise. Strategies to manage and hedge against foreign currency exposure are developed. Topics include evolving international accounting and reporting standards, foreign exchange and taxation, intercompany transfer pricing, and emerging issues in international accounting. Students may receive credit for only one of the following courses: ACCT 425 or ACCT 498A.

ACCT 436 Internal Auditing (3)

(Designed to align with the standards of the Institute of Internal Auditors and help prepare for the Certified Internal Auditor examination.) Prerequisite: ACCT 311. An exploration of the role of internal auditing and its consultative role in the management of risk. The aim is to identify the professional and ethical standards that apply to internal auditors; design, plan, and apply audit procedures; assess the impact of emerging issues and trends; and identify internal control deficiencies. Topics include internal auditing standards, scope, responsibilities, ethics, controls, techniques, and reporting practices. Practice in PC-based software such as ACL and IDEA is provided. Students may receive credit for only one of the following courses: ACCT 436, ACCT 498E, or BMGT 498E.

ACCT 438 Fraud and Forensic Accounting (3)
Prerequisite: ACCT 311. An analysis and discussion of issues relating to fraud and forensic accounting. The objective is to identify the resources for detecting fraud, evaluate the conditions that encourage fraud, and design effective fraud detection and prevention plans. Focus is on the perspectives of public, internal, and private accountants. Discussion covers the principles and standards for proactive and reactive investigation, as well as detection and control of fraud.

ACCT 440 Forensic and Investigative Accounting (3)
Prerequisite: ACCT 320 or ACCT 438. An analysis and discussion of issues relating to forensic and investigative accounting. The goal is to research and describe the use of forensic accounting evidence, identify the role of the forensic accountant, apply investigative and forensic accounting practices, and present forensic accounting evidence as an expert witness. Forensic and investigative methods, including use of auditing and technology, are demonstrated. Topics include criminal and civil litigation support, rules of evidence, and accreditation of expert witnesses.

ACCT 452 Federal Auditing (3)
Prerequisite: ACCT 221. Recommended: ACCT 422 or ACCT 436. An overview of the federal auditing life cycle. The objective is to plan, manage, and execute a federal audit; identify and evaluate program and financial risks; and identify and recommend enhancements to operations and technology. Topics include planning and executing a federal audit, communicating audit findings to stakeholders, providing advisory support, evaluating program and financial risks, identifying enhancements to technology, maximizing economy and efficiency through the audit process, and minimizing fraud waste and abuse. Discussion also covers the auditing of grants and contracts.

ACCT 486A Workplace Learning in Accounting (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

ACCT 486B Workplace Learning in Accounting (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

ACCT 495 Contemporary Issues in Accounting Practice (3)
(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ACCT 311, ACCT 321, ACCT 422, and BMGT 364. An intensive study of accounting that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The aim is to use current technology, research, and analytical tools proficiently to perform accounting and business functions, work collaboratively, facilitate decision making, and communicate to financial and nonfinancial audiences. Focus is on researching and analyzing emerging issues in accounting, business transactions, and financing. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.

African American Studies

Courses in African American studies (designated AASP) may be applied as appropriate (according to individual program requirements) toward

- a minor in African American studies
- the general education requirement in behavioral and social sciences
- electives

UMGC offers only a limited number of courses each session in this discipline.

AASP 201 Introduction to African American Studies (3)
(Fulfills the general education requirement in behavioral and social sciences.) An interdisciplinary study of significant aspects of African American history and culture, emphasizing the development of African American communities from the Middle Passage to the present. The objective is to conduct research, apply critical thinking skills, and articulate diverse historical perspectives in the context of African American history and culture. Topics include definitions of African American identity, influences, and achievements within American culture, as well as issues confronting African Americans. Students may receive credit for only one of the following courses: AASP 100 or AASP 201.

Anthropology

Courses in anthropology (designated ANTH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences
- a major in East Asian studies (select courses only) or social science
- a minor in diversity awareness or East Asian studies
- electives

ANTH 101 Introduction to Biological Anthropology (3)
A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. The aim is to apply anthropological knowledge to understanding human origins and how human populations adapt to the environment. Discussion examines human evolution and adaptation, including biocultural patterns in humans and other primates. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 102 Introduction to Cultural Anthropology (3)
A survey of social and cultural principles inherent in ethnographic descriptions. The objective is to apply anthropological knowledge of human behavior to everyday situations and problems. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 298 Special Topics in Anthropology (1–3)
A presentation of anthropological perspectives on selected topics of broad general interest. May be repeated to a maximum of 6 credits when topics differ.

ANTH 345 World Prehistory and Archaeology (3)
An intermediate-level exploration of world prehistory and archaeology. The goal is to analyze the cultural and subsistence patterns of prehistoric humans in order to relate these patterns to contemporary human societies and populations. Discussion includes archaeological theories and methods; subsistence strategies; and the application of archaeology to community, regional, and global issues and concerns.

ANTH 346 Anthropology of Language and Communication (3)
An intermediate-level anthropological study of language, communication, and culture. The aim is to assess how the concepts, approaches, and methods of linguistic anthropology explain communication in changing cultural environments, recognizing how language both shapes and is shaped by culture. Topics include the evolution and history of human language, structural elements of verbal and nonverbal language, language as social action, speech communities, and linguistic diversity in the contemporary world.

ANTH 350 Health, Illness, and Healing (3)
Recommended: ANTH 102. An overview of health, illness, and healing from a cross-cultural perspective. The objective is to apply the perspectives of medical anthropology to promote individual and public health in local, national, and global contexts. Topics include cultural and social influences on health and healing, the experience and meaning of illness, and current issues in public and global health.

ANTH 351 Anthropology in Forensic Investigations (3)
Recommended: BIOL 160 or BIOL 201. An introduction to the application of forensic anthropology, designed to provide a basic understanding of the analysis of human skeletal remains and the ways forensic anthropologists work as part of the forensic team. The aim is to understand how anthropologists apply scientific principles and processes to the collection and analysis of evidence and how they communicate their conclusions. Topics include the scope of anthropology within the context of forensic investigations, human skeletal biology, research methods, scientific reporting, crime scene protocols, and the application of professional standards and ethics. Specific examples of forensic anthropology cases are reviewed.

ANTH 398 Intermediate Special Topics in Anthropology (1–3)
A presentation of anthropological perspectives on selected topics of broad general interest. May be repeated to a maximum of 6 credits when topics differ.

ANTH 417 Peoples and Cultures of East Asia (3)
An advanced anthropological study of the peoples and cultures of East Asia, focusing on China, Japan, and Korea. The aim is to apply anthropological theories and methods to the interpretation of contemporary East Asian cultures, relate family structure to individual choices and social interactions in East Asian cultures, and analyze how ethnic and national identities and regional differences affect regional and global interactions. Topics include urbanization, social values, social change, and the role of East Asia in the modern world.

INFORMATION ON COURSES

Arabic

Courses in Arabic (designated ARAB) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- electives

If you have prior experience in the Arabic language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC—you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in Arabic and wish instruction in written Arabic.

UMGC offers a limited number of foreign language courses each session.

ARAB 111 Elementary Arabic I (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations, using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication are provided.

ARAB 112 Elementary Arabic II (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) Prerequisite: ARAB 111 or appropriate score on a placement test. An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations, using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication are provided.

ARAB 114 Elementary Arabic III (3)

(Not open to native speakers of Arabic.) Prerequisite: ARAB 112 or appropriate score on a placement test. Further development of skills in elementary spoken and written modern standard Arabic. The aim is to communicate in Arabic in a variety of real-life situations, using culturally appropriate language. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

ARAB 115 Elementary Arabic IV (3)

(Not open to native speakers of Arabic.) Prerequisite: ARAB 114 or appropriate score on a placement test. Further development of skills in elementary spoken and written modern standard Arabic. The objective is to interact effectively with native Arabic speakers in a variety of real-life situations, using culturally appropriate language. Practice in fine-tuning pronunciation and applying language skills to a range of contexts is provided.

ARAB 333 Middle Eastern Cultures (3)

(Conducted in English.) A project-driven and discussion-based study of Middle Eastern cultures. The aim is to demonstrate cultural competence by explaining and analyzing Middle Eastern cultures through a variety of perspectives. Topics include religion, cultural practices, history, geography, and societies of the Middle East. Students may receive credit for only one of the following courses: ARAB 333 or ARAB 334.

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 in graphic communication
- electives

ARTT 110 Introduction to Drawing (3)

A hands-on introduction to various drawing media and related techniques. The objective is to translate the three-dimensional world into two dimensions, communicate through a visual medium, and critique visual works of art. Projects are based on nature and still life.

ARTT 120 Design I: Arrangement and Color (3)

Prerequisite: GRCO 100. A project-driven study of the design elements of a composition as they relate to its overall expression. The aim is to apply elements and principles of design, including color theory, to create a variety of compositions that effectively communicate ideas and emotions.

ARTT 152 Basics of Photography (3)

(Access to a digital camera with manual settings required.) An introduction to basic photographic procedures with an emphasis on composing, taking, and editing photographs. Discussion covers the historical development of photography. Students may receive credit for only one of the following courses: ARTT 152 or PHOT 198.

ARTT 210 Intermediate Drawing (3)

Prerequisite: ARTT 110. A continuing examination of materials and techniques of drawing. The objective is to apply drawing techniques and visual principles to various subjects, communicate through drawing, and critique works of art. More advanced media, compositions, techniques, and subjects are explored. Students may receive credit for only one of the following courses: ARTS 210 or ARTT 210.

ARTT 320 Painting (3)

Prerequisite: ARTT 110. Practice in the basic tools and vocabulary of painting. The goal is to apply an understanding of compositional strategies, visual principles, and basic materials and techniques to produce paintings using oil/watercolor/acrylic paints.

ARTT 428 Advanced Painting (3)

Prerequisite: ARTT 320. Creation of original compositions based on the figure, nature, and still life, as well as expressive painting. The goal is to paint in a variety of styles and techniques, work with more complex forms (including drapery, transparency, and reflections), and work in landscape and/or figure in space painting. Emphasis is on the development of personal directions. May be repeated to a maximum of 12 credits.

Art History

Courses in art history (designated ARTH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities
- a major in humanities
- a minor in art history
- electives

UMGC offers a limited number of ARTH courses each session. To complete a minor, students may need to take courses at other institutions in the University System of Maryland or extend the time spent fulfilling the degree requirements. Students are advised to consult an advisor before selecting this discipline.

ARTH 204 Film and American Culture Studies (3)

An introductory study of the relationship between film and American culture. The objective is to improve one's ability to understand a film's message and to expand one's cultural awareness. Discussion covers the way one of our most popular media portrays American culture and influences our interpretation of cultural issues. Various films, filmmaking issues, and representative filmmakers' work are examined. Students may receive credit for only one of the following courses: ARTH 204, AMST 204, or HUMN 204.

ARTH 334 Understanding Movies (3)

(Formerly HUMN 334.) An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: ARTH 334, HUMN 334, or HUMN 498D.

ARTH 372 History of Western Art I (3)

(Formerly ARTH 370.) A survey of the development of the Western tradition of visual art in its various forms that examines and compares the expression of cultural and aesthetic values in different parts of the Western world from prehistory through the Middle Ages. The objective is to apply principles of visual literacy; describe, analyze, and contextualize content and elements of art; and differentiate historic periods and styles of art. Students may receive credit for only one of the following courses: ARTH 370 or ARTH 372.

ARTH 373 History of Western Art II (3)
(Formerly ARTH 371.) A survey of the development of the Western tradition of visual art in its various forms that examines and compares the expression of cultural and aesthetic values in Europe and the United States from 1300 to the present day. The aim is to apply principles of visual literacy; describe, analyze, and contextualize content and elements of art; and differentiate historic periods and styles of art. Students may receive credit for only one of the following courses: ARTH 371 or ARTH 373.

ARTH 375 History of Graphic Art (3)
Recommended: ARTH 204. A survey of the development of graphic design with an emphasis on the historical, technological, and sociological influences on the production of typography and the aesthetics of visual media. The aim is to recognize the philosophy of graphic arts, identify various movements within the field, and analyze the impact of graphic arts upon society. Topics include major works and artists and cultural, social, and religious movements and their impact on graphic arts.

ARTH 478 History of Women in the Visual Arts (3)
A survey of the work, roles, and representations of women in the visual arts, from the 16th century to the present. The aim is to evaluate the role of women artists and assess the impact of gender on visual arts as a way to understand the complexity and diversity of human experience and culture. Emphasis is on women working in the tradition of Western art in painting, sculpture, the decorative arts, performance art, photography, and other media and on how gender affected their art and their careers.

Asian Studies

Courses in Asian studies (designated ASTD) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities or the behavioral and social sciences (based on course content)
- a major or minor in East Asian studies
- electives

ASTD 135 Introduction to Japanese Language and Culture (3)
(Formerly JAPN 105. Not open to students with substantial prior experience with Japanese language or culture; assumes no prior knowledge of Japanese. Students with prior experience with the Japanese language should take a placement test to assess appropriate level.) A hands-on, project- based introduction to Japanese language and culture. The goal is to develop cultural competency and familiarity with the history, geography, and culture of Japan and to use basic language skills to function effectively and appropriately in everyday life in Japan. Students may receive credit for only one of the following courses: ASTD 135 or JAPN 105.

ASTD 155 Introduction to Korean Language and Culture (3)
(Not open to students with substantial prior experience with Korean language or culture; assumes no prior knowledge of Korean. Students with prior experience with the Korean language should take a placement test to assess appropriate level.) A hands-on, project-based introduction to Korean language and culture. The goal is to develop cultural competence in personal interactions; demonstrate knowledge of the history, geography, and culture of Korea; and use basic language skills to function effectively and appropriately in everyday activities in Korea. Students may receive credit for only one of the following courses: ASTD 155 or KORN 105.

ASTD 284 Foundations of East Asian Civilization (3)

(Formerly HIST 284.) An interdisciplinary survey of the foundations of East Asian civilization from its beginnings to the 17th century. The goal is to analyze philosophical, religious, artistic, economic, and political aspects of the region's historical experience. Focus is on China, Korea, and Japan. Topics include East Asian belief systems (including Confucianism and Buddhism), the dynastic cycle, relations between steppe and agrarian societies, warrior and scholar-gentry cultures, technological change and economic development, and the role of class and gender in early East Asian society. Students may receive credit for only one of the following courses: ASTD 150, ASTD 284, or HIST 284.

ASTD 285 Introduction to Modern East Asia (3)

(Formerly HIST 285.) An interdisciplinary survey of East Asia from the late 17th century—beginning with Ming-Qing China, Tokugawa Japan, and Choson Korea—to the present. The objective is to trace how transformations on global, regional, and local levels led to the development of the modern nation-states of East Asia and to examine how those developments affected the culture of the areas. Topics include the rise of imperialism and colonialism; cross-cultural interactions; and issues of gender, class, and ethnicity in East Asian culture. Students may receive credit for only one of the following courses: ASTD 160, ASTD 285, or HIST 285.

ASTD 302 The Two Koreas: Problems and Prospects (3)

Prerequisite: Any writing course. Recommended: ASTD 284 or ASTD 285. A thematic study of the two Koreas from historical, social, and foreign policy perspectives. The objective is to examine scholarly viewpoints on key issues of Korean history and division; articulate key factors that shape U.S. and regional policy toward North Korea; distinguish between different sources of information on the two Koreas; and interpret regional developments based on knowledge of Korean issues. Topics include the "hermit kingdom" myth; liberation, division, and war; the economic "miracle"; North Korean leadership; South and North Korean foreign relations; North Korea as a nuclear threat; and prospects for a unified Korea. Focus is on developing a stronger understanding of the two Koreas for practical and professional application. Assignments require research, analysis, and a written policy or strategy recommendation.

ASTD 370 Interpreting Contemporary China (3)

Prerequisite: Any writing class. Recommended: ASTD 285. A thematic study of contemporary China from political, economic, social, and foreign policy perspectives. The objective is to identify decision-making authorities, interpret major influences on the Chinese economy, appraise the impact of grass-roots social movements, and distinguish factors that drive China's foreign policy. Focus is on developing engagement strategies for various professional applications. Assignments require research, analysis, and a written policy or strategy recommendation (e.g., a policy paper or business strategy plan).

ASTD 398 Advanced Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues. Assignments include advanced reading and research.

ASTD 485 Issues in East Asian Studies (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ASTD 284 (or ASTD 150) and ASTD 285 (or ASTD 160). A project-based interdisciplinary study of East Asia that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Discussion covers emerging issues and current scholarship in East Asian studies.

INFORMATION ON COURSES

Astronomy

Courses in astronomy (designated ASTR) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences
- a minor in natural science
- electives

UMGC offers only a limited number of courses each session in this discipline.

ASTR 100 Introduction to Astronomy (3)

Prerequisite: MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An examination of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to space science. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, or GNSC 125.

Behavioral and Social Sciences

Courses in behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences
- a major in social science
- a minor in diversity awareness, gerontology and aging services, or women's studies
- electives

BEHS 103 Technology in Contemporary Society (3)

An interdisciplinary introduction to the role of technology in contemporary society. The aim is to apply principles and concepts from a variety of social science disciplines (e.g., anthropology, sociology, psychology, and gerontology) to explore the influence of technology on society and the effect of technological change on our social lives, including our interpersonal relationships, work, culture, and society. Topics include the way technology changes relationships, the cumulative advantages and disadvantages associated with technology, digital natives versus digital immigrants, the pace of technological change, changes to the nature of how people learn and think, and the meaning of technology in society.

BEHS 210 Introduction to Social Sciences (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. An interdisciplinary introduction to the study of society that addresses the issue of what it is to be a social scientist from a variety of social science perspectives. The objective is to use the empirical and theoretical contributions of the different social science disciplines to better understand the nature of society. Topics include research methods in the social science disciplines and the relationships among the different social science disciplines. Discussion surveys the various social sciences, including psychology, sociology, anthropology, and gerontology. A historical overview of the development of the social sciences is provided, and an analysis of social phenomena that integrates insights from the social sciences is presented. Students may receive credit for only one of the following courses: BEHS 201 or BEHS 210.

BEHS 220 Diversity Awareness (3)

An examination of the many dimensions of diversity within the framework of modern culture and the principles of social justice. The aim is to interact and communicate effectively and appropriately within a diverse society. Emphasis is on raising consciousness of diversity and using critical thinking with respect to stereotypes, prejudice, and discrimination. Discussion covers issues related to age, disability, race, religion, gender, sexual orientation, national origin, and socioeconomic status, as well as current issues in diversity studies.

BEHS 300 Research Methods in the Social Sciences (3)

Prerequisite: BEHS 210. Recommended: STAT 200. An introduction to the core concepts, research methods, and skills that apply to work in the social sciences. The goal is to begin the process of conducting social science research. Discussion covers the scientific method, as well as quantitative and qualitative research methods specific to the social science disciplines of psychology, sociology, anthropology, and gerontology. Topics also include reliability and validity of data, correlation versus causality, research ethics, institutional review boards, proposal writing, and the unique contribution of "interdisciplinarity" in social science research.

BEHS 320 Disability Studies (3)

An interdisciplinary study of disability issues that focuses on understanding and evaluating traditional and current interpretations of the meaning of disability. The goal is to interact and communicate effectively and appropriately in situations relevant to issues of disability. Topics include the construction of images of people with disabilities; attitudes and actions toward those with disabilities; approaches taken by major social institutions (e.g., law, education, religion, the arts) toward disability; distinctions between different models of disability; and current issues in disability studies.

BEHS 343 Parenting Today (3)

An overview of critical issues of parenthood in the United States today using an interdisciplinary perspective. The objective is to apply research and theory in family development to practical decision making. Topics include characteristics of effective parenting styles, disciplinary strategies, the role of diverse family structures, and the social forces that cause changes in parent/child relationships.

BEHS 364 Alcohol in U.S. Society (3)

An interdisciplinary examination of the use and abuse of the drug alcohol from the perspectives of psychology, physiology, sociology, medicine, counseling, law, and public health. The aim is to examine current research and trends in the treatment of alcohol abuse and dependence (including prevention, assessment, and intervention) and to explore the history, etiology, effects, and current treatment practices. The effects of alcohol throughout the lifespan are explored in relation to gender, families, race, age, the workplace, and public safety.

BEHS 380 End of Life: Issues and Perspectives (3)

(Formerly GERO 380.) An exploration of death, dying, and bereavement from social, cultural, psychological, biomedical, economic, and historical perspectives. The objective is to clarify one's personal perspective on death and dying, based on a better understanding of end-of-life planning issues, stages of death, and models of care for the dying. Topics include definitions of death, needs of the dying and their support systems, pain management, palliative and hospice care, end-of-life decision making, cultural meanings and rituals, suicide, euthanasia, homicide, natural disaster, the economics of death and life-sustaining care, family conflict and coping, bereavement, and grieving. Students may earn credit for only one of the following courses: BEHS 380 or GERO 380.

BEHS 453 Domestic Violence (3)

An examination of the complex phenomenon of domestic violence from a multidisciplinary perspective that integrates individual, social, political, cultural/ethnic, economic, legal, and medical viewpoints. The aim is to evaluate research and theoretical models of domestic violence; assess institutional, community, and individual responses to domestic violence; and locate effective resources. Topics include neglect and the physical, emotional, and sexual abuse of children, partners, and the elderly. Discussion also covers response systems and mechanisms to prevent and treat violence. Students may receive credit for only one of the following courses: BEHS 453 or BEHS 454.

BEHS 486A Workplace Learning in Behavioral and Social Sciences (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BEHS 486B Workplace Learning in Behavioral and Social Sciences (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BEHS 495 Advanced Seminar in Social Sciences (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisite: BEHS 300 and completion of all requirements for the social science major. A study of the social sciences that integrates perspectives from various disciplines in the field. The aim is to apply theoretical perspectives and empirical evidence to address complex contemporary social problems and become better consumers and purveyors of knowledge and research. Topics include ethical and professional issues inherent in working in the social sciences and the role of advocacy in promoting social change.

Biology

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 major in biotechnology, environmental management, or laboratory management
- a minor in biology, environmental management, or natural science
- electives (including related requirements for the majors in environmental management and nursing for registered nurses)

BIOL 101 Concepts of Biology (3)

(For students not majoring in biotechnology or laboratory management.) An introduction to the structure and function of living organisms. The objective is to use knowledge about biological principles and scientific reasoning to make informed decisions about the natural world. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and the interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge and technology on human societies. Students may receive credit for only one of the following courses: BIOL 101, BIOL 103, BIOL 105, or BSCI 105.

BIOL 102 Laboratory in Biology (1)

(For students not majoring in biotechnology or laboratory management. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A hands-on study of the structure and function of living organisms. The goal is to apply the scientific method and to use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, cell structure and function, and the classification of organisms. Students may receive credit for only one of the following courses: BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 103 Introduction to Biology (4)

(For students not majoring in biotechnology or laboratory management. Not open to students who have completed BIOL 101 or BIOL 102. Fulfills the laboratory science requirement.) An introduction to the structure and function of living organisms. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge and technology on human societies. Laboratory activities emphasize the scientific method. Students may receive credit for only one of the following: BIOL 101–BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 160 Human Biology (3)

(Science background not required.) A general introduction to human structure, functions, genetics, evolution, and ecology. The aim is to use scientific reasoning to make informed decisions about topics related to human biology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Discussion also covers pertinent health topics. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

BIOL 161 Laboratory in Human Biology (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 160.) Prerequisite or corequisite: BIOL 160. A laboratory study that uses the human organism as an example to illustrate the concepts underlying the organization and interrelationships of all living organisms.

BIOL 164 Introduction to Human Anatomy and Physiology (3)
Prerequisite: BIOL 101, BIOL 103, or BIOL 160. An introduction to the anatomy and physiology of the human organism. Topics include basic concepts of physics and chemistry that are necessary for understanding biological functions and the structure and function of cells, tissues, and the major organ systems in the body. Students may receive credit for only one of the following courses: BIOL 164 or GNSC 161.

BIOL 181 Life in the Oceans (3)
An introductory study of the major groups of plants and animals in various marine environments, as well as their interactions with each other and the nonliving components of the ocean. The objective is to use scientific reasoning to make informed decisions about topics related to marine biology. Discussion covers the impact of human activity on life in the ocean and the potential uses and misuses of the ocean. Students may receive credit for only one of the following courses: BIOL 181 or ZOOL 181.

BIOL 220 Human Genetics (3)
An introduction to the role of genes in inheritance of traits and genetic diseases and disorders. The goal is to understand how genes affect physical appearance and behavior. Topics include Mendelian and non-Mendelian inheritance of human genetic diseases, human genetic variation, and mechanisms underlying human diseases. Students may receive credit for only one of the following courses: BIOL 220, BIOL 222, or BSCI 222.

BIOL 301 Human Health and Disease (3)
(For students majoring in both science and nonscience disciplines.) A survey of the mechanisms of disease and their expression in major organ systems of the human body. The goal is to use scientific reasoning to make informed decisions about matters related to human biology and health. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on analysis of factors that cause disruption of healthy body functions, leading to disease, and on prevention of disease through control of risk factors and early detection. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BIOL 302 Bacteria, Viruses, and Health (3)
(For students majoring in both science and nonscience disciplines.) An introductory study of the basic structure, genetic and regulatory systems, and life cycles of bacteria and viruses and how they relate to health, infectious disease, and illness. The objective is to apply knowledge of cellular and molecular processes and communicate synthesized knowledge of microbial pathogenesis and disease prevention methods. Students may receive credit for only one of the following courses: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 304 The Biology of Cancer (3)
(For students majoring in both science and nonscience disciplines.) An overview of the biological basis of cancer. The goal is to apply knowledge of cancer biology to adopt appropriate lifestyle strategies and evaluate current treatments. The causes, development, and progression of cancer are considered at the level of cell structure and function. The roles of genes and proteins are also examined. Students may receive credit for only one of the following courses: BIOL 304 or GNSC 398C.

BIOL 307 The Biology of Aging (3)
(For students majoring in both science and nonscience disciplines.) An overview of the biological basis of aging. The goal is to apply knowledge of the aging process to influence personal lifestyle choices, public health policy, and economic decisions. Topics include typical changes that occur in cells, molecules, metabolism, and structure during the aging process. The development and progression of several diseases associated with aging (including cancer, neurodegenerative diseases such as Alzheimer's and Parkinson's diseases, osteoporosis, and loss of visual acuity and memory) are discussed with respect to the role of genes, proteins, and environmental influences. Students may receive credit for only one of the following courses: BIOL 307 or BIOL 398V.

BIOL 320 Forensic Biology (3)
Recommended: BIOL 101, BIOL 103, or BIOL 160. An introduction to the basic principles of biology as applied to the field of forensic science. The aim is to use scientific reasoning to draw conclusions and make decisions about forensic techniques, analyses, and results. Topics include the biological features and characteristics of evidentiary materials, as well as the basic principles of chemistry, cell biology, microbiology, and genetics that underlie forensic analyses.

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BIOL 325 Inquiries in Biological Science (3)
Prerequisite: BIOL 101 or equivalent. An overview of biological principles and current trends in biological science. The goal is to apply knowledge of core biological principles, critically analyze current research, and use scientific reasoning to make evaluative decisions related to applications in the biological sciences. Topics include the scientific process, core biological concepts, careers in biology-related fields, and safety and health policies relevant to biological research.

BIOL 328 Bioethics (3)
Recommended: WRTG 112 (or WRTG 101 or WRTG 101S) and BIOL 101. An introduction to ethical decision making related to human life and health. The aim is to form defensible positions and carefully crafted arguments based on well-supported evidence. Discussion covers reproductive issues, biological research, and health care. Emphasis is on scientific and philosophical thinking.

BIOL 350 Molecular and Cellular Biology (3)
(For students majoring or minoring in a science.) Prerequisite: BIOL 325. A thorough examination of the basic structure and function of cells, with an emphasis on eukaryotic cell biology. The objective is to use knowledge of molecular biology to interpret results and draw conclusions about research findings and technological applications. Topics include cell-cycle growth and death; protein structure; DNA replication, repair, and recombination; gene expression; RNA processing; and molecular transport, traffic, and signaling. Discussion also covers the application of recombinant DNA, genetic engineering, and other current molecular biology technologies. Students may receive credit for only one of the following courses: BIOL 350 or BIOL 398S.

BIOL 357 Bioinformatics (3)
(For students majoring or minoring in a science.) Prerequisite: BIOL 325 or another upper-level biology course. Recommended: IFSM 201 and MATH 105 (or a more advanced MATH or STAT course). An introduction to the use of computers in the analysis of nucleic acid and protein sequences and a study of the significance of these analyses. The goal is to develop an understanding of the software used in bioinformatics and learn how to address specific questions in biotechnology and research. Topics include genome analysis, evolutionary relationships, structure-function identification, protein pattern recognition, protein-protein interaction, and algorithms.

BIOL 362 Neurobiology (3)
Prerequisite: BIOL 101, BIOL 103, or BIOL 160. An in-depth discussion of the biology and development of the nervous system. The goal is to apply knowledge of neurobiological principles to advanced studies or careers and be more informed healthcare consumers. Topics include neuronal structure and function; communication at the synapse; membrane receptors and intra- and intercellular signaling systems; gross organization of the brain and spinal cord; the processing of sensory information; the programming of motor responses; research techniques; ethics; brain development; plasticity; and higher functions such as learning, memory, cognition, and speech.

BIOL 398 Special Topics in Biology (3)
A study of topics in biology of special interest to students and faculty. May be repeated to a maximum of 6 credits when topics differ.

BIOL 422 Epidemiology and Communicable Diseases (3)
Prerequisite: BIOL 230, BIOL 301, BIOL 302, or BIOL 398G. Recommended: WRTG 393. An investigation of factors contributing to the emergence of new infectious diseases and the resurgence of diseases once thought to have been controlled. The goal is to synthesize and apply knowledge of research methods, integrate epidemiological information, and communicate knowledge to scientific and nonscientific communities. Topics include socioeconomic and environmental factors that contribute to the inability to prevent or control malaria, tuberculosis, and AIDS. Disease symptoms, patterns of spread, and possible control measures are examined for new infectious diseases (such as Lyme disease and those caused by E. coli O157, the Ebola virus, hantaviruses, and cryptosporidia). Discussion also covers resurgent diseases such as anthrax, bubonic plague, dengue, influenza, and cholera. Students may receive credit for only one of the following courses: BIOL 422 or MICB 388E.

BIOL 486A Workplace Learning in Biology (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BIOL 486B Workplace Learning in Biology (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BIOL 495 Current Trends and Applications in the Life Sciences (3)
(For students majoring or minoring in a science.) Prerequisite: BIOL 325. Recommended: A statistics course. An examination of current topics, trends, and applications in the life sciences. The aim is to be familiar with life science laboratory and industry environments, communicate scientific principles effectively, practice professional ethics, and demonstrate knowledge of safe laboratory operations. Topics include current research, ways to recognize future trends, strategies to solve current challenges, and creative solutions for developing products and services in the life sciences. Students may receive credit for only one of the following courses: BIOL 400 or BIOL 495.

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, finance, human resource management, laboratory management, management studies, marketing, or public safety administration
- a minor in business administration, contract management and acquisition, law for business, or small business management and entrepreneurship
- a certificate in Human Resource Management, Management Foundations, or Project Management
- electives (including related requirements for the major in accounting)

BMGT 110 Introduction to Business and Management (3)
(For students with little or no business background. Recommended preparation for many other BMGT courses.) An introduction to the fundamental concepts of business management and leadership. The objective is to understand the interrelated dynamics of business, society, and the economy. Discussion covers business principles and practices in the context of everyday business events and human affairs and from a historical perspective.

BMGT 304 Managing E-Commerce in Organizations (3)
A hands-on, project-based introduction to the management of e-commerce organizations. The objective is to identify and demonstrate the unique skills needed to manage a sustainable e-commerce organization. Topics include e-commerce management principles, human resource management, information systems, knowledge management principles, e-marketing, virtual customer and supplier relations, and potential international legal issues. Assignments include project-based case studies that apply skills to modern workday problems.

BMGT 305 Knowledge Management (3)
A practical approach to knowledge management. The aim is to understand the value of knowledge management and the roles of knowledge workers and knowledge managers. Discussion covers how organizations capture, acquire, and share knowledge to maintain corporate memory and to develop collaborative energy. Topics include both formal and informal approaches to knowledge sharing and ways in which organizations use knowledge management techniques for competitive advantage. Students may receive credit for only one of the following courses: BMGT 305 or BMGT 388C.

BMGT 317 Decision Making (3)
A practical examination of decision making. The goal is to use a proven framework to generate potential solutions for effective decision making. Discussion covers the cultural impact of decision making, including stakeholders' expectations. Topics also include root cause analysis, risks and uncertainty, critical success factors, key performance indicators, psychological traps, and the steps to assure effectiveness before and after decision implementation. Students may receive credit for only one of the following courses: BMGT 317 or TMGT 310.

BMGT 330 Entrepreneurship and New Venture Planning (3)
Recommended: BMGT 364. An overview of entrepreneurship and planning new business ventures for aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. Students may receive credit for only one of the following courses: BMGT 330, FINC 310, MGMT 330, or SBUS 200.

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BMGT 335 Small Business Management (3)
Recommended: BMGT 317. A comprehensive review of the management principles underlying organizational development and growth and business life-cycle segments of emerging enterprises. The goal is to demonstrate an understanding of small business management in a global context, differentiate between micro- and macro-organizational structures, and identify the critical elements of business sustainability. Topics include entrepreneurship, financing/capitalization, innovation, and human resource and strategic planning. Core components of small business management are explored and evaluated through a multifaceted approach.

BMGT 339 Introduction to Federal Contracting (3)
An overview of the federal contracting process, including the requirements and techniques of federal contracting. The objective is to document needs in writing, develop evaluation criteria, and review and assess contractor performance. Activities include planning, evaluating award criteria, and assessing performance. Discussion also covers critical contract issues. Students may receive credit for only one of the following courses: BMGT 339, MGMT 220, or MGMT 339.

BMGT 364 Management and Organization Theory (3)
Recommended: BMGT 110. An examination of the four functions of management—planning, organizing, leading, and controlling—with emphasis on the application of management concepts and theories to achieve organizational goals. The aim is to develop strategies, goals, and objectives to enhance performance and sustainability. Topics include ethics, social responsibility, globalization, and change and innovation. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 365 Organizational Leadership (3)
Prerequisite: BMGT 110 or BMGT 364. An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Topics include vision, values, culture, ethics, and the interaction between the organization and the external environment. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

BMGT 372 Supply Chain Management (3)
Prerequisite: BMGT 364. An examination of supply chain management systems, with a focus on maximizing the value generated by an organization. The goal is to explain the implications of supply chains for customer expectations and the competitive advantage of the organization. Discussion covers effective practices and tradeoffs among separate supply chain functions and the use of performance measures to monitor outcomes. Topics also include logistics, forecasting, negotiating, trust and collaboration, and supply chain status reporting.

BMGT 375 Purchasing Management (3)
Prerequisite: BMGT 364. A study of purchasing management and the roles of purchasing specialists in medium to large organizations under the guidance of the chief purchasing officer. The aim is to understand how organizations use purchasing for competitive advantage; how suppliers are evaluated, selected, and managed; how metrics and models are used to make purchasing more effective; how cross-functional collaboration is vital to achieving economic efficiencies; and how important ethics and integrity in purchasing is to good business practices. Topics include the duties of a buyer, the ways information technology supports purchasing, materials management, controlling costs, best practices, outsourcing and insourcing, and measuring purchasing effectiveness. Students may receive credit for only one of the following courses: BMGT 375, MGMT 375, or TEMN 360.

BMGT 380 Business Law I (3)
(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) A conceptual and functional analysis and application of legal principles and concepts relevant to the conduct and understanding of commercial business transactions in the domestic and global environments. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include the legal, ethical, and social environments of business; civil and criminal law; agency; types of business organizations; and contracts and sales agreements.

BMGT 381 Business Law II (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 380. Further conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include personal and real property, leases, antitrust, business insurance, accountants' liability, negotiable instruments, secured transactions, government regulation affecting consumer protection, environmental protection, debtor/creditor relationships, and bankruptcy and reorganization.

BMGT 392 Global Business (3)

Recommended: BMGT 110. An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

BMGT 398 Special Topics in Business and Management (1–3)

Intensive inquiry into special topics in business and management that reflect the changing needs and interests of students and faculty.

BMGT 411 Process Improvement (3)

A hands-on, project-based introduction to process improvement. The objective is to assess the root cause of a problem; gain buy-in for the improvement; map the process; establish internal controls; and apply a variety of metrics to improve processes, test improvement solutions, and implement the process improvement. Emphasis is on process improvements that are cost-effective and add value to organizational missions. Topics include meeting customer expectations, flowcharting, selecting approaches to change management, acquiring resources, and sustaining improvements. Students may receive credit for only one of the following courses: BMGT 411 or TMGT 411.

BMGT 456 Managing Across Cultures and Borders (3)

Recommended: BMGT 110. An examination and analysis of international management across cultures and borders. The aim is to apply critical thinking and analytical skills in global management settings. Focus is on the roles of business managers in today's complex global environment. Topics include cross-cultural strategic planning, multinational organizational structures, global leadership, cross-cultural communication, environmental factors, decision making, and negotiations. Students may receive credit for only one of the following courses: BMGT 456 or BMGT 498R.

BMGT 464 Organizational Behavior (3)

Prerequisites: BMGT 364 and BMGT 365. Recommended: BMGT 110. An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. The aim is to participate, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics, group dynamics, and organizational structure, policies, and culture have on employee behaviors and organizational outcomes (i.e., productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship).

BMGT 465 Organizational Development and Transformation (3)

Prerequisites: BMGT 364 and BMGT 365. Recommended: STAT 200. An introduction to organizational development (OD)—a systematic process of data collection, diagnosis, action planning, intervention, and evaluation aimed at increasing the effectiveness of the organization and developing the potential of all individuals. The goal is to identify and diagnose organizational problems and opportunities and apply management principles to support organizational change. Students may receive credit for only one of the following courses: BMGT 465, MGMT 398K, MGMT 465, or TMGT 350.

BMGT 466 Global Public Management (3)
Recommended: BMGT 110. A comprehensive study of public management. The aim is to analyze, design, and evaluate solutions to public-sector problems, both domestic and global, based on an understanding of public-sector management concepts and the different types of organizations involved. Topics include development and implementation of public-sector projects and the finance, human resources, and marketing activities that support them. Discussion also covers public management in diverse regions of the world, as well as the purpose and management of intergovernmental organizations and nongovernmental organizations. Students may receive credit for only one of the following courses: BMGT 366, BMGT 466, or TMGT 305.

BMGT 482 Advanced Federal Contracting (3)
Prerequisite: BMGT 339. Recommended: BMGT 110. An in-depth examination of the procurement life cycle. The objective is to assess the intricate relationships between the contracting activity and contractors involved in ongoing contract performance and see how these relationships can become mutually beneficial instead of adversarial. Topics include ethics, socioeconomics, key decision points, terminations, modifications, and related performance issues. Students may receive credit for only one of the following courses: BMGT 482 or TMGT 340.

BMGT 484 Managing Teams in Organizations (3)
Prerequisite: BMGT 364. A theoretical and practical investigation into the factors involved in building and managing effective work groups or teams in organizations. The aim is to lead and manage teams—establishing goals, roles, and processes; managing resources and relationships; and using effective interpersonal communication and team-building practices to enhance team members' individual and collective motivation, productivity, and performance. Topics include the conscious and unconscious dynamics of team development, conflict and decision making, commitment and trust, assessment and rewards, and other factors that foster team cohesion and performance. Students may receive credit for only one of the following courses: BMGT 484, BMGT 498H, or MGMT 498H.

