

THE GRADUATE SCHOOL

CREATING NEW FUTURES ...
ONE MOMENT AT A TIME





UMUC IN MARYLAND AND AROUND THE WORLD

At University of Maryland University College (UMUC), a high-quality education is always within reach. UMUC 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, UMUC is one of the largest providers of education to the U.S. military worldwide and serves 54,000 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, UMUC makes it possible to earn a widely respected degree from just about anywhere.

UMUC's commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for you to register for courses, pay tuition, and order textbooks and other supplies 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, UMUC gives you what you need to succeed.

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after August 1, 2015. (Details are listed on p. 151.) You should keep your catalog available for easy reference throughout your degree program.

From the Dean



Welcome to The Graduate School at University of Maryland University College (UMUC).

This catalog embodies more than just the requirements and policies of an outstanding university. You'll also find the very exciting possibilities UMUC offers as you prepare to take the next step toward achievement of your career aspirations. And we stand ready to help you make the most of your graduate school experience.

Through our contacts and relationships with employers from every sector—large and small, government and private—we find out what you need to know and do to be successful in your career. UMUC courses and programs are continuously updated and renewed to make sure that they are, in fact, preparing you in ways that are relevant and important.

Use this catalog as a roadmap, designed to lead you from where you are today to the career you want tomorrow. The programs it describes will challenge you, but that's because we want you to gain confidence in your own knowledge and skills. Employers everywhere search for highly talented people who can think, learn, make decisions, and innovate. With an investment of your enthusiasm and determination and the guidance of our outstanding faculty, we'll help you master these rare abilities.

Explore our programs, and then get started as soon as possible. The journey you begin here can move you toward the successful achievement of your educational and professional objectives.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Aric Krause', with a long horizontal flourish extending to the right.

Aric Krause, PhD
Vice Provost and Dean
The Graduate School
E-mail: graddean@umuc.edu

POLICY STATEMENT

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Welcome to UMUC

A UNIQUE INSTITUTION

University of Maryland University College (UMUC) is unique among institutions of higher education. From its founding in 1947, UMUC 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.

Today UMUC has grown to be the largest public university in the nation, serving students throughout the state, the nation, and the world. Yet its 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 UMUC, 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 at the same time.

As a global university, UMUC makes it possible for you to take classes any time, any place, by offering one of the largest selections of online programs available—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.

Convenience and flexibility are not the only concerns, however. UMUC seeks to create a learning environment that you will find respectful of diverse backgrounds—inclusive, responsive, and relevant.

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

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

The success of UMUC's efforts is evident. Year after year, UMUC continues to garner awards from such notable organizations as the University Professional and Continuing Education Association, the Sloan Consortium, and the Maryland Distance Learning Association.

Innovation

UMUC has always looked for new and better ways to serve students. Long before the online revolution, UMUC 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 MyUMUC, its online gateway to services and information. Through its Center for Innovation in Learning and Student Success, UMUC leads the search for next-generation learning models and best practices for online learning.

FACILITIES AND PROGRAMS

UMUC offers degree programs from the associate's 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. UMUC also offers leadership development programs and services through its National Leadership Institute.

The university's administrative headquarters, located in Adelphi, Maryland, also serve as home to a prestigious art collection and a conference facility, the College Park Marriott Hotel and Conference Center at UMUC. The Academic Center at Largo houses both The Undergraduate School and The Graduate School, as well as all related academic support units. Most classes and services, however, are provided at more than 140 sites worldwide, as well as through cutting-edge technology—online via the university's website, the learning management system, and MyUMUC.

FOR ASSISTANCE

Contact us by e-mail at info@umuc.edu or by phone at 800-888-UMUC (8682).

About The Graduate School

MISSION STATEMENT

UMUC's Graduate School prepares you for effective leadership and citizenship in a global environment characterized by workforce diversity, increasing competition, and technological innovation. Programs are designed to extend educational access through multiple formats.

The Graduate School strives for excellence in the quality of programs offered and innovative delivery formats. The curriculum provides discipline-specific knowledge with emphasis on leadership, communication, technology, globalization, diversity, systems thinking, critical thinking, information literacy, research competency, and ethical practices. The Graduate School challenges you to continuously demonstrate effective leadership as you apply what you study to your professions and your daily lives.

ACADEMIC PROGRAMS

UMUC's graduate degrees are designed to provide a career-focused curriculum. Over the years, many of these programs have won awards for excellence. Most recently, UMUC's graduate specialization in criminal justice was named among the top 10 online criminal justice schools by GraduatePrograms.com.

A list of those programs, organized by career field, is provided on the following pages.

Virtually all programs are available online. Coursework for some programs is available on-site at Maryland/national capital area locations, often in a hybrid format that combines on-site attendance with online study. For more information, e-mail gradinfo@umuc.edu or call 800-888-UMUC.

ACADEMIC RELATIONSHIPS

The Graduate School has established academic relationships with a number of academic and government institutions, some of which are listed below.

The Undergraduate School

Articulation agreements between The Graduate School and UMUC's Undergraduate School allow students who completed their undergraduate degree at UMUC with majors in accounting, computer science, criminal justice, cybersecurity, English, history, and social science, and with minors in emergency management and homeland security to reduce their total coursework for certain related graduate degrees. Details on each of these agreements are provided under the individual program descriptions.

Military Relationships

UMUC has established special relationships with a number of military institutions of higher education: Air War College, Air University, Defense Acquisition University, Defense Information School, Naval War College, National Defense University Information Resources Management College (iCollege), and Marine Corps College of Distance Education and Training. In most of these academic relationships, you may complete military specializations at the partner school as part of a master's degree program at UMUC. More information on these academic relationships is available online at military.umuc.edu or by e-mail at MilitarySupportServices@umuc.edu.

Oldenburg University

The Master of Distance Education and E-Learning (MDE) program is offered in partnership with Oldenburg University, Germany, a leading German institution with extensive experience in distance education. The participation of Oldenburg University helps to ensure that the program has a broad, global perspective that is critical for distance educators in today's world.

Oldenburg University and UMUC have partnered to develop several courses in the degree program, as well as a series of books that include important reflective research on the program (including historical analysis of the program development and detailed cost analysis).

Preparing for Graduate Study

As you probably know, more is expected at the graduate level than what is normally required at the undergraduate level. In addition, you usually must complete special requirements at the end of your graduate program. UMUC requires you to complete comprehensive exams and a dissertation only at the doctoral level. UMUC's master's degree programs require you to complete an integrative end-of-program capstone course in which you must demonstrate mastery of content covered throughout the program.

As long as you are continuously enrolled, you should refer to the catalog of the year in which you began graduate study for the specific requirements related to your program of study. Continuous enrollment is defined on p. 151.

You must maintain a cumulative grade point average (GPA) of 3.0 to remain in good academic standing. Academic progress is assessed at the end of each term. Other requirements—such as time limits for degree completion and minimum GPA—also apply; details are provided on pp. 150–51.

While UMUC's course formats offer you considerable flexibility, graduate study requires a significant time commitment. Most courses involve group projects. Each week, you should expect to devote at least 3 hours of outside study for every credit in which you are enrolled. According to that calculation, you need to devote at least 9 to 12 hours per week to outside study, research, and reading for each 3-credit course you take.