BMGT 485 Leadership for the 21st Century (3)
(Intended as the final, capstone course for management studies majors, to be taken in the last 15 credits, but appropriate for anyone who aspires to a leadership position.) Prerequisites: BMGT 364, BMGT 365, and BMGT 464 (or BMGT 465). An examination of leadership in organizations, with a focus on issues pertinent to the 21st century. The goal is to develop the skills necessary to achieve individual and organizational excellence. Discussion covers the leadership qualities and behaviors that help organizations thrive: valuing employees, having a clear vision, acting ethically, relying on core values, and building positive relationships.

BMGT 486A Workplace Learning in Business and Management (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BMGT 486B Workplace Learning in Business and Management (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

BMGT 487 Project Management I (3)
Recommended: FINC 330. An introduction to project management principles, concepts, and software applications. The goal is to manage a project through all phases of the project life cycle. Project management is examined in terms of practical applications and practices. Appropriate organizational structures, such as collegial and matrix types, are described and assessed. Discussion also covers the practical considerations of designing a project management system. Students may receive credit for only one of the following courses: BMGT 487 or TMGT 430.

BMGT 488 Project Management II (3)

(The second course in the two-course series BMGT 487–488.) Prerequisite: BMGT 487. An examination of project management processes and applications beyond introductory principles and concepts. The goal is to manage a project through all phases of the project life cycle. Emphasis is on the practical applications of project management principles and processes in real-world situations. Projects depict real-world situations, such as information systems implementations; service business/e-commerce projects; and consulting projects that occur in research, information systems, manufacturing, and engineering firms. Students may receive credit for only one of the following courses: BMGT 488 or TMGT 430.

BMGT 495 Strategic Management (3)

(Access to spreadsheet, word processing, and presentation software required. Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: BMGT 364, BMGT 365, FINC 330 (or BMGT 340), and MRKT 310. A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Students may receive credit for only one of the following courses: BMGT 495, HMGT 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics (3)

A study of the relationship of business ethics and social responsibility in both domestic and global settings. The aim is to explore ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public and organizational consequence and business decision making in the domestic and global business environments.

Career and Academic Planning

Courses in career and academic planning (designated CAPL) may be applied toward

- the general education requirement in research
- electives

UMGC offers only a limited number of courses each session in this discipline.

CAPL 398A Career Planning Management (1)

A survey of strategies for managing career change. Focus is on examining, evaluating, and assessing individual skill sets; networking; and researching career and economic markets. The objective is to formulate a career path and develop the resources needed to enter that path. Topics include résumé and cover letter development, interviewing techniques, negotiation strategies, and tools for ongoing career planning.

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 majors in biotechnology, environmental management, and laboratory management)

CHEM 121 Chemistry in the Modern World (3)

(For students not majoring or minoring in science.) An exploration of chemistry as it relates to human life and the environment. The goal is to use a working knowledge of chemical principles, scientific reasoning, and quantitative reasoning to make informed decisions about health and safety matters. Discussion examines natural processes and human factors in the modern world using the principles of chemistry and the scientific method. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 104, CHEM 105, CHEM 107, CHEM 121, CHEM 297, or GNSC 140.

CHEM 297 Environmental Chemistry (3)
Prerequisite(s): MATH 115 (or MATH 107 and MATH 108). An examination of the chemistry of environmental systems. The aim is to identify and evaluate fundamental principles of chemistry in relation to environmental systems. Discussion covers the nature of atoms, types of bonding, functional groups, chemical reactivity, and chemical interactions. Topics also include migration of chemicals through the environment, the role of basic chemistry in biogeochemical cycles, and human impact on biogeochemical cycles through the use of technology. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 104, CHEM 105, CHEM 107, CHEM 121, CHEM 297, or GNSC 140.

Chinese

Courses in Chinese (designated CHIN) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major or minor in East Asian studies
- electives

If you have prior experience in the Chinese language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC—you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in Chinese and wish instruction in written Chinese.

UMGC offers a limited number of foreign language courses each session.

CHIN 111 Elementary Chinese I (3)
(Not open to native speakers of Chinese: assumes no prior knowledge of Chinese. Students with prior experience with the Chinese language should take a placement test to assess appropriate level.) An introduction to spoken and written Mandarin Chinese. The objective is to communicate in Chinese in some concrete real-life situations using culturally appropriate language and etiquette, to read and write pinyin, and to begin to recognize and type Chinese characters. Practice is provided in Chinese pronunciation, tones, and structures needed for everyday communication.

CHIN 112 Elementary Chinese II (3)
(Not open to native speakers of Chinese.) Prerequisite: CHIN 111 or appropriate score on a placement test. A continued introduction to spoken and written Mandarin Chinese. The goal is to communicate in Chinese in concrete real-life situations using culturally appropriate language and etiquette and to recognize and type some frequently used Chinese characters. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

CHIN 114 Elementary Chinese III (3)
(Not open to native speakers of Chinese.) Prerequisite: CHIN 112 or appropriate score on a placement test. Further development of skills in elementary spoken and written Mandarin Chinese. The aim is to communicate in Chinese in a variety of real-life situations using culturally appropriate language, recognize and distinguish more commonly used Chinese characters, and read in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

CHIN 115 Elementary Chinese IV (3)
(Not open to native speakers of Chinese.) Prerequisite: CHIN 114 or appropriate score on a placement test. Further development of skills in elementary spoken and written Mandarin Chinese. The aim is to interact effectively with native speakers of Chinese in a variety of real-life situations using culturally appropriate language and to recognize and distinguish more commonly used Chinese characters in context. Practice in fine-tuning pronunciation and applying language skills to a range of contexts is provided.

Communication Studies

Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications
- a major in communication studies
- a minor in communication studies or speech communication
- electives (including related requirements for the major in accounting)

COMM 200 Military Communication and Writing (3)

(Fulfills the general education requirement in communications.) A study of business communication management in a military context. The objective is to develop appropriate and effective communication products for military audiences and within military environments through the application of accepted business communication practices. Topics include communication theories; research methods; organization of information; formats; writing and editing strategies; and techniques for guiding subordinate communication, conducting interviews, and managing meetings. Assignments may include making speech presentations; instructing a class; conducting interviews; managing meetings; and writing and editing reports, letters, e-mails, proposals, and personnel evaluations.

COMM 202 Media and Society (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An overview of the complex components and relationships involved in today's media. The goal is to understand the technical, political, economic, cultural, and organizational influences on mediated messages. Topics include visual rhetoric, legal and ethical issues, social media, the transactional model, advertising, security, and privacy concerns.

COMM 207 Understanding Visual Communication (3)

A study of the creation and interpretation of visual language. The aim is to understand how images are used to effectively communicate ideas in a variety of channels, including news, advertising, and public relations. Topics include aesthetics, principles of composition, color systems, content awareness, and historical and cultural perspectives. Emphasis is on critical thinking and analysis of images from both theoretical and practical perspectives.

COMM 300 Communication Theory (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to communication theory. The objective is to apply communication theory and evaluate communication situations. The basic theories of human communication, mass communication, and new media and technology are explored. Focus is on the relationships among communication theory, research, and practice. Topics include intra- and interpersonal communication, public communication, mass media, and contemporary issues associated with mediated communication.

COMM 302 Mass Communication and Media Studies (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A survey of mass communication designed to enhance media literacy. The goal is to interpret, evaluate, and produce media messages. Topics include media industries and the impact of the media, as well as regulation, policy, and ethical issues. Emphasis is on critical thinking and analysis of vital aspects of pervasive elements of popular culture, such as news, advertising, children's entertainment, and a free press. Students may receive credit for only one of the following courses: COMM 302 or COMM 379A.

COMM 390 Writing for Managers (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A practicum in the kinds of communication skills that managers need for the workplace. The goal is to develop persuasive managerial communication for organizational decision making and action. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, WRTG 390, or WRTG 490.

COMM 400 Mass Media Law (3)

(No previous study of law required. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: WRTG 391, WRTG 393, or WRTG 394. An examination of important legal issues that affect mass media and communications professionals. The objective is to analyze mass media law, its evolution, and its relationship with society, culture, and politics. Topics include copyright, intellectual property, fair use, defamation, privacy, freedom of information, freedom of speech, and freedom of the press, as well as issues raised by the growth of the internet. Discussion also covers ethics in mass media, digital technologies, and the creation of media content. Students may receive credit for only one of the following courses: COMM 400 or JOUR 400.

COMM 459 Special Topics in Communication (1–3)
An exploration of special topics in communication. The objective is to attain specialized knowledge and skills in a particular area of communication, journalism, speech, or professional writing. Focus is on demonstrating new knowledge through an extended applied project. May be repeated to a maximum of 6 credits when topics differ.

COMM 480 Research Methods in Communication Studies (3)
Prerequisites: COMM 300 and COMM 302. A review of qualitative and quantitative research methods in communication studies. The objective is to define and explain research methods, concepts, and tools; apply research design, data collection, analysis, and reporting skills; and critically evaluate research in terms of rigor, relevance, and explanatory value. Practice is provided in finding, consuming, and analyzing research studies. Discussion covers the steps of the research process: articulating a question, developing a methodology, conducting a study, and reporting on findings.

COMM 486A Workplace Learning in Communication Studies (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

COMM 486B Workplace Learning in Communication Studies (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

COMM 492 Grant and Proposal Writing (3)
(Fulfills the general education requirement in communications.) Prerequisite: WRTG 393, WRTG 394, COMM 393, or COMM 394. An advanced study of technical writing, focusing on composing competitive proposals in response to Requests for Proposal (RFPs) and other funding solicitations from the federal government and community and private sources. The aim is to apply skills needed in the proposal development process; assess an RFP to determine evaluation and competitive criteria; and synthesize the required elements into a successful proposal. Discussion covers stages of the proposal-development process, including researching the funding agency for its mission, target populations, and problems of interest; assessing the RFP to determine evaluation criteria; and assembling the required elements of a successful proposal. Assignments include writing a grant request and working in teams to prepare a competitive business proposal. Students may receive credit for only one of the following courses: COMM 492, ENGL 489C, or WRTG 494.

COMM 495 Senior Seminar in Communication Studies (3)
(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: COMM 300, COMM 302, and at least 9 additional credits of upper-level COMM, SPCH, or JOUR courses. A project-based capstone study of communication. The aim is to reflect on the knowledge and skills gained through previous coursework and experiences in the discipline. Tasks include creating a portfolio that reflects the critical thinking, collaboration, and problem-solving skills of a competent communicator.

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 science or software development and security
- a minor in computer science
- electives (including related requirements for the major in information systems management)

If you lack recent experience in problem solving with computers, you must take CMIS 102. You should not take two (or more) courses that involve programming in your first two academic sessions.

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

A study of techniques for finding solutions to problems through structured programming and step-wise refinement. The objective is to design programs using pseudocode and the C programming language. Hands-on practice in debugging, testing, and documenting is provided. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive application. Algorithms are used to demonstrate programming as an approach to problem solving. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 111 Social Networking and Cybersecurity Best Practices (3)

A hands-on study of current social networking applications and approaches to protect against cyber attacks and enhance personal cybersecurity. The goal is to collaborate and interact through personal and professional social networking while developing and using computer security best practices. Discussion covers issues associated with the impact of social computing on individuals and society. Projects include creating and maintaining accounts on selected social networking sites.

CMIS 141 Introductory Programming (3)

(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. The goal is to design, implement, test, debug, and document Java programs, using appropriate development tools. Projects require the use of algorithms, simple data structures, and object-oriented concepts. Students may receive credit for only one of the following courses: CMIS 141, CMIS 141A, or CMSC 130.

CMIS 242 Intermediate Programming (3)

Prerequisite: CMIS 141. Further study of the Java programming language. The objective is to design, implement, test, debug, and document Java programs, using appropriate development tools. Topics include object-oriented design, event-driven programming, exceptions, recursion, arrays, and data structures.

CMIS 310 Computer Systems and Architecture (3)

(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. The aim is to apply practical skills to computer systems architecture. Topics include data representation, assembly language, central processing unit architecture, memory architecture, and input/output (I/O) architecture. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 320 Relational Database Concepts and Applications (3)

Prerequisite: CMIS 102 or CMIS 141. A study of the functions, underlying concepts, and applications of enterprise relational database management systems (RDBMS) in a business environment. The aim is to appropriately use databases to meet business requirements. Discussion covers entity/relationship diagrams, relational theory, normalization, integrity constraints, the Structured Query Language (SQL), and physical and logical design. Business case studies and projects include hands-on work using an industry-standard RDBMS. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 330 Software Engineering Principles and Techniques (3)
Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of software engineering from initial concept through design, development, testing, and maintenance of the product. Discussion covers software development life-cycle models. The goal is to analyze, customize, and document multiple processes to solve information technology problems. Topics include configuration management, quality, validation and verification, security, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

CMIS 420 Advanced Relational Database Concepts and Applications (3)
Prerequisite: CMIS 320, IFSM 410, or IFSM 411. A comprehensive study of the features and techniques of relational database management appropriate to the advanced end user, database designer, or database administrator. The goal is to complete hands-on work using an industry-standard enterprise relational database management system. Topics include basic database administration functions, advanced SQL and complex data types, stored procedures, user-defined functions, triggers, and data warehousing. Students may receive credit for only one of the following courses: CMIS 420, IFSM 420, or IFSM 498I.

CMIS 440 Advanced Programming in Java (3)
Prerequisites: CMIS 242 and CMIS 320. An exploration of advanced Java programming, using the Java Enterprise edition. The objective is to analyze, design, develop, test, deploy, and document small- to medium-scale web applications. Hands-on projects in Java server pages, servlets, and Java database connectivity are included. Students may receive credit for only one of the following courses: CMIS 440 or CMIS 498A.

CMIS 486A Workplace Learning in Computer and Information Science (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIS 486B Workplace Learning in Computer and Information Science (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIS 498 Special Topics in Computer and Information Science (3)
Prerequisites: Vary according to topic. A seminar on topics in computer and information science. May be repeated to a maximum of 6 credits when topics differ.

Computer Information Technology

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 networks and cybersecurity or cybersecurity management and policy
- a minor in cybersecurity
- a certificate in Computer Networking
- electives

CMIT 202 Fundamentals of Computer Troubleshooting (3)
(Designed to help prepare for the CompTIA A+ exams.) Prerequisite: IFSM 201. A thorough review of computer hardware and software, with emphasis on the application of current and appropriate computing safety and environmental practices. The goal is to evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems.

CMIT 265 Fundamentals of Networking (3)
(Designed to help prepare for the CompTIA Network+ certification exam.) Prerequisite: IFSM 201. An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)
(Designed to help prepare for the CompTIA Security+ exam.) Prerequisite: CMIT 265, CSIA 302, or CompTIA Network+ certification. A study of the fundamental concepts of computer security and its implementation. The aim is to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards.

CMIT 321 Ethical Hacking (3)
(Formerly CMIT 398E. Designed to help prepare for the EC-Council Certified Ethical Hacker certifications.) Prerequisite: CMIT 320. Development of the structured knowledge base needed to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Focus is on penetration-testing tools and techniques to protect computer networks. Students may receive credit for only one of the following courses: CMIT 321 or CMIT 398E.

CMIT 340 Malware Analysis (3)
(Designed to help prepare for the GIAC Reverse Engineering Malware [GREM] certification exam.) Prerequisites: CCJS 321 (or CCJS 421), CMIT 320, and CMIS 102. A project-drive analysis of malicious software, i.e., software designed to disrupt systems or gain sensitive information. The objective is to implement various techniques to analyze malware and other malicious software used in forensic investigations.

CMIT 350 Interconnecting Cisco Devices (3)
(Designed to help prepare for the Cisco Certified Network Associate examination 200-120.) Prerequisite: CMIT 265. A hands-on introduction to Cisco internetworking devices. The goal is to configure and manage Cisco switches within multiprotocol internetworks. Topics include VoIP (voice over internet protocol), wireless network protocols, and routing protocols. Students may receive credit for only one of the following courses: CAPP 498E, CMIT 350, or CMIT 499D.

CMIT 369 Windows Server: Install and Storage (3)
(Designed to help prepare for the Windows Server Install and Storage exam, part of the MCSA Server 2016 Certification.) Prerequisite: CMIT 265. An overview of the installation and configuration of Windows Server operating systems. The objective is to install, configure, and troubleshoot Windows Server operating systems, including domain and network services.

CMIT 370 Windows Server: Networking (3)
(Designed to help prepare for the Windows Server Networking exam, part of the MCSA Server 2016 Certification.) Prerequisite: CMIT 369. An overview of the management and administration of Windows Server operating systems. The goal is to manage and troubleshoot features of Windows Server operating systems, including Active Directory, DNS, Group Policy, Desktop Security, Remote Access, Windows Deployment, and User Accounts.

CMIT 371 Windows Server: Identity (3)
(Designed to help prepare for the Windows Server Identity exam, part of the MCSA Server 2016 Certification.) Prerequisite: CMIT 370. An advanced review of the configuration and management of Windows Server infrastructure. The aim is to configure, manage, and troubleshoot Windows Server services, including Network Load Balancing, Cluster, Dynamic Access Control, Advanced Network Services, and advanced Active Directory roles.

CMIT 372 Designing and Implementing a Server Infrastructure (3)
(Designed to help prepare for the Designing and Implementing a Server Infrastructure exam, part of the MCSE Cloud Platform and Infrastructure Certification.) Prerequisite: CMIT 371. A comprehensive study of the knowledge and skills necessary to plan, design, and deploy the physical and logical Windows Server infrastructure. The objective is to design Active Directory, Network Infrastructure Services, and Network Access Services.

CMIT 373 Implementing an Advanced Server Infrastructure (3)
(Designed to help prepare for the Implementing an Advanced Server Infrastructure exam, part of the MCSE Cloud Platform and Infrastructure Certification.) Prerequisite: CMIT 372. A comprehensive study of the knowledge and skills necessary to plan and implement the advanced features of a Windows Server infrastructure. The goal is to plan and implement highly available enterprise and server virtualization infrastructures and identity and access solutions.

CMIT 391 Linux System Administration (3)
(Designed to help prepare for the Linux Professional Institute Certification 1 [LPIC-1] and Linux+ exams.) Prerequisite: CMIT 265. A study of the Linux operating system. The goal is to configure and manage processes, user interfaces, device files, print facilities, file systems, task automation, the boot-up/shutdown sequence, disk storage, network connectivity, system security, users, and groups. Students may receive credit for only one of the following courses: CMIS 390, CMIS 398U, or CMIT 391.

CMIT 421 Threat Management and Vulnerability Assessment (3)
(Designed to help prepare for the CompTIA Cybersecurity Analyst [CySA+] certification.) Prerequisite: CMIT 320. A study of the analysis of data in threat and vulnerability management. The goal is to properly utilize various cybersecurity tools and technologies. Discussion covers the analysis of threats and the impact on incident response, as well as the tools and equipment used in a forensic investigation. Various industry and government frameworks and regulatory compliance protocols are highlighted.

INFORMATION ON COURSES

CMIT 424 Digital Forensics Analysis and Application (3)
(Designed to help prepare for the Certified Computer Examiner [CCE] certification exam.) Prerequisites: Either CMIT 202 (or CompTIA A+ certification) and CCJS 421 or CMIT 202, CMIT 320 (or CompTIA Security+ certification), and CCJS 321. A project-driven study of the digital forensic evaluation process. The objective is to build forensic workstations, collect evidence, extract artifacts, identify unknown files, and reassemble evidence from network packet captures.

CMIT 425 Advanced Information Systems Security (3)
(Formerly CMIT 499S. Designed to help prepare for the $(ISC)^2$ Certified Information System Security Professional [CISSP] certification exam.) Prerequisite: CMIT 320 or CompTIA Network+ and Security+ certifications. Recommended: BMGT 110, IFSM 300, or two years of business and management experience. A comprehensive study of information systems security to enhance organizational security. The goal is to manage risks by identifying and mitigating them. Students may receive credit for only one of the following courses: CMIT 425 or CMIT 499S.

CMIT 440 Mobile Forensics (3)
(Designed to help prepare for the IACIS Certified Mobile Device Examiner [ICMDE] certification exam.) Prerequisite: CMIT 424. A project-driven study of mobile devices from a forensic perspective. The aim is to implement various techniques to collect and analyze information from mobile devices used in forensic investigations.

CMIT 451 Implementing Cisco IP Routing (3)
(Designed to help students prepare for the Cisco 300-101 Implementing Cisco IP Routing [ROUTE] exam.) Prerequisite: CMIT 350. A comprehensive study of the implementation of a routed network using Cisco Systems technologies. The goal is to use advanced IP routing and scalability solutions to increase the number of routers and sites without redesigning the LAN or WAN. Topics include configuration of secure routing solutions, configuration and troubleshooting of various routed environments (access, distributed, and core), and management of access and control. Students may receive credit for only one of the following courses: CMIT 451 or CMIT 499E.

CMIT 452 Implementing Cisco IP Switched Networks (3)
(Designed to help students prepare for the Cisco 300-115 Implementing Cisco IP Switched Networks [SWITCH] exam.) Prerequisite: CMIT 350. A comprehensive study of switched IP networks using Cisco Systems technologies. The aim is to plan, configure, and verify the implementation of complex enterprise switching solutions using Cisco's campus enterprise architecture. Topics include secure integration of VLANs (virtual local area networks), WLANs (wireless local area networks), and voice and video into campus networks. Students may receive credit for only one of the following courses: CMIT 452 or CMIT 499F.

CMIT 453 Troubleshooting and Maintaining Cisco IP Networks (3)
(Formerly CMIT 499G. Designed to help students prepare for the Cisco 300-135 Troubleshooting and Maintaining Cisco IP Networks [TSHOOT] exam.) Prerequisites: CMIT 451 and CMIT 452. A comprehensive study of methods for troubleshooting and managing switched IP networks using Cisco Systems technologies. The objective is to plan and perform regular network maintenance and diagnose and resolve complex network problems quickly and effectively. Discussion covers technology-based practices and a systematic ITIL (information technology infrastructure library)–compliant approach to perform network troubleshooting and maintenance. Students may receive credit for only one of the following courses: CMIT 453 or CMIT 499G.

CMIT 454 Cisco CCNA Security (3)
(Designed to help students prepare for the Cisco 210-260 Implementing Cisco Network Security [IINS] exam.) Prerequisite: CMIT 350. A comprehensive study of methods for securing Cisco Systems technologies. The objective is to create a security infrastructure and to monitor networks, identify and address threats, and detect and remove vulnerabilities. Focus is on developing the skills required to secure and defend computer networks that use Cisco technologies.

CMIT 460 Network Forensics (3)
(Designed to help prepare for the Computer Security Incident Handler [CSIH] certification.) Prerequisites: CMIT 320, CMIT 350, CMIT 369, and CMIT 424. A project-driven study of networks from a forensics perspective. The goal is to implement various techniques that are used in forensic investigations in response to network intrusions to collect and analyze information from computer networks.

CMIT 486A Workplace Learning in Computer Information Technology (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIT 486B Workplace Learning in Computer Information Technology (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity (3)

(Intended as a final capstone course to be taken in a student's last 9 credits.) Prerequisites: CMIT 320, CMIT 350, CMIT 369 (or CMIT 368), and an additional 15 credits in CMIT coursework. A comprehensive project-driven study of network design and security, with an emphasis on the integration of knowledge, practical applications, and critical thinking. The objective is to implement a secure and scalable network to meet organizational needs. Topics include advanced concepts in network and security design.

CMIT 499 Special Topics in Computer Networks and Security (1–5)

An inquiry into special topics in computer networks and security that reflect the changing field. May be repeated when topics differ.

Computer Science

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 or software development and security
- a minor in computer science
- electives

CMSC 150 Introduction to Discrete Structures (3)

Prerequisite or corequisite: MATH 140. A survey of fundamental mathematical concepts relevant to computer science. The objective is to address problems in computer science. Proof techniques presented are those used for modeling and solving problems in computer science. Discussion covers functions, relations, infinite sets, and propositional logic. Topics also include graphs and trees, as well as selected applications. Students may receive credit for only one of the following courses: CMSC 150 or CMSC 250.

CMSC 325 Game Design and Development (3)

Prerequisite: CMSC 230 or CMIS 242. A project-driven study of the theory and practice of game design and development. The aim is to build realistic graphical 3-D worlds, animate characters, and add special effects to games. Discussion covers critical mathematical concepts and real-time game physics. Projects include collaborative development of interactive games.

CMSC 330 Advanced Programming Languages (3)

Prerequisite: CMSC 230 or CMSC 350. A comparative study of programming languages. The aim is to write safe and secure computer programs. Topics include the syntax and semantics of programming languages and run-time support required for various programming languages. Programming projects using selected languages are required.

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CMSC 335 Object-Oriented and Concurrent Programming (3)
Prerequisite: CMSC 230 or CMSC 350. A study of object-oriented and concurrent programming using features of Java. The goal is to design, implement, test, debug, and document complex robust programs in an object-oriented language. Concepts of object-oriented programming (such as composition, classification, and polymorphism) are explored. Topics include the principles of concurrent programming (such as task synchronization, race conditions, deadlock, threads, and event-driven graphic user interface programs). Programming projects are implemented in Java. Students may receive credit for only one of the following courses: CMSC 300 or CMSC 335.

CMSC 350 Data Structures and Analysis (3)
Prerequisite: CMIS 242. A study of user-defined data structures and object-oriented design in computer science. The aim is to develop secure Java programs. Topics include linked lists, stacks, queues, arrays, maps, vectors, and trees. Algorithms that perform sorting, searching, and recursion are discussed and analyzed.

CMSC 405 Computer Graphics (3)
Prerequisite: CMSC 325 or CMSC 350. A hands-on, project-based introduction to computer graphics. The goal is to develop projects that render graphic images and animate three-dimensional objects. Topics include programming in OpenGL and transforming, viewing, and modeling 2-D and 3-D objects.

CMSC 412 Operating Systems (3)
Prerequisite: CMIS 310 or CMSC 311. A study of the fundamental principles underlying modern operating systems. The objective is to design and implement a small-scale operating system and design a virtual memory management system. Discussion covers the essential components of a typical operating system and the interactions among them. Topics also include methods of managing processes and resources in computer systems. A programming project that implements part of an operating system is required.

CMSC 430 Compiler Theory and Design (3)
Prerequisites: CMSC 330 and programming experience in C or C++. An examination of the formal translation of programming languages, syntax, and semantics. The goal is to write programs that are constructed using program generators. Topics include evaluation of finite-state grammars and recognizers; context-free parsing techniques, such as recursive descent, precedence, LL(K), LR(K), and SLR(K); and improvement and generation of machine-independent code and syntax-directed translation schema. Programming projects that implement parts of a compiler are required.

CMSC 451 Design and Analysis of Computer Algorithms (3)
Prerequisites: CMSC 150 and CMSC 350 (or CMSC 230). A presentation of fundamental techniques for designing and analyzing computer algorithms. The aim is to apply Big-O estimates of algorithms and proof-of-correctness techniques and to design algorithms. Basic methods include divide-and-conquer techniques, search and traversal techniques, dynamic programming, greedy methods, and induction. Programming projects are included.

CMSC 465 Image and Signal Processing (3)
Prerequisites: MATH 141 and CMSC 350. A project-driven study of image and signal processing. The goal is to apply spectral analysis techniques to analyze time series data for the purpose of recognizing and classifying signals and to apply image segmentation, representation, and description techniques to recognize and classify objects. Topics include discrete Fourier transforms, fast Fourier transforms, sampling and filtering, and image transformations and enhancements.

CMSC 486A Workplace Learning in Computer Science (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMSC 486B Workplace Learning in Computer Science (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMSC 495 Current Trends and Projects in Computer Science (3)
(Intended as a final, capstone course to be taken in a student's last 9 credits.) Prerequisite(s): Either CMSC 330 and CMSC 335, CMIS 320 and CMIS 330, or SDEV 425. An overview of computer technologies, with an emphasis on integration of concepts, practical application, and critical thinking. The goal is to research, plan, conduct, and complete collaborative computer-related projects in compliance with schedule deadlines. Analysis covers innovative and emerging issues in computer science. Assignments include working in teams throughout the analysis, design, development, implementation, testing, and documentation phases of the projects, including periodic peer reviews.

CMSC 498 Special Topics in Computer Science (1–3)
Prerequisites: Vary according to topic. A seminar on topics in computer science. May be repeated to a maximum of 6 credits when topics differ.

Computer Studies

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 digital media and web technology
- electives

CMST 290 Introduction to Interactive Design (3)
An introduction to the principles, practices, techniques, and theories that govern the use of scripting and programming languages in the design and development of interactive digital media. The objective is to effectively use proven scripting and programming theory to support digital media design for print, web, and mobile devices. Projects involve modifying existing scripting languages and HTML code as well as conducting a usability review.

CMST 295 Fundamentals of Digital Media (3)
An overview of the principles, practices, techniques, and theories that govern the design and development of digital media in web technology, digital design, and motion graphics. The goal is to effectively follow proven design theory in creating digital media for print, web, and mobile devices. Topics include usability, accessibility, ethics, and emerging technologies. Career paths in the digital media industry are analyzed.

CMST 301 Digital Media and Society (3)
A survey of technological advancements in the field of digital media and their impact. The objective is to explain how digital media has transformed the communication of ideas in society and to make responsible choices in the creation and consumption of digital media based on awareness of global, social, ethical, and legal contexts. Topics include social media, the visual display of information, ethics and privacy, participatory media, and the impact of digital media on culture.

CMST 303 Advanced Application Software (3)
Prerequisite: Extensive experience with office application software, including word processing, spreadsheet, presentation, and database programs. A hands-on, project-based survey of advanced features of office application software. The aim is to use advanced application features to produce documents for professional and personal communication. Topics include information systems, application integration, computer hardware and software, storage, and networking. Students may receive credit for only one of the following courses: CAPP 303 or CMST 303.

CMST 310 Fundamentals of Electronic Publishing (3)
Recommended: CMST 295. A hands-on, project-based introduction to the tools, concepts, processes, and methods of electronic (desktop) publishing. The aim is to use Adobe InDesign (or another professional electronic publishing software program) to create electronic publications for various media formats following fundamental design principles. Topics include the history and evolution of publishing, working with color, incorporating graphics, principles and elements of design, publication workflow, emerging technologies, careers in the field, ethical and legal considerations, and collaborative design. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 311 Advanced Electronic Publishing (3)
Prerequisite: CMST 310. A hands-on, project-based study of the advanced concepts, tools, processes, and methods of electronic (desktop) publishing. The goal is to use Adobe InDesign to create engaging electronic publications following fundamental design principles for print, online, and mobile devices. Topics include motion and interactivity, PDF (portable document format) publishing, emerging technologies, design issues related to mobile devices, ethical and legal considerations, collaborative work, and print and web-ready Adobe Flash files. Students may receive credit for only one of the following courses: CAPP 311 or CMST 311.

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CMST 320 Illustration Graphics (3)
Recommended: CMST 295. A hands-on, project-based introduction to illustration graphics using Adobe Illustrator. The goal is to apply fundamental concepts of vector image composition to create professional digital media for delivery across multiple platforms, including print, web, and video following ethical principles and legal guidelines. Topics include terminology, tools, theory, and processes from concept to completion. Discussion covers Bezier curves, shading, depth, paths, drawing tools, vector versus raster images, and color theory.

CMST 325 Image Editing (3)
An introduction to digital image editing using Adobe Photoshop. The aim is to identify established digital image editing tools, techniques, and best practices; create new images; and edit existing images. Topics include terminology, tools, theory, and processes from concept to completion. Discussion covers fundamental concepts and practical techniques, as well as ethical and legal issues. Emphasis is on applying these concepts and techniques to produce high-quality digital works for multiple platforms, including print, web, and other electronic media.

CMST 341 Principles of Multimedia I (3)
Recommended: CMST 290 and CMST 295. A hands-on, project-based introduction to multimedia development. The aim is to create interactive products that integrate images, sound, video, and animation following sound media design principles for optimal display in multiple media formats using Adobe Flash. Topics include storyboarding, web design, animation, motion-tweening, project management, and ethical design.

CMST 342 Principles of Multimedia II (3)
Prerequisite: CMST 341. Further hands-on project-based study of multimedia development. The objective is to use scripting with Adobe ActionScript to develop products that integrate sound, video, animation, and images for display in multiple media formats using Adobe Flash. Topics include storyboarding, web design, animation, project management, and ethical design.

CMST 351 Motion Graphics I (3)
Prerequisites: CMST 320 and CMST 325. A hands-on introduction to the basic concepts, techniques, and principles of digital video and motion graphics effects using Adobe After Effects. The objective is to describe digital video compositing techniques; create digital composites that combine video, text, digital images, and audio; and apply visual special effects to create professional results for use on multiple platforms, such as film, video, multimedia, and the web. Topics include techniques such as basic storyboarding, key framing, transformations, and rendering, as well as effects (including levels, curves, color correction, blur, glow, fractal noise, keying, masking, and cartoon effects).

CMST 385 Principles of Web Design and Technology I (3)
Prerequisite: CMST 290. Recommended: CMST 295. A study of web design, tools, and technology principles. The goal is to plan and produce a professional website. Topics include internet protocols; usability; accessibility; and social, ethical, and legal issues related to website production. Focus is on HyperText Markup Language, version 5 (HTML5) and cascading style sheets (CSS). Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Principles of Web Design and Technology II (3)
Prerequisite: CMST 385. Continuation of the study of web design, tools, and technology principles. The objective is to create a website promotion strategy, with search engine optimization, and produce a professional website that incorporates multimedia and scripting. Topics include website marketing, web analytics, performance, privacy, and security issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML), cascading style sheets (CSS), and JavaScript. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

CMST 388 Fundamentals of JavaScript (3)
Prerequisite: CMST 386. Recommended: CMST 290. A hands-on, project-based study of JavaScript using a structured programming approach to build dynamic, interactive web pages. The goal is to use client-side JavaScript to create interactive, cross-browser-compatible web pages that minimize security and privacy vulnerabilities. Topics include form validation, web development tools, documentation, dynamic HTML, event handling, cross-browser compatibility, cookies, and security issues. Programming projects are included. Students may receive credit for only one of the following courses: CMST 388 or CMST 398J.

CMST 425 Advanced Image Editing (3)

Prerequisite: CMST 325. Continued hands-on, project-based study of digital image editing using Adobe Photoshop. The objective is to identify and apply advanced design concepts, adjustments, and batch-processing techniques to creating new images and editing existing ones. Topics include more advanced terminology, tools, considerations, and processes from concept to completion. Emphasis is on advanced concepts and practical techniques to create professional images for print, web, and other electronic media. Discussion also covers ethical and legal issues.

CMST 450 Web Development Using XML (3)

Prerequisite: CMST 386. A study of the concepts and techniques essential to web development. The aim is to create, validate, and transform data into multiple formats to create digital and web-based media. Topics include document creation, validation, transformation, and security principles. Focus is on Extensible Markup Language (XML). Students may receive credit for only one of the following courses: CAPP 498D or CMST 450.

CMST 463 Web Application Development Using PHP/MySQL (3)

Prerequisite: CMST 388. A hands-on, project-based study of web application development using the PHP scripting language and MySQL databases. The goal is to create web applications that adhere to industry standards and minimize security risks. Topics include PHP scripting, data-driven interactivity, writing secure PHP programs, privacy issues, and code frameworks. Programming projects are included.

CMST 486A Workplace Learning in Computer Studies (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMST 486B Workplace Learning in Computer Studies (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CMST 488 Advanced JavaScript (3)

Prerequisite: CMST 388. A hands-on, project-based study of web application development using advanced JavaScript technologies. The aim is to create cross-browser-compatible web applications that adhere to industry standards and minimize security risks. Topics include JavaScript libraries, user interfaces, accessibility, usability, and security. Web development projects using advanced JavaScript are included.

CMST 495 Current Trends and Projects in Digital Media and Web Technology (3)

(Intended as a final, capstone course to be taken at the end of the student's program.) Prerequisites: CMST 290, CMST 295, and 15 credits in the major. An overview of current trends, technologies, theories, and practices in the digital media and web technology fields. The aim is to integrate concepts, practical application, and critical thinking acquired through previous study and apply them to professional and postgraduate objectives. Analysis covers innovative and emerging issues in digital media, web technology, motion graphics, or general computing. Projects use techniques and approaches previously studied; they may focus on digital media design and production for print or online access, web technologies, or motion graphics.

INFORMATION ON COURSES

Criminology/ Criminal Justice

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences (**Note:** Only CCJS 100, 105, 350, 360, and 461 apply)
- a major in criminal justice, computer networks and cybersecurity, or investigative forensics
- a minor in criminal justice, forensics, or terrorism and critical infrastructure
- electives

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

CCJS 100 Introduction to Criminal Justice (3)

(Fulfills the general education requirement in behavioral and social sciences.) An introduction to the administration of criminal justice in a democratic society, emphasizing the history and theories of law enforcement. The objective is to conduct research, analyze criminological theory to inform the development of criminal justice policies, and make appropriate criminal justice decisions. Discussion covers the principles of organization and administration in law enforcement, including specific activities and functions (such as research and planning, public relations, personnel and training, inspection and control, and formulation and direction of policy). Students may receive credit for only one of the following courses: CCJS 100 or CJUS 100.

CCJS 101 Introduction to Investigative Forensics (3)

A survey of the practical applications of forensic science. The aim is to learn to apply the scientific method to forensic evidence and distinguish between reality and popular misperceptions of the roles and importance of forensic science and its practitioners. Discussion covers the "CSI effect," the scientific method as it applies to forensic evidence, ethical practices, and legal aspects of the field. Topics include the definition of forensic science and how it has evolved, disciplines within the field, ethical codes, and case law.

CCJS 105 Introduction to Criminology (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of the major elements of the criminological enterprise. The objective is to classify and analyze different crime trends and patterns, analyze criminological theories, and conduct research. Topics include the nature of criminology, criminological methods, crime causation, and characteristics of types of crimes and offenders. The police, courts, and corrections and the effects of the criminal justice system in society are also examined.

CCJS 230 Criminal Law in Action (3)

Recommended: CCJS 100 or CCJS 105. A study of the history, nature, sources, and types of criminal law. The objective is to identify the elements of crime, recognize parties to crime, and explain the historical development of criminal law and punishment in the United States. Topics include behavioral and legal aspects of criminal acts and the classification and analysis of select criminal offenses. Students may receive credit for only one of the following courses: CCJS 230 or CJUS 230.

CCJS 234 Criminal Procedure and Evidence (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 230. A study of the general principles and theories of criminal procedure and evidence. The goal is to interpret statutes and case law, identify relevant issues, and evaluate the integrity and admissibility of evidence. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed.

CCJS 301 Criminalistics I: The Comparative Disciplines (4)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The objective is to apply skills expected of an entry-level professional in the investigative forensics field that are necessary for the practical analysis of evidence in a criminal investigation. Topics include the comparative disciplines, including impression evidence analysis, trace evidence analysis, and firearms analysis.

CCJS 302 Criminalistics II: The Scientific Disciplines (4)

Prerequisite: CCJS 301. Further intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The goal is to apply skills expected of an entry-level criminalist to the practical analysis of evidence in a criminal investigation. Topics include the applications of the scientific disciplines, including bloodstain pattern analysis, questioned document analysis, controlled dangerous substances analysis, and DNA analysis.