NONPROGRAM COURSES

Because UMUC graduate students often enter graduate study with academic backgrounds in very different fields and return to study after a gap of many years, UMUC offers a number of courses outside the usual required program courses that are designed to help you succeed in your graduate studies. Most of these courses are noncredit and optional; the orientation and library research skills course, however, is required for all students entering graduate study at UMUC. Complete course descriptions are provided on pp. 102–40.

Required Graduate Study and Library Research Skills Course

UCSP 615 Orientation to Graduate Studies at UMUC is designed to help you develop the skills and techniques you need to understand and manage the challenges involved in successfully completing a graduate program at UMUC and to familiarize you with research strategies and online library resources—material that is critical for 21st-century professionals.

This noncredit course is required for all new master's degree students, except those pursuing the MBA. The grading method is pass/fail. UCSP 615 must be completed within the first 6 credits of graduate study. It is recommended that you take this as your first course before beginning program coursework.

Optional Credit Course in Writing

If you have been out of academia for a period of time or you do not write often in your profession, you are encouraged to enroll in COMM 600 Academic Writing for Graduate Students in your first term. COMM 600 is specially designed to reinforce and strengthen the writing skills nec-

essary for success in UMUC's graduate degree programs. Although COMM 600 is a 3-credit course, those credits do not apply to any individual program requirements.

Optional Noncredit Courses

Noncredit courses (designated UCSP) are available in economics, financial accounting, and research methods and generally last eight weeks. Although these courses carry no UMUC credit, they appear on your official academic transcript. At the successful conclusion of the course, a grade of P (Pass) is posted. You must be admitted or have an application on file before registering for noncredit courses.

Current information about fees for noncredit courses is available at www.umuc.edu/tuition.

COURSE FORMATS

UMUC offers courses online, on-site at a number of Maryland locations, and in a hybrid format that combines on-site and online instruction.

Hybrid classes meet on-site at a UMUC location for about half the class sessions; the remainder of the course material is covered in the online classroom. The schedule of on-site sessions is provided by the faculty member at the beginning of the term. Hybrid courses are identified in the most current graduate schedule of classes.

Online courses maintain the same academic standards as on-site courses. Course content, texts, requirements, assignments, and class participation are comparable for online and on-site courses; for example, you need to adhere to a course schedule for assignment deadlines.

Computer and Internet Access

UMUC is committed to ensuring that you acquire the level of technological fluency needed for active participation in contemporary society and have access to up-to-date resources.

As a UMUC 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 you are taking a course online or on-site.

You must, therefore, ensure that you have some type of Internet access. Barring individual course requirements, this access may be through use of a UMUC computer lab; university or public library; or other readily available, reliable source if you do not have home access. However, such access should be regularly available, and you must have a current e-mail address. Information on UMUC student e-mail addresses is available at www.umuc.edu/umucgmail.

Some academic programs may have specific technical requirements.

Taking Online Classes

Before registering for an online course, you may want to consider the following:

1. You need to be prepared to write extensively, because nearly all communication is written. You need strong reading and writing skills in English.
2. You need to be competent in the use of computers and commonly used software programs.

3. Because the online classroom is asynchronous and you are expected to be an active participant, you are encouraged to log in frequently to check what has transpired in your online classroom (in lieu of classroom meetings).
4. You need disciplined work habits, effective time management skills, and the ability to work both alone and collaboratively.

Technical Requirements

You must meet certain minimum technical requirements to take graduate online courses; these requirements are subject to change. Review the current information about technical requirements at www.umuc.edu/techreq. You are responsible for your own Internet access costs.

Some academic programs may have additional technical requirements, such as requiring you to download and install computer programs. To determine whether such requirements apply to your program, you should consult the program chair (listed under Contact Information).

Course Evaluations

UMUC uses feedback from you and your fellow students to make decisions about future courses. Individual responses are kept confidential. For online and hybrid classes, the notice appears in the online classroom when three-quarters of the class has been completed.

The following pages provide descriptions of the degree and certificate programs available through the UMUC Graduate School, including all course requirements and any academic or professional preparation required or recommended beyond general graduate admission requirements.

Most degree and certificate programs follow a very specific curriculum with little or no choice. However, in some cases you may substitute a single 6-credit course that covers the same content as two required 3-credit courses. These options are listed in the course requirements.

* Certain project management courses require the use of a PC.

Program Overview

DOCTORAL PROGRAM

Doctor of Management*

Doctor of Management in
Community College Policy
and Administration●

ACCOUNTING AND FINANCE PROGRAMS

Master of Science in Accounting
and Financial Management

Master of Science in Accounting
and Information Systems

Master of Science in Financial
Management and Information
Systems

Master of Science in Management

- Accounting
- Financial Management

BUSINESS AND MANAGEMENT PROGRAMS

Master of Business Administration

Master of Science in Data Analytics

Master of Science in Management

- Acquisition and Supply Chain
Management
- Human Resource Management
- Interdisciplinary Studies in
Management
- Nonprofit and Association
Management
- Project Management

CYBERSECURITY PROGRAMS

Master of Science in Cybersecurity

Master of Science in Cybersecurity
Policy

Master of Science in Digital
Forensics and Cyber Investigation

EDUCATION AND TEACHING PROGRAMS

Master of Arts in Teaching**

Master of Distance Education
and E-Learning

- Distance Education Policy
and Management
- Distance Education Teaching
and Training
- Distance Education Technology

Master of Education in Instructional
Technology

HEALTH CARE AND SCIENCE PROGRAMS

Master of Science in Biotechnology

- Bioinformatics
- Biosecurity and Biodefense
- Biotechnology Management
- Biotechnology Regulatory Affairs

Master of Science in Environmental
Management

Master of Science in Health Care
Administration

Master of Science in Health
Informatics Administration

Master of Science in Management

- Health Care Administration

INFORMATION TECHNOLOGY PROGRAMS

Master of Science in Information
Technology

- Database Systems Technology
- Informatics
- Information Assurance
- Project Management
- Software Engineering
- Systems Engineering
- Telecommunications Management

Master of Science in Management

- Information Systems and Services

MARKETING AND COMMUNICATIONS PROGRAMS

Master of Science in Management

- Marketing
- Public Relations

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

Master of Science in Information
Technology

- Homeland Security Management

Master of Science in Management

- Criminal Justice Management
- Emergency Management
- Homeland Security Management
- Intelligence Management

* Offered online with mandatory residencies or course meetings at UMUC headquarters in Adelphi, Maryland.

● Not available to Maryland residents. Offered online with mandatory residencies or course meetings at UMUC headquarters in Adelphi, Maryland.