CCJS 311 Intelligence-Led Policing (3)

Prerequisite: CCJS 100 or CCJS 105. An examination of intelligence-related processes as they apply to domestic law enforcement. The aim is to identify, collect, and assess data and process that information into intelligence that can support strategic and tactical planning. Intelligence reports are reviewed and assessed. Discussion covers the legal and ethical licenses and constraints that provide a framework for intelligence development.

CCJS 321 Digital Forensics in the Criminal Justice System (3)

(For students not majoring in criminal justice; not open to students who have completed CCJS 421; does not satisfy prerequisites for other criminal justice courses.) An overview of the criminal justice system and the application of digital forensic evidence in criminal justice cases. The objective is to apply Constitutional and case law to the search and seizure of digital evidence, determine the most effective and appropriate forensic response strategies to digital evidence, and provide effective courtroom testimony in a case involving digital evidence. Topics include crime scene procedures and the collection of digital evidence, procedures performed in a digital forensics lab, and the preparation of courtroom testimony by the digital forensic investigator.

CCJS 340 Law-Enforcement Administration (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An introduction to organization and management in law enforcement. The objective is to communicate effectively and apply research skills and management and administrative principles to a law enforcement agency. Topics include structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 341 Criminal Investigation (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An introduction to the concepts and methodologies used by criminal investigators to prevent and suppress crime and aid in the apprehension of criminal suspects. The aim is to communicate effectively, demonstrate principles of effective investigative management, and apply scientific techniques and technology to criminal investigations. Topics include crime scene search and recording; collection and preservation of physical evidence; use of scientific aids, modus operandi, and sources of information; interview and interrogation; follow-up; and case preparation. Emphasis is on leadership and management to enhance investigative efforts.

CCJS 342 Crime Scene Investigation (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An examination of the investigation of crime scenes. The objective is to apply skills expected of an entry-level professional in the investigative forensics field. Topics include the crime scene, crime scene documentation, evidence, and post-crime scene activities.

CCJS 345 Introduction to Security Management (3)

(Formerly CCJS 445.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A study of the history, concepts, principles, and methods of organizing and administering security management and loss prevention activities in industry, business, and government. The objective is to manage security duties, evaluate and apply risk management principles, and evaluate administrative and operational issues. Discussion covers both private and governmental risk assessment and management and the protection of assets, personnel, and facilities. Students may receive credit for only one of the following courses: CCJS 345, CCJS 445, or CCJS 498G.

CCJS 350 Juvenile Delinquency (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of juvenile delinquency in relation to the general problem of crime. The aim is to apply theories and identify statutory parameters related to juvenile delinquency, analyze prevention measures, and assess the effectiveness of treatment measures. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 360 Victimology (3)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The aim is to identify and apply appropriate preventative measures and responses to victimization. Discussion covers the interaction between victims of crime and the system of criminal justice in terms of the role of the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 380 Ethical Behavior in Criminal Justice (3)
Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A survey of the standards for ethical behavior that guide criminal justice professionals in different roles and responsibilities. The aim is to make ethical decisions based on informed personal and accepted professional standards. Rules, laws, and codes of conduct are explored as a foundation for discussing individual ethical responsibilities.

CCJS 390 Cybercrime and Security (3)
Prerequisite: CCJS 100, CCJS 101, CCJS 105, CSIA 301, or CSIA 310. Recommended: CCJS 234. An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security. Students may receive credit for only one of the following courses: CCJS 390, CCJS 496, or CCJS 498C.

CCJS 416 Analytical Strategies for Law Enforcement (3)
Prerequisite: CCJS 100 or CCJS 105. An examination of the authenticity, accuracy, viability, and reliability of intelligence reports as they relate to the application of intelligence to public safety problem solving. The goal is to evaluate intelligence reports to formulate plans, policies, and procedures that ensure effective and efficient agency operations. Focus is on developing critical thinking and problem-solving skills through role-playing in a simulated environment, working with near-genuine intelligence reports and public safety issues. Practice is provided in analyzing the strategies and activities detailed in intelligence reports, identifying and implementing responsive actions, and determining appropriate redistribution of such reports.

CCJS 420 Medical and Legal Investigations of Death (3)
Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An intensive look at medical and legal investigations into causes of death. The objective is to perform investigative functions at a death scene, determine and apply forensic testing, and analyze and effectively communicate investigative information. Topics include the difference between the medical (or pathological) and legal (or criminal) components of investigations into causes of death, medical and investigative terminology, and the impact of ethics on prosecutions and convictions. Case studies illustrate practical applications of various forms of forensic styles and parameters.

CCJS 421 Principles of Digital Analysis (3)
(Computer access with administrator privileges required.) Prerequisite: CCJS 100, CCJS 101, or CCJS 105. A study of the technical and legal issues facing computer crime investigators and digital forensic examiners. The objective is to determine the most effective and appropriate forensic response strategies to support computer crime investigative efforts involving various digital technologies; apply forensic best practices to the collection, handling, and analysis of digital evidence; and appropriately communicate complex technical and investigative information in an accurate, ethical, and comprehensive manner. Focus is on acquiring the skills to identify and collect potential digital evidence at a crime scene; analyze that evidence using forensically sound methods; and report forensic findings, both verbally and in writing.

CCJS 440 Fingerprint Analysis (3)
Prerequisite: CCJS 301. A comprehensive study of friction ridge analysis in fingerprints. Emphasis is on the practical analysis of evidence in a criminal investigation. The objective is to apply skills expected of an entry-level fingerprint professional, including assessing surfaces for viable latent fingerprints; evaluating how to process and collect latent fingerprints; analyzing, comparing, evaluating, and verifying fingerprint evidence; and conveying findings. Topics include processing and comparison methodologies, historical and biological foundations of impressions, and legal aspects.

CCJS 441 Firearms and Toolmarks Analysis (3)

Prerequisite: CCJS 301. A comprehensive study of toolmark evidence, including toolmarks imparted by firearms. Discussion covers the practical analysis of evidence in a criminal investigation. The aim is to assess toolmarks; examine, compare, evaluate, and verify firearm and toolmark evidence; and convey findings. Topics include comparison methodologies, historical and mechanical foundations of toolmarks, and legal aspects. Focus is on developing the foundational knowledge and applied skills expected of an entry-level professional in the firearms and toolmarks field.

CCJS 461 Psychology of Criminal Behavior (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. An overview of delinquent and criminal behavior from a developmental, cognitive-behavioral perspective. The aim is to apply theoretical perspectives (behavioral, emotional, and cognitive) to analyze real or hypothetical criminal scenarios; to identify the various factors that encourage or discourage criminal behavior; and to explain the use of risk assessment tools at various stages of the criminal justice process. Factors that influence the development of adults and juveniles on the road to crime are examined to assess culpability for criminal behavior. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 486A Workplace Learning in Criminal Justice (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CCJS 486B Workplace Learning in Criminal Justice (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CCJS 495 Issues in Criminal Justice (3)

(Intended as a final, capstone course for criminal justice degree majors; to be taken in a student's last 15 credits). Prerequisites: 15 upper-level credits in CCJS. An integrative study of the various components of the American criminal justice system. The goal is to apply principles of interagency cooperation, critical thinking, and systems approaches to solve practical problems in a criminal justice environment. Topics include problem solving, case study analysis, strategic planning, teamwork, and professional writing.

CCJS 497 Correctional Administration (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of prison administration, including theories of management and institutional structure and purpose. The objective is to apply organizational concepts, leadership, and effective administrative approaches to the management of correctional structures and offender populations. Emphasis is on organization and management in the field of corrections. Discussion covers organizational structure, communication, self-assessment, strategic planning, decision making, and human resources. Students may receive credit for only one of the following courses: CCJS 497 or CCJS 498D.

Cybersecurity

Courses in cybersecurity (designated CSIA) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing
- a major in cybersecurity management and policy
- a minor in cybersecurity
- electives

CSIA 300 Cybersecurity for Leaders and Managers (3)

Prerequisite: IFSM 201. A survey of the cybersecurity principles, practices, and strategies required by leaders and managers to become strategic partners in the establishment, management, and governance of an enterprise's cybersecurity program. The aim is to develop an understanding of how cybersecurity supports key business goals and objectives. Topics include the fundamentals of enterprise risk management; business requirements that drive the implementation of information system controls; data security; enterprise governance processes; the information life cycle; intellectual property protections; privacy laws and regulations; and security education, training, and awareness. Discussion also covers the need for cooperation and collaboration between business units and the organization's cybersecurity program.

CSIA 310 Cybersecurity Processes and Technologies (3)

Prerequisites: IFSM 201 and WRTG 112 (or WRTG 101 or WRTG 101S). A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management.

CSIA 350 Cybersecurity in Business and Industry (3)
Prerequisites: CSIA 310 and WRTG 112 (or WRTG 101 or WRTG 101S). A study of the application and integration of cybersecurity principles, frameworks, standards, and best practices to the management, governance, and policy development processes for businesses. Discussion covers the organization, management, and governance of cybersecurity for enterprise IT in business settings; risk and risk management practices; and development and implementation of industry-wide cybersecurity initiatives and programs.

CSIA 360 Cybersecurity in Government Organizations (3)
Prerequisite: CSIA 350. A study of cybersecurity management and governance in the context of the missions, functions, and operations of federal, state, and municipal government agencies, departments, and programs. Discussion covers the policy life cycle and the mechanisms used by governments to formulate and implement laws, policies, regulations, and treaties to protect and defend government operations and society as a whole against cyber attacks and crimes, both foreign and domestic.

CSIA 413 Cybersecurity Policy, Plans, and Programs (3)
Prerequisite: CSIA 360. A study of the application of cybersecurity principles, frameworks, standards, and best practices to organization-level strategies, policies, programs, plans, procedures, and processes. Projects include writing security policies and plans, developing metrics and measures for information security programs, planning audits of compliance practices and processes, and developing organization-level security policies for enterprise IT governance.

CSIA 459 Evaluating Emerging Technologies (3)
Prerequisites: CSIA 350 and CMIT 320. A survey of emerging and leading technologies in the cybersecurity field. The aim is to research, evaluate, and recommend emerging technologies and determine secure implementation strategies for best-fit business solutions. Topics include evolutionary technology development and adoption in organizations.

CSIA 485 Practical Applications in Cybersecurity Management and Policy (3)
(Intended as a final, capstone course to be taken in a student's last 6 credits.) Prerequisites: CMIT 320 and CSIA 413. A study of cybersecurity that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The goal is to protect an organization's critical information and assets by ethically integrating cybersecurity best practices and risk management throughout an enterprise. Emerging issues in cybersecurity are considered.

CSIA 486A Workplace Learning in Cybersecurity (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

CSIA 486B Workplace Learning in Cybersecurity (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Economics

Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences
- a major in finance
- a minor in economics
- related requirements for most business-related majors
- electives

ECON 103 Economics in the Information Age (3)
A survey of basic concepts and principles in micro- and macroeconomics and how the economy has been affected by technology. The aim is to define and explain the key terms and concepts in economics and determine how technology has affected consumers, producers, and markets, as well as economic growth and policy. Topics include how innovation affects labor markets, the value of information, and the role of technological change in the economy.

ECON 201 Principles of Macroeconomics (3)
An introductory study of the macroeconomy. The objective is to apply select macroeconomic theories to real-world situations. Discussion covers economic growth, technological innovation, unemployment, inflation, and the roles of monetary policy and fiscal policy in determining macroeconomic performance. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)
An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Emphasis is on market theory. Topics include the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures, and income distribution and poverty.

ECON 305 Intermediate Macroeconomic Theory and Policy (3)
Prerequisite: ECON 201. An analysis of the forces that determine a nation's income, employment, and price levels. The aim is to analyze macroeconomic indicators and trends and evaluate their impact. Topics include consumption, investment, inflation, and governmental fiscal and monetary policy. Students may receive credit for only one of the following courses: ECON 305, ECON 403, or ECON 405.

ECON 306 Intermediate Microeconomic Theory (3)
Prerequisite: ECON 203. An analysis of the principles underlying the behavior of individual consumers and business firms. The objective is to analyze microeconomic indicators and trends and evaluate their impact. Discussion covers theories of welfare, taxation, marketing systems, and income distribution. Students may receive credit for only one of the following courses: ECON 306 or ECON 403.

ECON 430 Money and Banking (3)
Prerequisites: ECON 201 and ECON 203. An examination of the structure of financial institutions and their role in providing money and near money. The goal is to evaluate how the banking and business environment has changed, describe the functions and measurement of money, discuss and evaluate the money supply creation process, and analyze the impact of the Federal Reserve's policies on both the U.S. economy and the economies of other nations. Topics include the composition of the Federal Reserve, the money supply creation process, the tools of monetary policy, the term structure of interest rates, the demand for and supply of money, and interest rate theories. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

ECON 440 International Economics (3)
Prerequisites: ECON 201 and ECON 203. An examination of international trade and finance theory and their application to contemporary economic issues. The aim is to use economic frameworks to explain international trade and financial flows and analyze information and data on economic policy and institutions. Topics include the costs and benefits of trade, exchange rate markets, global financial imbalances, regional trading blocks, and the role of international economic institutions. Students may receive credit for only one of the following courses: BEHS 440, ECON 440, or ECON 441.

Education: Teacher Preparation

Courses in education: teacher preparation (designated EDTP) may be applied as appropriate (according to individual program requirements) toward electives.

EDTP 500 Foundations of Teaching for Learning (6)
Preparation for effective entry into the classroom as a teacher. Topics include teaching in the contemporary school; human development; approaches to learning, diversity, and collaboration beyond the classroom; learners with exceptional needs; curriculum, instruction, and assessment; teaching in the content area; and synthesis and application. Course materials and assignments focus on documents created and/or typically utilized by school systems and incorporate current school district initiatives. School district personnel may participate as guests.

EDTP 535 Adolescent Development and Learning Needs (6)
Prerequisite or corequisite EDTP 600. Preparation to support the unique development of adolescents from various backgrounds, with varying beliefs and abilities. Learners are examined from the standpoint of developmental characteristics; social, cultural, racial, and gender affiliation; socioeconomic status; religious influences; learning styles; special needs; and exceptionality. Adolescents are also examined from biological, psychological, cognitive, and social perspectives; within the tapestry of their family and community; and through the influences of societal and cultural norms. Discussion covers theories and concepts associated with human growth and development across the lifespan, focusing on the typical and atypical development of the adolescent.

Emergency Management

Courses in emergency management (designated EMGT) may be applied as appropriate (according to individual program requirements) toward

- a minor in emergency management
- electives

EMGT 302 Concepts of Emergency Management (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to emergency management at the global, national, regional, state, and local levels. The objective is to identify and analyze forces that formulate policy, apply the principles of policy and law to real-world situations, and analyze emerging political, legal, and policy issues to improve organizational preparedness. Topics include preparedness, mitigation, response, and recovery. The history of emergency management is reviewed, and its future in government and industry is discussed.

EMGT 304 Emergency Response Preparedness and Planning (3)
Prerequisite: EMGT 302. A study of the planning process, format, and response procedures for disasters and emergency events. The goal is to evaluate risk vulnerabilities and capabilities, design an emergency plan, and evaluate and critically assess an emergency plan. Topics include risk assessment, modeling, hazard analysis, vulnerability assessment, and response capability assessment. Discussion also covers the evaluation of plans and the use of exercises to improve and implement plans.

EMGT 308 Exercise and Evaluation Programs (3)
Prerequisite: EMGT 304. An examination of the role of disaster exercises in emergency management and business crisis management programs. The objective is to develop exercises in all four phases of emergency management, analyze emergency management capabilities, and use exercises to enhance strategic planning. Focus is on designing, conducting, and evaluating disaster exercises. Topics include the current federal focus on both response and intelligence exercises. Best practices are used to understand the application of "lessons learned," and after-action reports are employed to support continuous improvement.

EMGT 312 Social Dimensions of Disaster (3)
Prerequisite: EMGT 304. An examination of the response of the public and individuals to disaster-related issues such as disaster warnings, evacuations, relocations, civil unrest, loss of family and property, and recovery activities. The aim is to evaluate social factors that contribute to increased risk of disaster, design plans and processes that consider social factors, and design strategies and plans to enable communication with diverse social groups. Emphasis is on preparing the community through effective programs and public information. Discussion also covers the impact of disasters on response organizations and personnel.

EMGT 314 Terrorism Issues in Emergency Management (3)
Prerequisite: EMGT 304. A study of the role and responsibilities of the emergency manager in preparing for, responding to, mitigating, and recovering from situations related to terrorism. The objective is to devise and prepare plans, follow appropriate guidelines, and make use of interagency dynamics in planning for and responding to terrorism. Discussion covers the role of first responder groups and other stakeholders and links the protection of critical infrastructure to national, state, and local guidelines.

EMGT 486A Workplace Learning in Emergency Management (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

EMGT 486B Workplace Learning in Emergency Management (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

English

Courses in English (designated ENGL) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major in English or humanities
- a minor in African American studies, English, or women's studies
- electives

ENGL 102 Composition and Literature (3)

(Fulfills the general education requirements in communications or arts and humanities.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Further practice in writing using readings in literature. Focus is on academic writing forms, especially critical analysis of literature, through a variety of modes, such as comparison and contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

ENGL 103 Introduction to Mythology (3)

(Formerly HUMN 103.) A foundation in ancient mythology, focusing on Greek and Roman myths. Discussion may also cover Norse, Irish, Chinese, Arabic, and Hindu myths, among others. Emphasis is on examining various classical myths as expressed through plays, poems, and stories. The objective is to demonstrate an understanding of the differences between myths, legends, and other similar genres and show how classical world mythology still influences contemporary society. Students may receive credit for only one of the following courses: ENGL 103 or HUMN 103.

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

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to fiction, poetry, and drama, with an emphasis on developing critical reading and writing skills. The objective is to identify and define elements of literature and literary genres, analyze literary texts using principles of close reading, and demonstrate skill in academic writing. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 250 Introduction to Women's Literature (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: ENGL 102. An overview of multiple forms of writings by and about women from various periods and cultures. The aim is to read critically, understand diverse perspectives, and write effectively about women's literature.

ENGL 281 Standard English Grammar (3)

(Formerly WRTG 288. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An overview of standard edited English, a standard central to academic and professional communications. The aim is to write clear, effective prose consistent with the writer's goals. Topics include applying advanced grammatical and linguistic descriptions and prescriptions and attending to the needs of diverse audiences while making writing and editing decisions. Tasks focus on parts of speech, sentence patterns, and sentence transformations. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.

ENGL 294 Introduction to Creative Writing: Poetry, Creative Nonfiction, and Fiction (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introductory survey and practical study of key aspects of literary writing in poetry, creative nonfiction, and fiction. The objective is to write original poetry, creative nonfiction, and fiction and to critique, revise, and edit that writing. Emphasis is on reading and thinking critically and analytically from a writer's perspective as a means to better understand the art and craft of creative writing. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)

(Designed as a foundation for other upper-level literature courses.) Prerequisite: WRTG 111, WRTG 112, WRTG 101, or WRTG 101S. A study of the techniques of literary criticism, emphasizing close reading, critical thinking, and critical writing. The goal is to apply a variety of theoretical approaches to literature, analyze texts, and create professional written communications.

ENGL 310 Renaissance Literature (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of major British authors and literary works from the English Renaissance period. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 311 The Long 18th-Century British Literature (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of major British authors and literary works from the period known as the long 18th century, roughly from the Restoration through the Age of Sensibility (1660–1830s). The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

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ENGL 312 19th-Century British Literature (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of major British authors and literary works from the historical eras known as the Romantic Age and the Victorian Age. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 363 African American Authors from the Colonial Era to 1900 (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An examination of African American authors before 1900, including Phillis Wheatley, Frances Harper, Maria W. Stewart, David Walker, Frederick Douglass, William Wells Brown, Charles Chesnutt, and Paul Laurence Dunbar. The goal is to research historical issues; integrate findings into discussion; and articulate, develop, and advance a persuasive argument in written form.

ENGL 364 African American Authors from 1900 to Present (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An examination of early 20th-century to early 21st-century African American authors, including James Weldon Johnson, Zora Neale Hurston, Richard Wright, James Baldwin, Ann Petry, Helene Johnson, Dorothy West, and Langston Hughes. The goal is to research historical issues; integrate findings into discussion; and articulate, develop, and advance a persuasive argument in written form. Students may receive credit for only one of the following courses: ENGL 364 or HUMN 364.

ENGL 381 Special Topics in Creative Writing (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: ENGL 294 or other creative writing course. A study of special creative writing topics. The goal is to develop creative writing skills within the scope of the special topic. Focus may be on a specific format (such as the novella, novel, or screenplay) or genre (such as mystery, horror, or teen fiction; travel writing; or epic poetry). May be repeated to a maximum of 6 credits when topics differ.

ENGL 384 Advanced Grammar and Style (3)
(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An examination of the basic units of grammatical descriptions, the nature of grammatical categories and structure, the methods and reasons for creating and using those structures, and the application of grammatical concepts to editorial and written style. The focus is on creating dynamic texts that convey complex subject matter to diverse audiences. Students may receive credit for only one of the following courses: ENGL 384 or WRTG 388.

ENGL 386 History of the English Language (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An examination of the development and usage of the English language. The objective is to explore various texts and research tools to examine the linguistic heritage and continuing evolution of English. Discussion traces the history of English from its origins and examines contemporary issues and controversies.

ENGL 389 Special Topics in English Literature (1-3)
An in-depth introduction to literary works written by a specific author or authors, representative of a literary movement or produced in a specific time or place. Assignments include advanced reading and research. Students may receive credit for a given topic in either ENGL 289 or ENGL 389 only once.

ENGL 406 Shakespeare Studies (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An intensive study of Shakespeare's work and its continuing relevance with reference to historically specific social and cultural contexts. The objective is to evaluate and synthesize source materials, apply critical theory, and demonstrate understanding of dramatic text. Histories, comedies, tragedies, romances, and sonnets may be examined. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

ENGL 418 Major British Writers Before 1800 (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A comprehensive and intensive study of one or two British writers from the period before 1800. The aim is to apply critical reading and thinking skills to analyze and interpret major British works before 1800 from various perspectives (social, historical, political, intellectual, and biographical). Authors studied may include Chaucer, Spenser, Marlowe, Jonson, Milton, Defoe, Richardson, Fielding, Pope, Swift, or Johnson. May be repeated to a maximum of 6 credits when topics differ.

ENGL 430 American Literature: Discovery to 1914 (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A comprehensive study of literature in America from European discovery until 1914. The aim is to examine literary periods, movements, and styles; interpret literature as a reflection of national and world events; recognize the differences among types of American literary works; and apply critical methodology. Topics include settlement and exploitation, revolution and government, American romanticism, slavery, women's rights, the Civil War and Reconstruction, and naturalism and realism.

ENGL 433 Modern American Literature: 1914–1945 (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of the uniqueness of modern American fiction, poetry, nonfiction, and drama. The goal is to interpret and analyze literature by applying critical theory. Focus is on the major social and historical changes that occurred between World War I and World War II and their effect on literature. Major authors may include Ernest Hemingway, William Faulkner, F. Scott Fitzgerald, Langston Hughes, and Hilda Doolittle (H. D.).

ENGL 439 Major American Writers (1–3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of works by selected American authors from the colonial period to the present. The goal is to understand the place these authors and their works hold in the canon of American literature. Emphasis is on the impact of historical and social events, as well as biographical influences, on the literature. May be repeated to a maximum of 6 credits when topics differ.

ENGL 441 Postmodern American Literature: 1945 to 1999 (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A comprehensive study of literature in America from 1945 till the end of the 20th century. The objective is to interpret American literature as a reflection of national and world events, recognize the differences among types of American literary works, and apply critical methodology. Topics include the American Dream; war; fear and paranoia; rebellion and counterculture; civil rights, feminist, and gay movements; postmodernism; and multiculturalism.

ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)
(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ENGL 240, ENGL 303, and at least 9 additional credits of upper-level ENGL courses. A synthesis and application of knowledge and skills developed by previous study in the discipline. The goal is to refine skills and explore ways that they may be applied after graduation. Focus is on reviewing and revising previously written papers and/or projects to create a comprehensive portfolio. Assignments include the creation of the portfolio and writing original papers on one's professional postgraduate objectives and the current status of the discipline.

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
- electives

Courses in environmental management require a basic scientific foundation. It is recommended that students consult an advisor and complete the related requirements in math and science before enrolling.

ENMT 301 Environment and Ecosystems Principles (3)
An overview of the scientific principles governing ecosystems, particularly as they relate to the environmental consequences of resource development and industrial processes. The objective is to identify and apply scientific reasoning and knowledge of ecological principles to make informed decisions about environmental management issues and other issues that affect the ecosystem. Topics include Earth's ecosphere, atmosphere, hydrosphere, and lithosphere. Discussion also covers the current state of the environment, the historical development of environmental management issues and approaches, and concepts of risk assessment and management.

ENMT 303 Environmental Regulations and Policy (3)
An analysis of the development and implementation of the principles of constitutional and administrative law that are fundamental to both environmental management and health and safety management. The goal is to use information literacy skills to locate applicable policies, laws, and regulations and to apply knowledge of process and regulatory communication systems for effective environmental management. Emphasis is on federal legislation and the use of the *Federal Register* and *Code of Federal Regulations.* Discussion covers the relationship between regulations and public policy at local, state, and federal levels. Students may receive credit for only one of the following courses: ENMT 303 or ENMT 493.

ENMT 307 Introduction to Geographic Information Systems (GIS) (3)

An introduction to the basic concepts of geographic information systems (GIS). The aim is to apply critical thinking and problem-solving skills to address current environmental challenges using GIS software and develop skills in framing problems; selecting data; creating and building databases; editing, analyzing, and presenting data in a spatial context; and interpreting results.

ENMT 310 Hazard Management in Emergency Response Operations (3)

An overview of emergency planning and the management of disaster response operations. The objective is to work safely in a hazardous environment and to prepare hazardous substances for transportation, processing, and disposal. Regulations, laws, and practices related to human-made and natural hazards and emergency-preparedness are examined. Topics include the relationships between industrial processes and hazardous substances and elements of hazardous substances emergency planning, such as direction and control of emergency preparedness, response, and remediation. Review also covers preparation of emergency plans, methodology of disaster response, and performance of emergency operations. Practical exercises demonstrate how to prepare emergency plans for handling emergencies.

ENMT 315 Environmental Audits and Permits (3)

A study of the principles of environmental impact assessment and an in-depth look at laws, regulations, and methods of performing due diligence audits. The goal is to conduct environmental health and safety audits that reduce the potential for harmful or hazardous environmental or health incidents. Emphasis is on regulations and various audits and permits, such as property transfer audits, waste contractor audits, waste minimization/pollution prevention evaluations, Title V air permits, and National Pollutant Discharge Elimination System (NPDES) permits. Discussion also covers management systems and their influence on environmental health and safety audits. Audit systems covered include ISO 14000 and CERES principles.

ENMT 321 Environmental Health (3)

Prerequisites: CHEM 297, ENMT 301, and BIOL 301 (or a health-related biology course). Recommended: STAT 200. A study of the effects of biological, chemical, and physical hazards on human health. The aim is to anticipate, recognize, evaluate, and control environmental hazards. Topics include the impact of contamination and pollution of air, soil, and water on human health, as well as the potential impact of physical hazards on human well-being.

ENMT 322 Occupational Health and Safety (3)

Prerequisite: ENMT 301. A study of the principles of health and safety management in the workplace. The objective is to evaluate occupational hazards and formulate strategies to control occupational health and safety hazards and minimize injury. Topics include anticipation, recognition, evaluation, and control of occupational hazards. The strategies used by industrial hygienists and safety professionals to prevent or minimize the exposure to occupational hazards are explored. Discussion also covers the role of regulatory processes in occupational health and safety management.

ENMT 340 Environmental Technology (3)

Prerequisites: ENMT 301 and CHEM 297 (or an environmental chemistry course). Recommended: STAT 200. An introduction to technology for multimedia (i.e., air, water, land) environmental management, control, and remediation. The objective is to recognize and apply appropriate technological solutions to prevent, treat, detect, and remediate air, water, and land pollution. Discussion covers existing, modified, new, and emerging technologies. Case studies of real-world environmental challenges demonstrate the evaluation and selection of the appropriate technology for specific uses. Factors in making technology application decisions—such as technical integrity, cost effectiveness, and environmental soundness—are explained.

ENMT 360 Introduction to Urban Watersheds (3)

An overview of basic watershed processes and the impact of urbanization. The aim is to effectively manage urban watersheds to reduce the impact of land development. Topics include watershed characterization; hydrologic processes; stream characteristics; and the effects of the development process on watersheds, specifically on the hydrology, physical structure, water quality, and biodiversity of aquatic systems.

ENMT 365 Stewardship and Global Environmental Challenges (3)

Recommended: WRTG 112 (or WRTG 101 or WRTG 101S) and a more advanced writing course. An interdisciplinary approach to environmental stewardship. The aim is to critically examine the role of the individual and society in global environmental sustainability. Emphasis is on approaches that identify barriers to personal and public participation in behaviors that support environmental sustainability and possible pathways to overcome those barriers.

ENMT 380 Air Quality Management (3)

Prerequisites: ENMT 301 and CHEM 297 (or an environmental chemistry course). Recommended: STAT 200 and BIOL 301 (or a health-related biology course). An overview of air quality management principles and strategies. The goal is to identify the risk and possible causes of air pollution and evaluate air quality management strategies. Discussion covers atmospheric processes and mechanisms, pollutants and sources of air pollution, dispersion, effects, regulations, air pollution control technology and management, indoor air quality pollution, 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 Risk Assessment and Principles of Toxicology (3)

Prerequisite: ENMT 321. Recommended: STAT 200 and WRTG 112 (or WRTG 101, WRTG 101S, or a more advanced writing course). An overview of the scientific principles and government guidelines for the conduct of environmental health risk assessments. The aim is to conduct risk assessments; collect, analyze, and interpret data; and characterize potential adverse effects of chemical, physical, and biological agents. Topics include the Nuclear Regulatory Commission paradigm for managing risk assessments, identification of health hazards, quantification of dose-response relationships, conduct of exposure assessments, and preparation of risk characterization and uncertainty analyses. Discussion also covers the pros and cons of different risk assessment methods and the way to plan, perform, report, and communicate environmental health risk assessments.

ENMT 398 Special Topics in Environmental Management (1)

Specialized study in topics of particular interest in environmental management. May be repeated when topics differ.

ENMT 405 Pollution Prevention Strategies (3)

An overview of alternative environmental strategies to minimize, reduce, and prevent pollution. The goal is to integrate knowledge about environmental systems and environmental regulations to minimize, reduce, and prevent pollution. 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. Review also covers economic analysis and regulatory compliance related to these strategies.

ENMT 486A Workplace Learning in Environmental Management (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

ENMT 486B Workplace Learning in Environmental Management (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

ENMT 495 Global Environmental Management Issues (3)

(Intended as a final, capstone course to be taken as the student's last ENMT course.) Prerequisites: ENMT 303, ENMT 307, ENMT 321, ENMT 322, ENMT 340. Recommended: MATH 115 (or MATH 107 and MATH 108), STAT 200, and WRTG 112 (or a more advanced writing course). A study of global environmental management that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The goal is to develop and evaluate environmental management projects and plans based on effective, practical approaches. Topics include economic development and environmental pollution, remediation, and conservation within a multifaceted scientific, legal, political, and global context. Discussion covers national and international events concerning environmental issues. Case studies and an advanced management project apply principles and concepts to environmental perspectives, sustainability, research issues, and innovative technology solutions.

INFORMATION ON COURSES

Experiential Learning

The Prior Learning Portfolio Assessment program yields UMGC credit for learning acquired outside the classroom.

The course in experiential learning (designated EXCL) may be applied toward electives only. Credit earned through the program may be applied toward

- appropriate majors and minors
- general education requirements (according to content) as appropriate
- electives

Information about this program is given on p. 204. Details are also available online at *umgc.edu/priorlearning.*

EXCL 301 Learning Analysis and Planning (3)
(Students should visit *umgc.edu/priorlearning* or contact *priorlearning@umgc.edu* for complete requirements.) Prerequisite: Formal admission to the program. Instruction in the preparation of a portfolio documenting college-level learning gained through life experiences. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit.

EXCL X001 Supplement to Learning Analysis and Planning (0)
(Students should visit *umgc.edu/priorlearning* or contact *priorlearning@umgc.edu* for complete requirements.) Prerequisite: EXCL 301. An opportunity to submit additional portfolios for courses not previously targeted. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit.

Finance

Courses in finance (designated FINC) may be applied as appropriate (according to individual program requirements) toward

- a major in finance, business administration, human resource management, laboratory management, management studies, or public safety administration
- a minor in finance, business administration, personal financial planning, or small business management and entrepreneurship
- a certificate in Management Foundations
- electives (including related requirements for the major in accounting)

FINC 321 Fundamentals of Building Wealth (3)
(Formerly BMGT 342. For students majoring in both business and nonbusiness disciplines.) A practical overview of personal finance management and wealth creation that blends financial theory and application. The goal is to develop personal financial management skills (e.g., budgeting income and expenditures and planning for financial security and retirement) and understand elements of the U.S. financial structure (including savings and investment alternatives, financing and credit sources, and the role of insurance in protecting income and assets). These skills are utilized in the development of a personal financial plan. Students may receive credit for only one of the following courses: BMGT 342, BMGT 388F, BMGT 388N, FINC 321, or FINC 322.

FINC 328 Small Business Finance (3)
A project-driven study of small business and entrepreneurial finance that emphasizes the financial knowledge and tools needed to develop a successful venture from start-up through growth and maturity. The goal is to identify, assess, and explain the key decision-making processes required of a small business entrepreneur or financial manager. Topics include financial statement analysis, capital acquisition, legal and regulatory compliance, budgeting, forecasting, and client and vendor relationships. Projects include creation of a financial plan and completion of a loan application. Discussion also covers contemporary issues related to finance.

FINC 330 Business Finance (3)

Prerequisites: ACCT 221 and STAT 200. An overview of the theory, principles, and practices of financial management in a business environment. Topics include financial analysis and financial risk, characteristics and valuations of securities, capital investment analysis and decision making, the capital structure of the firm, financial leverage, and international finance. The aim is to examine financial information, identify issues and solve business problems, and make sound business decisions. Emphasis is on the application of financial theory and methods for solving the problems of financial policy that managers face. Students may receive credit for only one of the following courses: BMGT 340, FINC 330, MGMT 398D, or TMGT 320.

FINC 331 Finance for the Nonfinancial Manager (3)

Development of the financial skills needed by functional experts in human resources, marketing, production, and general management. The objective is to interpret finance and accounting documents and apply that information to sound business decision making. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, stocks and bonds, time value of money, and international financial management. Emphasis is on practical applications to facilitate informed discussions with business professionals for financial decision making. Students may receive credit for only one of the following courses: BMGT 341 or FINC 331.

FINC 340 Investments (3)

(Formerly BMGT 343.) Prerequisite: FINC 330. An introduction to financial investments and portfolio management. The goal is to evaluate and critically analyze asset selection and allocation and perform basic portfolio management activities. Topics include types of securities and securities markets; investment risks, returns, and constraints; portfolio policies and management; and institutional investment policies. Theories, practices, and real-world examples are examined and analyzed. Students may receive credit for only one of the following courses: BMGT 343 or FINC 340.

FINC 351 Risk Management (3)

(Formerly BMGT 346.) Prerequisites: FINC 330 and 340. A study focused on recognizing and evaluating pure risk facing organizations. The aim is to identify risks to cost control and develop risk management strategies. Discussion covers guides for risk-management decisions concerning the retention, control, and transfer of risk (including insurance). Students may receive credit for only one of the following courses: BMGT 346 or FINC 351.

FINC 352 Life and Health Insurance (3)

A study of the tools and principles of life and health insurance in financial planning for businesses and individuals. The goal is to assess personal needs in order to determine which types of life and health insurance plans fit best. Topics include pension planning strategies, such as deferred-compensation and profit-sharing plans; use of trusts in business and in planning individual estates; and comprehensive analysis of the effects of income taxes, estate taxes, and gift taxes on life insurance and estate planning. Students may receive credit for only one of the following courses: BMGT 347 or FINC 352.

FINC 355 Retirement and Estate Planning (3)

Recommended: FINC 321, ACCT 220, and ACCT 323 or experience in financial planning. A comprehensive study of retirement and estate planning techniques for individuals, families, and businesses. The aim is to evaluate retirement plans, analyze regulatory considerations of retirement planning, and apply estate planning techniques for businesses and families. Topics include retirement planning and estate planning, as well as regulations relevant to the financial services industry. Discussion covers processes of retirement planning (retirement need, investments, taxes, Social Security, Medicare, qualified versus nonqualified plans, and tax-advantage plans) and estate planning (wills, trusts, asset protection, and life insurance). Content is aligned with the Certified Financial Planner (CFP) curriculum.

FINC 421 Financial Analysis (3)

(For students with general business interests, as well as those majoring or minoring in accounting or finance.) Prerequisites: FINC 330 and FINC 340. An analysis and interpretation of financial statements directed at the decision-making needs of managers, stockholders, and creditors. The aim is to analyze and interpret financial information, apply financial information directly to valuation models, and evaluate growth strategies to maximize company value. Topics include assessment of business performance, projection of financial requirements, analysis of capital investment decisions and financing choices, risk assessment, and valuation. Students may receive credit for only one of the following courses: BMGT 498Q or FINC 421.

FINC 430 Financial Management (3)
Prerequisites: FINC 330 and FINC 340. A study of financial management. The objective is to apply financial principles and concepts to assess and solve financial problems and make financial and corporate policy at the executive level. Topics include assessments of the financial health of the organization, company valuation, cost of capital, risk analysis, investment decisions, and financial systems and capital markets. Students may receive credit for only one of the following courses: BMGT 440 or FINC 430.

FINC 440 Security Analysis and Valuation (3)
Prerequisites: FINC 330 and FINC 340. A comprehensive and quantitative examination of financial investments and portfolio management. The aim is to quantitatively evaluate and value assets, critically analyze asset selection and allocation, and apply financial statistics and other evaluation methods to perform basic portfolio management activities and functions. Topics include the analysis, valuation, and selection of securities; investment risks, returns, and constraints; portfolio policies and management; institutional investment policies; and the operation and efficiency of financial markets. Theory, practice, and real-world examples are analyzed to value financial assets and compare alternatives. Students may receive credit for only one of the following courses: BMGT 443 or FINC 440.

FINC 450 Commercial Bank Management (3)
Prerequisites: FINC 330 and FINC 340. An analysis of commercial bank management. The aim is to examine how the changing commercial banking environment has affected profitability and evaluate bank business strategies. Discussion covers the loan function and the management of liquidity reserves, investments for income, and sources of funds. The objectives, functions, policies, organization, structure, services, and regulations of banks are considered. Students may receive credit for only one of the following courses: BMGT 445 or FINC 450.

FINC 460 International Finance (3)
Prerequisites: FINC 330 and FINC 340. An analysis and discussion of financial management issues for the multinational enterprise. The aim is to use financial and economic strategies in quantitative decision making. Topics include the organization and functions of the foreign exchange market and international capital markets; financing foreign trade; and identifying, analyzing, and evaluating the globalization strategies of the multinational enterprise. Students may receive credit for only one of the following courses: BMGT 446 or FINC 460.