** On-site teaching field experiences and practicum required.

DUAL DEGREE PROGRAMS

The Master of Business

Administration may be added after completing any of the following programs:

Master of Distance Education
and E-Learning

Master of Science in Biotechnology

Master of Science in Cybersecurity

Master of Science in Cybersecurity
Policy

Master of Science Data Analytics

Master of Science Digital Forensics
and Cyber Investigation

Master of Science in Environmental
Management

Master of Science in Financial
Management and Information
Systems

Master of Science in Health Care
Administration

Master of Science in Information
Technology

Master of Science in Management

CERTIFICATE PROGRAMS

Acquisition and Supply Chain
Management

Bioinformatics

Cybersecurity Policy

Cybersecurity Technology

Foundations in Business Analytics

Foundations of Cybersecurity

Foundations of Human Resources
Management

Homeland Security Management

Information Assurance

Instructional Technology Integration

Leadership and Management

Project Management

DOCTORAL PROGRAM

DOCTOR OF MANAGEMENT

Stand above the competition with the Doctor of Management, a degree that defines accomplishment.

Designed for executive-level working professionals, the Doctor of Management (DM) program emphasizes management theory and strategic thinking, organizational leadership and change, research and innovation, and sustainability in the global business environment. Through applied research and analysis of real-world management issues, you'll gain sophisticated knowledge for the executive level of management.

Our cohort structure provides close, interactive partnerships among students, faculty, and staff—and a supportive network for lifelong learning. You'll also benefit from exposure to national and global perspectives and experiences with geographically diverse classmates and faculty.

What You'll Learn

Through your coursework, you will learn how to

- Design, interpret, and critique quantitative and qualitative data
- Manage organizational change, using improvisation and reinvention strategies
- Lead virtual teams
- Manage corporate strategy, process improvement, and product development

Careers

- Chief executives
- Management analysts
- Business teachers, postsecondary
- Education administrators, postsecondary

Your Coursework

The DM program combines theory, research, and practice to help you be prepared for success in executive-level positions. This hybrid program combines in-person residencies with interactive online instruction for dynamic collaboration. Once a term, you'll attend a residency consisting of instructor-led lectures, cohort discussions, and presentations of class assignments. Courses emphasize the intersection of organizational management issues and the critical role of information technology.

Coursework Examples

In past projects, students have had the opportunity to

- Conduct and use evidence-based research to make data-informed management decisions
- Produce a systematic review of a complex issue or problem in the workforce
- Develop a journal-quality paper exploring topics on innovation in the workplace

Program Overview

The DM program requires the completion of 48 credits of coursework, including 36 credits in academic content coursework and 12 credits of dissertation coursework, comprehensive examinations, and a scholar-practitioner dissertation. Attendance at a two-day residency on-site in Maryland each term is mandatory. DMGT 600 (described on p. 116) is prerequisite to the program but may be waived if you submit recent (within the last five years) GRE (verbal and quantitative) or GMAT scores (verbal and quantitative) scores in the 75th percentile or higher in each section.

Application Procedures

You must submit

- A completed doctoral program admission application with the \$100 application fee
- An official transcript indicating completion of a master's degree or higher from a regionally accredited university or college (if you were educated abroad, see www.umuc.edu/internationalstudent for additional requirements)
- An up-to-date résumé indicating professional leadership and management experience
- Two letters of reference—one professional and one academic
- A personal statement that outlines your interest in doctoral study and future goals
- Five reviews of scholarly, peer-reviewed, academic research-based articles that pertain to your area of interest in management research

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Details on the supplemental documents listed at left are available online at www.umuc.edu/applydm. The complete admission file must be reviewed before you can enroll in DMGT 600. You must earn a grade of B or higher in DMGT 600 for official admission to the program. Admission criteria are provided online and on p. 154.

Degree Requirements

Doctor of Management

INITIAL REQUIREMENTS

(to be taken within the first 6 credits of study)

- UCSP 815 Introduction to Library Research Skills for Doctoral Studies (0)
- DMGT 600 Foundations of Doctoral Study (3)

REQUIRED CORE COURSES

- DMGT 800 Foundations of Management Theory (6)
- DMGT 830 Research Methods I (6)
- DMGT 835 Research Methods II (6)
- DMGT 890 Dissertation Part I (4)
- DMGT 810 Leadership and Change (6)
- DMGT 845 Organizational Environments in a Global Context (6)
- DMGT 891 Dissertation Part II (4)
- DMGT 850 Innovation Process and Strategy (6)
- DMGT 892 Dissertation Part III (4)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

DOCTORAL PROGRAM

DOCTOR OF MANAGEMENT IN COMMUNITY COLLEGE POLICY AND ADMINISTRATION

Become a scholar-practitioner by pursuing a Doctor of Management in Community College Policy and Administration in a hybrid program that fits your life and can transform your potential to lead change in education.

Designed for college faculty and administrators who aspire to lead effectively and advance in administrative careers, UMUC's Doctor of Management program in community college policy and administration offers exceptional scholarship, intimate cohorts, distinguished faculty, and dissertation support and is designed to be completed within three years.

The program offers flexibility with online courses, short residencies, and a special emphasis on knowledge you can apply right away to your current professional environment.

You'll work together in the same group of about 15 to 20 students throughout the entire program, building a virtual community. You'll benefit from leadership assessments and executive coaching, developed and led by current and former community college presidents and senior executives.

With a highly respected credential, sophisticated knowledge, and an accomplished dissertation, you'll emerge from the program with the tools to transform student achievement and successfully guide community colleges into the essential role they will play in the future of education.

What You'll Learn

Through your coursework, you will learn how to

- Lead change in a highly volatile sector of higher education
- Advocate for the needs of community colleges and students at local, state, and federal levels
- Apply indicators of institutional effectiveness to all sectors of community college operations

Careers

- Chief executives
- Education administrators, postsecondary

Your Coursework

The community college policy and administration curriculum was developed in conjunction with community college presidents and senior executives to help you pursue the highest level of management knowledge. Your courses and residencies will focus on building your leadership competencies, policy expertise, and the skills you need to support dissertation research.

Coursework Examples

In past projects, students have had the opportunity to

- Undergo guided dissertation development, exploring various research methods for the dissertation
- Explore topics in management theory, higher education policy, and community college advancement
- Interview current community college administrators to expand their understanding of key issues and management practice
- Perform a guided analysis of the budgets and alternative revenue sourcing of their own community college
- Prepare advocacy materials and engage in an advocacy visit to congressional offices in Washington, D.C.

Program Overview

The DM program with a concentration in community college policy and administration requires the completion of 48 credits of coursework, including comprehensive examinations and a practitioner dissertation. DMGT 600 is prerequisite to the program but may be waived if you meet certain academic or professional criteria (detailed online at www.umuc.edu/dmccpa). A comprehensive leadership development program, which includes a battery of individual assessments and career coaching, is an integral part of the program. Attendance at a two-day residency on-site in Maryland each term is mandatory.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Application Procedures

The DM in Community College Policy and Administration is not available to Maryland residents. To apply, you must submit

- A completed doctoral program admission application and payment of the \$100 application fee
- An official transcript indicating completion of a master's degree or higher from a regionally accredited university or college (if you were educated abroad, see www.umuc.edu/internationalstudent for additional requirements)
- An up-to-date résumé indicating professional management experience in a community college environment or its equivalent
- Two letters of reference—one professional and one academic
- A personal statement that outlines your interest in doctoral study (guidelines for statement are available at www.umuc.edu/applydmccpa)
- Five reviews of scholarly research articles

Details on the supplemental documents listed above are available online at www.umuc.edu/applydmccpa. The complete admission file must be reviewed before you can enroll in DMGT 600. You must earn a grade of B or higher in DMGT 600 for official admission to the program. Admission criteria are provided online and on p. 154.