FINC 486A Workplace Learning in Finance (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl*). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

FINC 486B Workplace Learning in Finance (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl*). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

FINC 490 Financial Plan Development (3)
(Content aligned with the Certified Financial Planner [CFP] curriculum.) Prerequisites: ACCT 323, FINC 321, FINC 340, FINC 352, and FINC 355. A thorough review of financial planning principles and applications, based on case studies. The objective is to gather and analyze data, evaluate the impact of governmental regulations and economic changes, and effectively communicate a comprehensive financial plan to clients. Topics include taxes, estates, asset protection, debt, credit, investments, insurance, economic theories, the financial planning process, ethics, and risk.

FINC 495 Contemporary Issues in Finance Practice (3)
(Intended as a final, capstone course to be taken in the student's last 15 credits.) Prerequisites: FINC 330 and FINC 340. A study of finance that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, academic research, practical application, and critical thinking. The objective is to apply financial theories and contemporary financial practices to business issues. Emerging issues in finance and business are considered. Individual and group case studies and research papers are used to integrate key financial knowledge in the areas of financial analysis, investments, business valuation, risk, and international finance. Students may receive credit for only one of the following courses: BMGT 495 or FINC 495.

Fire Science

Courses in fire science (designated FSCN) may be applied as appropriate (according to individual program requirements) toward

- a minor in fire service administration
- electives

The fire science curriculum is unique and is designed primarily for firefighters. You should consult an advisor before enrolling in any of the courses.

UMGC offers a limited number of fire science courses each session.

FSCN 302 Fire and Emergency Services Administration (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A presentation of modern management and planning techniques that apply to organizing a fire department. The objective is to apply management concepts to fire service administration and analyze the community approach to risk reduction. Discussion covers procedures for evaluation and control of budgeting, personnel, communications, and planning. Topics also include the traditional and evolving roles of the fire department in protection, prevention, and community service.

FSCN 304 Personnel Management for Fire and Emergency Services (3)

Prerequisite: FSCN 302. An examination of personnel practices, including management procedures, collective bargaining, binding arbitration, and applicable legislative and administrative procedures. The aim is to manage emergency service personnel; develop, communicate, and implement organizational goals and objectives; and lead personnel in compliance with regulations and within an ethical framework. 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)

Prerequisite: FSCN 302. An examination of prevention as the primary community-based strategy for fire protection. The objective is to design, implement, and manage programs addressing community risks; administer prevention programs; and influence change and development of legislation, regulation, and policy. Emphasis is on applying principles to anticipate problems and develop strategies for fire prevention. 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.

FSCN 413 Community Risk Reduction for the Fire and Emergency Services (3)

Prerequisites: FSCN 304 and FSCN 305. An examination of the ethical, sociological, organizational, political, and legal components of community risk reduction. The goal is to analyze environments and design and develop a community risk reduction plan and implement that plan. A framework for understanding these issues and a methodology for developing a comprehensive community risk reduction plan are provided.

FSCN 416 Emergency Services Training and Education (3)

Prerequisites: FSCN 304 and FSCN 305. An examination of the management and administration of training and education in fire and emergency services. The objective is to manage and administer development programs, integrate concepts in training programs, and analyze and assess programs. Discussion explores how higher education/training contributes to the professional development of fire-service personnel. Topics include the many systems of training and education available and professional development on both individual and organizational levels. Focus is on safety, especially understanding and preventing training deaths and injuries.

INFORMATION ON COURSES

French

Courses in French (designated FREN) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities
- electives

If you have prior experience in the French language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC—you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in French and wish instruction in written French.

UMGC offers a limited number of foreign language courses each session.

FREN 111 Elementary French I (3)

(Not open to native speakers of French; assumes no prior knowledge of French. Students with prior experience with the French language should take a placement test to assess appropriate level.) An introduction to the French language. The objective is to listen to, speak, read, and write elementary French in concrete, real-life situations and in culturally appropriate ways. Practice in pronunciation is provided. The diverse language and culture of the French-speaking world is also explored. Students may receive credit for only one of the following courses: FREN 101 or FREN 111.

FREN 112 Elementary French II (3)

(Not open to native speakers of French.) Prerequisite: FREN 111 or appropriate score on a placement test. A continued introduction to the French language. The objective is to listen to, speak, read, and write French in concrete, real-life situations related to oneself and others in culturally appropriate ways. Practice in speaking and listening is provided. The diverse language and culture of the French-speaking world is explored. Students may receive credit for only one of the following courses: FREN 102 or FREN 112.

Geography

Courses in geography (designated GEOG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences
- electives

UMGC offers only a limited number of courses each session in this discipline.

GEOG 100 Introduction to Geography (3)

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

Geology

Courses in geology (designated GEOL) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences
- a minor in natural science
- electives

UMGC offers only a limited number of courses each session in this discipline.

GEOL 100 Physical Geology (3)

An introductory study of geology, encompassing the Earth, the materials that constitute its makeup, the structure of those materials, and the processes acting on them. The goal is to understand geological principles and how humans affect geological processes. Topics include the rocks and minerals composing Earth, the movement within Earth, and its surface features and the agents that form them and our environment. Discussion also covers energy and mineral resources. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

German

Courses in German (designated GERM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities
- electives

If you have prior experience in the German language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC—you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in German and wish instruction in written German.

UMGC offers a limited number of foreign language courses each session.

GERM 111 Elementary German I (3)

(Not open to native speakers of German: assumes no prior knowledge of German. Students with prior experience with the German language should take a placement test to assess appropriate level.) An introduction to the German language. The objective is to communicate in German in some concrete, real-life situations using culturally appropriate language. Aspects of German life and culture are explored through the German language. Students may receive credit for only one of the following courses: GERM 101 or GERM 111.

GERM 112 Elementary German II (3)

(Not open to native speakers of German.) Prerequisite: GERM 111 or appropriate score on a placement test. A continued introduction to spoken and written German. The goal is to communicate in German in concrete, real-life situations relating to oneself and others. German culture and language are explored. Students may receive credit for only one of the following courses: GERM 102 or GERM 112.

GERM 211 Intermediate German I (3)

Prerequisite: GERM 112 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The aim is to communicate in German in real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.

GERM 212 Intermediate German II (3)

Prerequisite: GERM 211 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The objective is to interact effectively with German-speaking individuals in a variety of personal settings and on issues of topical interest in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 115, GERM 202, or GERM 212.

GERM 311 Advanced German I (3)

Prerequisite: GERM 212 or appropriate score on placement test. An in-depth review and expansion of German language communication skills. The aim is to express opinions and use narration and description in a variety of personal and professional contexts. Focus is on improving linguistic proficiency while increasing cultural awareness. Students may receive credit for only one of the following courses: GERM 301 or GERM 311.

GERM 314 Modern German-Speaking Cultures (3)

Prerequisite: GERM 212 or appropriate score on placement test. An overview of contemporary life and culture in the German-speaking world, taught entirely in German. The objective is to demonstrate intercultural communication skills, recognize aspects of German-speaking cultures and their significance to global society, and employ strategies to enhance language development and cultural awareness. Discussion covers the social, historical, and political experience of the German-speaking people.

Gerontology

Courses in gerontology (designated GERO) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences (except GERO 342)
- a major in gerontology and aging services or social science
- a minor in diversity awareness, gerontology and aging services, health services management, or women's studies
- electives

GERO 100 Contemporary Issues in Aging (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of the study of aging and the older adult population. The objective is to gain a historical and sociocultural understanding of how the experience of aging has evolved over the last 100 years. The biological, psychological, and social processes of aging in the 21st century and the impact of an aging population on society are examined from a multidisciplinary perspective.

GERO 301 Service/Program Management (3)

(Fulfills the general education requirement in behavioral and social sciences.) Recommended: GERO 100. An exploration and analysis of the managerial aspects of providing health and human services in the field of gerontology through an integrated delivery system. The aim is to integrate concepts, strategies, and best practices for the management of health and human services. Topics include planning, strategic management, marketing, financing, legal issues, and capacity building.

GERO 302 Health and Aging (3)

Recommended: GERO 100. An exploration of the physiological processes of aging that covers normal aging and chronic illness. The goal is to distinguish normal aging from disease and evaluate factors that affect the health of older adults. Topics include biological processes and theories of aging, bodily changes normally associated with aging, long-term and health care systems, and related medical terminology. Review also covers substance abuse; environmental factors affecting aging; and ways of promoting health, preventing disease, and assessing health risks.

GERO 306 Programs, Services, and Policies (3)

Recommended: GERO 100 and GERO 302. An overview of the impact of policy related to older adults on U.S. society. The aim is to examine the role of legislative mandates on older adults at both societal and individual levels. Topics include Social Security, Medicare, and the Older Americans Act. Students may receive credit for only one of the following courses: GERO 304 or GERO 306.

GERO 311 Gender and Aging (3)

(Fulfills the general education requirement in behavioral and social sciences.) Recommended: GERO 100. An analysis and discussion of issues related to gender and the aging process. The goal is to evaluate and challenge negative, socially constructed assumptions associated with gender and aging, as well as examine gender-relevant issues in health and well-being after midlife. Discussion covers life transitions, socioeconomic status, culture, family and social relationships, ageism, and sexuality and health as each relates to gender. The impact of public policy and services on gender and aging is also addressed. Students may receive credit for only one of the following courses: GERO 311 or GERO 497E.

GERO 320 Psychosocial Aspects of Aging (3)

(Fulfills the general education requirement in behavioral and social sciences.) Recommended: GERO 100. An advanced multidisciplinary examination of the psychosocial forces that affect the aging process. Aspects of aging are analyzed from a number of theoretical perspectives found in psychology, sociology, and social gerontology. The goal is to articulate the impact of biological, sociocultural, and life-cycle forces on psychological and social well-being in post-midlife. Topics include normative and atypical psychological and social functioning in post-midlife; the social construction of aging; and the impact of aging, ageism, and longevity on social structures such as the family, work, retirement, and health care. Students may receive credit for only one of the following courses: GERO 220, GERO 320, or PSYC 357.

GERO 338 Health Promotion in Older Adults (3)

Recommended: GERO 100. A project-based exploration of health promotion for an aging population. The objective is to articulate different models of health promotion for older adults and design a health promotion campaign.

GERO 342 Long-Term Care Administration (3)

Recommended: GERO 100. An overview of the administrative and operational issues of long-term care facilities. The aim is to identify common forms of long-term care and articulate the responsibilities of a long-term care administrator. Relationships with personnel and administrative structure are examined. Topics include policy, procedures, insurance, and financing. Discussion also covers the ethical and legal concerns of long-term care.

GERO 390 The Business of Aging (3)

Recommended: GERO 100 and ECON 201 (or ECON 203). A comprehensive study of the sources of economic security for older adults, the problems encountered in retirement, and the impact of an aging population on the nation's economy. The goal is to outline the key sources of economic security received by older adults (including Social Security, pensions, personal savings, Medicare, and Medicaid); examine how economic security varies by race, ethnicity, gender, and social status as people age; evaluate how longevity and the "graying" of society impact the nation's economy; and explore potential solutions to the problems posed by entitlement programs. Topics include retirement planning; financing longevity; health, disability, and long-term-care costs; economic disparities by social group; and the international economics of aging.

GERO 427 Culture and Aging (3)

(Fulfills the general education requirement in behavioral and social sciences.) Recommended: GERO 100. An interdisciplinary examination of how different cultures interpret and deal with aging and the life cycle. Focus is on the increasingly heterogeneous aging population in the United States. The goal is to raise critical awareness of how aging is experienced across cultures. Topics include cross-cultural theory and research on aging; global demographics of aging; cross-cultural perspectives of norms and values regarding work, family, and community roles for older adults; the social and economic status of older adults; intergenerational relationships; ethical caregiving; end-of-life issues; social services; and social policy. Health disparities among older adults of certain ethnicities within the United States are also addressed. Students may receive credit for only one of the following courses: GERO 327, GERO 410, or GERO 427.

GERO 486A Workplace Learning in Gerontology (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GERO 486B Workplace Learning in Gerontology (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

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 behavioral and social sciences
- a major in political science or East Asian studies (select classes only)
- a minor in political science or terrorism and critical infrastructure
- electives

GVPT 100 Introduction to Political Science (3)

A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship of political science to the other social sciences; modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

INFORMATION ON COURSES

GVPT 101 Introduction to Political Theory (3)
An overview of the main schools of political theory, including democracy, authoritarianism, and alternative theories. The aim is to demonstrate familiarity with important thinkers and major works in the history of political theory; use theoretical language to analyze and critique political behavior and events; identify the strengths and weaknesses of different forms of government; and demonstrate knowledge of crucial concepts (justice, power, authority, the state, social contract, etc.) and their history. Topics include the philosophical foundations of liberalism, socialism, and conservatism and the core political concepts of justice, power, and authority.

GVPT 125 Understanding 21st-Century Global Challenges (3)
An examination of the changing face of international affairs in a post–Cold War world and the role of the United States in the evolving international order. The aim is to recognize and explain trends in international affairs, apply theoretical frameworks in international relations, and analyze world events to explain and evaluate global developments. Focus is on the roles of key international institutions, states, nonstate actors, and globalization in the evolution of global relations since the collapse of the Soviet Union. Discussion also covers various influences on contemporary affairs, including technology, migration, disease, economic development, and terrorism. Students may receive credit for only one of the following courses: GVPT 125 or GVPT 401.

GVPT 170 American Government (3)
A comprehensive study of government in the United States, including the basic principles of American government and political culture. The aim is to explain the vertical and horizontal structure of the American government and the roles of the three federal branches, bureaucracies, and the state governments; describe the development of the American political system and its impact on the political landscape; and explain the processes of the electoral system, political parties, and interest groups to persuade and influence. Institutions, processes, and public policies are examined from a cross-cultural perspective.

GVPT 200 International Political Relations (3)
A study of the major factors underlying international relations, the methods of conducting foreign relations, and the means of avoiding or alleviating international conflicts. The objective is to interact with global communities, contribute to policy formation, analyze differing worldviews, and apply historical and cultural contexts to identify probable outcomes of disputes. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

GVPT 280 Comparative Politics and Government (3)
An introductory study of institutional patterns and trends in a variety of countries with dissimilar governmental styles. The goal is to compare the stages of political development in the modern state system on a spectrum ranging from liberal democracies to authoritarian regimes. Discussion covers ethnic conflict and economic inequality in relation to the success and failure of governmental approaches in solving compelling issues.

GVPT 306 Global Political Economy (3)
A study of the relationship between political and economic processes in international affairs. Discussion covers the effect of globalization on the global environment, the economy, world peace, the power of the nation-state, and inequality between nation-states.

GVPT 308 International Human Rights (3)
Recommended: GVPT 100. An examination of the principles and practices governing human rights from ancient times to contemporary international conventions and U.N. declarations. The aim is to analyze, evaluate, and discuss present national/international pushes for human rights and emancipation. Students may receive credit for only one of the following courses: GVPT 308 or GVPT 399Y.

GVPT 403 Law, Morality, and War (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of just war traditions. The objective is to make informed decisions and analyze conflict. Discussions cover the theoretical and practical connections between law, war, and morality.

GVPT 406 Global Terrorism (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An examination of the development of global terrorism and its impact on the international community. The goal is to participate in strategy and policy formulation and implementation, evaluate threats, and assess infrastructures that support global terrorist organizations. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.

GVPT 407 State Terrorism (3)
An examination of the use of force and power (terrorism) by states against various populations to advance the interests of their civilization or state. The objective is to apply knowledge of culture, tradition, ideology, and methodology to comprehend state terrorism; analyze risk to national security; and explain how domestic climates and international relationships interact to support state terrorism. Topics include state behavior and norms; state interests, power, and force; application of power and force; and coercion within and among civilizations. Students who have completed GVPT 401B or GVPT 401C may not receive credit for GVPT 407.

GVPT 408 Counterterrorism (3)
An investigation of counterterrorism (including its historical context), focusing on the evaluation of threats and the formulation of defeat strategies. The aim is to evaluate response strategies, help improve offensive and defensive planning, and construct a defeat strategy for a terrorist threat. Students may receive credit for only one of the following courses: GVPT 399H or GVPT 408.

GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)
An advanced examination of the impact of terrorism on the homeland security of the United States since the attacks of September 11, 2001. The objective is to more fully understand the concepts of homeland security within a federal system. Topics include the National Strategy for Homeland Security and the Patriot Act, their effect on civil liberties and civil rights, the changing face of terrorism in the United States, intelligence systems, and critical infrastructure protection. Students may receive credit for only one of the following courses: GVPT 409 or GVPT 498X.

GVPT 444 American Political Theory (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of the development and growth of American political concepts from the colonial period to the present. The objective is to apply the rule of law to the decision-making process; interpret, apply, and synthesize the concepts of individual rights and collective responsibilities; and evaluate the interconnection between war, peace, and diplomacy.

GVPT 457 American Foreign Relations (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of the principles and machinery of American foreign relations. The goal is to apply historical themes of American foreign policy to contemporary international relations, incorporate tenets of international law into American diplomatic approaches, and inform and influence policy making. Emphasis is on the conduct of the U.S. Department of State and the Foreign Service. Analysis covers the major foreign policies of the United States.

GVPT 475 The Presidency and the Executive Branch (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of the president's influence on legislative matters, the president's function in the executive branch (including domestic and foreign policy), and the president's role in his or her political party. The aim is to analyze contemporary uses of the presidency, evaluate an election strategy, and communicate realities of the presidential office.

GVPT 486A Workplace Learning in Government and Politics (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GVPT 486B Workplace Learning in Government and Politics (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GVPT 495 Advanced Seminar in Political Science (3)
(Intended as a capstone course to be taken in a student's last 15 credits.) Prerequisites: WRTG 112 (or WRTG 101 or WRTG 101S) and 9 upper-level credits in GVPT coursework. A study of political science that integrates knowledge gained through previous coursework and experience. The aim is to build on that conceptual foundation through integrative analysis, practical application, and critical thinking. Concepts and methods of political science are applied in producing a political, policy, or position paper for a project organization.

GVPT 498 Advanced Topics in Government and Politics (1–3)
Recommended: GVPT 100. In-depth study of topics of specialized interest. May be repeated to a maximum of 6 credits when topics differ.

Graphic Communication

Courses in graphic communication (designated GRCO) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major in graphic communication
- electives

GRCO 100 Introduction to Graphic Communication (3)

(Access to Adobe Photoshop and Illustrator required.) An introduction to graphic communication and the various roles and responsibilities of the profession. The aim is to demonstrate the skills and knowledge necessary for graphic communication professionals. Design theories and content are explored through hands-on projects. Topics include industry standards, portfolios, and research and assessment practices.

GRCO 230 Typography and Layout (3)

Prerequisites: GRCO 100 and ARTT 120. An introduction to typography and layout as compositional tools to construct graphic communications. The goal is to analyze and determine appropriate typefaces and apply typographical skills to layout design. Emphasis is on the individual aspects of the letterform and the interrelationship of letters on the page. Discussion covers the process of design, from research to comprehensive mock-up, to produce portfolio-quality designs.

GRCO 350 Intermediate Graphic Communication: Portfolio Development (3)

Prerequisite: GRCO 230. The development of a professional graphic communications portfolio. The goal is to assemble a select body of work for web presentation that demonstrates knowledge of color, typography, composition, and design. Projects are designed to synthesize and refine basic design skills. Emphasis is on gathering the elements of a cohesive portfolio and presenting a personal body of work. Students may receive credit for only one of the following courses: ARTT 250 or GRCO 350.

GRCO 354 Digital Media (3)

(Formerly ARTT 354.) Prerequisite: GRCO 230. An introduction to digital media and design. The objective is to use current technologies in raster and vector image creation, two-dimensional animation, and the integration of text with graphics in cohesive layouts and to develop and oversee static and animated digital media projects through all stages of production. Focus is on advanced illustrative techniques for animated digital media, web graphics, and social media on a commercial level. Students may receive credit for only one of the following courses: ARTT 354 or GRCO 354.

GRCO 355 Digital Media II (3)

Prerequisite: GRCO 354. Further examination of design for interactive media that incorporate raster- and vector-based visuals, video files, and brand generation. The goal is to use current technologies to develop functional static and responsive multimedia layouts for a range of platforms, including desktop, hand-held, and mobile devices. Discussion covers strategies for developing work for a variety of output applications. Focus is on production of portfolio-caliber projects that simulate real-world work experience.

GRCO 450 Advanced Graphic Communication: Professional Branding (3)

Prerequisites: GRCO 350 and GRCO 355. A review of professional branding and development of a portfolio and personal branding package. The objective is to synthesize, refine, and expand an existing portfolio to reflect personal branding. Focus is on refining a portfolio through peer review, critique, and assessment. Projects include creating a personal mission statement, identity package, and video component.

GRCO 479 Motion Graphics (3)

(Formerly ARTT 479.) Prerequisite: GRCO 354 or ARTT 354. A study of media production. Discussion covers the aesthetic and practical aspects of creating moving images in a short movie or documentary. The goal is to understand the principles of preproduction, production, and postproduction. Students may receive credit for only one of the following courses: ARTT 479 or GRCO 479.

GRCO 486A Workplace Learning in Graphic Communication (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GRCO 486B Workplace Learning in Graphic Communication (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

GRCO 495 Graphic Communication Portfolio (3)
(Formerly ARTT 495. Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisite: GRCO 450, GRCO 458, or GRCO 479. A portfolio-driven study of business and professional practices in the field of graphic communication. The goal is to be prepared for a career in graphic communication. Activities include review of existing work, creation of portfolio projects, and production of a professional portfolio (including a résumé). Focus is on applying skills (in areas such as motion graphics, typography, digital media, illustration, and commercial design) acquired through previous study. Students may receive credit for only one of the following courses: ARTT 495 or GRCO 495.

Health Services Management

Courses in health services management (designated HMGT) may be applied as appropriate (according to individual program requirements) toward

- a major in health services management or nursing for registered nurses
- a minor in business administration or health services management
- electives

HMGT 300 Introduction to the U.S. Health Care Sector (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An overview of health care organizations in the United States and current and emerging concepts, trends, policies, and issues in health care. The aim is to explain the structure of the U.S. health care sector, understand the role of health care managers in meeting industry standards of care, and apply knowledge of health care workforce issues to solve management challenges. Students may receive credit for only one of the following courses: BMGT 361, HMGT 100, or HMGT 300.

HMGT 307 Managerial Epidemiology and Decision Making in Health Care (3)
Prerequisites: HMGT 300 and STAT 200. An overview of epidemiologic principles and tools applicable to decision making in health care. The objective is to apply the basic principles of descriptive epidemiology to health care planning, directing, controlling, organizing, staffing, and financial management; critically evaluate the factors that influence the health status of populations served; and distinguish among study designs in terms of causal inference and sources of bias. Focus is on applying epidemiological and decision-making tools to integrative decision making in health care.

HMGT 310 Health Care Policies (3)
Prerequisite: HMGT 307. An overview and analysis of public policies that govern the organization, delivery, and financing of health services in the United States. The aim is to evaluate national, state, and local policies to determine their impact on the delivery of health care services.

HMGT 320 Management in Health Care Organizations (3)
Prerequisite: HMGT 307. An introduction to management in the health care services field. The aim is to explain key management concepts and apply them to the management of health services organizations. Discussion covers the management skills and capabilities that are essential for effective supervision and leadership. An overview of the unique requirements of health care organizations and their management is provided. Focus is on the application of essential management and leadership skills in a health care environment. Students may receive credit for only one of the following courses: BMGT 367 or HMGT 320.

HMGT 322 Health Care Financial Management (3)
Prerequisites: HMGT 300 (or BMGT 361) and HMGT 310. An overview of the acquisition, allocation, and management of the financial resources of health care organizations. Economic and accounting practices are discussed in terms of budget administration, cost analysis, financial strategies, and internal controls. The goal is to examine financial information and regulatory requirements and policies, identify issues and solve problems, and make sound financial decisions in the health care field. Students may receive credit for only one of the following courses: HMGT 322 or HMGT 440.

HMGT 335 Health Care Marketing (3)
Prerequisite: HMGT 307. An examination of the makeup of the health care market, the role of marketing in the delivery of health care, and relevant consumer behavior. Topics include basic principles and key concepts related to the design and implementation of marketing efforts in health services organizations. The goal is to develop and evaluate health care marketing plans. Discussion covers the marketing process and the development and analysis of strategic health care marketing plans.

HMGT 372 Legal and Ethical Issues in Health Care (3)
Prerequisite: HMGT 300 or NURS 300. An examination of legal and ethical issues encountered in health care management and the ramifications of those issues on the delivery of health services and patient care. The aim is to apply ethical principles and practice within legal and ethical standards of health care.

HMGT 400 Research and Data Analysis in Health Care (3)
Prerequisites: HMGT 320 and STAT 200. An introduction to research methods and the process of data identification and analysis in the health care field. The objective is to inform health care decision making and formulate research hypotheses. Emphasis is on the analytic process, especially in the presentation and interpretation of results. Topics include the use of health care databases, analysis of problems and issues, and evaluation of research in health care settings. Students may receive credit for only one of the following courses: HMGT 398C or HMGT 400.

HMGT 420 Health Care Facilities Management (3)
Prerequisite: HMGT 320. An examination of the organization and operation of hospitals and freestanding ambulatory care centers, with a focus on the manager's role in internal operations and external relations. The objective is to understand the key issues driving health care facilities management and apply sound management principles to ensure successful operations. Discussion covers managed care programs and their impact on health care facilities management.

HMGT 435 Health Care Economics (3)
Prerequisites: HMGT 300 (or BMGT 361) and HMGT 310. A comprehensive and analytical study of basic economics and its relationship to the delivery of health care. The aim is to apply the principles of economics to health care management and to anticipate the impact of economics on the outcomes of health care management decisions. Topics include the microeconomic aspects of the organization and delivery of health care, financing and other major components of the health care system, and economic factors that influence the delivery of health care.

HMGT 486A Workplace Learning in Health Care Services Management (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl*). The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HMGT 486B Workplace Learning in Health Care Services Management (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl)*. The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HMGT 495 Strategic Planning and Leadership in Health Care (3)
(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisite: HMGT 320. A study of strategic planning and leadership within a health care organization. The aim is to integrate the knowledge and experience gained from previous study and build on that conceptual framework through analysis, practical application, and critical thinking. Leadership qualities and skills are also covered.

History

Courses in history (designated HIST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities
- a major in history, East Asian studies (select courses only), or humanities
- a minor in African American studies, East Asian studies, history, terrorism and critical infrastructure, or women's studies
- electives

HIST 115 World History I (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. A survey of global civilizations from prehistory to the 1500s. The aim is to explain the impact of environmental conditions on the development of civilizations using basic geographical knowledge; describe how human contacts, global connections, and migrations contribute to the development of civilizations; and compare the development of institutions (social, political, familial, cultural, and religious) to explain their impact on societal transformations. Focus is on examining what history is and thinking critically about history by analyzing historical approaches and methods.

HIST 116 World History II (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. A survey of global civilizations from the 1500s to the present. The aim is to explain the development of new political and economic systems using basic geographical knowledge; describe how human contacts, global connections, and migrations contribute to the development of nations and global systems; and compare the development of institutions (social, political, familial, cultural, and religious) to explain their impact on societal transformations. Focus is on examining what history is and thinking critically about history by analyzing historical approaches and methods.

HIST 125 Technological Transformations (3)

A focused survey of the intersection of technology and history and the evolutionary process that marks what we call progress. The objective is to apply historical precedent to everyday responsibilities and relationships in order to advance the goals and ideals of contemporary society; compare and contrast historical eras; and describe how events influence our sense of time, space, and technology.

HIST 141 Western Civilization I (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. A survey of the history of Western civilization from antiquity through the Reformation. The objective is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. A survey of the history of Western civilization from the Reformation to modern times. The goal is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies.

HIST 156 History of the United States to 1865 (3)

A survey of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. The aim is to locate, evaluate, and use primary and secondary sources and interpret current events and ideas in a historical context. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HIST 157 History of the United States Since 1865 (3)

A survey of economic, intellectual, political, and social developments since the Civil War. The objective is to use primary and secondary sources to describe U.S. historical events and interpret current events and ideas in a historical context. Discussion covers the rise of industry and the emergence of the United States as a world power. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 202 Principles of War (3)

A study of the nine classic principles that guide the conduct of war at the strategic, operational, and tactical levels and form the foundation of the art and science of the military profession. The aim is to use primary and secondary historical resources to explore how past theory and practice have shaped the underlying policy, strategic planning, and operational procedures of today's military and national security agencies.

HIST 289 Historical Methods (3)

Prerequisite: A 100-level HIST course. An introduction to historical methods, approaches, and techniques. The goal is to explain what history is and why it matters, identify historical paradigms, and employ the moral and ethical standards of the historical profession. Focus is on the philosophical and practical skills employed by historians.

HIST 309 Historical Writing (3)

Prerequisite: HIST 289. A study of the historical research and writing process. The goal is to construct a framework for an original historical research project, locate and evaluate source materials, and demonstrate proficiency in research methods.

HIST 316L The American West (3)

An examination of the exploration, settlement, development, and mythology of the American West, from 1490 to 1990, with attention paid to the role of the West as a key factor in the formation of national identity. Assignments include advanced reading and research.

HIST 326 The Roman Republic (3)

Prerequisite: Any writing course. A study of ancient Rome during the period 753 to 44 BC, from its founding to the assassination of Julius Caesar. The goal is to use primary and secondary historical resources to explore Roman thought and demonstrate its influence in the modern Western world and apply it to modern contexts. Focus is on Rome's conquest of the Mediterranean world, the social and political pressures that led to that conquest, and the consequent transformation and decline of the republic. Students may receive credit for only one of the following courses: HIST 326 or HIST 421.

HIST 337 Europe's Bloodiest Century (3)

An investigation of the political, economic, and cultural development of Europe since 1914, with emphasis on the factors involved in the two world wars and their worldwide effects and significance. The objective is to evaluate causes, courses, and consequences of armed conflicts in Europe during the 20th century to interpret their effects on contemporary society.

HIST 365 Recent America: 1945 to the Present (3)

Prerequisite: A writing course. Recommended: WRTG 291. An investigation of U.S. history from the end of World War II to the events of September 11, 2001. The goal is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include social turmoil, the Cultural Revolution, the role of the United States in the world, economic trends, military conflicts, consumerism, political and public scandals, and globalization.

HIST 377 U.S. Women's History: 1870 to 2000 (3)

An examination of the history of women in the United States from 1870 to the eve of the 21st century. The goal is to examine primary and secondary sources and documents to comprehend and articulate the impact of gender on the historical experiences of American women. Historical methodologies that focus on the ways in which race, class, ethnicity, and sexuality have shaped these experiences are used to analyze the varied experiences of U.S. women. The relationship between these experiences and the larger historical forces of the era including social movements, technology, and changing family roles and structure is evaluated. Students may receive credit for only one of the following courses: HIST 211, HIST 367, or HIST 377.

HIST 381 America in Vietnam (3)

Prerequisite: A writing course. Recommended: WRTG 291. An examination of the complexity of the lengthy involvement of the United States in Vietnam. The goal is to engage in divergent historical interpretations and develop personal conclusions and perspectives about America's role in Vietnam and its legacy. Discussion covers the social, cultural, political, and military dimensions of the Vietnam War, beginning with the declaration of Vietnamese independence at the conclusion of World War II. Emphasis is on influence of the media in shaping government policy and public opinion. Students may receive credit for only one of the following courses: BEHS 337 or HIST 381.

HIST 392 History of the Contemporary Middle East (3)
Prerequisite: A writing course. Recommended: WRTG 291. A survey of the history of the Middle East from the late 19th century to the present. The aim is to identify the important events of the last century in the Middle East; understand the sources of contention in that area; and examine the ideology, politics, and culture of the area and how they impact U.S.-Middle East relations. Focus is on major political, economic, social, and cultural trends that inform current events in the region. Topics include the late Ottoman Empire, European colonialism, the rise of nationalism and nation-states, the Arab-Israeli conflict, political Islam, the role of the United States in the region, and contemporary approaches to modernity in the Middle East.

HIST 461 African American History: 1865 to the Present (3)
Prerequisite: A writing course. Recommended: WRTG 291. An examination of African Americans in the United States since the Civil War. The objective is to examine the significance of the emancipation of African Americans and various leadership and philosophical perspectives within the African American community. Topics include emancipation and Reconstruction; segregation, accommodationism, and institution building; migration and urbanization; resistance and the birth and growth of the civil rights movement; and the problem of race and racism as a national issue with global impact in the modern world.

HIST 462 The U.S. Civil War (3)
An examination of the origins, conduct, and impact of the American Civil War and Reconstruction (1850–77). The goal is to apply historical methodology to issues of the Civil War and Reconstruction; assess Civil War strategies, tactics, and operations; and evaluate how race, culture, politics, and technology affected the course of the Civil War and Reconstruction.

HIST 464 World War I (3)
Prerequisite: Any writing course. An intensive study of the First World War. Topics include the development of nationalism and socialism in late 19th-century Europe, the causes of the First World War, trench warfare on the western front, war in the Balkans, total war on the home fronts, the Russian Revolution of 1917, the collapse of the Central Powers, the 1918 settlements, the postwar conflicts that continued to haunt Europe until 1923, and the concept of the Lost Generation.

HIST 465 World War II (3)
An investigation of the nature of the Second World War. The aim is to analyze the factors that contributed to World War II, investigate the influences of war-time ideologies, and examine how warfare accelerated advances in science and technology. Topics include the origins of the war; the political, military, economic, and social circumstances of the war and their impact and legacy; and the extent to which the war changed the world that we live in.

HIST 480 History of China to 1912 (3)
A study of the history of China from Confucius (around 500 BC) to the demise of the Qing Dynasty in 1912. The objective is to interpret, educate, and advise others based on a historical, cultural, and social awareness of traditional China. Emphasis is on the changes within Chinese political, social, cultural, and philosophical structures that have molded the history of China and its peoples.

HIST 482 History of Japan to 1800 (3)
Prerequisite: A writing course. Recommended: WRTG 291. An examination of traditional Japanese civilization from the age of Shinto mythology to the late Edo period. The aim is to interpret, educate, and advise others based on a historical, cultural, and social awareness of traditional Japan.

HIST 483 History of Japan Since 1800 (3)
Prerequisite: A writing course. Recommended: WRTG 291. An examination of Japan's emergence as an industrial society and world power. The goal is to interpret, educate, and advise others based on a historical, cultural, and social awareness of modern Japan. Discussion covers Japan's role in World War II, postwar recovery, and re-emergence as an exporter of cultural goods.

HIST 486A Workplace Learning in History (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HIST 486B Workplace Learning in History (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HIST 495 Senior Thesis in History (3)
(Intended as a final, capstone course to be taken in a student's last 15 credits, preferably a year after completing HIST 309.) Prerequisites: At least 21 credits in HIST courses, including HIST 289 and HIST 309. Intensive research into a specific topic in history of the student's choice. The objective is to produce a substantial, original historical research project suitable for presentation or publication.

Homeland Security

Courses in homeland security (designated HMLS) may be applied as appropriate (according to individual program requirements) toward

- a major in homeland security
- a minor in homeland security or terrorism and critical infrastructure
- electives

HMLS 302 Introduction to Homeland Security (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to the theory and practice of homeland security in both the public and private sector at national, regional, state, and local levels. The objective is to apply management concepts to homeland security, identify legal and policy issues related to homeland security, and compare the four phases of homeland security. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

HMLS 304 Strategic Planning in Homeland Security (3)
Prerequisite: HMLS 406. Recommended: HMLS 310, HMLS 408, HMLS 414, and HMLS 416. An examination of the fundamentals of strategic planning, necessary for the maintenance of domestic security and the operation of the homeland security organization in the public and private sectors. The goal is to develop and analyze homeland security strategic plans. Topics include organizational priorities, planning documents, policy development, legislation, financial operations, and the evaluation process. Analysis covers threat, risk, vulnerability, probability, and impact as parameters for decision making and resource allocation.

HMLS 310 Homeland Security Response to Critical Incidents (3)
Prerequisites: HMLS 302 and HMLS 406. A real-world assessment of the issues involved in responding to homeland security critical incidents. The aim is to prepare for future challenges, integrate critical incident responses at all levels, and analyze the effect of regulations and laws on critical incident response. Discussion covers historical and potential incidents as they relate to resources, cooperation, politics, regulations, operations, and postincident response.

HMLS 406 Legal and Political Issues of Homeland Security (3)
Prerequisite: HMLS 302. A study of the legal aspects of and public policy in homeland security. The aim is to analyze governmental and private-sector roles and form a model homeland security policy. The development of public policy in homeland security is examined at local, regional, national, and international levels. Topics include surveillance, personal identity verification, personal privacy and redress, federal legislation passed in the aftermath of the terrorist attacks of 2001, the rights of foreign nationals, the rights of U.S. citizens, the governmental infrastructure for decisions concerning legal rights, and the difficulties of prosecuting terrorist suspects (such as jurisdictional issues, rules of evidence, and prosecution strategies).

HMLS 408 Infrastructure in Homeland Security (3)
Prerequisite: HMLS 406. An examination of infrastructure protection at international, national, regional, state, and local levels. The objective is to assess threat, risk, and vulnerabilities and recommend protective measures. Topics include critical infrastructure at all levels of government, the private sector, and the international community. An overview of U.S. homeland security policy as it relates to the protection of critical infrastructures and key assets (including the roles of the federal, state, and local governments and the private sector in the security of these resources) is provided. Focus is on risk reduction and protection of critical infrastructures using available resources and partnerships between the public and private sectors.

HMLS 414 Homeland Security and Intelligence (3)

Prerequisite: HMLS 406. A study of the role of intelligence in homeland security. The objective is to interpret the concepts of information; analyze the production of intelligence; and recognize the U.S. intelligence and law enforcement communities, as well as other agencies and organizations that have a part in the nation's homeland security intelligence activities. Topics include the various steps of the intelligence process: the collection, analysis, sharing, and dissemination of information between governments and between government and the private sector. Emphasis is on evaluating current intelligence and enforcement efforts. Discussion also covers future challenges and opportunities for intelligence operations.

HMLS 416 Homeland Security and International Relations (3)

Prerequisite: HMLS 406. An examination of the relationship of international institutions to U.S. homeland security policy, intelligence, and operations. The aim is to incorporate a global perspective in the development of U.S. homeland security, analyze international institutions that influence U.S. homeland security, and integrate international information sharing in public- and private-sector approaches to security. Domestic security operations abroad are compared to U.S. policy, laws, and procedures. Topics include the commonality of global approaches to domestic security everywhere and the value of information sharing between governments and international institutions.

HMLS 495 Public Safety Policies and Leadership (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: At least 15 credits in upper-level EMGT, FSCN, HMLS, or PSAD courses. A study of leadership theories, skills, and techniques used in the public safety professions. The interdisciplinary perspective—encompassing criminal justice, emergency management, fire science, and homeland security—is designed to support integrated public safety management. A review of current issues and contemporary leadership styles in the public safety professions integrates knowledge and principles gained through previous coursework. Case studies and exercises are used to address challenges in strategic planning. Other tools focus on evaluation of personal leadership styles and techniques.

Humanities

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 in humanities
- electives

HUMN 100 Introduction to Humanities (3)

An introduction to the humanities through a review of some of the major developments in human culture. The goal is to analyze how societies express their ideas through art, literature, music, religion, and philosophy and to consider some of the underlying assumptions about the way societies are formed and run. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 344 Technology and Culture (3)

Recommended: HUMN 100. An overview of the impact of technology on culture. The goal is to interpret, evaluate, and respond to the role of technology in daily life. Topics include the nature of technology; how technology influences events; how events influence the development of technology; and the interaction between technology and human welfare in medicine, warfare, daily life, entertainment, government, and science.