Degree Requirements

DM in Community College Policy and Administration

INITIAL REQUIREMENTS

(to be taken within the first 6 credits of study)

- | | |
|----------|--|
| UCSP 815 | Introduction to Library Research Skills for Doctoral Studies (0) |
| DMGT 600 | Foundations of Doctoral Study (3) |

REQUIRED CORE COURSES

- | | |
|----------|---|
| DMCC 810 | Leadership and Change (6) |
| DMCC 800 | Foundations of Management Theory (6) |
| DMCC 830 | Research Methods (6) |
| DMCC 890 | Dissertation Part I (4) |
| DMCC 821 | Higher Education Policy (6) |
| DMCC 891 | Dissertation Part II (4) |
| DMCC 841 | Institutional Assessment in the Community College Environment (6) |
| DMCC 851 | Community College Advocacy, Advancement, and Entrepreneurism (6) |
| DMCC 892 | Dissertation Part III (4) |

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ACCOUNTING AND FINANCE PROGRAMS

MASTER OF SCIENCE IN ACCOUNTING AND FINANCIAL MANAGEMENT

Prepare to rise to an executive level of responsibility and earning power by pursuing a master's degree in accounting and financial management.

The graduate program in accounting and financial management can help you move toward an organizational leadership position, including chief financial officer. This program, ideal for midcareer professionals, can give you the skills to make high-level decisions that can impact your organization's current operations and financial future.

What You'll Learn

Through your coursework, you will learn how to

- Manage your organization's current financial operations (cash, inventory, accounts receivable, payables, short-term loans, etc.)
- Make long-term financial decisions (evaluating and selecting capital investments, financing capital requirements, taking a company public, navigating mergers and acquisitions, and assessing bankruptcy/liquidation)
- Manage costs and risks
- Evaluate investments using industry software
- Perform financial analysis and modeling
- Make strategic management decisions and solve operational problems
- Analyze financial reporting and its effect on financial markets
- Incorporate international contexts and opportunities into your planning
- Handle ethical problems that arise in your field
- Assess the state of corporate governance and internal controls in your organization
- Use case studies of real organizations facing financial challenges to analyze their situations and propose a course of action
- Examine the sources of the 2008 global financial crisis and analyze how organizations acted to moderate its effects or recover

- Play the role of a new chief financial officer tasked with performing a comprehensive analysis of a new S&P 500 company
- Present a paper to a chief executive officer

Careers

- Chief executives
- Budget analysts
- Financial analysts
- Financial examiners
- Tax examiners and collectors and revenue agents
- Risk management specialists

Your Coursework

Courses in the accounting and financial management curriculum feature projects for real companies, studies of real crises, and analysis of real-time data sets. Additionally, a board of industry leaders and employers advises our faculty to make sure our graduate accounting and financial management programs are covering emerging areas and those relevant to your career growth.

Industry Certification

This program can help prepare you for the following certification exams:

ACCOUNTING CERTIFICATION

- Chartered Global Management Accountant (CGMA)
- Certified Management Accountant/Certified Financial Manager (CMA/CFM)
- Certified Public Accountant (CPA)
- CPA/Accredited in Business Valuation
- CPA/Certified Information Technology Professional
- CPA/Personal Financial Specialist
- Financial Management Certification
- Certified Financial Examiner (CFE)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- Certified Financial Planner (CFP)
- Certified Government Financial Manager (CGFM)
- Certified Healthcare Financial Professional (CHFP)
- Certified Risk Professional (CRP)
- Certified Treasury Professional (CTP)
- Certified Valuation Analyst (CVA)
- Chartered Asset Manager (CAM)
- Chartered Economist/Economic Policy Analyst
- Chartered Financial Analyst (CFA)
- Chartered Market Analyst (CMA)
- Chartered Portfolio Manager (CPM)
- Chartered Trust and Estate Planner (CTEP)
- Chartered Wealth Manager (CWM)
- Financial Risk Manager (FRM)
- Master Financial Manager (MFM)
- Master Financial Professional (MFP)
- Registered Business Analyst (RBA)

AUDITING CERTIFICATION

- Certified Bank Auditor (CBA)
- Certified Internal Auditor (CIA)
- Certified Financial Examiner (CFEx)
- Certified Financial Services Auditor (CFSA)
- Certified Government Auditing Professional (CGAP)

FRAUD CERTIFICATION

- Anti-Money Laundering Professional Certification (AMLPL)
- Certified Forensic Accountant (Cr.FA)
- Certified Fraud Examiner (CFE)
- Certified in Financial Forensics (CFF)
- Master Analyst in Financial Forensics (MAFF)
- Information Systems and IT Auditing
- Certification in Control Self-Assessment (CCSA)
- Certified Information Security Manager (CISM)
- Certified Information Systems Auditor (CISA)
- Taxation Certification Preparation
- Enrolled Agent (EA)

OTHER CERTIFICATION

- Accredited Automated Clearing House Professional (AAP)

MS IN ACCOUNTING AND FINANCIAL MANAGEMENT

Accounting Courses	15
Financial Management Courses	18
Capstone Course	3
Total Credits	36

Academic Preparation

You must have completed 15 credits of undergraduate accounting coursework, with a grade of C or better in each course, before enrolling in any graduate accounting course.

Degree Requirements

MS in Accounting and Financial Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640.

ACCOUNTING COURSES

Complete the following three courses:

ACCT 610 Financial Accounting (3)

ACCT 612 Auditing (3)

ACCT 613 Federal Income Taxation (3)

Take two of the following for a total of 6 credits:

ACCT 625 Government and Not-for-Profit Accounting (3)

ACCT 630 Fraud Examination (3)

ACCT 635 Accounting Ethics (3)

ACCT 640 International Accounting (3)

FINANCIAL MANAGEMENT COURSES

MGMT 640 Financial Decision Making for Managers (3)

FIN 610 Financial Management in Organizations (3)

FIN 620 Long-Term Financial Management (3)

FIN 630 Investment Valuation (3)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ACCOUNTING AND FINANCE PROGRAMS

FIN 645	Behavioral Finance (3)
FIN 660	Strategic Financial Management (3)

CAPSTONE COURSE

MSAF 670	Accounting and Financial Management Capstone (3)
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COURSE SEQUENCING

- ACCT 610 is prerequisite to all graduate accounting courses.
- You are advised to take ACCT 612 before ACCT 630.
- MGMT 640 is prerequisite to FIN 610.
- FIN 610 is prerequisite to all other FIN courses.
- FIN 620 and 630 are prerequisite to FIN 660.
- FIN 630 is prerequisite to FIN 645.
- You must complete all program coursework except FIN 645 before enrolling in MSAF 670.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in accounting to reduce their total coursework for the graduate degree by up to 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework.

The Graduate School will accept up to two of the following toward the completion of the MS in Accounting and Financial Management, Accounting and Information Systems, or Management: Accounting Specialization for a maximum of 6 credits:

- ACCT 438 Fraud and Forensic Accounting and ACCT 440 Forensic and Investigative Accounting in lieu of ACCT 630 Fraud Examination
- ACCT 427 Advanced Auditing and ACCT 433 Audit and Control of Information in lieu of ACCT 612 Auditing Process
- ACCT 323 Federal Income Tax I and ACCT 417 Federal Income Tax II in lieu of ACCT 613 Federal Income Taxation

The substitutions listed above are the only ones possible. Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. A minimum grade of B must have been earned in each of the undergraduate classes for the credits to be accepted at the graduate level. Admission requirements and time limits for degree completion apply to all applicants.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN ACCOUNTING AND INFORMATION SYSTEMS

Combine two powerful skill sets by earning a master's degree in accounting and information systems to set yourself apart.

Secure your future with the stability of an accounting career and seize the growth opportunities in information technology with the master's degree program in accounting and information systems. Suited to students at any career stage, this program can help you move toward a chief financial officer or chief information officer position or help you transition into either accounting or IT while maintaining your professional flexibility.

What You'll Learn

Through your coursework, you will learn how to

- Design and build an accounting information system
- Manage the financial aspects of an accounting information system
- Create an acquisition plan for information technology
- Prepare individual and corporate income tax returns
- Audit financial statements and information systems
- Create and analyze financial statements
- Negotiate with contractors during the selection and implementation of accounting information systems
- Create specification sheets and assist in the writing of a request for proposals

Careers

- Purchasing managers
- Budget analysts
- Credit analysts
- Information security analysts
- Database administrators
- Database architects

Your Coursework

The accounting and information systems curriculum can give you practical skills in two high-demand fields to make you an indispensable member of any team. The curriculum makes extensive use of case studies involving real business problems, so what you learn is immediately applicable on the job.

Coursework Examples

In past projects, students have had the opportunity to

- Design and build an accounting information system using sophisticated industry software, such as ACL and IDEA
- Compare accounting information systems to learn how to estimate their effectiveness and cost efficiency
- Build an accounting information system that meets an organization's information needs within the budget
- Assess the effectiveness of accounting information systems to detect accounting misrepresentations and fraud
- Create a request for proposals to acquire an accounting information system

Industry Certification

This program can help prepare you for the following certification exams:

- Certification in Control Self Assessment (CCSA)
- Certified Information Systems Auditor (CISA)
- Certified Information Technology Professional (CITP)
- Certified Public Accountant (CPA)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ACCOUNTING AND FINANCE PROGRAMS

MS IN ACCOUNTING AND INFORMATION SYSTEMS

Accounting Courses	18
Information Systems Courses	15
Capstone Course	3
Total Credits	36

Academic Preparation

You must have completed 15 credits of undergraduate accounting coursework, with a grade of C or better in each course, before enrolling in any graduate accounting course.

Degree Requirements

MS in Accounting and Information Systems

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640.

ACCOUNTING COURSES

Complete the following four courses:

- ACCT 610 Financial Accounting (3)
- ACCT 612 Auditing (3)
- ACCT 613 Federal Income Taxation (3)
- ACCT 614 Accounting Information Systems (3)

Take two of the following for a total of 6 credits:

- ACCT 625 Government and Not-for-Profit Accounting (3)
- ACCT 630 Fraud Examination (3)
- ACCT 635 Accounting Ethics (3)
- ACCT 640 International Accounting (3)

INFORMATION SYSTEMS COURSES

- ISAS 610 Information Systems Management and Integration (3)
- ISAS 630 Systems Analysis and Design (3)

- ISAS 650 Information Technology, the CIO, and Organizational Transformation (3)
- INFA 610 Foundations of Information Security and Assurance (3)
- IMAT 637 IT Acquisitions Management (3)

CAPSTONE COURSE

- MSAS 670 Accounting and Information Systems Capstone (3)

COURSE SEQUENCING

- ACCT 610 is prerequisite to all graduate accounting courses.
- You are advised to take ACCT 612 before ACCT 630.
- You must complete all program coursework except INFA 610 before enrolling in MSAS 670.

Recognition/Professional Certification

The curriculum for the MS in Accounting and Information Systems is in alignment with the Information Systems Audit and Control Association's *Model Curriculum for IT Audit and Control*, 2nd Edition. Graduates of the program qualify for one year of work experience toward the Certified Information Systems Auditor designation.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in accounting to reduce their total coursework for the graduate degree by up to 6 credits (two courses). Details are on p. 16.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN FINANCIAL MANAGEMENT AND INFORMATION SYSTEMS

Obtain powerful knowledge in two key areas of operations by pursuing a graduate degree in financial management and information systems.

The master's degree program in financial management and information systems can help prepare you to meet the increasing demand for executives with both skill sets. Designed for midcareer professionals from any educational or professional background, this program can help you move toward a chief financial officer or chief information officer position with leadership skills that are essential to the core function of every organization.

The financial management and information systems program prepares you to play a leading role in integrating and using information systems in your organization. You will also benefit from this program if you currently work in the information systems field and would like to expand your financial management skills.

What You'll Learn

Through your coursework, you will learn how to

- Manage financial operations, including cash, inventory, accounts receivable policy, payables, and short-term loans
- Make strategic and long-term financial decisions, such as evaluating and selecting capital investments; financing capital requirements; taking a company public; and navigating mergers and acquisitions, as well as bankruptcy/liquidation
- Use hardware and software networks to collect, filter, process, create, and distribute data
- Lead a multidisciplinary team working on complex organizational issues
- Communicate financial management and information systems ideas, concepts, and solutions to executives and stakeholders
- Analyze the costs and benefits of technology and information systems investments
- Evaluate and design financial information systems to meet organizational needs and objectives

Careers

- Chief executives
- Treasurers and controllers
- Financial analysts
- Risk management specialists
- Information security analysts

Your Coursework

Developed with employers, the financial management and information systems curriculum uses case studies of real organizations in real situations, so you're learning practical skills and knowledge that you can immediately apply at work.

Coursework Examples

In past projects, students have had the opportunity to

- Calculate the net present value of a project to determine whether a firm should undertake it
- Allocate costs for different activities and plan operations so that profits are maximized
- Complete a NetSuite simulation of your own wholesale/distribution company, prepopulated to include transactions, products, vendors, and customers, to gain experience with information systems in the operations of a firm

Industry Certification

This program can help prepare you for the following certification exams:

- Certification in the Governance of Enterprise IT (CGEIT)
- Certified Financial Planner (CFP)
- Chartered Financial Analyst (CFA)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ACCOUNTING AND FINANCE PROGRAMS

MS IN FINANCIAL MANAGEMENT AND INFORMATION SYSTEMS

Required Financial Management Courses	18
Required Information Systems Courses	15
Required Capstone Course	3
Total Credits	36

Degree Requirements

MS in Financial Management and Information Systems

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640.