HUMN 351 Myth in the World (3)

A presentation of myths from around the globe. The goal is to examine the interface between myths and cultural forms such as literature, art, and religion. Topics include sacred places and objects, goddesses and gods, heroes and tricksters, and stories of creation and destruction. Discussion also covers implicit values in the myths that shape cultural and individual identity and affect the social landscape.

HUMN 495 Humanities Seminar (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: HUMN 100, an upper-level ARTH course, an upper-level ENGL course, an upper-level HUMN course, and an upper-level PHIL course. A study of humanities that synthesizes knowledge gained through previous study. An individually chosen research project is used to examine the nature of human responsibility to self, others, and the environment; the role of intellectual inquiry in human life; and the role of creativity in human life. Career options are also explored.

Human Resource Management

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- a major in human resource management, business administration, or management studies
- a minor in human resource management, business administration, or law for business
- a certificate in Human Resource Management or Management Foundations
- electives

HRMN 300 Human Resource Management (3)

A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

A study of the structure of communication in organizations. The goal is to apply theory and examples to improve managerial effectiveness in communication and negotiation. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)

A survey of contemporary labor relations practices. The aim is to research and analyze labor relations issues and support the labor relations process. Discussion covers the history of organized labor in the United States, the role of third parties, organizing campaigns, the collective bargaining process, and the resolution of employee grievances. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 367 Organizational Culture and Change (3)

An examination of the nature, definitions, theories, and aspects of organizational culture. The goal is to apply knowledge of organizational culture to develop a change-management plan. Analysis covers patterns of behavior and their relationship to organizational culture, especially the impact of the organization's business on employee behavior and culture. Topics include the role of nationality, gender, and race within organizational culture; implications of addressing organizational challenges; theory versus practice; and the relative roles of the individual, groups, and the organization in a cultural context. Students may receive credit for only one of the following courses: BMGT 398T or HRMN 367.

HRMN 392 Stress Management in the Workplace (1)

(Formerly MGST 398H.) An overview of the impact of stress in the workplace. The aim is to identify and apply strategies to reduce the impact of stress in the workplace. Students may receive credit for only one of the following courses: BMGT 398Y, HRMN 392, MGMT 398Y, or MGST 398H.

HRMN 395 The Total Rewards Approach to Compensation Management (3)

Prerequisite: HRMN 300. An exploration of alternative compensation philosophies that define total rewards as everything that employees value in the employment relationship. The objective is to design a total rewards program that ensures organizational success. Topics include building and communicating a total rewards strategy, compensation fundamentals, the conduct and documentation of a job analysis, linking pay to performance, employee motivation, and performance appraisal. Strategies such as incentive cash and/or stock compensation programs, employee ownership, benefits, and nonmonetary rewards are discussed and evaluated. The interrelationships among compensation, motivation, performance appraisal, and performance within the organization are examined. Discussion also covers the design and implementation of a total rewards program, including organizational compatibility. Students may receive credit for only one of the following courses: BMGT 388L, HRMN 390, or HRMN 395.

HRMN 400 Human Resource Management: Issues and Problems (3)

Prerequisite: HRMN 300. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The goal is to research and evaluate issues and present strategic solutions. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. A review of research findings, readings, discussions, case studies, and applicable federal regulations supports the critical evaluation of human resource problems. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 406 Employee Training and Development (3)

Prerequisite: HRMN 300. An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (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)

(Designed for managers and human resource professionals.) Recommended: HRMN 300. A conceptual and functional analysis of the legal framework of employment relations. The aim is to understand employment law; comply with laws and regulations; and evaluate rights, obligations, and liabilities in the employment process, from hiring and staffing to compensation and layoff. Topics include discrimination based on race, national origin, religion, sex, affinity and sexual orientation, age, and disability; the hiring process, testing, and performance appraisal; employee privacy; wrongful discharge; employee benefits; health and safety; independent contractors; and labor unions. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

HRMN 467 Global Human Resource Management (3)

Prerequisite: HRMN 300. Recommended: HRMN 367. A comprehensive study of global human resource management. The objective is to demonstrate intercultural competencies; identify trends in the globalized workforce; and analyze policies, practices, and functions in global human resources. Topics include global staffing, training, compensation, and evaluation.

HRMN 486A Workplace Learning in Human Resource Management (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HRMN 486B Workplace Learning in Human Resource Management (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

HRMN 495 Contemporary Issues in Human Resource Management Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits). Prerequisite: HRMN 400. A study of human resource management that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The goal is to consider and analyze emerging issues in human resource management. Students may receive credit for only one of the following courses: BMGT 388K, HRMN 494, or HRMN 495.

INFORMATION ON COURSES

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, cybersecurity management and policy, or nursing for registered nurses
- a minor in information systems management
- a certificate in Management Foundations or Project Management
- electives (including related requirements for the majors in nursing for registered nurses, health services management, and most business-related areas)

IFSM 201 Concepts and Applications of Information Technology (3)

(Access to a standard office productivity package, i.e., word processing, spreadsheet, and presentation software, required.) An introduction to data and the range of technologies (including hardware, software, databases, and networking and information systems) that provide the foundation for the data-centric focus of modern organizations. The objective is to apply knowledge of basic technical, ethical, and security considerations to select and use information technology (and the data that arises from technology) effectively in one's personal and professional lives. Discussion covers issues related to technology as a vehicle for collecting, storing, and sharing data and information, including privacy, ethics, security, and social impact. Applied exercises focus on the manipulation, analysis, and visualization of data and effective data communication strategies. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 300 Information Systems in Organizations (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: IFSM 201 (or another computing course appropriate to the academic major) and WRTG 293. An overview of information systems and how they provide value by supporting organizational objectives. The goal is to analyze business strategies to recognize how technology solutions enable strategic outcomes and to identify information system requirements by analyzing business processes. Discussion covers concepts of business processes and alignment of information systems solutions to strategic goals.

IFSM 301 Foundations of Information Systems Management (3)

Prerequisite: IFSM 300. An overview of information technology management and governance. The goal is to be familiar with IT organizations, management of IT strategy, and factors in IT decision making. Topics include strategic alignment, portfolio management, risk management, business continuity, compliance, and organizational relationships.

IFSM 304 Ethics in Information Technology (3)

Recommended: IFSM 201. A comprehensive study of ethics and of personal and organizational ethical decision making in the use of information systems in a global environment. The aim is to identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values on an ethical workplace.

IFSM 305 Information Systems in Health Care Organizations (3)

An overview of how information systems provide value by supporting organizational objectives in the health care sector. The goal is to evaluate how technology solutions support organizational strategy in the health care environment and improve quality of care, safety, and financial management. Topics include the flow of data among disparate health information systems and the ethical, legal, and regulatory policy implications.

IFSM 310 Software and Hardware Infrastructure Concepts (3)

Prerequisite: IFSM 301. A study of the hardware, software, and network components of computer systems and their interrelationships. The objective is to select appropriate components for organizational infrastructures. Discussion covers the application of system development life-cycle methodology to build secure integrated systems that meet business requirements. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 311 Enterprise Architecture (3)

Prerequisite: IFSM 310. A study of enterprise architecture and frameworks, including the transition of current business processes and functional systems to an enterprise solution. The aim is to analyze how enterprise architecture and resulting enterprise systems support an organization's ability to adapt and respond to a continually changing business and competitive environment.

IFSM 330 Business Intelligence and Data Analytics (3)

Prerequisite: CMIS 102 or prior programming experience. A hands-on, project-based introduction to databases, business intelligence, and data analytics. The aim is to design secure industry-standard databases and utilize business intelligence and data analytics techniques and technologies to support decision making. Topics include data and relational databases, SQL queries, business intelligence tools and alignment with business strategy, data analytics, and visualization techniques.

IFSM 370 Telecommunications in Information Systems (3)

(Formerly CSIA 302.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunications infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, CSIA 302, IFSM 370, or IFSM 450.

IFSM 432 Business Continuity Planning (3)

Prerequisite: IFSM 311. An analysis of the requirements for business continuity and disaster recovery planning related to mission-critical business information systems. The goal is to assess the risk to continuity of business processes, develop a business continuity/disaster recovery plan according to industry standards and best practices, and develop a test plan. Topics include risk assessment and organizational requirements for maintaining systems. A group project is designed to produce and validate a comprehensive business continuity and disaster recovery plan. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

IFSM 438 Information Systems Project Management (3)

Prerequisite: IFSM 300 or CSIA 350. A practical application of project management principles and procedures. The objective is to manage and control IT projects in alignment with organizational strategic goals and within resource constraints and to manage high-performing project teams to implement IT solutions. Topics include the development, control, and execution of plans to manage information systems projects as part of a team and the use of Microsoft Project to develop project schedules and related components. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 441 Agile Project Management (3)

Prerequisite: IFSM 438. An advanced study of agile project management methods for software development. The objective is to apply agile practices to better manage projects characterized by complexity and uncertainty with responsiveness and adaptability and to consider alternative approaches to managing projects by matching the approach to the characteristics of a project. Topics include estimation techniques; the scrum (software development) process, i.e., inspect, adapt, and improve; and dealing with organizational impediments to adoption.

IFSM 461 Systems Analysis and Design (3)

Prerequisites: IFSM 311 and IFSM 330 (or CMIS 320). A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build, and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life-cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, or IFSM 461.

IFSM 486A Workplace Learning in Information Systems Management (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

IFSM 486B Workplace Learning in Information Systems Management (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

IFSM 495 Trends and Practical Applications in Information Systems Management (3)

(Intended as a capstone course to be taken in a student's last 6 credits of major coursework.) Prerequisites: IFSM 438 and IFSM 461. A practical application of the knowledge and experience gained from previous study in information systems management. The aim is to demonstrate a mastery of information systems and management concepts. Emerging issues and trends in information systems management are considered.

INFORMATION ON COURSES

Japanese

Courses in Japanese (designated JAPN) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major or minor in East Asian studies
- electives

If you have prior experience in the Japanese language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC—you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in Japanese and wish instruction in written Japanese.

UMGC offers a limited number of foreign language courses each session.

JAPN 111 Elementary Japanese I (3)

(Not open to native speakers of Japanese; assumes no prior knowledge of Japanese. Students with prior experience with the Japanese language should take a placement test to assess appropriate level.) An introduction to spoken and written Japanese language. The objective is to communicate in Japanese in some concrete, real-life situations using culturally appropriate language; read and write hiragana; and read some katakana words in context.

JAPN 112 Elementary Japanese II (3)

Prerequisite: JAPN 111 or appropriate score on a placement test. A continued introduction to spoken and written Japanese. The goal is to communicate in Japanese in concrete, real-life situations using culturally appropriate language; read and write katakana; and recognize some kanji characters in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

JAPN 114 Elementary Japanese III (3)

Prerequisite: JAPN 112 or appropriate score on a placement test. Further study of spoken and written Japanese. The aim is to communicate in Japanese in a variety of concrete, real-life situations, using culturally appropriate language and to expand recognition of kanji characters in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

JAPN 115 Elementary Japanese IV (3)

Prerequisite: JAPN 114 or appropriate score on a placement test. Further development of skills in elementary spoken and written Japanese. The aim is to interact effectively with native speakers of Japanese in a variety of real-life situations using culturally appropriate language and to recognize and distinguish more commonly used kanji characters in context. Practice is provided in fine-tuning pronunciation and applying language skills to a range of contexts.

JAPN 221 Intermediate Japanese I (3)

Prerequisite: JAPN 115 or appropriate score on a placement test. Development of skills in intermediate spoken and written Japanese. The aim is to interact effectively with native speakers of Japanese in a range of personal and professional situations and to recognize and read approximately 275 Japanese characters in context. Focus is on using culturally appropriate language in a variety of contexts.

JAPN 222 Intermediate Japanese II (3)

Prerequisite: JAPN 221 or appropriate score on a placement test. Further development of skills in intermediate spoken and written Japanese. The aim is to communicate effectively with native speakers of Japanese in a broad range of personal and professional situations and to recognize and read approximately 320 Japanese characters in context. Practice is provided in interacting with others in a variety of interpersonal contexts.

JAPN 333 Japanese Society and Culture (3)

(Formerly ASTD 333. Fulfills the general education requirement in the arts and humanities. Conducted in English.) A study of the origin and historical background of contemporary Japanese society and culture. Students may receive credit for only one of the following courses: ASTD 333 or JAPN 333.

Journalism

Courses in journalism (designated JOUR) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in writing (JOUR 201 only)
- a major or minor in communication studies
- electives

JOUR 201 fulfills the general education requirement in communications.

UMGC offers only a limited number of courses each session in this discipline.

JOUR 201 Introduction to News Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to writing news articles for print and electronic media. The aim is to evaluate the newsworthiness of information and events and write in journalistic style. Emphasis is on writing—from mechanics (grammar, spelling, punctuation, and journalistic style) to content (accuracy, completeness, audience, and readability) and reporting.

JOUR 330 Public Relations Theory (3)

Prerequisite: JOUR 201. A study of the evolution, scope, and contemporary practice of public relations and its strategic value in business, nonprofits, government, associations, and other organizations. The goal is to apply legal, ethical, and professional standards to the everyday practice of public relations. Topics include communication theory, social science, and audience dimensions as they are applied to a four-step process: research, planning, communication, and evaluation.

JOUR 486A Workplace Learning in Journalism (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

JOUR 486B Workplace Learning in Journalism (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Korean

Courses in Korean (designated KORN) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major or minor in East Asian studies
- electives

KORN 333 Korean Society and Culture (3)

(Formerly ASTD 353. Fulfills the general education requirement in the arts and humanities. Conducted in English.) Recommended: Any writing class and either ASTD 284 or ASTD 285. An interdisciplinary study of contemporary Korea from a variety of sociohistorical and cultural perspectives. Topics include the Korean Diaspora, the Korean Wave (Hallyu), Korea as a conduit between China and Japan, social and religious practices, Korean women, the Japanese occupation, and Korea's global impact. The aim is to articulate the key historic developments that have shaped contemporary Korean society, recognize and distinguish unique Korean influences and contributions, and assess key aspects of traditional and contemporary Korean society and culture. Focus is on developing a stronger understanding of Korean society and culture for practical and professional application. Students may receive credit for only one of the following courses: ASTD 353 or KORN 333.

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 minor in law for business
- electives

LGST 101 Introduction to Law (3)

A survey of the U.S. legal system and the roles and responsibilities of the various personnel who work in that environment. The objective is to evaluate situations and make recommendations for action based on an understanding of law, legal institutions, and court procedures. Topics include the organization and powers of federal and state lawmaking institutions, court procedures, legal analysis, and careers in the legal environment. Students may receive credit for only one of the following courses: LGST 101 or PLGL 101.

INFORMATION ON COURSES

LGST 200 Techniques of Legal Research (3)
An introduction to common research methods used to locate primary and secondary authority relevant to given topics and issues. The goal is to find valid, relevant, mandatory primary authority. Topics include the analysis, publication, and citation of judicial opinions and statutory law; the features and use of secondary sources; and various computer-assisted research tools to find and validate primary authority. Students may receive credit for only one of the following courses: LGST 200 or PLGL 200.

LGST 201 Legal Writing (3)
Prerequisite: LGST 200. An introduction to the principles of writing clearly and effectively in the legal environment. The objective is to draft writings that synthesize law, analyze legal issues, and explain law and legal analysis to a nonlegal audience. Assignments include a legal synthesis memo, case law and statutory analysis memos, and a client letter. Students may receive credit for only one of the following courses: LGST 201 or PLGL 201.

LGST 204 Legal Ethics (3)
A survey of basic principles relating to the ethical practice of law. The objective is to identify ethical problems, draft writings that apply ethical rules and interpretations to legal ethical dilemmas, and avoid and resolve legal ethical problems through appropriate use of office procedures. Rules and guidelines governing the ethical conduct of lawyers and nonlawyers are covered, as 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 300 Advanced Legal Research and Analysis (3)
Prerequisite: LGST 200. An in-depth examination of research methods to identify primary authority relevant to legal issues. The goal is to identify legal issues, implement research strategies to find relevant primary authority, and use this authority to analyze the issues. Topics include the use of computer-assisted legal research systems to locate case law, statutory law, administrative law, and rules of procedure and evidence and methods to identify and analyze legal issues. Students may receive credit for only one of the following courses: LGST 400 or PLGL 400.

LGST 301 Advanced Legal Writing (3)
Prerequisite: LGST 201. A focused study of the principles and techniques for drafting legal advocacy writings. The objective is to analyze legal issues and advocate for results based on that analysis. Assignments include a complex office memorandum, a demand letter, and an external advocacy memorandum. Students may receive credit for only one of the following courses: LGST 301, LGST 401, or PLGL 401.

LGST 312 Torts (3)
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. The goal is to investigate and evaluate tort claims in order to develop litigation strategies and to research law in order to draft legal writings that support a legal conclusion. Topics include intentional torts, negligence, strict liability, damages, and civil procedure. Students may receive credit for only one of the following courses: LGST 312 or PLGL 312.

LGST 314 Workers' Compensation Law (1)
A thorough study of the Maryland Workers' Compensation Act and the practice of workers' compensation law in Maryland. The goal is to apply knowledge of legal systems, concepts, and methodologies to support client objectives efficiently and ethically. Topics include employer/employee relationships, injuries, defenses, compensation benefits, vocational rehabilitation, and appeals. Assignments include legal and factual research and the composition of legal documents or completion of forms. Students may receive credit for only one of the following courses: LGST 314 or PLGL 398H.

LGST 315 Domestic Relations (3)
Prerequisite: LGST 201. A study of the processes, procedures, and writings of family law practice. The aim is to identify, analyze, and apply the rules of professional conduct to domestic issues; research applicable law and factual information related to domestic relations issues and draft legal writings; and complete standardized forms to resolve domestic issues. Topics include divorce, separation, and annulment and alimony; child custody and visitation; child support; disposition of property; and the legal rights of children. Relevant aspects of civil procedures, enforcement, and the modification of orders and agreements are covered. Students may receive credit for only one of the following courses: FMCD 487, LGST 315, or PLGL 315.

LGST 316 Estates and Probate (3)
Prerequisite: LGST 201. A fundamental study of the legal concepts required to draft and prepare simple wills and administer estates. The goal is to construct an estate plan supporting the creation and administration of a simple estate. 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 that reflect the processes and procedures required by law. 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)

Prerequisite: LGST 201. A study of the substantive and procedural aspects of the criminal justice system. The objective is to identify, analyze, and apply the rules of professional conduct to develop ethical strategies, research law, and draft legal writings to support the prosecution or defense of crimes. Topics include crimes and defenses, penalties, and court procedures. Students may receive credit for only one of the following courses: LGST 320 or PLGL 320.

LGST 325 Litigation (3)

Prerequisite: LGST 201. A comprehensive study of the Federal Rules of Civil Procedure and the process of civil litigation. The aim is to use technology and administrative best practices to collect, track, retrieve, and prepare evidence during the litigation process; interpret and apply the rules to develop case strategies; and interact with individuals within the legal system to effectively and ethically support the litigation process. Students may receive credit for only one of the following courses: LGST 325 or PLGL 325.

LGST 330 Administrative Law (3)

Prerequisite: LGST 201. An overview of the functions and procedures of federal and state administrative agencies. The goal is to monitor and analyze administrative agency actions in order to make recommendations to proposed and final agency rules and administrative decisions. Topics include rulemaking, adjudication, the use and control of agency discretion, and disclosure of information. Focus is on researching relevant law and writing effective and persuasive communications for use in administrative adjudications or to obtain information held by government agencies. Students may receive credit for only one of the following courses: LGST 330 or PLGL 330.

LGST 340 Contract Law (3)

Prerequisite: LGST 201. A comprehensive study of the major areas of contract law. The objective is to identify and analyze contractual precedent and statutory authority; develop litigation strategies; and explain contract concepts, remedies, and procedures that support a legal conclusion. Topics include formation, interpretation and enforcement, discharge, breach, and remedies for breach. Students may receive credit for only one of the following courses: LGST 340 or PLGL 340.

LGST 398 Special Topics in Legal Studies (1)

An examination of topics in legal studies and related fields. May be repeated when topics differ.

LGST 486A Workplace Learning in Legal Studies (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

LGST 486B Workplace Learning in Legal Studies (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

LGST 495 Advanced Legal Practices (3)

(Intended as a capstone course, to be taken in a student's last 9 credits of coursework for the major.) Prerequisite: LGST 301. A portfolio-driven study of professional practices in the legal field. The goal is to integrate the competencies gained through previous coursework and experience. Assignments include projects relevant to work in the legal environment.

Library Skills and Information Literacy

Courses in library skills and information literacy (designated LIBS) may be applied toward

- the general education requirement in research
- electives

LIBS 150 Introduction to Research (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using web search engines and the UMGC Library's electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

Marketing

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

- a major in marketing, business administration, or management studies
- a minor in marketing or business administration
- a certificate in Management Foundations
- electives (including related requirements in major in accounting)

MRKT 310 Marketing Principles (3)

A foundation in the principles of marketing used to manage profitable customer relationships. The objective is to understand the pivotal role of marketing within both an organization's strategic plan and the marketing process and determine marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 314 Nonprofit Marketing (3)

Prerequisite: MRKT 310. An overview of the key issues of marketing in a nonprofit organization. The aim is to develop marketing plans that maximize exchange relationships with multiple stakeholders. Topics include the application of marketing-mix principles. Projects include researching and writing a grant proposal. Students may receive credit for only one of the following courses: BMGT 398B or MRKT 314.

MRKT 354 Integrated Marketing Communications (3)

Prerequisite: MRKT 310. A project-driven study of the integration of marketing communications tools used to achieve customer-centered marketing communications objectives. The goal is to develop and evaluate an integrated marketing communications plan and manage the marketing communications function. Topics include advertising, direct marketing, public relations, sales promotion, interactive and social media, buzz marketing, and personal selling. Students may receive credit for only one of the following courses: BMGT 354 or MRKT 354.

MRKT 395 Managing Customer Relationships (3)

Prerequisite: MRKT 310. A comprehensive study of marketing strategies focused on identifying profitable customers, retaining those customers, and growing their lifetime value. The aim is to identify and differentiate individual customers and customer groups, use data to determine customer interactions, and determine how to provide customization within a mass customization environment. Topics include data mining to identify individual customers, determining loyalty segments of customers, assessing the lifetime revenue value of customers, understanding customer behavior, developing programs to change customer behavior, and designing customer loyalty and customer service programs and policies. Discussion also covers various customer relationship management (CRM) technology-related tools and metrics to support management's assessment of customer relationship management efforts. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, MGMT 398A, or MRKT 395.

MRKT 410 Consumer Behavior (3)

Prerequisite: MRKT 310. A study of the increasing importance of understanding consumers in the marketing system. The objective is to assess internal, external, and situational factors in developing marketing strategies; apply internal factors to market segmentation; and formulate marketing-mix strategies. Discussion covers the foundations of consumer behavior (such as economic, social, psychological, and cultural factors) and the influence of well-directed communications. Consumers are analyzed in marketing situations as buyers and users of products and services and in relation to the various social and marketing factors that affect their behavior. Students may receive credit for only one of the following courses: BMGT 451, CNEC 437, or MRKT 410.

MRKT 412 Marketing Research (3)

Prerequisites: MRKT 310 and STAT 200. A study of the specialized field of marketing research as it is used to identify market needs, profile target markets, test promotional efforts, and measure the effectiveness of marketing plans. The goal is to assess marketing research needs, design and implement a marketing research plan, and use results to formulate marketing strategies. Discussion covers procedures for planning survey projects, designing statistical samples, tabulating data, and preparing reports. Emphasis is on managing the marketing research function. Students may receive credit for only one of the following courses: BMGT 452 or MRKT 412.

MRKT 454 Global Marketing (3)

Prerequisite: MRKT 310. An in-depth study of marketing principles as they relate to the global marketplace. The aim is to apply marketing principles and strategies to a global organization and markets. Discussion covers the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics also include the political, economic, legal, regulatory, and sociocultural trends affecting international marketing; the dynamic environments in which global marketing strategies are formulated; and the challenge of implementing marketing programs leading to competitive advantage.

MRKT 457 Digital Marketing (3)

Prerequisite: MRKT 310. An exploration of how the use of information technology can enhance the marketing process and create relationships with customers. The objective is to incorporate consumer expectations into a digital marketing plan, evaluate digital marketing delivery options, analyze effective website design, evaluate competitive digital marketing strategies, and explore the ethical and legal issues created by the new technology. Topics include the use of the internet in developing marketing strategy, conducting market research, and making marketing-mix decisions. Students may receive credit for only one of the following courses: BMGT 398O, BMGT 398R, MGMT 398O, MGMT 398R, or MRKT 457.

MRKT 486A Workplace Learning in Marketing (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

MRKT 486B Workplace Learning in Marketing (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

MRKT 495 Strategic Marketing Management (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: MRKT 354, MRKT 410, and MRKT 412. A study of marketing that integrates knowledge gained through previous coursework and experience in marketing and builds on those concepts through integrative analysis, practical application, and critical thinking. The aim is to manage the marketing process, perform root cause analysis, formulate alternative solutions, and propose marketing strategies and tactics. Emphasis is on the use of appropriate decision models. Topics include the analysis of consumers and markets. Discussion also covers emerging issues. Students may receive credit for only one of the following courses: BMGT 457 or MRKT 495.

Mathematics

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

- the general education requirement in mathematics
- a minor in mathematical sciences
- related requirements for a major in computer science or environmental management
- electives

Degree-seeking students must begin progress toward the general education requirement in mathematics (or present the equivalent in transfer) during their first 24 credits of enrollment at UMGC.

The following courses fulfill the general education requirement in mathematics:

MATH 105	Topics for Mathematical Literacy
MATH 107	College Algebra
MATH 115	Pre-Calculus
MATH 140	Calculus I
MATH 141	Calculus II
MATH 241	Calculus III
MATH 340	Linear Algebra
STAT 200	Introduction to Statistics

In all instances, you should review the degree requirements for your chosen major; in some cases, a specific course may be required.

Successful completion of prerequisite coursework is required for enrollment in MATH 108, MATH 140, and any higher-numbered MATH or STAT courses.

You are expected to own and use scientific calculators in all mathematics and statistics courses.

MATH 105 Topics for Mathematical Literacy (3)

(For students who do not need a college algebra, statistics, or higher-level mathematics course. Meets the general education requirement in mathematics.) An investigation of contemporary topics in mathematics. The aim is to apply mathematical processes to solve problems involving exponential and logarithmic modeling, personal finance, probability, basic logical thinking, and statistical reasoning.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) An introduction to equations and inequalities and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. The objective is to apply appropriate technology and demonstrate fluency in the language of algebra; communicate mathematical ideas; perform operations on real numbers, complex numbers, and functions; solve equations and inequalities; analyze and graph circles and functions; and use mathematical modeling to translate, solve, and interpret applied problems. Technology is used for data modeling. Discussion also covers applications. Students may receive credit for only one of the following courses: MATH 107 or MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) Prerequisite: MATH 107. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 115 Pre-Calculus (3)

(Not open to students who have completed MATH 140 or any course for which MATH 140 is a prerequisite.) An explication of equations, functions, and graphs. The goal is to demonstrate fluency in pre-calculus; communicate mathematical ideas appropriately; solve equations and inequalities; analyze and graph functions; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include polynomials, rational functions, exponential and logarithmic functions, trigonometry, and analytical geometry. Students may receive credit for only one of the following courses: MATH 107, MATH 108, or MATH 115.

MATH 140 Calculus I (4)

Prerequisite: MATH 108 or MATH 115. An introduction to calculus. The goal is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; and solve problems by identifying, representing, and modeling functional relationships. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, or MATH 140.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions. The aim is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; model and solve problems using integrals and interpret the results; and use infinite series to approximate functions to model real-world scenarios. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, or MATH 141.

MATH 241 Calculus III (4)

Prerequisite: MATH 141. An introduction to multivariable calculus. Exposition covers vectors and vector-valued functions; partial derivatives and applications of partial derivatives (such as tangent planes and Lagrange multipliers); multiple integrals; volume; surface area; and the classical theorems of Gauss, Green, and Stokes. The objective is to use multivariate calculus to solve real-world problems.

MATH 246 Differential Equations (3)

Prerequisite: MATH 141 or MATH 132. An introduction to the basic methods of solving differential equations. The goal is to demonstrate fluency in the language of differential equations; communicate mathematical ideas; solve boundary-value problems for first- and second-order equations; and solve systems of linear differential equations. Topics include solutions of boundary-value problems for first- and second-order differential equations; solutions of systems of linear differential equations; series solutions, existence, and uniqueness; and formulation and solution of differential equations for physical systems.

MATH 301 Concepts of Real Analysis I (3)

Prerequisite: MATH 141. A study of real analysis. The aim is to construct formal mathematical proofs and solve problems. Topics include sequences and series of numbers, continuity and differentiability of real-valued functions of one variable, the Riemann integral, sequences of functions, and power series. Students may receive credit for only one of the following courses: MATH 301 or MATH 410.

MATH 340 Linear Algebra (4)

Prerequisite: MATH 140. An examination of linear algebra. The aim is to demonstrate applications of various concepts in linear algebra. Topics include abstract vector spaces, linear transformations, algebra of matrices, determinants, similarity, eigenvalues and eigenvectors, and applications to systems of equations. Discussion also covers solutions of problems in physics, engineering, and the sciences. Students may receive credit for only one of the following courses: MATH 240, MATH 340, MATH 400, or MATH 461.

MATH 402 Algebraic Structures (3)

Prerequisite: MATH 141. An overview of algebraic structures. The aim is to construct mathematically correct and concise proofs. Discussion covers techniques of proofs, set theory, and the application of those techniques. Topics also include groups, subgroups, isomorphisms, rings, integral domains, and fields.

MATH 463 Complex Analysis (3)

Prerequisite: MATH 141. An overview of the theory and practice of complex variables to enrich the study of differential equations, real analysis, and numerical analysis. The aim is to use complex variables to analyze problems that have direct applications to physical problems. Topics include complex numbers, functions, inverse functions, mappings, integrals, series, and poles in the complex numbers.

INFORMATION ON COURSES

Music

Courses in music (designated MUSC) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major in humanities
- electives

UMGC offers a limited number of courses each session in this discipline.

MUSC 210 Music as Cultural Expression (3)

A study of the role of music in various cultures. The objective is to identify key features that define various genres of world music, articulate the roles and functions of music in world cultures, use the medium of music to explore intercultural relationships, and consciously define personal musical perspectives. Discussion covers music from various cultural traditions and the contexts in which composers and musicians practice their craft. Students may receive credit for only one of the following courses: HUMN 211 or MUSC 210.

Natural Science

Courses in natural science (designated NSCI) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences
- a major in biotechnology or laboratory management
- a minor in natural science
- electives

NSCI 100 Introduction to Physical Science (3)

Prerequisite: MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to physical science. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, the role of the physical sciences in interpreting the natural world, and the integrated use of technology. Students may receive credit for only one of the following courses: GNSC 100, NSCI 100, or NSCI 103.

NSCI 101 Physical Science Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 105, STAT 200, or a higher-numbered MATH or STAT course. Prerequisite or corequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world.

NSCI 103 Fundamentals of Physical Science (4)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 103, MATH 105, STAT 200, or a more advanced MATH or STAT course. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover the development of scientific thinking, the scientific method, the relationships among the various physical sciences, the role of the physical sciences in interpreting the natural world, and the integrated use of technology. Students may receive credit for only one of the following courses: GNSC 100, NSCI 100, or NSCI 103.

NSCI 120 Natural Sciences Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. A study of the basic principles of science investigation and observation. The objective is to apply knowledge of the natural world and experimental design to address questions about physical, chemical, geological, and ecological phenomena. Activities include observation of the natural world, experiments, measurements, data collection, and quantitative reasoning exercises.

NSCI 170 Concepts of Meteorology (3)

Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An introduction to the basic principles of atmospheric science. The goal is to use scientific and quantitative reasoning to make informed decisions about topics related to atmospheric science. Topics include the effect of different weather elements (such as temperature, pressure, winds, and humidity) on weather patterns and climate. Discussion also covers weather phenomena such as El Niño, thunderstorms, tornadoes, tropical cyclones, and midaltitude cyclones, as well as the impact of humans on Earth's atmosphere. Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

NSCI 171 Laboratory in Meteorology (1)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 105, STAT 200, or a higher-numbered MATH or STAT course. Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in meteorology. Focus is on the observation, measurement, and analysis of weather data, including the interpretation of weather patterns and conditions found on weather maps, satellite images, radar imagery, and atmosphere diagrams. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

NSCI 301 Laboratory Management and Safety (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. An overview of the role of scientific methodology, data handling, and management practices in research and manufacturing laboratories. The aim is to examine scientific principles; research and development practices; safety and health compliance; and management of laboratory personnel, space, inventory, and equipment. Assignments will address laboratory operating systems, finances and recordkeeping, safety regulations and procedures, data management, project planning, problem solving, procurement, personnel training, and communication with a broad array of stakeholders. Students may receive credit for only one of the following courses: GNSC 301, MEDT 301, or NSCI 301.

NSCI 362 Environmental Change and Sustainability (3)

A multidisciplinary study of the global environment and human impact on it. The goal is to apply scientific reasoning to make informed decisions about the role of human activity on global environmental sustainability. Emphasis is on the concept of sustainability as it applies to human interactions with the environment. Current scientific research is used to explore the scientific, social, and global implications of environmental issues such as global warming, population growth, energy resources, biodiversity, and the genetic modification of organisms. Discussion covers the environment as "global commons" and individual responsibility in environmental sustainability. Students may receive credit for only one of the following courses: BEHS 361, BEHS 365, ENMT 365, GNSC 361, HUMN 360, NSCI 361, or NSCI 362.

NSCI 398 Special Topics in Natural Science (3)

A study of topics in the sciences of special interest to students and faculty.

Nursing

Courses in nursing (designated NURS) may be applied as appropriate (according to individual program requirements) toward a major in nursing for registered nurses.

NURS 300 Science and Research in Nursing (3)

(Open only to students majoring in nursing for registered nurses.) An overview of the basic concepts of nursing research. The aim is to understand the contribution of research to nursing knowledge and practice, demonstrate skill in conducting research using available scientific literature, critically appraise current evidence-based research, and apply the findings to promote clinical best practices in nursing. Evidence-based research is evaluated from a legal and ethical perspective in the protection of human subjects. Topics include scientific process, research methods, experimental protocols, informed consent, evaluation of research literature, and ethical issues in research.

INFORMATION ON COURSES

NURS 350 Global Health Issues (3)
(Open only to students majoring in nursing for registered nurses.) Prerequisite: NURS 300. An overview of global health issues and strategies that promote the health of nations. Global perspectives on health issues and policies are explored. The aim is to understand how disparities in health and access to health care can influence the burden of disease. Discussion covers the global burden of disease, determinants of health, and other factors that affect the health of countries. Topics also include nutrition, maternal and child health, mental health, environmental health, communicable and noncommunicable diseases, and disaster/emergency preparedness and response.

NURS 360 Health Assessment (3)
(Open only to students majoring in nursing for registered nurses. Purchase of access to *shadowhealth.com* is required.) An overview of the role of the professional nurse in performing comprehensive health assessments. The aim is to conduct comprehensive and holistic health assessments, recognize health deviations, formulate thorough individualized plans of care, anticipate treatment outcomes, and demonstrate appropriate communication and interprofessional collaboration skills in promoting patient-centered care. Topics include diversity, special populations, care across the lifespan, recognizing deviations in health, health promotion, and disease prevention. Students may receive credit for only one of the following courses: NURS 360 or NURS 362.

NURS 362 Health Assessment for Registered Nurses (4)
(Open only to students majoring in Nursing for Registered Nurses.) Prerequisite: NURS 300. An overview of the role of the professional nurse in performing comprehensive health assessments. The aim is to conduct comprehensive and holistic health assessments, recognize health deviations, formulate thorough individualized plans of care, and anticipate treatment outcomes. Focus is on demonstrating appropriate communication and interprofessional collaboration skills in promoting patient-centered care. Topics include diversity, special populations, care across the lifespan, recognizing deviations in health, health promotion and disease prevention. Students may receive credit for only one of the following courses: NURS 360 or NURS 362.

NURS 410 Applying Evidence-Based Practice in Nursing (3)
(Open only to students majoring in nursing for registered nurses.) Prerequisite: NURS 300. A study of the principles and models of evidence-based nursing practice. The objective is to demonstrate critical-thinking skills in applying the findings of evidence-based practice to the clinical environment. Focus is on evaluating patient outcomes data to identify clinical practice areas that are amenable to quality improvement projects. Assignments include selecting a problem area of clinical practice and developing a proposal for a solution.

NURS 420 Advocacy and Politics in Nursing (3)
(Open only to students majoring in the nursing for registered nurses.) Prerequisite: HMGT 372. An overview of the basic principles involved with the legislative process and an examination of how nurses can use political advocacy strategies to influence health care policies. Focus is on applying interpersonal, communication, leadership, and advocacy skills to support the application of social justice principles in health care delivery practices to diverse populations and promote the nursing profession.

NURS 460 Family and Community Health Nursing (3)
(Open only to students majoring in nursing for registered nurses.) Prerequisite: NURS 360. An overview of the role of the professional nurse in the care of the family and community. Focus is on applying the nursing process to the care of families and communities. The goal is to identify health risks within a family and design a plan of care using evidence-based practices, obtain information about family and community health systems using systematic research practices, and develop a health promotion education plan for the community. Practice experiences include conducting a windshield survey and communicating and collaborating with community health care professionals in the planning and implementation of a health promotion project that addresses a community health care need. Topics include diversity, community as a patient, environmental influences, families at risk, health promotion, risk reduction, vulnerable populations, disaster preparedness, and coalition building. Students may receive credit for only one of the following courses: NURS 460 or NURS 462.

NURS 462 Nursing Care of the Family and Community (4)

(Open only to students majoring in nursing for registered nurses.) Prerequisite: NURS 360 or NURS 362. An overview of the role of the professional nurse in the care of the family and community. Focus is on applying the nursing process to the care of families and communities. The goal is to identify health risks within a family and design a plan of care using evidence-based practices, obtain information about family and community health systems using systematic research practices, and develop a health promotion education plan for the community. Direct patient care practice experiences include conducting a windshield survey and communicating and collaborating with community health care professionals in planning and implementing health promotion activities that address a community health care need. Topics include diversity, the community as a patient, environmental influences, families at risk, health promotion, risk reduction, vulnerable populations, disaster preparedness, and coalition building. Students may receive credit for only one of the following courses: NURS 460 or NURS 462.

NURS 485 Leadership and Management in Professional Nursing Practice (4)

(Open only to students majoring in nursing for registered nurses. Intended as a final, capstone course to be taken in student's last 9 credits.) Prerequisite: NURS 410. A study of leadership concepts, theories, and techniques used in the nursing profession to promote high-quality patient care in a variety of settings. The aim is to integrate nursing leadership concepts and theories into the various roles of the professional nurse, promote professional development for self and others, and apply business principles in the management of patients in complex and diverse health care environments. Students may receive credit for only one of the following courses: NURS 485 and NURS 495.

NURS 495 Leadership and Management in Nursing (3)

(Open only to students majoring in nursing for registered nurses. Intended as a final, capstone course to be taken in the student's last 9 credits). Prerequisite: NURS 410. A study of leadership concepts, theories, and techniques used in the nursing profession to promote high-quality patient care in a variety of settings. The aim is to integrate nursing leadership concepts and theories into the various roles of the professional nurse, promote professional development for self and others, and apply business principles in the management of patient care in complex and diverse health care environments. Assignments include interviewing a nurse manager/leader and developing a business proposal to address a quality care or patient safety issue. Students may receive credit for only one of the following courses: NURS 485 or NURS 495.