REQUIRED FINANCIAL MANAGEMENT COURSES

MGMT 640	Financial Decision Making for Managers (3)
FIN 610	Financial Management in Organizations (3)
FIN 615	Financial Analysis and Modeling (3)
FIN 620	Long-Term Financial Management (3)
FIN 630	Investment Valuation (3)
FIN 645	Behavioral Finance (3)

REQUIRED INFORMATION SYSTEMS COURSES

ISAS 610	Information Systems Management and Integration (3)
ISAS 630	Systems Analysis and Design (3)
ISAS 650	Information Technology, the CIO, and Organizational Transformation (3)
INFA 610	Foundations of Information Security and Assurance (3)
IMAT 637	IT Acquisitions Management (3)

REQUIRED CAPSTONE COURSE

MSFS 670	Financial Management and Information Systems Capstone (3)
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COURSE SEQUENCING

- MGMT 640 is prerequisite to FIN 610.
- FIN 610 is prerequisite to all other financial management courses.
- FIN 630 is prerequisite to FIN 645.
- You must complete all program coursework (except FIN 645 or INFA 610) before enrolling in MSFS 670.

Dual Degree Option

If you complete the MS in Financial Management and Information Systems, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN MANAGEMENT

SPECIALIZATIONS IN

Accounting

Financial Management

Compete for today's—and tomorrow's—jobs with a career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

- | | |
|----------|---|
| DMBA 610 | Ethical Leadership in Organizations and Society (6) |
| DMBA 620 | Effective Financial and Operational Decision Making (6) |
| DMBA 630 | Marketing and Strategy Management in the Global Marketplace (6) |

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ACCOUNTING AND FINANCE PROGRAMS

MS IN MANAGEMENT: ACCOUNTING SPECIALIZATION

Core Courses	12
Specialization Courses	21
Capstone Course	3
Total Credits	36

Prepare to rise to the executive level of responsibility and earning power by developing advanced skills in the career-focused master's degree program in management with a specialization in accounting.

The graduate accounting specialization can help you move toward positions as a comptroller, managing partner, or senior accountant or into another career with maximum flexibility. Ideal for midcareer professionals, the accounting specialization teaches you the skills to communicate with high-level decision makers, as well as the advanced accounting knowledge that every business needs.

What You'll Learn

Through your coursework, you will learn how to

- Assist in developing strategic plans
- Assist in the decision-making process required of top managers
- Build an accounting information system
- Communicate effectively with top-level executives and diverse populations
- Design and build an accounting information system
- Guide management in making effective decisions regarding financial planning
- Prepare and analyze financial statements
- Prepare individual and corporate income tax returns
- Serve in leadership roles
- Serve on a financial statement audit team

Careers

- Budget analysts
- Credit analysts

- Accountants and auditors
- Budget analysts
- Chief executives
- Tax examiners and collectors, and revenue agents
- Financial managers

Your Coursework

The accounting curriculum features case studies of real accounting issues, so you'll build accounting and management skills you can apply immediately in the workplace. We also facilitate networking opportunities between you and employers, and we work with employers to help them actively recruit our students.

Coursework Examples

In past projects, students have had the opportunity to

- Use SEC 10K reports to research and compare accounting disclosures for multiple organizations in the same and diverse industries
- Use the case-study method to research circumstances and consequences of corporate accounting misrepresentations to detect fraud
- Learn to use XBRL, an open-data standard for financial reporting required for many SEC filings
- Conduct tax research of Fortune 500 companies using the U.S. Internal Revenue Code, IRS tax regulations, issuances, rulings, and case law

Industry Certification

This program can help prepare you for the following certification exams:

- Accredited Tax Preparer (ATP)
- Enrolled Agent (EA)
- Certified Internal Auditor (CIA)
- Certified Management Accountant (CMA)
- Certified Public Accountant (CPA)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Academic Preparation

You must have completed 15 credits of undergraduate accounting coursework, with a grade of C or better in each course, before you enroll in any graduate-level accounting course.

Degree Requirements

MS in Management: Accounting Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

SPECIALIZATION COURSES

Complete the following five courses:

ACCT 610 Financial Accounting (3)
ACCT 611 Management Accounting (3)
ACCT 612 Auditing (3)
ACCT 614 Accounting Information Systems (3)
ACCT 613 Federal Income Taxation (3)

Take two of the following for a total of 6 credits:

ACCT 625 Government and Not-for-Profit Accounting (3)
ACCT 630 Fraud Examination (3)
ACCT 635 Accounting Ethics (3)
ACCT 640 International Accounting (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- ACCT 610 is prerequisite to all other accounting courses.
- You are strongly advised to take ACCT 612 before ACCT 630.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in accounting to reduce their total coursework for the graduate degree by up to 6 credits (two courses). Details are on p. 16.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 21.

MS IN MANAGEMENT: FINANCIAL MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Gain a strong foundation in management principles and specialized skills in financial decision making by pursuing a master's degree in management with a specialization in financial management.

The specialization in financial management can help you move into a position as a manager, treasurer, or analyst, or into the world of consulting. You'll gain solid management skills that are essential to the core functions of every organization. This program, ideal for midcareer professionals, provides you the tools to make high-level decisions that can impact an organization's current operations and financial future.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ACCOUNTING AND FINANCE PROGRAMS

What You'll Learn

Through your coursework, you will learn how to

- Manage your organization's current financial operations (cash, inventory, accounts receivable policy, payables, short-term loans, etc.)
- Make long-term financial decisions, such as evaluating and selecting capital investments; financing capital requirements; taking a company public; and navigating mergers and acquisitions, as well as bankruptcy/liquidation
- Manage costs and risks and evaluate investments using industry software
- Perform financial analysis and modeling
- Make strategic management decisions to solve operational problems

Careers

- Controller or treasurer
- Financial manager
- Capital investment analyst
- Financial liaison with business units
- Credit or cash manager
- Financial consultant or advisor
- Financial, budget, or management analyst
- Cost analyst or program analyst

Your Coursework

Courses in the financial management specialization feature projects for companies, studies of real crises, and analysis of real-time data sets. You'll study financial management methods used by government agencies, nonprofit groups, and privately held companies, as well as behavioral finance, long-term financial management and investing, international finance, and strategic financial management, among other topics. A board of industry leaders and employers advises our faculty to make sure courses stay up-to-date with industry trends.

Coursework Examples

In past projects, students have had the opportunity to

- Use Harvard University's case studies on companies facing financial challenges to analyze their situation and propose their own solutions
- Examine the sources of the 2008 global financial crisis and analyze how companies acted to recover or moderate its effects
- Play the role of a new CFO tasked with performing a comprehensive analysis of a hypothetical S&P 500 company and document findings in a paper for review by the company's CEO

Industry Certification

This program can help prepare you for the following certification exams:

- Accredited Valuation Analyst (AVA)
- Certified Financial Examiner (CFEx)
- Certified Financial Planner (CFP)
- Certified Government Financial Manager (CGFM)
- Certified Healthcare Financial Professional (CHFP)
- Certified Risk Professional (CRP)
- Certified Treasury Professional (CTP)
- Certified Valuation Analyst (CVA)
- Chartered Asset Manager (CAM)
- Chartered Economist-Economic Policy Analyst (ChE)
- Chartered Financial Analyst (CFA)
- Chartered Market Analyst (CMA)
- Chartered Portfolio Manager (CPM)
- Chartered Trust and Estate Planner (CTEP)
- Chartered Wealth Manager (CWM)
- Financial Risk Manager (FRM)
- Master Financial Manager (MFM)
- Master Financial Professional (MFP)
- Registered Business Analyst (RBA)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Degree Requirements

MS in Management: Financial Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

FIN 610 Financial Management in Organizations (3)
FIN 615 Financial Analysis and Modeling (3)
FIN 620 Long-Term Financial Management (3)
FIN 630 Investment Valuation (3)
FIN 645 Behavioral Finance (3)
FIN 660 Strategic Financial Management (3)
FIN 640 Multinational Financial Management (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 is prerequisite to FIN 610.
- FIN 610 is prerequisite to all other FIN courses.
- FIN 630 is prerequisite to FIN 645.

- FIN 620 and 630 are prerequisite to FIN 660.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 21.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

MASTER OF BUSINESS ADMINISTRATION

Advance your career with a stand-out MBA that's focused on your career goals and tailored to fit your busy life.

Prepare for leadership in UMUC's award-winning Master of Business Administration program, designed for busy professionals like you. Offered online or in a hybrid format with both online and on-site components, the MBA can help you develop key managerial competencies to advance in any type of business.

You'll develop sought-after skills in finance, marketing, operations, information literacy, technology fluency, and systems thinking, as well as key competencies for effectiveness as a manager, including ethical leadership, team building, communication, problem solving, and critical thinking.

What You'll Learn

Through your coursework, you will learn how to

- Anticipate and understand the implications of decisions and actions across the entire organization
- Analyze, synthesize, and evaluate assumptions, beliefs, and information to form clear, defensible ideas and to weigh arguments and positions rationally and fairly
- Recognize the value brought to the organization by those whose backgrounds, origins, customs, beliefs, styles, and methods differ from your own
- Persuade others to act with spoken ideas, opinions, and conclusions
- Develop, inspire, and manage teams across organizational, geographic, and cultural barriers to accomplish project and organizational goals
- Work effectively as a team member in both formal and informal groups
- Foster mutual respect, trust, and high standards of ethics
- Respond to complex challenges by formulating and effectively implementing business plans

Careers

- Chief executives
- General and operations managers
- Marketing managers
- Management analysts

Your Coursework

The MBA curriculum includes coursework in management, legal and ethical issues in business, leadership, finance, marketing, strategy, decision making, and operations. Courses feature projects for actual companies and agencies to give you real-world experience in managing operations that you can apply right away on the job.

Coursework Examples

In past projects, students have had the opportunity to

- Envision an innovative product and create a marketing plan for it
- Assess the business environment for a company that is considering entering and operating in two countries using analyses of the management challenges of a multinational enterprise that has actually entered the recommended country
- Present and defend an optimal performance appraisal system for your current position or for one you hope to hold within the next five years

MASTER OF BUSINESS ADMINISTRATION

Required Core Courses	42
Total Credits	42

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Degree Requirements

MBA

INITIAL REQUIREMENT

AMBA 600 MBA Fundamentals (3)

REQUIRED CORE COURSES

AMBA 610	The Manager in Organizations and Society (6)
AMBA 620	Managing People and Groups in the Global Workplace (6)
AMBA 630	The Economics of Management Decisions (6)
AMBA 640	Managing Projects, Operations, and Information Systems (6)
AMBA 650	Marketing Management and Innovation (6)
AMBA 660	Managing Global Business (6)
AMBA 670	Managing Strategy in the Global Marketplace (6)

COURSE SEQUENCING

All courses must be taken in the order listed.

WAIVER OF PREREQUISITE

AMBA 600 is prerequisite to the program but may be waived if you already have a graduate degree or if you present GMAT scores in the 70th percentile or higher.

Program Recognition/Accreditation

In 2011, the UMUC MBA program won the Best Practices Award (Silver) in Distance Learning Programming—Higher Education from the U.S. Distance Learning Association.

The MBA program has received specialized accreditation through the International Assembly for Collegiate Business Education (IACBE).

Academic Relationships

UMUC has established academic relationships with universities in Canada, Mexico, and China. The participation of students from these universities in MBA classes provides an international perspective and contributes to class diversity.

If you completed your undergraduate degree at UMUC with a major in business administration and a grade point average of 3.0, overall and in the major, you may waive the prerequisite course, AMBA 600. Admission requirements apply to all applicants.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

MASTER OF SCIENCE IN DATA ANALYTICS

The state-of-the-art graduate data analytics program is designed with input from leading employers to give you a competitive advantage in the job market.

The master's degree program in data analytics combines study in technical and business disciplines to make you a powerful data analyst with strong career potential. You'll learn how to manage and manipulate data, create data visualizations, and make strategic data-driven recommendations to influence business outcomes.

Build your skills in a career-focused graduate data analytics program that includes database design, data warehousing, data mining, data modeling, predictive analytics, and more.

What You'll Learn

Through your coursework, you will learn how to

- Transform big data into actionable insights using advanced analytics software
- Manage data analytics projects, present findings, and make strategic recommendations to organizational leadership
- Evaluate modeling approaches for data analysis and predictive analysis
- Design and deploy databases and dimensional models
- Apply advanced data warehousing and data mining methods
- Manage infrastructure systems to ensure the quality, security, and privacy of data

Careers

- Management analysts
- Data warehousing specialists
- Business intelligence analysts
- Intelligence analysts

Your Coursework

The curriculum for the master's degree in data analytics is crafted, reviewed, and updated by a team of advisors and industry experts to ensure that what you learn aligns with the trends and technologies in the workplace today.

Coursework Examples

In past projects, students have had the opportunity to

- Apply predictive modeling, decision theory, big data analytics, and data visualization to projects from a range of industries
- Use regression analysis and univariate and multivariate research methods on big data systems
- Develop expertise manipulating large data sets using IBM SPSS Modeler, SAS Enterprise Miner, and Tableau, among other software applications
- Build key leadership competencies in presentation, persuasion, and negotiation

MS IN DATA ANALYTICS

Required Core Courses	30
Required Practicum Course	6
Total Credits	36

Admission Requirements

To be admitted to the program, you must provide one of the following:

- A score in the 75th percentile on the quantitative section of the Graduate Record Exam (GRE) or the Graduate Management Aptitude Test (GMAT)
- One of the following industry certifications:
 - IBM certification in Cognos, Risk Analytics, or SPSS
 - SAS certification in Foundation, Analytics, Administration, Data Management, or Enterprise Business Intelligence
 - Microsoft certification (e.g., MCITP, MCSA, MCSE, MCSM, MCDBA)
 - Certified Business Intelligence Professional
 - Certified Analytics Professional
 - Certified Data Management Professional
 - Certified Health Data Analyst

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- Coursework (200-level or higher) in linear algebra, calculus, discrete mathematics, probability, statistics, hypothesis testing, estimation, computer programming, data structures, database development, or data mining from a regionally accredited college or university (official transcript required) with a minimum grade of B.