Nutrition

Courses in nutrition (designated NUTR) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences
- electives

NUTR 100 Elements of Nutrition (3)

A study of the fundamentals of human nutrition. The changing nutritional needs of individuals and families are explored. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

Philosophy

Courses in philosophy (designated PHIL) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a major in East Asian studies or humanities
- a minor in philosophy or East Asian studies
- electives

UMGC offers only a limited number of courses each session in this discipline.

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The goal is to identify and consider central, recurring problems of philosophy. Emphasis is on developing awareness of the significance of philosophical problems and learning to offer rationally justifiable solutions. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 110 Practical Reasoning (3)

An examination of methods for thinking analytically about real-world problems and solving them. The goal is to apply logical arguments to practical decision making. Topics include inductive and deductive reasoning; the properties of arguments; methods of logical analysis; synthesis of ideas; informal fallacies; and the role of presuppositions and other factors in scientific, social, ethical, and political problems.

PHIL 140 Contemporary Moral Issues (3)
An exploration of how philosophical analysis can serve as a foundation for thinking clearly about moral issues. The aim is to construct arguments about current and widely debated ethical problems such as euthanasia and reverse discrimination. Discussion examines foundational ethical theories as a basis for looking at these problems. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 304 Contemporary Social Justice Issues (3)
Recommended: PHIL 100 and PHIL 140. A thematic exposition of social justice issues. Topics include the relationship of the individual to society, human relationships with the environment, the use of technology, medical decision making, social equalities and inequalities, and workplace issues. The objective is to improve one's awareness of ethical issues and recognize and analyze ethical problems in the contemporary global context through a deeper understanding of ethical theories.

PHIL 336 Ideas Shaping the 21st Century (3)
An overview of ideas and philosophies likely to affect humanity and this planet in the 21st century. The goal is to identify and understand predominant modes of thought; critically evaluate ideas that affect ways of living; articulate the principles underlying cooperation and dissention among different cultures, institutions, and individuals; and trace the influence of key ideas across various realms of human activity to navigate the challenges of the modern world. Students may receive credit for only one of the following courses: HUMN 336 or PHIL 336.

PHIL 348 Religions of the East (3)
An examination of the religions of the East, including Jainism, Sikhism, Hinduism, Buddhism, Chinese religions, and Shinto. The aim is to gain a historical perspective on world events and understand the interrelationships of these religious traditions, historically and doctrinally. Students may receive credit for only one of the following courses: HUMN 348, HUMN 350, or PHIL 348.

PHIL 349 Religions of the West (3)
An examination of the religions of the West, including the Zoroastrian, Judaic, Christian, and Islamic traditions. The aim is to gain a historical perspective on world events and to understand the interrelationships of these religious traditions, both historically and doctrinally. Students may receive credit for only one of the following courses: HUMN 349, HUMN 350, or PHIL 349.

Professional Exploration

Courses in professional exploration (designated PACE) may be applied as appropriate toward

- the general education requirement in research
- electives

PACE 111 Program and Career Exploration (3)
PACE 111B Program and Career Exploration in Business (3)
PACE 111C Program and Career Exploration in Communication/ Humanities (3)
PACE 111M Program and Career Exploration for the Military Community (3)
PACE 111P Program and Career Exploration in Public Safety (3)
PACE 111S Program and Career Exploration in Health and Sciences (3)
PACE 111T Program and Career Exploration in Technology (3)
(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

Psychology

Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences
- a major in psychology or social science
- a minor in psychology, diversity awareness, or women's studies
- electives (including related requirement for the major in nursing for registered nurses)

PSYC 100 Introduction to Psychology (3)
A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. The goal is to apply major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 300 Research Methods in Psychology (3)
Prerequisites: PSYC 100 and STAT 200. A survey of research methods focusing on the fundamentals of research design and behavior. The aim is to apply research methodologies critically and creatively to communicate effectively about the domains of psychology. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results. Students may receive credit for only one of the following courses: PSYC 300 or PSYC 305.

PSYC 301 Biological Basis of Behavior (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to the anatomical structures and physiological processes that determine behavior. The objective is to use scientifically valid resources to communicate effectively about the biological basis of behavior. Topics include the acquisition and processing of sensory information, the neural control of movement, and the biological bases of complex behaviors (such as sleep, learning, memory, sex, and language), as well as the basic functioning of the nervous system.

PSYC 306 Special Topics in Psychology (1–3)
Seminar discussion of topics of current interest. Areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 307 Special Topics in Biological Psychology (1-3)
Seminar discussion of topics of current interest. Areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 308 Special Topics in Social Psychology (1–3)
Seminar discussion of topics of current interest. Areas explored may extend or augment those covered in more general topical courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 309 Special Topics in Professional Psychology (1–3)
Seminar discussion of topics of current interest. The goal is to attain specialized knowledge in a particular area of professional psychology. Topics may extend or augment those covered in more general courses. May be repeated to a maximum of 6 credits when topics differ.

PSYC 310 Sensation and Perception (3)
Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and tactile senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world. The objective is to apply an understanding of complex neural and behavioral processes to evaluate research and analyze variations within and between species.

PSYC 321 Social Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the influence of social factors on individual and interpersonal behaviors. The objective is to analyze the underlying causes of individual and group behavior and the ways in which group attitudes and behaviors are related. Topics include conformity, attitudinal change, personal perception, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, or PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)
Prerequisite: PSYC 100. An examination of human sexuality and sexual behavior. The objective is to apply knowledge of the physiology and psychology of human sexuality. Topics include sexual anatomy, intimate relationships, sexual health, and sexual identity across the lifespan. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

PSYC 335 Theories of Personality (3)

(Formerly PSYC 435.) Prerequisite: PSYC 100. Recommended: PSYC 300. A study of major theories and perspectives on personality. The goal is to explain and evaluate major concepts in personality. Topics include trait, psychodynamic, behavioral, and humanistic theories. Methods of personality research and relevant findings are also introduced. Students may receive credit for only one of the following courses: PSYC 335 or PSYC 435.

PSYC 338 Psychology of Gender (3)

Prerequisite: PSYC 100. A survey of the biology, lifespan development, socialization, personality attributes, mental health factors, and special considerations associated with gender. The aim is to apply knowledge of cultural and historical influences relating to gender. Topics include conceptions of gender, gender roles, and gender similarities and differences.

PSYC 341 Memory and Cognition (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to basic models, methods of research, and findings in the fields of memory, problem solving, and language. The objective is to apply knowledge of cognitive processes to a variety of situations including organizational and educational settings. Both applications and theory are explored.

PSYC 342 Foundations of Learning (3)

Prerequisite: PSYC 100. Recommended: STAT 200 and PSYC 300. A review and analysis of the major phenomena and theories of human learning. The objective is to develop an understanding of the foundations of learning and practical applications of the theories. Topics include conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research. Students may receive credit for only one of the following courses: PSYC 342 or PSYC 441.

PSYC 351 Lifespan Development (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An integrated study of the biological, socioemotional, and cognitive development of humans from conception through death. The aim is to apply knowledge of lifespan development to interpersonal, community, and organizational relationships. Emphasis is on the interaction of nature and nurture on one's physiology, capability, and potential at each progressive stage of development.

PSYC 353 Abnormal Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of mental disorders across the lifespan. The goal is to evaluate emerging issues in abnormal psychology. Topics include the identification and diagnosis of specific disorders and the evolution of treatment protocols. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being. The aim is to apply analysis of cultural factors to make decisions, solve problems, and communicate effectively. Issues of globalization, diversity, cultural bias, and cross-ethnic communication are addressed.

PSYC 386 Psychology of Stress (3)

Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. The aim is to apply stress management techniques to remediate the negative impact of stress. Stress is studied as the product of the interactions among one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is examined in relation to the stresses produced in a variety of contexts, such as families and work organizations. Students may receive credit for only one of the following courses: BEHS 463, HLTH 285, or PSYC 386.

PSYC 415 History and Systems (3)

(Recommended as preparation for graduate study in psychology.) Prerequisite: PSYC 300. 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. The objective is to apply an understanding of historical context, integrating various communities of thought, to analyze emerging trends in psychology. Discussion covers theorists and theories and the influence of societal events.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 335. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. The goal is to evaluate current trends in content and methodology. Topics include counseling protocols in various applied settings.

PSYC 436 Introduction to Clinical Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 353. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The objective is to evaluate current trends in content and methodology. Topics include the identification, diagnosis, and treatment of mental health disorders. Emphasis is on the scientist-practitioner model and the critical analysis of theories and empirical research.

PSYC 437 Positive Psychology (3)
Prerequisite: PSYC 100. A survey of the science of positive psychology. The aim is to analyze and evaluate theories and applications of positive psychology. Focus is on the unique characteristics of the human experience that contribute to health and well-being. Topics include hope, optimism, human strengths, happiness, flow, and attachment.

PSYC 451 Tests and Measurements (3)
Prerequisites: PSYC 100 and PSYC 300. An examination of concepts and theories of psychological tests, measurements, and assessments, including their development, evaluation, and use. The goal is to evaluate measurements and determine appropriate applications. Discussion covers social, legal, cultural, and ethical issues in psychological testing.

PSYC 495 Senior Seminar in Psychology (3)
(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: PSYC 100, PSYC 300, and completion of all requirements for the psychology major. A study of psychology that integrates knowledge gained through previous coursework and experience. The aim is to build on that conceptual foundation through case study, reflective essays, and portfolio development.

Public Safety Administration

Courses in public safety administration (designated PSAD) may be applied as appropriate (according to individual program requirements) toward

- a major in public safety administration or homeland security
- a minor in public safety administration
- electives

PSAD 302 Introduction to Public Safety Administration (3)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to public safety administration for private- and public-sector applications. The objective is to identify key functions of public safety administration and describe the history and current forces and trends facing public safety administrators. An overview of public safety administration, highlighting its diverse aspects, is provided. Topics include management functions, paradigms and practices, challenges, and politics and risk.

PSAD 304 Contemporary Public Safety Practices (3)
Prerequisite: PSAD 302. An investigation of contemporary strategic public safety practices. The goal is to apply the concepts of hazard and risk identification and management, quality control methodology, customer service, integrated public safety services, and public and private partnerships to public service administration decision making. Discussion covers hazard and risk analysis, customer service awareness (including expectations and demands), quality control methodology (including industry standards and accreditation), integrated public services, best practices, and public/private partnerships.

PSAD 306 Public Safety Planning (3)
Prerequisite: PSAD 304. An examination of strategic and operational planning in public safety administration. The aim is to identify and analyze an existing organizational strategic plan that includes budgeting and resource allocation, identify and analyze an existing operational plan, and identify the process for implementation of operational plans. Topics include strategic plans, budgeting, resource allocation, operational plans, hazard mitigation plans, emergency operation plans, incident action plans, and implementation, including positive and negative forces.

PSAD 408 Public Safety Legal Issues and Public Policy (3)
Prerequisite: PSAD 304. A study of the legal and public policy issues faced by public safety administrators. The objective is to describe the legal system; the legal and political environment; administrative laws and regulations for the work environment; and the interrelationship among law, regulations, and public policy. Topics include the federal, state, and local legal systems; the legal and political environment; workplace administrative laws and regulations; public policy; liability; and risk reduction.

PSAD 410 Public Safety Research and Technology (3)

Prerequisite: PSAD 304 or HMLS 406. An examination of research and technology applications in public safety administration. The goal is to describe the principles of scientific research; evaluate existing research and technology; and apply the methods and resources of research, science, and technology to public safety administration. Topics include scientific research, research methodology, technology, and evaluating and utilizing research and technology in public safety administration.

PSAD 414 Public Safety Administration Ethics (3)

Prerequisite: PSAD 304 or HMLS 406. An in-depth examination of ethics and ethical issues in public safety administration. The aim is to formulate a personal ethics statement and develop an organizational code of ethics. Topics include the origin and history of ethics, ethical issues in public safety administration, ethical behavior, codes of conduct and codes of ethics, personal ethics statements, organizational culture, and political factors.

PSAD 416 Public Safety Leadership (3)

Prerequisite: PSAD 304 or HMLS 406. A study of leadership theories, skills, and techniques used in public safety administration. The objective is to define and explain basic concepts of leadership; analyze personal leadership knowledge, skills, and abilities; and evaluate leadership performance in the current public safety environment. Topics include leadership, leadership theories and styles, leadership roles, leadership performance, individual leadership skills and plans, effective leadership, and future trends.

PSAD 486A Workplace Learning in Public Safety Administration (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

PSAD 486B Workplace Learning in Public Safety Administration (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

PSAD 495 Public Safety Issues and Challenges (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: PSAD 306, PSAD 408, PSAD 410, PSAD 414, and PSAD 416. An intensive study of public safety administration that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Current and future issues in public safety administration are addressed. The aim is to integrate leadership, administration, and management concepts and apply them to current public safety issues and the protection of life, the environment, and property. Assignments include development of a comprehensive case study response to a current public safety issue and evaluation of peer reports.

Sociology

Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences
- a major in social science
- a minor in sociology, African American studies, diversity awareness, or women's studies
- electives (including related requirement for the major in nursing for registered nurses)

SOCY 100 Introduction to Sociology (3)

An introduction to the basic concepts, theoretical perspectives, and research methods in sociology. The objective is to apply sociological imagination, perspectives, and research to uncover patterns of social behavior. Topics include culture, socialization, groups, deviance, stratification, institutions, and social change. Students may receive credit for only one of the following courses: BEHS 102 or SOCY 100.

SOCY 300 American Society (3)

Prerequisite: SOCY 100. An intermediate-level survey of the structure and organization of American society, with special reference to recent social changes. The aim is to describe trends and patterns of social change in American society; compare American and global perspectives of American social values; and apply sociological theories to examine the character, structure, values, and ideology of contemporary American social thought. Topics include individualism, community commitment, and improving tolerance and equity in American society.

SOCY 309 Social Demography (3)
(Formerly SOCY 410.) Prerequisite: SOCY 100. A study of social demography. The goal is to identify, evaluate, and interpret key demographic concepts and develop an understanding of global population dynamics. Topics include types of demographic analysis, demographic data, population characteristics, migration, mortality, fertility, population theories, world population growth, and population policy. Students may receive credit for only one of the following courses: SOCY 309 or SOCY 410.

SOCY 313 The Individual and Society (3)
Prerequisite: SOCY 100. An examination of changing concepts of the interaction between the individual and society. The objective is to analyze the roles of the individual and society in the creation of and change in persistent social problems, such as poverty and social inequality. Analysis employs the framework of classical functional conflict and social constructivist theories, as well as the context of rapidly changing communication technology and globalization and their impact on the individual. Topics include the construction of social order; the role of trust in social interaction; and work, power, social organization, and the social self. Selected readings are taken from the sociologies of work, gender, modernity, postmodernism, globalization, and social change. Students may receive credit for only one of the following courses: BEHS 312, SOCY 311, or SOCY 313.

SOCY 325 The Sociology of Gender (3)
Prerequisite: SOCY 100. An inquiry into how gender is socially constructed and reconstructed in contemporary society. The aim is to assess the interaction between gender and other social identities.

SOCY 350 Contemporary Social Problems (3)
Prerequisite: SOCY 100. An advanced examination of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems discussed range from crime, domestic violence, and alienation in modern society to the environment and political conflict. Emphasis is on issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105, SOCY 210, or SOCY 350.

SOCY 398 Special Topics in Sociology (3)
Prerequisite: SOCY 100. A study of topics of special interest. May be repeated to a maximum of 6 credits when topics differ.

SOCY 423 Race and Ethnicity: A Global Perspective (3)
Prerequisite: SOCY 100. An analysis of race, ethnicity, and human relations in global society. The goal is to analyze, communicate, and project future trends in racial and ethnic relations in the United States and abroad. Discussion covers factors such as inequality, prejudice, discrimination, power, and privilege that affect race and ethnic relations. Topics include theories of race relations; the historical emergence, demographic projections, development, and institutionalization of racism; effects of racism; conflicts that are racially and ethnically based; and contemporary issues.

SOCY 426 Sociology of Religion (3)
Prerequisite: SOCY 100. Recommended: BEHS 220 or HUMN 350. An advanced examination of religion from a sociological perspective. The aim is to evaluate the influence of social location on religious beliefs and attitudes; examine relationships between church and state; and analyze current religious conflicts and controversies. Topics include fundamentalism versus extremism; modernity; religious conflicts; and the relationship of religion with race, class, gender, sexuality, and politics.

SOCY 428 Migrants and Refugees (3)
Prerequisite: SOCY 100. An advanced sociological study of international, global, and economic issues regarding migrants and refugees, addressing population movements to and from countries. The objective is to analyze data and historical evidence and assess the role of globalization on migration. Topics include migrants and refugees, immigration, the role of conflict in migration, politics and laws regarding migrants and refugees, and the role of globalization in generating population flows.

SOCY 443 Sociology of the Family (3)
Prerequisite: SOCY 100. An advanced examination of the family in society. The aim is to apply major sociological theories to understand family as a social institution; describe the changing definitions of family; examine demographic changes in marriage and family patterns; and contrast micro- and macro-level interactions among individuals, families, and society. Topics include family research, single parenting, blended families, cultural differences in families, families over the life course, and governmental policies regarding families.

SOCY 462 Women in the Military (3)
Prerequisite: SOCY 100. An advanced examination of women in the military from a sociological perspective. The objective is to understand gender, power, and the changing roles of women in the military; assess how policies affect women in the military; examine military, community, and family support systems for military women; and compare the roles and duties of women in the U.S. armed forces in war and peacetime with those of military women in other countries. Topics include the social construction of gender and sexuality of the armed forces; the history of women in the military; violence against women in the military; rank, status, and advancement of women in the military; and postmilitary transitions and career options for women.

SOCY 473 Cities and Communities (3)
An advanced sociological study of cities and the urban landscape. The aim is to apply major sociological theories to investigate interdependencies between social action, urbanization, and the environment. Focus is on current issues relevant to the challenge of building livable and sustainable cities. Topics include urban social networks, suburbanization, social problems of urbanization, and urban planning and policies.

SOCY 486A Workplace Learning in Sociology (3)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

SOCY 486B Workplace Learning in Sociology (6)
Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Software Development and Security

Courses in software development and security (designated SDEV) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing
- a major in software development and security or computer science
- electives

SDEV 300 Building Secure Web Applications (3)
Prerequisite: CMIS 242, CMIS 215, or CMIS 225. A hands-on study of best practices and strategies for building secure applications for the web. The objective is to defend against web application vulnerabilities. Topics include web application architecture, common threats and trends, cross-site scripting, SQL injection, input validation, and business logic flaws.

SDEV 325 Detecting Software Vulnerabilities (3)
Prerequisites: CMIS 320 and SDEV 300. An in-depth, practical application of techniques and tools for detecting and documenting software vulnerabilities and risks. The goal is to research, select, and use software to analyze code and isolate and prioritize application code and processes that could lead to failure or compromise data integrity or privacy. Topics include the top 25 software vulnerabilities, secure coding guidelines, static code analysis, and software assurance metrics.

SDEV 350 Database Security (3)
Prerequisite: CMIS 320. A study of processes and techniques for securing databases. The objective is to design, build, and maintain databases to minimize risks and security attacks. Topics include privileges and roles, user accounts, encryption, authentication methods, and auditing.

SDEV 355 Securing Mobile Apps (3)
Prerequisite: SDEV 325. A hands-on study of best practices for designing and building secure mobile applications. The aim is to formulate proper defenses and processes to mitigate common attacks. Focus is on mobile device infrastructure, security models, and mobile applications. Topics include code analysis, risk modeling, native and web mobile applications security, secure mobile communication, and back-end application attacks and counterattacks.

SDEV 360 Secure Software Engineering (3)

Prerequisite: CMIS 242. An in-depth study of the processes, standards, and regulations associated with secure software engineering. The objective is to plan, manage, document, and communicate all phases of a secure software development cycle. Topics include security requirements, secure software life-cycle development, threat modeling, and Security Technical Implementation Guides (STIGs).

SDEV 400 Secure Programming in the Cloud (3)

Prerequisite: SDEV 300. A hands-on study of programming secure applications in the cloud. The goal is to design and build applications in the cloud while implementing appropriate security policies. Topics include cloud computing models, risks and security challenges of programming in the cloud, and data security.

SDEV 425 Mitigating Software Vulnerabilities (3)

Prerequisites: SDEV 325 and SDEV 360. An in-depth analysis and evaluation of the mitigation of software vulnerabilities. The aim is to detect and mitigate software vulnerabilities by evaluating code. Topics include language-specific software vulnerabilities, mitigation, and input validation.

SDEV 455 Risk Analysis and Threat Modeling (3)

Prerequisite: SDEV 360. An examination of the risks and threats associated with application development. The objective is to identify valuable assets, create system architecture diagrams, decompose applications, identify and prioritize threats, and document results in a threat model. Topics include security requirements and objectives, threat identification and mitigation, and calculating risk.

SDEV 460 Software Security Testing (3)

Prerequisite: SDEV 425. A hands-on study of exploits, attacks, and techniques used to penetrate application security defenses and strategies for mitigating such attacks. The objective is to apply appropriate methodologies for software penetration testing to identify application weaknesses and logic flaws and to test and create scripts for exploitation and discovery. Topics include web architecture, application infrastructure, reconnaissance, discovery, mapping, and exploitation.

SDEV 486A Workplace Learning in Software Development (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

SDEV 486B Workplace Learning in Software Development (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Spanish

Courses in Spanish (designated SPAN) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities
- a certificate in Spanish for Business and the Professions
- electives

If you have prior experience in the Spanish language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC, you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in Spanish and wish instruction in written Spanish.

UMGC offers a limited number of foreign language courses each session.

SPAN 111 Elementary Spanish I (3)

(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish. Students with prior experience with the Spanish language should take a placement test to assess appropriate level.) An introduction to the Spanish language. The objective is to listen to, speak, read, and write elementary Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)

(Not open to native speakers of Spanish.) Prerequisite: SPAN 111 or appropriate score on a placement test. A continued introduction to the Spanish language. The goal is to listen to, speak, read, and write Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.

SPAN 211 Intermediate Spanish I (3)

Prerequisite: SPAN 112 or appropriate score on a placement test. An intermediate-level study of the Spanish language. The aim is to improve listening, speaking, reading, and writing skills in Spanish and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 114, SPAN 201, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)

Prerequisite: SPAN 211 or appropriate score on a placement test. Further intermediate-level study of the Spanish language. The objective is to listen to, speak, read, and write Spanish and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

SPAN 311 Advanced Spanish I (3)

Prerequisite: SPAN 212 or appropriate score on placement test. An in-depth review and expansion of Spanish language communication skills. The aim is to express opinions and use narration and description in a variety of personal and professional contexts. Focus is on improving linguistic proficiency while increasing cultural awareness. Students may receive credit for only one of the following courses: SPAN 301 or SPAN 311.

SPAN 314 Modern Spanish-Speaking Cultures (3)

Prerequisite: SPAN 212 or appropriate score on placement test. An overview of the diverse cultures that constitute the Spanish-speaking world, taught entirely in Spanish. The objective is to foster intercultural communication skills, recognize aspects of Spanish-speaking cultures and their significance to global and American society, and employ strategies to enhance language development and cultural awareness. Discussion covers the social, historical, and political experience of the Spanish-speaking people of Latin America, Spain, and the United States.

SPAN 418 Business Spanish I (4)

(Formerly SPAN 318.) Prerequisite: Any 300-level SPAN course or appropriate score on placement test. An exploration of business contexts and practices in the Spanish-speaking world, taught entirely in Spanish. The objective is to use knowledge of diverse business cultures to communicate and interact effectively in a business environment. Topics include contemporary economic conditions in various Spanish-speaking areas (including those within the United States), enterprise, management, human resources, and cultural issues that influence the workplace. Assignments include preparing a job-search portfolio and making a business presentation, both in Spanish. Students may receive credit for only one of the following courses: SPAN 315, SPAN 318, or SPAN 418.

SPAN 419 Business Spanish II (4)

Prerequisite: Any 300-level SPAN course or appropriate score on placement test. A continued exploration of business conditions and practices in the Spanish-speaking world, taught entirely in Spanish. The goal is to use knowledge of diverse business cultures to communicate and interact effectively in a business environment in Spanish. Topics include contemporary economic conditions in various Spanish-speaking areas (including areas within the United States), marketing, investments, finances, logistics, and cultural issues that influence the market. Projects include preparation of a business proposal portfolio and a professional presentation with a peer review, both in Spanish.

SPAN 486A Workplace Learning in Spanish (3)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

SPAN 486B Workplace Learning in Spanish (6)

Prerequisites: 9 credits in the discipline and prior program approval (requirements detailed online at *umgc.edu/wkpl).* The integration of discipline-specific knowledge with new experiences in the work environment. Tasks include completing a series of academic assignments that parallel work experiences.

Speech Communication

Courses in speech communication (designated SPCH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications
- a minor in speech communication, communication studies, diversity awareness, or women's studies
- a major in communication studies
- electives

SPCH 100 Foundations of Oral Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An introduction to oral communication, with emphasis on interpersonal communication, small-group communication, and public speaking. The objective is to prepare speeches, provide feedback to others, and participate in group activities. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 125 Introduction to Interpersonal Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An exploration of the role interpersonal communication plays in our personal and professional lives. The aim is to apply theoretical frameworks and key concepts in communication to personal behavior and personal and professional contexts. Topics include self-identity, perception, listening, verbal and nonverbal communication, relationship development, and conflict management.

SPCH 324 Communication and Gender (3)

Prerequisite: Any SPCH course or COMM 300. An investigation of how communication influences gender and how gender affects communication. The objective is to apply theoretical frameworks and key concepts of gender to contexts, situations, and messages. Discussion covers gender roles, gender variation across communication styles, and the role gender plays in personal and professional relationships, as well as its role in culture and the media.

SPCH 470 Effective Listening (3)

Prerequisite: Any SPCH course or COMM 300. An exploration of the complexities of message reception and interpretation as related to personal growth, social relationships, and professional development. The goal is to assess and modify listening practices. Topics include the role of listening in communication, types of listening, and listening skills for specific contexts.

SPCH 472 Nonverbal Communication (3)

Prerequisite: Any SPCH course or COMM 300. A comprehensive investigation of nonverbal communication in human interaction. The aim is to analyze the impact of nonverbal messages on interpersonal, organizational, and public communication. Emphasis is on hands-on application of principles and practices to real-world situations. Topics include foundations of interpersonal attraction, use and abuse of personal space, and cross-cultural and gendered behaviors.

SPCH 482 Intercultural Communication (3)

Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. The objective is to develop and apply communication strategies. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

Statistics and Probability

Courses in statistics and probability (designated STAT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in mathematics
- the statistics requirement for a variety of majors and minors
- electives

UMGC offers a limited number of courses each session in this discipline.

Students are expected to own and use scientific calculators in all mathematics and statistics courses.

STAT 200 Introduction to Statistics (3)

An introduction to statistics. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Topics include methods of sampling; percentiles; concepts of probability; probability distributions; normal, t-, and chi-square distributions; confidence intervals; hypothesis testing of one and two means; proportions; binomial experiments; sample size calculations; correlation; regression; and analysis of variance (ANOVA). Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, STAT 225, or STAT 230.

STAT 400 Applied Probability and Statistics (3)

Prerequisite: MATH 141. An intermediate study of statistical and probabilistic theory. The aim is to apply quantitative tools for decision making and interpret statistical results in professional literature and the media. Topics include random variables, standard distributions, sampling methods, law of large numbers and the central limit theorem, moments, estimations of parameters, and testing of hypotheses.

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
- electives

UMGC offers a limited number of courses each session in this discipline.

THET 110 Introduction to the Theatre (3)

An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. Emphasis is on engaging with theatrical performances as informed audience members and assessing one's role within the script-performance-audience dynamic. Assignments include attendance at two live professional performances. Students may receive credits for only one of the following courses: HUMN 110 or THET 110.

Women's Studies

Courses in women's studies (designated WMST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement for behavioral and social sciences (**Note:** Only WMST 200 applies.)
- a minor in women's studies or diversity awareness
- electives

UMGC offers a limited number of courses each session in this discipline.

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

An interdisciplinary study of the status, roles, and experiences of women in contemporary society. The aim is to recognize the impact of gender in all academic disciplines; analyze political, economic, social, and cultural issues through a feminist lens; and apply knowledge of local and global issues to affect positive change in women's lives. Discussion covers women's experiences across geography and history. Topics include gender and other identities, systems of privilege and inequality, sexuality, and power relations.

Workplace Learning

Workplace Learning extends education beyond the traditional classroom by integrating career-related work opportunities within your field of study.

Workplace Learning courses carry the designator of the appropriate academic discipline and the number 486A or 486B. Workplace Learning courses may not be applied toward any general education requirements or some majors and minors. You are responsible for consulting your advisor about applying Workplace Learning credit to your degree program.

More details and contact information for Workplace Learning are available on p. 204. Details are also available online at *umgc.edu/wkpl*.

Writing

Courses in writing (designated WRTG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications
- a minor in communication studies
- electives (including related requirements for the major in accounting)

If you are seeking a degree, you must complete WRTG 112 (or present its equivalent in transfer) during your first 24 credits of enrollment at UMGC. WRTG 112 is prerequisite to all writing courses with higher numbers and most courses in English and communication studies.

WRTG 391, WRTG 393, and WRTG 394 are designated as upper-level advanced writing courses and may be applied toward the general education requirement in upper-level advanced writing.

Specific WRTG courses may be recommended in relation to specific majors and minors. You should check the descriptions of your curricula.

The description of the general education requirements begins on p. 8.

WRTG 111 Academic Writing I (3)

(The first course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) An introduction to reading, writing, and critical thinking in an academic setting. The goal is to practice strategies for understanding academic texts and for developing one's ideas in relation to those texts. Focus is on writing thesis-driven essays that incorporate ideas and information from sources and demonstrate critical thinking, proper attribution, and effective language use. Students may receive credit for only one of the following courses: WRTG 100A, WRTG 111, or WRTG 111X.

WRTG 112 Academic Writing II (3)

(The second course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) Continued practice in reading, writing, and critical thinking with an emphasis on research and argumentation. The goal is to implement strategies for analyzing ideas and rhetorical techniques in academic texts and for conducting academic research. Focus is on writing an argumentative research paper that synthesizes information and ideas from multiple sources and demonstrates critical thinking, varied rhetorical strategies, proper source documentation, and effective language use. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, WRTG 101X, WRTG 112, or WRTG 112X.

WRTG 291 Research Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Continued practice in critical reading, thinking, and writing skills. The objective is to analyze, evaluate, and synthesize diverse sources and viewpoints to develop persuasive and academic writing projects. Assignments include prewriting exercises, an annotated bibliography, a synthesis research essay, and a reflective paper. Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.

WRTG 293 Introduction to Professional Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An overview of professional writing. The goal is to analyze professional communication scenarios to develop effective workplace writing. Topics include the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; and developing appropriate written responses to workplace challenges. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRTG 293.

WRTG 391 Advanced Research Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Instruction and practice in academic research skills. The objective is to critically analyze scholarly and other credible sources and effectively integrate source material into a complex argument. Emphasis is placed on synthesizing multiple sources in producing a literature review on a focused topic. Students may receive credit for only one of the following courses: ENGL 391, ENGL 391X, WRTG 391, or WRTG 391X.

WRTG 393 Advanced Technical Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: WRTG 291 or WRTG 293. A comprehensive, project-based study of applied technical writing. The aim is to design and develop appropriate and effective technical documents using strategies and technologies for a variety of audiences. Students may receive credit for only one of the following courses: COMM 393/393X, ENGL 393/393X, or WRTG 393/393X.

WRTG 394 Advanced Business Writing (3)

(Fulfills the general education requirement in upper-level advanced writing). Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards for business writing. Topics include context, purpose, audience, style, organization, format, results, technologies, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394/394X, ENGL 394/394X, or WRTG 394/394X.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

SCHOLASTIC AND ADMINISTRATIVE STANDARDS

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

Grading Methods

There are four grading methods at UMGC: standard, pass/fail, satisfactory/D/fail, and audit. The most commonly used is the standard method. The pass/fail alternative is available only under limited conditions. The satisfactory/D/fail method is restricted to certain specified courses. Any course may be audited.

The following table defines the grades and marks; regulations and usage for each are discussed in the paragraphs that follow.

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

Standard

Unless you choose either the pass/fail or audit option for a particular course, you will be given a letter grade according to the standard grading method. Under the standard method, you are given a grade of A, B, C, D, F, or FN on the basis of your performance in meeting the requirements of the course. All grades received under the standard method are included in calculating the grade point average.

Pass/Fail

If you are a degree-seeking student, have earned 30 credits (including at least 15 credits at UMGC), and have a cumulative grade point average of 2.0, you may take one elective course each standard term (fall, spring, or summer) by the pass/fail method, up to a maximum of 18 credits. You must elect pass/fail grading at the time you register. This status may not be changed after the first week of classes.

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

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

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

Satisfactory/D/Fail

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

Audit

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

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned.

Grades and Marks

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. If you are assigned the grade of F, you must register again for the course, pay all applicable tuition and fees, repeat the course, and earn a passing grade to receive credit for that course.

Failure for Nonattendance: The Grade of FN

The grade of FN is assigned if you never attend or participate in a course or if you cease to attend or participate within the first 60 percent of the course and do not officially drop or withdraw from the course. An FN grade results in zero quality points and no credit earned. It is included in calculating your grade point average and may affect your academic standing.

Passing: The Grade of P

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

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

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.

Unsatisfactory: The Grade of U

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

Grade Under Review: The Mark of G

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

Incomplete: The Mark of I

The mark of I (incomplete) is an exceptional mark given only when your work in a course has been satisfactory but, for reasons beyond your control, you have been unable to complete all the requirements of a course. The following criteria must be met:

- You must have completed at least 60 percent of the work in the course with a grade of C or better.
- You must request the mark of I before the end of the course.

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

- You must ask the faculty member for a mark of I. (Faculty members cannot award a mark of I on their own initiative.)
- The faculty member decides whether to grant the request.
- The faculty member sets a date for completion of the remaining requirements of the course.
- Together you and the faculty member agree on the remaining requirements of the course and the deadline for submitting the work.
- You are responsible for completing the work.
- After the work is completed, the faculty member submits a grade change to replace the mark of I on your record with a grade.

If the mark of I is not made up by the agreed-upon deadline (which is not to exceed the maximum time allowed for faculty to change a grade), the I is changed to an F. Refer to UMGC Policy 170.71 Policy on Grade of Incomplete at *umgc.edu /policies* for details.

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

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

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Withdrawal: The Mark of W

The mark of W is assigned when you officially withdraw from a course. This mark will appear on your transcript, but will not be included in calculating your grade point average. For purposes of financial aid, the mark of W is counted as attempted hours.

The mark of W is posted only when you withdraw from a class by following the withdrawal process described on p. 199.

Calculating the Grade Point Average

Your cumulative grade point average (GPA) is computed at the end of every term (fall, spring, or summer), based on all your graded coursework at UMGC, using the quality points assigned to each grade or mark (chart on p. 188). 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, F, or FN was received.

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

Changes in Grade

Faculty members may change a grade previously assigned no later than four months after the original grade was awarded.

Repeated Courses

Grading Repeated Courses

If you repeat a course, only the higher grade earned is included in the calculation of your GPA.

For purposes of academic progress, all approved attempts are counted, and all grades are entered on the permanent record, with a notation indicating that the course was repeated. You cannot increase the total hours earned toward a degree by repeating a course for which a passing grade was conferred previously.

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

Limits on Repeating Courses

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

Institutional Credit

A course that may not be applied toward graduation may be assigned a credit value for purposes of course load per session and tuition. This institutional credit is included in your GPA and in determining your eligibility for financial aid, tuition assistance, and veterans educational benefits. However, if you are required to take these courses, you do so in addition to the 120 units of graduation credit required for the degree.

Academic Progress

When your cumulative GPA is computed at the end of the term (fall, spring, or summer), the Office of the Registrar takes action, required by UMGC policy, according to your level of progress as described below.

There are four levels of academic progress: satisfactory, warning, probation, and dismissal. If you are in warning, probation, or dismissal status, you are notified of your status approximately three weeks after the end of the term. Warning or probation status notifications are sent via e-mail to your e-mail address of record. Dismissal status notifications are sent both via e-mail to your e-mail address of record and by letter to your permanent address of record. No notification is sent if you are making satisfactory progress.

If you have questions about your academic progress, e-mail us at *SAAcademicStanding@umgc.edu.*

Levels of Progress

The complete UMGC Policy 158.00 Undergraduate Academic Levels of Progress is available online at *umgc.edu/policies.*

SATISFACTORY

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

WARNING

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

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

PROBATION

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

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

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

DISMISSAL

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

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

Reinstatement After Dismissal

If you have been dismissed, you are required to wait at least one semester before petitioning to return.

Requests for reinstatement should be addressed to the Reinstatement Committee and e-mailed to *reinstatements@umgc.edu.* In your request for reinstatement, you must detail the steps you have taken since dismissal that demonstrate that you have improved your skills and made changes in your academic strategies that are more likely to result in academic success. You may also submit documentation that provides evidence to support your request for reinstatement.

If you have questions about the reinstatement process, speak with an academic advisor or e-mail *reinstatements@umgc.edu.*

Scholastic Recognition

Dean's List

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

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

If you make the dean's list, you will be notified via e-mail of your achievement by the Office of the Dean, The Undergraduate School.

Academic Honors

Academic honors for excellence in scholarship are determined by your cumulative GPA at UMGC. The distinction of *summa cum laude* is conferred on those students with a cumulative GPA of 4.000; *magna cum laude* honors are conferred on those with a cumulative GPA of 3.901 to 3.999; *cum laude* honors are conferred on those with a cumulative GPA of 3.800 to 3.900. To be eligible for any of these categories of recognition, you must have earned at least 30 credits at UMGC in courses for which a letter grade and quality points were assigned. For honors to be conferred with a second bachelor's degree, you are required to have a total of 30 new UMGC credits and the requisite GPA. (See p. 9 for more information on attaining a second bachelor's degree.)

Honor Societies

Inquiries concerning honor societies should be addressed to your advisor.

ALPHA SIGMA LAMBDA

As a UMGC student, you are eligible for membership in Alpha Sigma Lambda, the national honor society that recognizes the scholarship and leadership of adult undergraduate students in higher education. To qualify for membership, you must be pursuing a first associate or bachelor's degree; have completed at least 24 credits at UMGC in courses graded A, B, C, D, or F; and maintained a GPA of 3.7 or higher in all UMGC courses.

At least 15 credits, from UMGC or transferred, must be in courses outside the major.

IMA ACCOUNTING HONOR SOCIETY

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

credits, and have an overall GPA of 3.0, as well as a GPA of at least 3.0 in your accounting classes.

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

LAMBDA EPSILON CHI

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

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

LAMBDA PI ETA

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

NATIONAL SOCIETY OF COLLEGIATE SCHOLARS

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

To be eligible, you must be seeking a first associate or bachelor's degree. You must have completed at least 12 credits at UMGC in courses graded A, B, C, D, or F and have a cumulative GPA of 3.4 or higher. In addition, you must have completed between 12 and 59 credits toward your degree. You may be invited to join the honor society in the spring term.

PHI ALPHA THETA

As a UMGC student, you may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, you must attain a GPA of 3.5 or higher in at least 12 credits of UMGC history coursework and have an overall UMGC GPA of 3.4.

PHI KAPPA PHI

The honor society of Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership in Phi Kappa Phi, you must have completed at least 90 credits toward the bachelor's degree, at least 45 of which must have been for UMGC courses carrying letter grades of A, B, C, D, or F. Your GPA in UMGC courses must be in the top 10 percent of the previous UMGC graduating class.

PI GAMMA MU

Pi Gamma Mu is the international honor society for the social sciences and recognizes outstanding scholarship in that area at UMGC. Membership is offered to qualified students interested in anthropology, criminology, economics, gerontology, history, legal studies, political science, social psychology, sociology, and women's studies.

You must have completed at least 45 credits toward your degree to be eligible. If you have earned at least 20 credits in social science coursework (including at least 9 credits at UMGC) and have a GPA of 3.6 or higher, you may be invited to join.

SALUTE

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

You are invited to apply if you have completed at least 12 credits as an undergraduate student at UMGC, have a cumulative GPA of 3.0 or higher, and qualify as a military/veteran student under locally derived and maintained definitions. In other words, you must have served or currently be serving in the military, National Guard, or reserves; if no longer serving, you must have been honorably discharged from service. In addition, you must also have served as a mentor in the One2One mentoring program for at least one term or be an active Mil-Vet Checkpoint communicator (posting feedback on articles or to the social wall at least twice a month) and maintain the highest ethical standards.

SIGMA PHI OMEGA

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

SIGMA TAU DELTA

Membership in Sigma Tau Delta, the international English honor society, is open to qualified UMGC students with a major in English. To be eligible, you must have earned at least 45 credits toward the bachelor's degree with an overall GPA of 3.5 or higher. At least 30 credits must have been earned through UMGC and must include 12 credits of English, not including WRTG 112 or WRTG 101, and 6 credits of upper-level coursework. You must also have earned a GPA of 3.6 or higher in English coursework at UMGC.

UPSILON PHI DELTA

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

UPSILON PI EPSILON

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

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

Current information and links to policies and resources are available in the online *Student Handbook* at *umgc.edu /studenthandbook.* Refer to the handbook for the most current information.

Attendance and Participation

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

According to the university's definition of a unit of credit (described in Policy 160.00), you should expect to spend 42 to 45 hours on coursework (online or on-site class discussions and activities, additional study, readings, and preparation of assignments) for each credit you earn. As a rule of thumb, for an eight-week class you should estimate six hours a week in classroom activities and twice that amount of time outside of class in study, assigned readings, and preparation of assignments. You are expected to achieve the same intended learning outcomes and do the same amount of work in an online course as you would in an on-site course. Active participation is required in all online courses, and you should expect to log in to your online courses several times a week.

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

Academic Integrity

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

As a UMGC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic Integrity in accordance with the university's philosophy of academic integrity (*umgc.edu/integrityphil*). Attempts to engage in academic misconduct or to assist others in doing so are pro-

hibited. Resources to help you uphold the highest standards of academic integrity are available at *umgc.edu/academicintegrity.* UMGC's complete policy on Academic Dishonesty and Plagiarism is available at *umgc.edu/academic-integrity.*

Intellectual Property

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

Technology Use

Internet Access

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

You must therefore ensure that you have access to the internet and a current e-mail address. If you do not have internet access through a home computer, you may use one at a UMGC computer lab, a university or public library, or another source. However, that source should be regularly available, and you may need to be able to submit assignments electronically.

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

Examinations

Exams and Testing Services *(umgc.edu/testing)* schedules sessions for placement exams and some standardized exams for which credit may be possible. There may be a fee for this service. Contact Exams and Testing Services by phone at 800-888-8682, ext. 2-2600, or by e-mail at *exams@umgc.edu.*

Course Load

Full-time enrollment is defined as 12 or more credits per term and half-time as 6 to 11 credits per term (fall, spring, or summer). Decisions on the number of courses you can successfully complete in any one session are normally left to your discretion. Most UMGC students register for between 3 and 7 credits per term, and you are strongly advised not to exceed this limit. Carefully and realistically assess your other commitments before you register for more than 7 credits. You may not register for more than 18 credits in a 17-week period without written permission. To initiate the permission process, contact your academic advisor. Permission to register for more than 18 credits is at the university's discretion and is based on demonstrated academic excellence at UMGC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMGC are required.

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

UMGC's complete policy 215.00 Student Academic Load and Enrollment status may be found at *umgc.edu/policies.*

Appealing a Grade

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

There is a time limit for appealing a grade; if you want to appeal a grade, you must initiate the process by requesting a conference with the faculty member to discuss how the grade was calculated within 30 calendar days of the posting of the grade.

Code of Student Conduct

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

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

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

See *umgc.edu/policies* for additional information about the UMGC Code of Student Conduct.

Student Grievance Procedures

To file a formal complaint concerning the actions of members of the UMGC faculty or administrative staff, you must follow the procedures detailed in UMGC Policy 130.70 Student Grievance Procedures, which is available at *umgc.edu/policies* as well as from the Office of the Dean, The Undergraduate School. If you wish to seek redress for the acts or omissions of a faculty or staff member, you must first request a conference with that person and attempt to resolve the complaint informally within 14 calendar days of the alleged act or omission.

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

Change of Address

If you move while enrolled at UMGC, you must not only leave a forwarding address with the U.S. Postal Service but also notify UMGC by updating your personal information in MyUMGC.

Transfer of Credits from UMGC

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

Code of Civility

To promote a positive, collegial atmosphere among students, faculty, and staff, UMGC has developed a Code of Civility, which is available in the *Student Handbook* at *umgc.edu /studenthandbook.*

ADMISSION AND ENROLLMENT

GENERAL INFORMATION AND OPEN HOUSES

Before the beginning of each term, UMGC holds open houses online and on-site. These events offer an opportunity for you to learn about UMGC and its programs, student services, academic and career options, faculty members, and fellow students. You can apply for admission and sign up for courses at these times.

For general information, or to be directed to specific offices, call 800-888-8682. Most offices are open weekdays from 8:30 a.m. to 5 p.m. eastern time.

ADMISSION

General Admission Requirements

UMGC's admission requirements reflect our mission as Maryland's open university. To be considered for admission, you must have graduated from a state-approved or regionally accredited U.S. high school or achieved one of the following equivalencies:

- Passing scores on a state high school equivalency exam, such as the General Educational Development (GED) test
- Graduation from a homeschool or alternative high school program
- Graduation from a non-U.S. high school

High school students who meet certain criteria (described on p. 197) may also be considered for admission and concurrent enrollment.

In addition, you must be at least 13 years old, meet UMGC's English proficiency requirement, and be in good standing at any institutions that you attended in the last two years, as noted in UMGC Policy 210.00 Undergraduate Admission. Special admission requirements may apply if you are pursuing certain degree programs. Check the academic program pages in this catalog for more details. Standardized test scores are not required.

Special eligibility requirements apply to admission to the Associate of Arts degree program. See p. 83 for more information.

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

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

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

Student Status

Upon being admitted to UMGC, you are assigned regular, provisional, or visiting status.

REGULAR

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

As a regular student, you are limited to enrolling in the number of credits set forth in UMGC Policy 215.00 Student Academic Load and Enrollment Status (available online at *umgc.edu /policies)*. Course load is discussed on p. 194.

PROVISIONAL

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

- You had a GPA lower than 2.0 at the last institution that you attended within the last two years
- You were on academic probation for poor academic performance at the last institution that you attended within the last two years
- You were dismissed for poor academic performance from the last institution that you attended within the last two years
- You are currently a high school student who qualifies for concurrent enrollment (See p. 197 for additional information about qualifying for concurrent enrollment.)

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

VISITING

If you are currently attending another institution of the University System of Maryland (USM) as an undergraduate or graduate student, you may take undergraduate courses without applying to UMGC. Instead, you must submit a letter or form authorizing your enrollment at UMGC for the semester in which you wish to attend. Transferability of academic work completed at UMGC is determined by your home institution.

Special Situations

Applicants Expelled or Suspended from Another Institution

FOR ACADEMIC MISCONDUCT

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

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

FOR DISCIPLINARY MISCONDUCT

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

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

High School Students Seeking Concurrent Enrollment

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

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

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

Applicants Educated Primarily in Another Language

To meet admission requirements, you may demonstrate English proficiency by certifying one of the following on your admission application:

- You graduated from a state-approved or regionally accredited U.S. high school, homeschool, or alternative high school or earned a passing score on a U.S. GED test.
- You completed high school in one of the countries listed at *umgc.edu/internationalstudent.*
- You earned at least 24 credits or an associate (or more advanced) degree from an accredited U.S. college or university or from a college or university in one of the countries listed at *umgc.edu/internationalstudent.*

If you do not demonstrate English proficiency in one of the ways listed above, you may do so by providing documentation verifying passing scores on one of the following:

- The written or internet version of the TOEFL (Test of English as a Foreign Language)
- The International English Language Testing System (IELTS), including the academic writing and reading modules
- The EIKEN Test in practical English proficiency

You must arrange to have official score reports or transcripts sent directly from the testing agency or academic institution to UMGC. UMGC will determine whether scores more than two years old may be used to meet English proficiency.

Applicants Who Wish to Pursue an Associate of Arts Degree

To be eligible for admission into the Associate of Arts (AA) degree program, you must belong to one of the following categories:

- Full-time active-duty servicemembers, selected reservists, National Guard members, and Commissioned Corps members of the U.S. Public Health Service or the National Oceanic and Atmospheric Administration
- Spouses or children of any servicemember noted above
- Veterans
- Spouses or children of veterans
- Students who began an AA degree while admitted to UMGC's European or Asian division and subsequently relocated to the stateside division
- UMGC employees
- Spouses or children of UMGC employees
- Participants in a negotiated business-to-business agreement that includes the option of pursuing an AA degree with UMGC

ADMISSION AND ENROLLMENT

Procedures for Admission

To apply for admission, you must complete an undergraduate admission application and pay the nonrefundable fee. If you are a former UMGC student, and have not attended UMGC for at least two years, you must submit a new application before you will be allowed to register. However, you need not pay another application fee.

Applications for admission must be submitted online at *umgc.edu/apply.*

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

Verification of Eligibility for Admission

Once you are admitted to UMGC, you will be assigned an admit term (the academic term in which you are officially admitted, e.g., fall 2019), which will be reflected in MyUMGC, the university's online gateway to information and services. You have until the end of the term following your admit term to submit documentation to verify your eligibility for admission to UMGC. If you do not submit the documentation by that deadline, you will not be permitted to register for subsequent terms until documentation is received and accepted for admission purposes.

If you have earned fewer than 30 semester hours of transferable college-level credit, you must submit official documentation verifying that you have earned a U.S. high school degree (or its equivalent). You can submit documentation in one of the following ways:

- If you graduated from a state-approved or regionally accredited high school, submit an official transcript from that school.
- If you completed a state high school equivalency exam such as the GED, submit an official score report.
- If you graduated from a homeschool or alternative high school program, submit documentation showing high school completion and compliance with state and local education regulations for the state in which you were homeschooled or attended an alternative high school program.
- If you graduated from a non-U.S. high school, submit documentation of your education to a UMGC-approved international credit evaluation agency. For a list of UMGC-approved international credit evaluation agencies, see *umgc.edu/internationalcredit.*

UMGC evaluates and may award college-level credit from numerous sources (described on pp. 205–207). If you have earned any credit from those sources, you must submit official documentation verifying completion of that credit by the end of the term following your admit term. If you submit documentation of your earned credit, but fewer than 30 credits are transferable, you will need to submit proof of high school completion. Information on the process for having your possible transfer credit evaluated is provided on p. 206.

Military-Affiliated Students

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

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

Students Relocating Between UMGC Divisions

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

If you plan to relocate from one UMGC division (stateside, Europe, or Asia) to another and you have attended classes with UMGC within the last two years, you must complete and submit a relocation form before the start date of the term in which you intend to begin study at the new division. This form is accessible under Helpful Links in the MyUMGC portal. There is no fee for relocations. If you have not attended UMGC within the last two years, you will need to complete the regular UMGC admission application instead and indicate the division that you wish to attend.

If you are using Army tuition assistance and enrolling through the GoArmyEd portal, you do not need to submit a relocation form. Instead, you must contact your education center to speak with a counselor and change your home institution in the GoArmyEd portal to the UMGC division where you intend to study.

Readmission for Military Servicemembers

If you discontinued your studies with UMGC because of your military service obligations and would like to return as a UMGC student, e-mail *military@umgc.edu.* UMGC Policy 210.12 Readmission for Military Servicemembers is available at *umgc.edu/policies.*

Ways to Register

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

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

Registration for Army Students

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

Priority Enrollment for Veterans

If you have a past due balance, you may be disenrolled from one or all of your UMGC courses. An exception may apply if you are receiving veterans education benefits. Once you have completed the steps to request certification of your enrollments for veterans benefits, and if your benefit type pays directly to the school, you will be excluded from disenrollment. This exception is designed to allow eligible veterans to enroll while awaiting payment.

Waiting List

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

WAITING LIST POLICIES

Regardless of how you register, the following policies apply:

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

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

The waiting list option is not available for online classes.

Dropping or Withdrawing from Classes

PROCEDURES

To cancel your enrollment in a class without any mark on your transcript (dropping a class), you must access the MyUMGC portal and follow the steps for dropping a class before the end of the drop period. The dates for the drop period are available on the UMGC website at *umgc.edu/undergradcalendar.*

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

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

Withdrawing from a class will result in a mark of W (described on p. 190) on your academic transcript. You may be refunded a portion of your tuition based on the withdraw date and the refund schedule posted at *umgc.edu/refunds.* You will be responsible for any remaining tuition due.

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

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

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

EFFECT ON STUDENT AID

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

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

FINANCIAL INFORMATION

Tuition and Fees

University of Maryland Global Campus requires that you pay your tuition and fees on time. Due dates are provided at the time of registration and depend on how early you register for courses.

Payment Deadlines

If you register any time seven or more days before the class start date, your payment will be due seven days before the class start date. If you register within seven days of the class start date, your payment will be due on the day before class starts. If you register on or after the class start date, your payment is due at the time of registration.

Note: All other charges, including application and diploma fees, are due on the same day the charges are incurred.

All tuition and applicable fees must be paid by the deadline, unless you

- Applied for financial aid to cover tuition and fees for the session
- Confirmed your status as active-duty military or submitted your military tuition assistance documents
- Requested certification for your veterans education benefits
- Are enrolled in UMGC's interest-free monthly payment plan (details are provided at *umgc.edu/payoptions*)
- Provided confirmation that you will receive employer-provided tuition assistance

UMGC offers a variety of payment options. Payments can be made via

- Credit card (American Express, Discover, MasterCard, or Visa)
- Money order
- Check (made payable to University of Maryland Global Campus)
- Electronic debit from a checking or savings account
- Cash (in person at Largo only)

Consult the appropriate sections of this catalog for further information about tuition assistance, financial aid, or veterans benefits. More information about different payment options, including the monthly payment plan, is available at *umgc.edu/payoptions.*

Current Tuition and Fees

Tuition rates and fees are available online at *umgc.edu/tuition.* Information on student classification and residency is provided at *usmd.edu/regents/bylaws/SectionVIII.*

Review the fee schedule carefully to see which ones apply. Fees are commonly charged for applications for admission and graduation, laboratory use (in science and some computer courses), technology, transcripts, and various options for earning credit (such as Workplace Learning, Prior Learning Portfolio Assessment, and credit by examination). Site-specific fees may apply for courses taken at certain locations. There is also a service charge for dishonored checks.

Determination of Residency for Tuition Purposes

An initial determination of in-state or out-of-state status for tuition purposes is made when you apply for admission. The determination made at that time remains in effect unless it is successfully challenged. You are responsible for providing the information necessary to establish eligibility for in-state status. Official criteria for determining residency are detailed in USM Policy VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes at *usmd.edu/regents/bylaws/SectionVIII/* and UMGC Policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at *umgc.edu/policies.* Further information on tuition and fees may be found on p. 200.

Determination of Eligibility for Military Tuition Rate

UMGC's undergraduate military tuition rate is available to full-time active-duty members of the U.S. Armed Forces, Selected Reserves, National Guard, Commissioned Corps of the U.S. Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration, as well as to spouses or dependents of such servicemembers.

To secure the military tuition rate, you must provide documentation of your service (or that of your qualifying spouse or parent) within 30 days of submitting the application for admission.

For more information, contact Admissions or check the To Do list in your student portal.

If you do not submit sufficient documentation by the deadline, your tuition rate will be charged at the out-of-state rate—unless you have submitted the Residency Questionnaire in your student portal and qualify for in-state tuition, in which case your tuition rate will be changed to the in-state rate.

More information about securing the military tuition rate is available at *umgc.edu/milrate-procedures.*

Refunds

If you drop a course during the drop period, you will qualify for a full refund of tuition and fees, except for the admission application fee.

If you withdraw during the withdrawal period, you may be refunded a portion of the tuition, as determined by the date of withdrawal and the refund schedule posted online at *umgc.edu/refunds.* All refunds are computed from the date the withdrawal is formally initiated, not from the date of the last class you attended or the last participation date. Refunds are applicable for tuition only. Fees are not refundable.

If your tuition was paid by employer contract, the refund is returned to the employer. If the tuition assistance was a partial payment, it is returned to the employer, and excess payment is refunded to you.

More information about refunds can be found on the UMGC website for your division.

See the paragraph at right for information on return of military tuition assistance and p. 212 for information on federal return of funds for financial aid students.

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), UMGC assesses a service charge of $30 (separate from any service charges levied by the financial institution).

Stopping payment on a check for tuition does not disenroll you from classes nor relieve you of responsibility for paying tuition and fees. If your checks for tuition or fees remain dishonored, you may be barred from classes.

Indebtedness to the University

If you incur debts to UMGC, you must clear them to be permitted to register. Requests for services (including transcripts and diplomas) may be denied until all debts have been paid. Outstanding debts are collected against refunds due to you. After a reasonable period of time, uncollected debts are forwarded to the State of Maryland Central Collection Unit.

If you fail to pay charges incurred with UMGC, UMGC has the authority to deem your account delinquent and transfer it to the State of Maryland Central Collection Unit. UMGC also has received authorization from the Board of Regents to charge students' delinquent accounts a 17 percent collection fee and/or all attorney or court costs incurred by the university. Once a past-due balance with UMGC has been transferred to the state Central Collection Unit, your information may be reported to a credit bureau. Review the Student Accounts web page at *umgc.edu/studentaccounts* for more information.

Military Tuition Assistance

If you are serving in the Navy, Marine Corps, or Coast Guard, you need to contact your education center to request a tuition assistance form. Once the tuition assistance form is signed by the education coordinator, it must be submitted at the time of registration using one of the methods listed at *umgc.edu/milta.*

If you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military tuition assistance benefits, the funds will be transferred directly to the university upon your registering for classes through the GoArmyEd portal (*GoArmyEd.com*).

If you are serving in the Air Force, you may submit your tuition assistance forms via the Air Force Virtual Education Center (AFVEC) portal.

If you are a spouse of a servicemember eligible to utilize MyCAA (My Career Advancement Account) benefits, you may also submit your tuition assistance via the Air Force Virtual Education Center (AFVEC) portal.

Drops/Withdrawals and Military Tuition Assistance

Military tuition assistance funds are awarded under the presumption that you will attend and participate in classes over the entire period for which the funds have been awarded. If you receive military tuition assistance funds and do not attend or participate for the entire period for which funds were provided, the university is required by the Department of Defense to perform a Return of Unearned Military Tuition Assistance funds calculation. The requirement to perform such a calcula-

tion is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:

- Course cancellation
- Disenrollment
- Never participating in a class
- Ceasing to participate in a class
- Dropping a course
- Withdrawing from a course

A return of funds calculation is based on the last documented date of attendance or participation in the class or the date the drop, withdrawal, cancellation, or disenrollment is initiated. When a return of funds calculation occurs, unearned funds are returned to the Department of Defense. This can result in you owing a balance, which is your responsibility to repay to UMGC. To learn more about UMGC Policy 170.72 Course Withdrawal and return of military tuition assistance, see *umgc.edu/policies.*

Any requests for exceptions to UMGC Policy 170.72, including requests related to dropping or withdrawing from a class because of military service obligations, must be submitted within 90 days of the last day of the term during which you dropped or withdrew from the class. For more information, contact Student Resolution and Judicial Affairs at *exception .request@umgc.edu.*

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

Employer-Provided Tuition Assistance

If your employer is going to pay for part or all of your tuition, you must submit two copies of appropriate documentation at the time of registration. Requirements are listed online at *umgc.edu/payoptions.* Documents that restrict payment or are in any way conditional will not be accepted.

If your employer does not pay UMGC, you are responsible for payment.

UMGC cannot issue refunds—for tuition or for books or supplies—if the authorizing documents are submitted after registration. If your document also authorizes payment for books and supplies (should any be required), you should check with the participating bookstore (listed at *umgc.edu/bookstoreoptions)* about the appropriate procedure before you make a purchase.

Monthly Tuition Payment Plan

UMGC offers a cost-effective alternative for students who are budgeting for college tuition: an interest-free, monthly tuition payment plan. This plan allows you to spread all or part of your tuition bills into monthly installments on an academic session basis. All UMGC students are eligible to participate in the payment plan, regardless of financial need. If you are interested in the monthly payment plan, visit *umgc.edu/payoptions* or call 800-888-8682.

Golden Identification Program for Senior Citizens

The Golden Identification program allows qualified older students to register for two courses that total up to 7 credits each term for credit, on a space-available basis, without paying tuition. If you qualify, you may enroll only during the final week of registration, and you must still pay all fees. Charges associated with Portfolio Assessment must also be paid.

To qualify for the Golden Identification program, you must meet all of the following criteria:

- Reside in Maryland
- Be a U.S. citizen or resident alien
- Be 60 years of age by the beginning of the term
- Not be employed more than 20 hours a week

Consult an advisor for further information.

WAYS OF EARNING CREDIT

UMGC excels in combining access with academic quality. It opens doors to learning by bringing education to you wherever you may be. Because UMGC understands the importance of lifelong learning, it has established academic policies that encourage the appropriate use of transfer credit from other institutions, as well as credit from less traditional sources. Recognizing that adult students bring to the university not only a willingness to learn but also an educational history informed by experiential learning, we incorporate the assessment of nontraditional learning (i.e., learning gained outside the classroom) into the evaluation of student competencies and academic credit.

EARNING CREDIT AT UMGC

Classroom and Online Study

UMGC uses the latest technology to extend degree opportunities to you. Most of UMGC's degree and certificate programs allow blended formats to suit your schedules and preferences.

UMGC courses observe the same standards of quality regardless of delivery format. Any given course maintains the same intended learning outcomes 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 online.

Both classroom and online programs are also supported by a full range of student services and academic resources—from extensive online library databases to admission, advising, and registration—that can be accessed on-site, online, and by phone (details are on pp. 208–217).

Classroom-Based Study

UMGC courses are offered in classrooms at locations in Maryland and the national capital region; at a number of military bases throughout the United States; on U.S. military bases throughout Europe and Asia through long-standing relationships with overseas military commands; and at work sites through contractual arrangements with employers. If you live in the Maryland area and prefer direct interaction, you can find courses and services at a number of sites, close to home or work. Check *umgc.edu/locate* to see if there is a location near you. On-site courses are also enriched by access to online materials and resources and generally require online participation as part of UMGC's support of technology fluency for students.

Online Study

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

In online courses, you are linked to faculty and classmates via computer and the internet. The faculty member leads discussions, responds to student inquiries, and posts reviewed assignments in individual folders online. You are expected to participate frequently in online discussions.

To study online, you should have strong reading and writing skills, as well as a basic knowledge of the Windows environment. Technical requirements for participating in online courses are provided at *umgc.edu/techreq.*

Course Evaluations

UMGC uses student feedback to make decisions about future courses. Individual responses are kept confidential.

Learning Gained Through Experience

Learning acquired outside the college classroom may be assessed for credit toward a degree at UMGC. You can make use of life experience for possible college credit through Prior Learning (Portfolio Assessment or Course Challenge), Workplace Learning, and a variety of recognized external assessments (discussed on pp. 204–207). Details on Prior Learning and Workplace Learning follow. Advisors can help you determine the best routes to use in fulfilling any academic plan.

Prior Learning

The Prior Learning program teaches you to identify and articulate the college-level learning you have acquired through work and life experience and enables you to gain credit for it. You may earn credit for college-level learning acquired outside the classroom through two avenues: Course Challenge and Portfolio Assessment. No more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Portfolio Assessment. Any excess credits awarded are applied where appropriate in your program of study.

COURSE CHALLENGE

UMGC credit can be earned for undergraduate courses for which UMGC can prepare and administer a suitable examination or assessment. Not all courses are available for course chal-

lenge. Advisors and Prior Learning office staff can inform you about specific courses that may not be challenged. If you are a degree- or certificate-seeking student at UMGC, have received an academic advisement report, and have a cumulative grade point average of at least 2.0 in UMGC coursework, you may be eligible for course challenge. Carefully review the rules, procedures, and limitations described at *umgc.edu/coursechallenge* before applying online.

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

Credit earned by course-challenge assessment is assigned a letter grade that is computed in the grade point average and may be applied toward a first or second bachelor's degree or toward a certificate. You may not receive credit for 100- or 200-level courses in your native language; other restrictions may apply. E-mail *languages@umgc.edu* for additional information on language instruction and Course Challenge credit.

Course challenges may only be canceled before you receive the assessment. Refunds are given only if a suitable assessment cannot be prepared.

Visit the UMGC website at *umgc.edu/coursechallenge* or call 800-888-8682, ext. 2-2890, for more information.

PORTFOLIO ASSESSMENT

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

- Have applied or been admitted to UMGC as an undergraduate student. (Portfolio Assessment is not available at the graduate level.)
- Have a recent copy of your academic advisement report, updated in the last six months by an academic advisor.

Enrollment in EXCL 301 Learning Analysis and Planning is required. In this 3-credit course, you prepare a portfolio describing and documenting the college-level learning you have gained from past experiences. Because EXCL 301 is a demanding and complex course, you should not register for more than one other course during the session in which you are enrolled in EXCL 301 (assuming that you are attending part-time).

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

EXCL 301 is graded on an S/D/F basis (explained on p. 188). If the quality of your work in the portfolio merits a grade of C or higher, a grade of S is awarded and the portfolio is forwarded for credit evaluation. Faculty members from the appropriate disciplines assess the portfolio and recommend whether to award credits. Credit earned as a result of portfolio evaluation also earns a grade of S. The S grade is not computed in the grade point average and is not applicable toward honors.

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

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

You may not receive credit for 100- and 200-level courses in your native language; you may not receive credit for learning for which credit has been awarded by other means.

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

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

Workplace Learning

Workplace Learning offers an opportunity for you to gain experience and develop new knowledge and skills in your chosen discipline while you earn upper-level college credit through an integrated model that puts theory into practice and enables you to accelerate progress on both your academic and career goals.

To be eligible for Workplace Learning, you must

- Be an undergraduate student at UMGC.
- Have completed 30 credits, including transfer credit, toward a degree (if you are seeking a degree).

- Have completed at least 9 credits in the discipline in which you plan to do your Workplace Learning project.
- Have completed at least 6 credits at UMGC.
- Have a GPA of 2.0 or higher at UMGC.
- Have the opportunity to work in a position that allows you to apply classroom theory to practical projects that involve significant analysis and problem solving and are directly related to a given academic discipline. The position should allow you to have new learning experiences; Workplace Learning will not be approved for day-to-day work tasks that have already been mastered. (Position may be paid or unpaid, part- or full-time.)

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

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

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

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

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

Review the information, policies, and procedures detailed online at *umgc.edu/wkpl* or call the Workplace Learning program office at 800-888-8682, ext. 2-2890, for assistance.

TRANSFERRING CREDIT FROM OUTSIDE SOURCES

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

- Approved two- and four-year colleges and universities
- Other higher education institutions with which UMGC has a memorandum of understanding for acceptance of credit and/or a joint program
- Non-U.S. institutions based on UMGC review of an appropriate credit evaluation

UMGC may also award credit for

- Professional noncollegiate coursework
- Military occupational specialties and experience
- Vocational and technical coursework
- Professional or technical coursework based on statewide agreements and alliances
- Standard examinations (listed on p. 207)

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

Be sure to discuss all previous experience and training with a new student advisor to ensure that you receive any credit that applies.

Credit Limits

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

- 70 credits from two-year institutions toward the bachelor's degree
- 45 credits from two-year institutions toward the associate degree

WAYS OF EARNING CREDIT

- 90 credits from all sources combined toward the bachelor's degree
- 45 credits from all sources combined toward the associate degree

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

Transfer Credit

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

Credit toward a UMGC degree may be assigned for work completed through the kinds of institutions described in the following sections. UMGC does not accept credits for remedial, precollege, or sectarian religious courses in transfer. If you plan to transfer credit from other institutions to UMGC, you should request a review of your previous credit to determine how those credits may apply to a degree from UMGC. No transfer credit is accepted without official transcripts.

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

More information on the process of transferring credit is provided on p. 207 and online at *umgc.edu/transcripts.* UMGC Policy 210.18 Undergraduate Transfer Credit Evaluation and Appeal Process is available at *umgc.edu/policies.*

Credit from Other Colleges and Universities

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

Approved institutions include those accredited by the following regional associations:

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

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

Credit from Junior Colleges and Community Colleges

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

If you initially enrolled in any of the public community colleges in Maryland, you will be admitted to UMGC in conformance with the policy developed and approved by the Maryland Higher Education Commission. (Details are given on p. 224.) If you participated in one of the community college alliances with UMGC, you should consult with your advisors at both institutions if you plan to enroll in courses at both institutions concurrently.

Credit from Institutions Outside the United States

Study at institutions outside the United States must be evaluated by an approved international credit evaluation agency to be considered for transfer credit. Details are available online at *umgc.edu/internationalcredit.*

Educational Experiences in the Armed Services

Service Schools

UMGC grants credit for military experience and study completed in service schools 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 your chosen curriculum; it must meet other UMGC requirements for transfer credit and is subject to the same limitations as those placed on nonmilitary credit. UMGC generally accepts ACE recommendations for lower- and upper-level credit.

Community College of the Air Force

UMGC 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 your chosen curriculum at UMGC, must meet other UMGC requirements for transfer credit, and are subject to the same limitations as those placed on nonmilitary credit.

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

Other Military Relationships

UMGC participates in the General Education Mobile and the Air University Associate-to-Baccalaureate Cooperative programs. For more information on these programs, see *umgc.edu/military* or speak to your education counselor.

Military Degree Plans

If you are a military servicemember, UMGC provides you a military degree plan that documents credit you have been awarded from other sources (detailed in this section). The military degree plan also lists all your remaining degree requirements, including the total number of credits needed for graduation as well as credits required to fulfill general education, major and minor, and elective requirements.

Technical and Professional Credit

Vocational and Technical Credit

Vocational and technical college-level credit from approved organizations, when applicable, may be accepted as elective credit only.

Noncollegiate Courses

UMGC may accept for credit noncollegiate courses applicable to your curriculum that have been evaluated by either ACE (if the courses are listed in the *National Guide to Educational Credit for Training Programs)* or the University of the State of New York National College Credit Recommendation Service (formerly PONSI).

Credit by Examination

UMGC may award credit toward the bachelor's degree for various examinations, provided that there is no duplication of other academic credit and the scores presented meet UMGC standards.

Examinations may include

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

UMGC also accepts credit for the following:

- Various professional examinations evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Services (NCCRS)
- Examinations offered by other approved colleges and universities that appear on an official transcript

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

You may not receive credit for 100- or 200-level courses in your native language.

Consult an advisor or visit *umgc.edu/credit-by-exam* for more information about credit by examination.

SERVICES AND RESOURCES

AVAILABILITY OF SERVICES

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

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

In the Maryland/national capital area, services are available at the following locations. A complete list of stateside class and service locations is available online at *umgc.edu/locations*.

Aberdeen Proving Ground

baseadvisor@umgc.edu
410-272-8269

Anacostia-Bolling (Joint Base Anacostia-Bolling)

baseadvisor@umgc.edu
202-563-3611

Andrews (Joint Base Andrews)

baseadvisor@umgc.edu
301-981-3123

Arundel Mills

regional.advisor@umgc.edu
888-335-8682

Bethesda (Walter Reed National Military Medical Center)

baseadvisor@umgc.edu
301-654-1377

Dorsey Station

regional.advisor@umgc.edu
888-335-8682

Fort Belvoir

baseadvisor@umgc.edu
703-781-0059

Fort Meade

baseadvisor@umgc.edu
410-551-0431 or 301-621-9882

Hagerstown (USM at Hagerstown)

regional.advisor@umgc.edu
240-527-2711

Langley (Joint Base Langley-Eustis)

baseadvisor@umgc.edu
240-684-2878

Largo (UMGC Academic Center)

regional.advisor@umgc.edu
888-335-8682

Laurel College Center

regional.advisor@umgc.edu
888-335-8682

Little Creek (Joint Expeditionary Base Little Creek–Fort Story)

baseadvisor@umgc.edu
757-646-1530

Myer-Henderson Hall (Joint Base Myer–Henderson Hall)

baseadvisor@umgc.edu
703-527-4952 (Fort Myer)
703-693-8049 (Henderson Hall)

Norfolk Naval Station

baseadvisor@umgc.edu
757-646-1530

Quantico

Marine Corps Base Quantico
baseadvisor@umgc.edu
703-630-1543

UMGC at Quantico
regional.advisor@umgc.edu
888-335-8682

Shady Grove

regional.advisor@umgc.edu
888-335-8682

Southern Maryland Higher Education Center

regional.advisor@umgc.edu
301-737-2500, ext. 215

Waldorf Center for Higher Education

regional.advisor@umgc.edu
888-335-8682

GENERAL INFORMATION

UMGC representatives are available all day, every day, at 800-888-8682 to provide answers to general questions you may have and to help you navigate UMGC's website *(umgc.edu).* Representatives can also make sure that you are signed up to receive upcoming announcements and open house invitations.

ADMISSION ASSISTANCE

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

Contact an admissions counselor by phone at 800-888-8682 or by e-mail at *studentsfirst@umgc.edu.* More detailed information on admission is available on p. 196.

ACADEMIC ADVISING

Academic advisors provide the information you need to plan your academic program. Their assistance can include reviewing potential transfer credit, helping you clarify education and career goals, and helping you select appropriate courses. Advising services are available by phone or e-mail at times and places that are convenient to you. If you are near one of UMGC's sites in the Maryland/national capital region, you may schedule an advising appointment by contacting your local site.

Initial Estimate of Transfer Credit

You can have a review of your potential transfer credit done by an academic advisor. This review provides an estimate of the academic credit UMGC might accept toward a particular degree and of the requirements that would remain to be fulfilled. (A description of sources of credit begins on p. 205 and may be found online at *umgc.edu/ugtransfercredit.)* This review is not binding on either you or UMGC and is subject to change.

Review of International Records

If you are seeking a review of potential transfer credit from any international postsecondary educational institutions you may have attended, you need to

- Mail your official international transcripts to an approved credit evaluation agency. (Acceptable agencies are listed online at *umgc.edu/internationalcredit.)*
- Pay fees associated with the international evaluation.
- Have all official transcripts from any U.S. institution previously attended sent to UMGC.

Academic Advisement Report

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

An academic advisement report

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

In the academic advisement report, courses are applied to the most appropriate requirement remaining to be filled. Courses that could apply to multiple requirements are assigned to the first relevant category in the following order: requirements for your academic major, general education requirements, requirements for your academic minor (if you have one), and electives. Verification of other degree-wide requirements (such as minimum number of upper-level credits) follows and may affect the remaining credits needed for the degree.

You are responsible for submitting all pertinent academic documents (such as academic transcripts, confirmation of credit conferred by examination, or records of credit from military

service schools) in a timely fashion to facilitate completion of your academic advisement report. To be considered official, documents must be sent directly from the issuer in either a sealed, unopened envelope or via an accepted secure electronic method. UMGC cannot accept official transcripts via fax or e-mail, regardless of the source. For more information, visit *umgc.edu/transcripts.*

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

Via U.S. Postal Service

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

Via UPS, Fed-Ex, or Other Parcel Service

Attn: Transcripts
University of Maryland Global Campus
1616 McCormick Drive
Room 2386
Largo, MD 20774

ACCESSIBILITY SERVICES

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

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

You should make your request for accommodations as early as possible to allow sufficient time for requests and any accompanying documentation to be reviewed and for the accommodation plan to be implemented.

Once the request is received, Accessibility Services will notify you of the status of your request and schedule an intake appointment, which may be held by phone, via e-mail, or in person. During the appointment your accommodation request, academic needs, and Accessibility Services' procedures are discussed. Decisions regarding accommodations are made on an individualized assessment of program requirements and the need for accommodations. Once an accommodation plan is finalized, Accessibility Services will provide the plan to your teachers upon your written request.

Visit *umgc.edu/accessibility* or contact Accessibility Services by phone at 800-888-8682, ext. 2-2287, or 240-684-2277 (TTY) or by e-mail at *accessibilityservices@umgc.edu* for more information.

MYUMGC

Through MyUMGC (*my.umgc.edu)*, you have access to many of your personal UMGC records. The system enables you to register and pay for courses, change personal information (such as home address or phone numbers), view and print reports (such as your class schedule, grade report, statement of account, unofficial transcript, and academic advisement report), and check on the status of your financial aid application. To access services, you must enter your UMGC login credentials.

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

FINANCIAL AID

UMGC's Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, and loans—to help you meet the costs of your educational goals. Aid is available based on financial need, academic merit, or both.

Regardless of your income level, you are encouraged to apply for assistance; many financing options are available.

General Eligibility Requirements

To be eligible for UMGC financial assistance, you must

- Be admitted to UMGC as a degree-seeking or eligible certificate-seeking student.
- Be a U.S. citizen or an eligible noncitizen.
- Be enrolled half-time for most federal and institutional aid programs. Federal loan programs require enrollment of at least half-time. Audited courses, some repeated courses, credit by examination, and Portfolio Assessment credits cannot be counted.
- Demonstrate satisfactory academic progress toward a degree or certificate according to UMGC policy.
- Have a high school or GED diploma.
- Possess a valid Social Security number.
- Register with Selective Service, if required to do so.
- Not be in default on any federal student loans, have borrowed in excess of loan limits, or owe a refund on any grant under Title IV federal student aid programs.
- Not be ineligible based on a drug conviction.

Financial Aid Programs

Most aid programs are available to both full- and part-time students. Amounts and eligibility for financial aid vary from year to year. Following is a brief description of programs available for the upcoming award year.

Grants and Scholarships

Gift assistance, for which no repayment is required, is offered by the federal government, the state of Maryland, UMGC, and private donors. The UMGC Financial Aid Office administers several programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), UMGC scholarships and grants, and Maryland state scholarships and grants.

The **Federal Pell Grant** is a grant program for high-need, first-time undergraduates. If you are eligible, you may receive up to $6,195 per award year. Awards vary by need level and enrollment status.

The **Federal Supplemental Educational Opportunity Grant (SEOG)** offers need-based awards for high-need, first-time undergraduates. The amount and number of awards vary depending on the availability of funds allocated by the U.S. Department of Education. Typical awards range from $300 to $700 per semester.

The **UMGC President's Grant** offers grants to students who demonstrate financial need. Typical awards range from $100 to $700 per semester, based on need.

UMGC scholarship programs, which include the UMGC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. Requirements vary according to the individual scholarship program. If you meet eligibility standards, you are provided an application for a UMGC scholarship automatically. Typical awards for most programs range from $200 to $1,500 per semester. You are not eligible if you are an employee of UMGC or a dependent of an employee or if you receive remission of fees from another institution. Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential that you submit your scholarship application as early as possible. Visit *umgc.edu/scholarships* for more information.

Maryland state grants and scholarships provide financial assistance to Maryland residents based on demonstrated financial need. For more information, contact the Maryland Office of Student Financial Assistance at 410-767-3301 or 800-974-0203 or visit *mhec.state.md.us.* The priority filing deadline for all state aid programs is March 1.

Maryland Part-Time Grants offer assistance to Maryland residents enrolled for at least 3 but fewer than 12 credits per semester. Awards are based on financial need. Typical awards range from $250 to $1,000 per semester. Funds for these grants are allocated to UMGC on an annual basis.

You are also encouraged to apply for **private scholarships** offered by corporations, associations, foundations, and other organizations that offer awards on a competitive basis to students who meet specific criteria. Scholarship links and search tools are available online at *umgc.edu/scholarships.*

Loans

There are many different loan options available. If you take loans to pay for college expenses, you must repay the principal and interest in accordance with the terms of the promissory note.

The **William D. Ford Federal Direct Loan** program offers low-interest federal loans. Loan amounts vary based on your grade level and dependency status. Repayment begins six months after you leave school or your attendance drops below half-time. For annual award amounts and general repayment terms, visit *umgc.edu/financialaid* and click on types of financial aid available.

The **Federal Direct PLUS Loan** program enables parents without adverse credit histories to borrow for a dependent student enrolled at least half-time. Parents are eligible to borrow up to the cost of education less other financial aid received by the student. Repayment begins approximately 60 days after disbursement; however, there is an option to defer payments while the student meets certain enrollment criteria.

Private student loan programs are also an option you might pursue. If your financial aid awards do not meet your financial need, you may be able to borrow up to your cost of attendance through private student loan programs offered by various banks and other lenders. These education loans are not federal loans; you borrow directly from and make payments to the lender. If you are interested in a private student loan, contact the bank of your choice or visit UMGC's web page on private student loans at *umgc.edu/financialaid*.

UMGC Financial Aid Standards for Satisfactory Academic Progress

Federal regulations require that you maintain satisfactory academic progress toward your degree or certificate if you are receiving federal financial aid. If you fail to meet the minimum requirements, you are not eligible to receive financial aid. Review the complete Satisfactory Academic Progress policy for financial aid students, including details of the appeal process, at *umgc.edu/undergradsap.*

SERVICES AND RESOURCES

The Financial Aid Application Process

You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of financial aid at UMGC. The FAFSA must also be completed for you to be considered for need-based Maryland state scholarships. The FAFSA may be completed online at *fafsa.ed.gov.*

To ensure that your eligibility for financial aid will be determined early enough for funds to be awarded before registration, you should complete your FAFSA by the priority filing deadlines listed below.

If you meet these dates, you will have the opportunity to be considered for the various grant and scholarship programs with limited funds. If you do not meet these deadlines, you may not receive your financial aid in time for registration.

You may still receive aid if you apply late, depending on your eligibility and the availability of funds. Eligibility for both loans and grants can be authorized even after the semester has begun.

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

Federal (Title IV) financial aid is awarded under the assumption that you will attend and participate in classes for the entire period for which the aid has been awarded. If you receive Title IV funds and do not attend or participate for the entire period for which you have been awarded aid, the university is required by federal regulation (34 CFR 668.22) to perform a Return of Title IV Funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:

- Course cancellation
- Disenrollment
- Never participating in a class
- Ceasing to participate in a class
- Dropping a course
- Withdrawing from a course

If you certify your intent to return later within the same term in which you dropped or withdrew from class, then the Financial Aid Office will not perform a return of funds calculation—unless you do not return as scheduled.

When the Financial Aid Office performs a return of funds calculation, unearned funds are returned to the Department of Education. This can result in a balance owed to UMGC. You are then responsible for repaying the outstanding debt, or it will be transferred to the State Central Collections Unit.

If you are using federal financial aid, you are strongly encouraged to contact the Financial Aid Office before dropping or withdrawing to fully understand the impact on your current and future financial aid awards.

Visit *umgc.edu/enrollmentchanges* for further information.

For Further Information

All financial aid information and forms are also available at *umgc.edu/financialaid* on the UMGC website. For assistance, visit Help@UMGC at *umgc.edu/help* to e-mail, chat, view our extensive knowledge base, or find answers to frequently asked questions. You may also contact the Financial Aid Office by phone at 800-888-8682.

Note: If you are a resident of Washington state and are interested in information and resources about student loan repayment or wish to submit a complaint to the Washington Student Achievement Council regarding your student loans or student loan servicer, visit *www.wsac.wa.gov/loan-advocacy* or contact the student loan advocate at *loanadvocate@wsac.wa.gov.*

MILITARY-AFFILIATED STUDENT BENEFITS AND RESOURCES

UMGC takes great pride in its 70-plus year history of serving military and veteran students and their family members and provides significant support to all military-affiliated students. Learn more about the comprehensive support UMGC provides to military-affiliated students at *umgc.edu/military.*

Veterans Benefits

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

- The Montgomery GI Bill®–Active Duty Educational Assistance Program (MGIB, Chapter 30)
- Vocational Rehabilitation (Chapter 31)
- The Post–Vietnam Era Educational Assistance Program (Chapter 32)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at *benefits.va.gov/gibill.*

- The Post-9/11 GI Bill (Chapter 33)
  - Yellow Ribbon Program
  - Transfer of Post-9/11 GI Bill Benefits to Dependents
  - Marine Gunnery Sergeant John David Fry Scholarship
- The Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Montgomery GI Bill–Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill–Reserve Educational Assistance Program (Chapter 1607)

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

Application Procedures

If you are eligible for educational benefits from the U.S. Department of Veterans Affairs, you should review the online information and application procedures at *umgc.edu/vabenefits.* Every educational assistance program requires different paperwork and documentation to process a claim. Initial applications for benefits should be submitted online directly to the U.S. Department of Veterans Affairs. You must also complete a UMGC request for certification form each session you wish to receive benefits. The U.S. Department of Veterans Affairs processes claims and issues payment six to eight weeks after receiving completed paperwork, which may be submitted no earlier than two weeks before class starts.

Amounts and Methods of Payment

The amount of money you may receive from the U.S. Department of Veterans Affairs depends on the educational assistance program for which you are eligible, the number of credits for which you are registered, the length of the session, and (for certain programs) the number of dependents you have. The current monthly payment for each educational assistance program is available online at *gibill.va.gov.*

Evaluation of Prior Training

When you file a claim for educational benefits, the U.S. Department of Veterans Affairs requires your previous training to be evaluated so that you receive correct transfer credit. (Information about types of training that qualify begins on p. 206; these include military training and service schools, postsecondary education, certain correspondence courses, and credit by examination.) You must have an academic advisement report completed during your first session of enrollment. If you do not comply, you may find future benefits delayed. After your first registration, you are provided with information on the necessary procedure.

Students' Responsibilities

If you are receiving benefits, you are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending UMGC.

At UMGC, all regulations of the U.S. Department of Veterans Affairs are enforced. You should be aware of the following requirements and consequences:

- You are expected to make satisfactory progress toward a degree or certificate; you must comply with the academic standards of UMGC.
- You must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.
- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- Payment of benefits will be disallowed for any course in which a nonpunitive grade (i.e., a grade of I, W, or AU) is assigned.
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade of A, B, C, D, P, or S was assigned.
- Payment of benefits will be disallowed for any course in which a grade of FN is assigned.
- Payment of benefits will be disallowed for any course that is not a requirement in your degree or certificate program.
- Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31 Vocational Rehabilitation or Chapter 33 Post-9/11 benefits.
- You are responsible for debts caused by overpayment of benefits resulting from reductions of your course load.
- If you are in a program that involves any internship, practicum, or work study, you are required to provide documentation to the Veterans Certification Office verifying the physical location and zip code where the work takes place.

Tutorial Assistance

You may qualify for tutorial assistance if you are a veteran, active-duty military servicemember, or reservist receiving funding assistance from the U.S. Department of Veterans Affairs and you are enrolled at least half-time. Payments are allowed when you demonstrate deficiency in courses that are required for your degree program.

Work-Study Allowance

If you are registered at least three-quarters time (9 credits) and need money to attend school, you may participate in work-study. Recipients of benefits under the provisions of Chapters 30, 31, 32, 33, 35, and 1606 may be eligible. You may work up to 400 hours during a session and receive either the federal minimum wage or the state minimum wage, whichever is greater.

For Further Information

Information and applications are available from your advisor or at *umgc.edu/vabenefits* on the UMGC website. For information on qualifying for the in-state tuition rate as a veteran or eligible dependent, see Determination of Residency for Tuition Purposes on p. 200.

Veterans Resources

UMGC offers dedicated military and veterans advisors and a range of resources targeted specifically for veterans. These include VetSuccess on Campus and the Vessey Veterans Resource Center, a one-stop shop designed to give you the support you need to succeed in school and in your career. Learn more at *umgc.edu/vetresources.*

GRADUATION CLEARANCE AND SERVICES

Application Deadlines

If you expect to complete the requirements for your program, you are responsible for making sure you have reviewed your academic advisement report with an academic advisor (details on p. 209), filed an application for graduation (available online through MyUMGC at *my.umgc.edu)* with Graduation Services, and paid the appropriate fee (currently $50). This may be done at the time you register for your final term or by the following deadlines:

December (fall term) graduation	October 1
May (spring term) graduation	February 15
August (summer term) graduation	June 15

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

Clearance Process for Graduation

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

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

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

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

Commencement

Stateside commencement is held annually in May and in December in Adelphi, Maryland. You will be invited to participate in commencement if you apply for a diploma in the same term as the ceremony (or have graduated since the last commencement). Visit *umgc.edu/commencement* for more information about eligibility and details about the stateside commencements.

If you invite guests from outside the United States, you may request up to 10 embassy letters up to five months in advance.

TRANSCRIPT SERVICES

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

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

Various procedures for requesting transcripts are available online at *umgc.edu/transcripts.* A fee is charged for each UMGC transcript that is issued; additional fees are charged for rush overnight processing. You should allow at least three business days for transcript requests to be processed. All financial obli-

gations to the university must be satisfied before a transcript may be released.

VERIFICATION SERVICES

Enrollment Verification

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

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

All enrollment verifications requested via MyUMGC are processed in real time and available online for printing on the same day.

Loan Deferment Form Certification

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

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

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

Degree Verification

UMGC has authorized the National Student Clearinghouse to provide degree verification. Employers and background screening firms must contact the clearinghouse directly for this information, for which a fee is charged. Information on this service may be found at *studentclearinghouse.org.* Degrees will not be verified until all financial obligations to the university have been fulfilled.

STUDENT ADVISORY COUNCIL

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

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

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

OTHER RESOURCES

Course Materials

You can complete most undergraduate degrees without purchasing textbooks, thanks to electronic resources that are free, up-to-date, and available through your online classroom. Depending on the course, these open educational resources may include electronic textbooks, lectures, links to websites, and selected documents and media.

Some courses do require the use of specific software or content that cannot be accessed for free. When you register for a course, check the required course materials listed in the interactive undergraduate schedule of classes to determine whether you will need to purchase any course materials. These materials are not included on your student account or added with your tuition and fees and must be paid out of pocket.

For those few courses that still require additional resources, you may order textbooks and software from MBS Direct online through the UMGC online bookstore *(umgc.edu/bookstore)* or by mail. MBS guarantees the quality of new and used inventory and has an easy return and buyback program. Orders are

shipped via UPS within 24 hours of receipt, Monday through Friday. Overnight and two-day delivery are available for an additional fee. Payment by personal check, MasterCard, Visa, American Express, and Discover is accepted. Some employer contracts may be accepted.

Career Services

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

Tools and Resources

Career Services offers a variety of tools and resources, available online 24 hours a day, that can be useful in the career planning and job-search process. Resources include résumé builders and templates, online mock interviews, video job-search tips, mentor matching, occupational information, employer and graduate school directories, job hunting guides, and career resource literature.

Job-Search Services

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

Career Development and Planning

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

Career advising services are available by appointment (on-site and by phone, video chat, and e-mail) and can be scheduled via CareerQuest. A limited number of appointments are available on a walk-in basis at Largo during specified times. Call 800-888-8682, ext. 2-2720 or visit *umgc.edu/careerservices* for more information.

Career Services also offers webinars and workshops to support the unique needs of UMGC students and alumni.

Computer Labs and Services

Computer labs are available at many UMGC sites (including Dorsey Station, Largo, UMGC at Quantico, Shady Grove, and Waldorf). You can check *umgc.edu/locations* to see if a site near you has computing services. At some sites, use may be restricted to students taking class at that site.

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

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

If you are considering enrolling in online courses, you should review the technical requirements at *umgc.edu/techreq* for the most current detailed information.

Technical support for MyUMGC, the learning management system, and other learning applications is available 24 hours a day, seven days a week, at *umgc.edu/help* or 888-360-8682.

The UMGC Library

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

Library Resources

The UMGC Library provides access to a rich collection of research materials on a variety of topics (e.g., business, social science, science, arts and humanities, and computer and information systems). You can access an extensive array of subscription research databases containing tens of thousands of full-text articles, as well as thousands of electronic books, through the UMGC Library home page at *umgc.edu/library* or through the learning management system. UMGC Library OneSearch allows you to search for scholarly articles, books, and other research resources via a single search engine in most of the databases to which the UMGC Library subscribes,

either directly or as additional resources. The UMGC Library has also created subject-specific resource guides to serve as starting points for research. Each guide includes subject-relevant research databases, books, websites, and other relevant resources.

If you are an enrolled student in the continental United States, you currently also have borrowing privileges at the 17 University System of Maryland and Affiliated Institutions (USMAI) libraries. The library collections can be searched and books can be requested through the USMAI online catalog, available via the UMGC Library home page. You may use the DocumentExpress service to request that journal articles or book chapters not available online in full text be sent to you electronically.

Library Instruction and Research Assistance

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

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

Tutoring and Student Organizations

A variety of services are available to you if you are interested in academic support and social engagement beyond the classroom. Online tutors are available in selected classes. You may also choose to work with a peer tutor in various subjects. More information is available at *umgc.edu/tutoring* or from the Student Success Team at *studentsuccess@umgc.edu.*

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

Writing Resources and Tutoring

UMGC's online Effective Writing Center *(umgc.edu/ewc)* is available 24 hours a day. The center's experienced, trained advisors help you develop key writing skills by providing individual online tutoring, self-study modules, and other writing resources.

You can submit assignments for review and schedule live online advising sessions via MyUMGC. In addition to providing writing advice, the Effective Writing Center hosts the "Online Guide to Writing and Research" and various other multimedia resources. If you have any questions, e-mail them to *writingcenter@umgc.edu.*

Alumni Association

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

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

Membership in the UMGC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMGC currently has more than 230,000 graduates in 47 states and 24 countries. UMGC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

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

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UMGC

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Lauren Lear, *Director, Workplace Learning*

Evelin Letarte, *Director, Prior Learning*

Amy Mobley, *Assistant Director, Student Issues*

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Jeanine L. Williams, *Program Chair, Written Communication, and Collegiate Professor*

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S. K. Bhaskar, *Vice Dean*

Elexis DeGale, *Associate Administrative Director*

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David P. Johnson, *Program Chair, Digital Media and Web Technology, and Collegiate Professor*

Valorie Jackson King, *Program Chair, Cybersecurity Management and Policy, and Collegiate Associate Professor*

Susan Madorran, *Program Chair, Computer Networks and Cybersecurity, and Collegiate Assistant Professor*

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Robin Searles-Adenegan, *Program Chair, Biological Sciences, and Collegiate Professor*

Jennifer Thompson, *Program Chair, Psychology, and Collegiate Professor*

Faculty

The Undergraduate School has a large and distinguished faculty. UMGC faculty consistently win awards, publish scholarly works, and contribute to the intellectual understanding of their fields. They are well respected by both practitioner and academic peers. In keeping with UMGC's mission, UMGC faculty are as nontraditional as their students, bringing practical as well as academic experience in their fields of expertise. Because of this, they are uniquely qualified to teach and guide students toward a richer and more robust understanding of how their academic learning translates into practice.

The full list of undergraduate faculty, with their academic credentials, is available online at *umgc.edu/facultylist.*

CONTACT INFORMATION

UMGC STATESIDE

Adelphi Headquarters

Address

University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783-8085

Telephone

800-888-8682

Fax

301-985-7977

E-Mail

studentsfirst@umgc.edu

Web

umgc.edu

UMGC EUROPE

Europe Headquarters

Address

- From overseas U.S. military installations or from the United States

  University of Maryland Global Campus Europe
  Unit 29216
  APO AE 09004

- International (civilian from outside the United States)

  University of Maryland Global Campus Europe
  Hertelsbrunnenring 10
  67657 Kaiserslautern
  Germany

Telephone

- Civilian

  Within Germany
  0631-534-800

  Outside Germany
  +49-631-534-800

Fax

Within Germany
0631-534-80351

Outside Germany
+49-631-534-80351

E-Mail

studentservices-europe@umgc.edu

Web

europe.umgc.edu

Catalogs

Requests for undergraduate and graduate catalogs for UMGC Europe should be sent to University of Maryland Global Campus, Unit 29216, APO AE 09004. Catalogs may also be obtained from University of Maryland Global Campus, 3501 University Boulevard East, Adelphi, MD 20783-8067. Catalogs are also available online at *europe.umgc.edu/catalogs.*

UMGC ASIA

Asia Headquarters

Address

- From overseas U.S. military installations or from the United States

  University of Maryland Global Campus
  Unit 5060, Box 0100
  APO AP 96328-0100

- International (civilian from outside the United States)

  University of Maryland Global Campus
  Building 445, Yokota Air Base
  Fussa, Fussa-shi
  Tokyo (197-0001) Japan

Telephone

- Military

  Within Asia
  DSN: 225-3680

  Outside Asia
  DSN: 315-225-3680

- Civilian

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

E-Mail

registrar-asia@umgc.edu

Web

asia.umgc.edu

CONTACT INFORMATION

Japan Office

Address

- From overseas U.S. military installations or from the United States

  University of Maryland Global Campus
  Attn: Japan Area Office
  Unit 5060, Box 0100
  APO AP 96328-0100

- International (civilian from outside the United States)

  University of Maryland Global Campus
  Attn: Japan Area Office
  Building 445, Yokota Air Base
  Fussa, Fussa-shi
  Tokyo (197-0001) Japan

Telephone

- Military

  Within Asia
  DSN: 225-3680

  Outside Asia
  DSN: 315-225-3680

- Civilian

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

E-Mail

yokota-asia@umgc.edu

Korea Office

Address

- From overseas U.S. military installations or from the United States

  University of Maryland Global Campus
  Camp Humphreys Education Center
  Unit 15592
  APO AP 96271-5592

- International (civilian from outside the United States)

  UMGC Asia
  USAG Camp Humphreys
  Bldg. 657 Rm. 208
  Gyeonggi-do, Pyeongtaek-si
  Korea 17798

Telephone

- Military

  Within Asia
  DSN: 723-7148

  Outside Asia
  DSN: 315-723-7148

- Civilian

  +82-2-7913-7141

E-Mail

humphreys-asia@umgc.edu

Okinawa Office

Address

- From overseas U.S. military installations or from the United States

  University of Maryland Global Campus
  18th FSS/FSDE
  Unit 5134, Box 40
  APO AP 96368-5134

- International (civilian from outside the United States)

  University of Maryland Global Campus
  Education Center
  Kadena Air Base
  Building 59, Room 223
  Kadena-cho
  Okinawa-ken (904-0204) Japan

Telephone

- Military

  Within Asia

  DSN: 634-4383

  Outside Asia

  DSN: 315-634-4383

- Civilian

  +81-6117-34-4383

E-Mail

kadena-asia@umgc.edu

Guam Office

Address

University of Maryland Global Campus
36 FSS/FSDE
Unit 14001, Box 14
APO AP 96543-4002

Telephone

- Military

  Within Asia

  DSN: 366-7132/7136/1425

  Outside Asia

  DSN: 315-366-7132/7136/1425

- Civilian

  1-671-366-7132

E-Mail

anderson-asia@umgc.edu

Catalogs

Catalogs may be obtained by writing to UMGC Asia, Unit 5060, Box 0100, APO AP 96328-0100 or to University of Maryland Global Campus, 3501 University Boulevard East, Adelphi, MD 20783-8067. The catalog is also available online at *asia.umgc.edu.*

POLICIES

The information contained in this catalog reflects the policies of both UMGC and the University System of Maryland (USM).* The complete list and text of UMGC's policies can be found at *umgc.edu/policies.* USM policies can be found at *usmd.edu /regents/bylaws/.*

STUDENT CLASSIFICATION FOR ADMISSION AND TUITION

For information on student classification and residency, see USM Policy VIII-2.70 at *usmd.edu/regents/bylaws/SectionVIII.* Also see UMGC Policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at *umgc.edu/policies/fiscalpolicies/fisc21020.cfm.*

TRANSFER OF GENERAL EDUCATION REQUIREMENTS

UMGC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2)(b)-(c). Up to 36 general education credits earned at another Maryland public institution will transfer to UMGC as general education credits. UMGC's general education requirements may be found on p. 8 of this catalog.

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will receive credit toward UMGC's general education requirements, as stated in Code of Maryland Regulations Title 13B, Subtitle 06, Chapters 1–10. For other students, courses are evaluated on a case-by-case basis. UMGC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and online at *artsys.usmd.edu*. Consult an advisor for details.

DISCLOSURE OF STUDENT RECORDS

UMGC complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to third parties of directory information (student information that may be released without your prior written consent); and file formal complaints alleging a violation of FERPA with the Department of Education. In addition, FERPA provides that most of your student information may not be released to third parties without your prior consent.

UMGC's Policy 210.14 Disclosure of Student Records contains an explanation of information that may be disclosed with and without prior consent, as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. Requests for inspection of your student records may be sent to *exception.request@umgc.edu.* For another person to act on your behalf, a power of attorney is required. More information on FERPA, including disclosures to third parties, can be found at *umgc.edu/current-students /finances/financial-aid/financial-aid-policies/ferpa.cfm.*

SMOKING

In accordance with USM policy, UMGC seeks to promote a healthy, smoke-free environment for the UMGC community. More information on Policy 640.00 UMGC Policy on Smoking may be found at *umgc.edu/policies/adminpolicies/admin64000.cfm.*

STUDENT DRUG AND ALCOHOL AWARENESS

UMGC complies with all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of UMGC officials will be addressed through UMGC procedures, through prosecution in the courts, or both.

All UMGC students are prohibited by UMGC from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMGC premises or at UMGC-sponsored activities. UMGC expects all students to comply with applicable federal, state, and local laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol and/or controlled substances.

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including expulsion from UMGC academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see the drug prevention program section of the most current annual safety and security report *(umgc.edu/inform)* for additional information.

* Annotated Code of Maryland, Education Article, §12-101.

PEER-TO-PEER FILE SHARING

Unauthorized use of copyrighted materials may bring civil and criminal penalties to the user. UMGC is committed to combating the unauthorized use of copyrighted materials on UMGC's network (including the online classroom) and therefore has established a written plan to achieve this goal. The intent of this plan is to inform UMGC students, faculty, and staff members of the appropriate use of copyrighted material on the network and to deter, detect, and discipline prohibited use, while reasonably maintaining the educational use of UMGC's network.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For willful infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

More information is available on the U.S. Copyright Office website at *www.copyright.gov*.

UMGC Procedures for Handling Unauthorized Distribution

UMGC implements an active protocol to respond to copyright infringement allegations. In accordance with the Digital Millennium Copyright Act (DMCA), UMGC has designated the following individual to receive and respond to reports of alleged copyright infringement on UMGC's website:

Erin Parker
Deputy General Counsel
Office of Legal Affairs
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783

301-985-7080
legal-affairs@umgc.edu

To be effective under the DMCA, a notification of claimed infringement must be in writing and include the following information:

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;
4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted;
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Once an effective DMCA takedown request is submitted, UMGC will act expeditiously to remove or block access to the infringing material.

POLICIES

NONDISCRIMINATION

University of Maryland Global Campus (UMGC) is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities. In accordance with federal, state, and local laws and regulations, UMGC does not discriminate against any person on the basis of race, religion, color, creed, sex, gender, gender identity or expression, marital status, sexual orientation, age, national origin, ancestry, political affiliation, mental or physical disability, genetic information, veteran status (including Vietnam-Era veterans), or any other legally protected characteristic. Specifically, under Title IX of the Education Amendments of 1972, UMGC prohibits discrimination on the basis of sex in its programs and activities. UMGC will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

All inquiries regarding UMGC's Nondiscrimination Statement or compliance with applicable statutes and regulations regarding equal opportunity should be directed to the fair practices and equal opportunity officer, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 301-985-7940 or e-mail *fairpractices@umgc.edu).*

For UMGC Policy 040.30 Affirmative Action and Equal Opportunity, see *umgc.edu/policies/adminpolicies/admin04030.cfm.*

Inquiries regarding Title IX/sexual misconduct may be directed to the Title IX coordinator, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 301-985-7021 or e-mail *titleixcoordinator@umgc.edu)* or a member of UMGC's Title IX Compliance Team.

See *umgc.edu/diversity/title-ix-sexual-misconduct/index.cfm.* For UMGC Policy 041.00 Sexual Misconduct, see *umgc.edu/policies /adminpolicies/admin04100.cfm.*

For external inquiries regarding the notice of nondiscrimination, including Title IX information, contact the Office for Civil Rights, U.S. Department of Education, Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, or call 800-421-3481.

SEXUAL MISCONDUCT

UMGC is committed to creating and maintaining an environment in which all persons who participate in university programs and activities, perform work, and provide services can learn and work together in an atmosphere free from sexual misconduct, a form of sex-based discrimination. UMGC provides training, education, prevention programs, and policies and procedures that promote prompt reporting; prohibit retaliation; and promote timely, fair, and impartial investigation and resolution of sexual misconduct cases.

Inquiries concerning the application of Title IX may be referred to the UMGC's Title IX coordinator or the Office for Civil Rights. If you have any questions regarding sexual misconduct or need to report a complaint, contact Steven Alfred, Title IX coordinator, by phone at 301-887-7295 (voice and text) or via e-mail at *titleixcoordinator@umgc.edu.* See UMGC Policy 041.00 Sexual Misconduct at *umgc.edu/policies* for details.

RELIGIOUS OBSERVANCE

So that academic programs and services of UMGC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. More information on policy 051.00 Religious Observances may be found at *umgc.edu/policies/academicpolicies/aa05100.cfm.*

ANNUAL SECURITY REPORT AND CONSUMER DISCLOSURES

In accordance with U.S. Department of Education regulations, University of Maryland Global Campus distributes an Annual Safety and Security Report to all current students, staff, and faculty. It is also available to prospective students, staff, and faculty, upon request.

The annual report provides important information about rights and responsibilities on the following topics:

- Campus safety and security policies and services
- Sexual misconduct policy
- Emergency procedures
- Notification of rights under FERPA for postsecondary institutions
- Peer-to-peer file sharing
- Drug prevention program
- Clery Act crime statistics by location for the previous three calendar years

You can read the Annual Safety and Security Report at *umgc .edu/inform.* If you have questions or wish to receive a copy of the current annual report, contact the UMGC director of security at 301-985-7471.

To help you stay informed, additional consumer disclosures can be found at *umgc.edu/disclosures.*

APPENDICES

COMMUNITY COLLEGE ALLIANCES

Maryland

Allegany College of Maryland

Anne Arundel Community College

Baltimore City Community College

Carroll Community College

Cecil College

Chesapeake College

College of Southern Maryland

Community College of Baltimore County

Frederick Community College

Garrett College

Hagerstown Community College

Harford Community College

Howard Community College

Montgomery College

Prince George's Community College

Wor-Wic Community College

A complete list of state alliances is available at *umgc.edu/alliances.*

STATE AUTHORIZATIONS

As an online university, UMGC offers online courses and services throughout the United States. UMGC also offers courses and services on-site in certain locations within the United States. For information regarding state authorizations and the states where UMGC offers hybrid courses and provides services, visit *umgc.edu/stateauthorizations.*

The following states require the catalog disclosures found below:

Virginia

The University System of Maryland and the Maryland Higher Education Commission have approved all programs offered by UMGC, including those programs offered at Virginia sites. Any credit earned for coursework at UMGC in Virginia shall be applied in the same manner as if the credit was earned online or at any other UMGC location. UMGC is certified to operate in Virginia by the State Council of Higher Education for Virginia.

The university offers courses and/or provides services at the following locations:

UMGC at Quantico
525 Corporate Drive
Stafford, VA 22554

Fort Belvoir
Barden Education Center, Building 1017
9625 Belvoir Road
Room 128
Fort Belvoir, VA 22060

Fort Lee
700 Quarters Road
Room 159
Fort Lee, VA 23801

Joint Base Langley-Eustis
Education Center
450 Weyland Road
Hampton, VA 23655

Joint Base Myer–Henderson Hall
Education Center, Building 417
239 Sheridan Avenue
Room 215
Fort Myer, VA 22211

Joint Expeditionary Base Little Creek–Fort Story
1481 D Street
Building 3016
Virginia Beach, VA 23459

Naval Station Norfolk
1680 Gilbert Street
Building IE
Norfolk, VA 23511

Thomas Nelson Community College
525 Butler Farm Road
Hampton 3 Building
Hampton, VA 23666

UMGC offers courses that are open for enrollment to GEICO employees only at the following locations:

GEICO
1 Geico Boulevard
Fredericksburg, VA 22412

GEICO
1345 Perimeter Parkway
Virginia Beach, VA 23454

APPENDICES

Washington

University of Maryland Global Campus is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes University of Maryland Global Campus to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by e-mail at *degreeauthorization@wsac.wa.gov.*

The transferability of credits earned at University of Maryland Global Campus is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at University of Maryland Global Campus will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at University of Maryland Global Campus to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at University of Maryland Global Campus will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

CPA REQUIREMENTS

UMGC's programs in accounting may help prepare you to sit for the Uniform Certified Public Accountant Exam and/or obtain initial licensure as a Certified Public Accountant (CPA) in Maryland. To sit for the CPA Exam in Maryland, a candidate is required to have successfully completed 120 credits toward an accounting degree. Many other states, however, require candidates to successfully complete 150 credits prior to sitting for the CPA Exam.

To obtain initial licensure as a CPA in Maryland and most other states, a candidate is required to have successfully completed 150 credits. UMGC graduate accounting programs help prepare you to become licensed as a CPA in Maryland.

If you intend to request transfer credits from a nonregionally accredited institution, a third-party provider or facility, or an institution located outside of the United States, or you intend to request transfer of ACE-evaluated credit, be aware that doing so may impact your ability to become licensed as a CPA. For information regarding licensure in other states and transfer credit, please visit *umgc.edu/professional-licensure.*

STATESIDE CLASSROOM LOCATIONS WITH ZIP CODES

The following locations offer either undergraduate or both undergraduate and graduate courses.

Name of Location	Zip Code
Aberdeen Proving Ground	21005
Academic Center at Largo	20774
Anne Arundel Community College at Arundel Mills	21076
Cecil College	21901
Dorsey Station	21075
Eglin Air Force Base	32542
Fort Belvoir	22060
Fort Benning	31905
Fort Bliss	79916
Fort Drum	13602
Fort Gordon	30905
Fort Hood	76544
Jacksonville Naval Air Station	32212
Joint Base Anacostia-Bolling	20032
Joint Base Andrews	20762
Joint Base Langley-Eustis	23665
Joint Base Lewis-McChord	98433
Joint Base Myer–Henderson Hall	22211
Joint Expeditionary Base Little Creek–Fort Story	23459
Killeen	76549
Laurel College Center	20707
National Security Agency	20755
Naval Station Mayport	32233
Naval Station Norfolk	23511
Odenton	21113
Pearl City	96782
Prince George's Community College	20774
Quantico Corporate Center	22554
San Diego	92108
Shady Grove	20850

Southern Maryland Higher Education Center	20619
Thomas Nelson Community College	23666
University of Maryland, College Park	20742
U.S. Coast Guard Base Honolulu	96819
USM at Hagerstown	21740
Waldorf Center for Higher Education	20602
Walter Reed National Military Medical Center (Bethesda)	20889

A complete list of stateside class and service locations and contact information is available online at *umgc.edu/locations.*

RETENTION OF STUDENT RECORDS

UMGC maintains records of students' admission, enrollment, grades, transfer of credits, transcripts, graduation, and degree(s) while the student is enrolled and permanently after graduation.

MyUMGC TERMINOLOGY

The following is an explanation of terms students may encounter when using MyUMGC.

Academic Advisement Report (Degree Plan): A review of the academic progress that a student has made within his or her UMGC program.

Activation: The automated process of verifying a student's record for enrollment eligibility each term based on certain criteria. This process enables a student to register for courses.

Admission: The process of being admitted to the university, which includes completing an application and paying the fees required for entrance.

Campus: The UMGC division where a student is located. UMGC has three major campuses—UMGC Asia, UMGC Europe, and UMGC Stateside. Within those campuses are additional locations where classes are held or staff and academic advisors may be reached.

Career: Graduate or undergraduate level of study.

Class Number: The unique five-digit number assigned to each class at UMGC.

Drop: To cancel your enrollment in a class before the end of the drop period posted on the UMGC website for your division.

eApp: An abbreviation for electronic application, which is an application to the university that is filled out and submitted online.

EmplID (or Student ID): A system-generated identification number for student use. Students should record their EmplID in a safe, secure place, as it will be needed to access various services. GoArmyEd students should note that their UMGC EmplID will be different from their GoArmyEd EmplID.

Enrollment Activity: The process of adding or dropping a class.

Lower-Level (LL) Courses: Courses that are numbered 100–299.

Mid-Session (or Intensive Session): A shorter class period held between the standard eight-week sessions.

Official Evaluation (or Academic Advisement Report): A review of the academic progress that a student has made within his/her UMGC program.

Portal: A website that integrates online applications, such as e-mail, databases, references to other websites, and proprietary applications, under one unique URL, often allowing secure access with one unique login and password.

Real-Time: This means that transactions are implemented at the moment a user makes them, regardless of time zone. There is no time delay; all information is current up to the moment users access it.

Semester: Also known as a term (usually a five-month period divided into two sessions).

Session: Usually an eight-week period within a term (number of weeks may vary), during which classes are offered.

Subject and Catalog Number: The four-letter abbreviation and three-digit number for UMGC classes. For example, in COMM 300, COMM stands for communication studies and 300 is the catalog number.

Term: A full semester, which may be subdivided into sessions. Student finance and financial aid offices use this time period for instructional accounting.

Third-Party Payment: A payment made by a third party, such as tuition assistance (TA), Army Emergency Relief (AER), and scholarships. (Note: Loans and federal grants are not third-party payments.)

Units: Credit value the university assigns to a course.

Upper-Level (UL) Courses: Courses that are numbered 300–499.

UserID: A student's user name for logging into MyUMGC. Students will need both their UserID and password to log in.

Withdraw: To cancel your enrollment in a class after the end of the drop period posted on the UMGC website for your division.

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UNIVERSITY OF MARYLAND GLOBAL CAMPUS

STUDENT NAME_____ DATE_____

Degree Planning Worksheet 2019–2020

This worksheet is designed to help you plan and track your progress toward your degree. It lists all of the graduation requirements in the recommended sequence. For full course descriptions, please refer to the current undergraduate catalog. For major-specific worksheets, see *umgc.edu/worksheets.*

SEQUENCE *Courses are listed in the order in which you should take them.* *Changes in courses and order may affect other elements of your degree plan.*	**COURSE TAKEN OR TRANSFERRED**	**SESSION TAKEN**
Recommendations will differ for specific majors. Refer to catalog for alternatives to recommended general education requirements (GenEds). *Courses used for GenEds may not be used in the major or minor.*		
GENERAL EDUCATION COURSES (41 credits)		
PACE 111B (3) *or other PACE 111 course (PACE 111B, 111C, 111M, 111P, 111S, or 111T);* *Required GenEd course*		
WRTG 111 (3) *or other 3-credit writing course* *Highly recommended GenEd course (if you have not yet taken WRTG 112)*		
WRTG 112 (3) *Required GenEd course; must be completed with grade of C- or better*		
MATH 105 *or other approved MATH or STAT course (3)* *Required GenEd course (check requirements of individual major)*		
LIBS 150 or CAPL 398A (1) *or other GenEd elective*		
IFSM 201 (3) *or other computing GenEd course (check requirements of individual major)*		
HIST 125 (3) *or other arts/humanities GenEd course*		
HUMN 100 (3) *or other arts/humanities GenEd course*		
GEOL 100 (3) *or other 3-credit biological/physical science GenEd course*		
BIOL 101/102 or NSCI 100/101 *or other biological/physical science GenEd course with related lab*		
ECON 103 (3) *or other behavioral/social science GenEd course*		
BEHS 103 (3) *or other behavioral/social science GenEd course*		
SPCH 100 (3) *or other communication, writing, or speech GenEd course*		
WRTG 391 (3) *or other upper-level advanced writing GenEd course*		

CHECKLIST FOR FULFILLMENT OF DEGREE REQUIREMENTS See catalog for overview of all requirements.

- ❑ 30 credits at UMGC, including at least half of the major and minor and 15 credits upper level
- ❑ 45 credits upper level, including half the credit for the major and for the minor
- ❑ All required courses and minimum number of credits for the major and minor
- ❑ Prerequisites for the major and minor courses, if needed
- ❑ All general education requirements
- ❑ Grade of C or better in all courses for the major and minor
- ❑ Grade of C- or better in WRTG 112
- ❑ Overall GPA of at least 2.0
- ❑ At least half the credit for the major earned through graded coursework
- ❑ Total 120 credits

STUDENT NAME_____ DATE_____

SEQUENCE *Note total credits for your major. At least half must be upper level and at least half taken through UMGC.*	**COURSE TAKEN OR TRANSFERRED**	**TERM TAKEN**
MAJOR COURSES(30–36 credits)		
◆ Major course requirement (3) *See requirements for specific major*		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
◆ Major course requirement (3)		
MINOR OR ELECTIVES (15–18 credits, at least 9 credits upper level for minor) Complete in last 60 credits along with major courses.		
See requirements of individual minor and related requirements for the major that you have not applied to GenEd reqs.		
ADDITIONAL ELECTIVES (25–34 credits) Complete in last 60 credits along with major and minor courses.		
Choose any courses to meet 120 credits for degree. Note minimum requirements for upper-level coursework. Complete in last 60 credits along with major and minor courses.		
TOTAL: 120 CREDITS		

◆ *Required courses for the major*

University System of Maryland

ACCREDITATION

University of Maryland Global Campus is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. UMGC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents. UMGC is certified to operate by the State Council of Higher Education for Virginia. UMGC at Quantico, Corporate Center, 525 Corporate Drive #101, Stafford, VA 22554.

ABOUT UMGC

University of Maryland Global Campus was founded more than 70 years ago specifically to serve the higher education needs of working adults and servicemembers. Today, UMGC continues its global tradition with online and hybrid courses, more than 140 classroom and service locations worldwide, and more than 90 degrees, certificates, and specializations backed by the reputation of a state university and the University System of Maryland. For more information, visit *umgc.edu*.

Visit UMGC on the web at umgc.edu.

To speak with an advisor, call 800-888-8682 or send an e-mail to studentsfirst@umgc.edu.

UNIVERSITY OF MARYLAND
GLOBAL CAMPUS

The Undergraduate School
3501 University Boulevard East
Adelphi, MD 20783-8080 USA

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