If you do not have demonstrated experience or prior coursework in software programming, you may be admitted but required to complete additional coursework.

Degree Requirements

MS in Data Analytics

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

DATA 610 Decision Management Systems (6)
 DATA 620 Data Management and Visualization (6)
 DATA 630 Data Mining (6)
 DATA 640 Predictive Modeling (6)
 DATA 650 Big Data Analytics (6)

REQUIRED PRACTICUM COURSE

DATA 670 Data Analytics Practicum (6)

COURSE SEQUENCING

Courses must be taken in the order listed.

Dual Degree Option

If you complete the MS in Data Analytics, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610 Ethical Leadership in Organizations and Society (6)
 DMBA 620 Effective Financial and Operational Decision Making (6)
 DMBA 630 Marketing and Strategy Management in the Global Marketplace (6)

Related Certificate Program

Foundations in Business Analytics

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

DATA 610 Decision Management Systems (6)
 DATA 620 Data Management and Visualization (6)

COURSE SEQUENCING

Courses must be taken in the order listed.

ADMISSION REQUIREMENTS

You must meet the same admission requirements as those for the degree in data analytics.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

MASTER OF SCIENCE IN MANAGEMENT

SPECIALIZATIONS IN

Acquisition and Supply Chain Management
Human Resource Management
Interdisciplinary Studies in Management
Nonprofit and Association Management
Project Management

CERTIFICATES IN

Acquisition and Supply Chain Management
Foundations of Human Resource Management
Leadership and Management
Project Management

Compete for today's—and tomorrow's—jobs at the career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MS IN MANAGEMENT: ACQUISITION AND SUPPLY CHAIN MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Prepare for advancement in contracting, acquisition, supply chain management, or procurement.

The acquisition and supply chain management specialization is designed for midcareer professionals but is also suitable for newcomers. You'll build a foundation in the strategic and operational aspects of the end-to-end supply chain and procurement functions.

Learn best practices to use in your current role and develop new contacts through networking opportunities in this career-focused specialization.

What You'll Learn

Through your coursework, you will learn how to

- Apply the legal structure for public and private acquisition processes
- Use technology effectively to establish sustainable supply chains that support product and service delivery
- Apply knowledge of efficient contract management processes throughout the acquisition life cycle
- Explain how acquisition and supply chain management will evolve through the next decade
- Interpret the Federal Acquisitions Regulation Universal Commercial Code as it relates to acquisitions and American Bar Association model procurement codes for state and local governments
- Plan, conduct, and manage negotiated procurements
- Perform cost analysis preparations and understand all categories of costs, including profit
- Apply strategic purchasing and logistics methodologies
- Conduct supply chain management case studies and simulations of managing material flows to optimize supply chains for efficiency

Careers

- Purchasing managers
- Transportation managers
- Logistics managers
- Supply chain managers
- Procurement clerks
- Logistics analysts

Your Coursework

Our curriculum is designed with input from employers, industry experts, and scholars. You'll learn theories combined with real-world applications and practical skills you can apply on the job right away.

Coursework Examples

In past projects, students have had the opportunity to

- Serve as a supply chain manager in a simulation, analyzing critical supply chain problems by using a hands-on SCM Globe simulation tool
- Serve as a procurement manager to develop an acquisition plan and create contract solicitations based on real-world requirements
- Evaluate vendors and develop criteria for reward and performance management
- Analyze a collaborative supply chain case study for a real-world candy company
- Develop a strategic profit model for a company and determine how inventory should be handled for efficient production

Industry Certification

This program can help prepare you for certifications from the following organizations:

- APICS
- Council of Supply Chain Management Professionals (CSCMP)
- Defense Acquisition University
- NCMA

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

Degree Requirements

MS in Management: Acquisition and Supply Chain Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

ASCM 626 Purchasing and Materials Management (3)
ASCM 627 Legal Aspects of Contracting (3)
ASCM 628 Contract Pricing and Negotiations (3)
ASCM 629 Strategic Purchasing and Logistics (3)
ASCM 630 Commercial Transactions in a Technological Environment: Law, Management, and Technology (3)
ASCM 631 Integrative Supply Chain Management (3)
ASCM 632 Contemporary Logistics (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSES

- MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.
- ASCM 650 Legal Aspects of Contracting and Commercial Transactions (6) may be taken instead of ASCM 627 and 630.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- ASCM 626 should be taken as the first specialization course.

- ASCM 629 is prerequisite to ASCM 631.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.
- Specialization courses should be taken in the order listed.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 30.

Related Certificate Program

Acquisition and Supply Chain Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

ASCM 626 Purchasing and Materials Management (3)
ASCM 627 Legal Aspects of Contracting (3)
ASCM 628 Contract Pricing and Negotiations (3)
ASCM 629 Strategic Purchasing and Logistics (3)
ASCM 630 Commercial Transactions in a Technological Environment: Law, Management, and Technology (3)

MS IN MANAGEMENT: HUMAN RESOURCE MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Master management skills and the latest best practices by pursuing a master's degree in management with a specialization in human resource management.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

The master's degree in management with a specialization in human resource management is designed to give you the knowledge and skills you need to move up the ranks in the HR field and aligned with the Society for Human Resource Management guidelines for graduate education. Gain practical, management-level experience in the theory, research, knowledge, and procedures used by HR executives, generalists, and specialists—and develop a skill set you can take anywhere.

What You'll Learn

Through your coursework, you will learn how to

- Make decisions using statistics and financial information
- Use organizational theory, effectiveness measurement, and systems thinking to solve problems
- Manage intercultural environments
- Use leadership styles and rewards programs to incentivize employees

Careers

- Human resources managers
- Training and development managers
- Human resources specialists

Your Coursework

The curriculum for the specialization in human resource management can teach you practical skills to make you a strong decision maker and manager in any human resources setting. You'll explore topics in staffing, compensation, training, change management, labor relations, and more.

Coursework Examples

In past projects, students have had the opportunity to

- Evaluate five online platforms that could be used by a multinational company to communicate across worldwide divisions and write a report to the CEO that includes a recommendation for the one that best serves the company's purposes
- Create a proposal for an onboarding program for new consultants in a company experiencing high turnover
- Research a labor/employee relations topic in depth and report findings in a five-page briefing paper

Degree Requirements

MS in Management: Human Resource Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

HRMD 610 Issues and Practices in Human Resource Management (3)
HRMD 620 Employee and Labor Relations (3)
HRMD 630 Recruitment and Selection (3)
HRMD 640 Job Analysis, Assessment, and Compensation (3)
HRMD 650 Organizational Development and Change (3)
HRMD 651 Current Perspectives in Training and Development (3)
HRMD 665 Managing Virtual and Global Teams (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.
- Courses should be taken in the order listed.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 30.

Related Certificate Programs

Foundations of Human Resource Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

MGMT 615 Intercultural Communication and Leadership (3)
HRMD 610 Issues and Practices in Human Resource Management (3)
HRMD 620 Employee and Labor Relations (3)
HRMD 650 Organizational Development and Change (3)

COURSE SEQUENCING

Courses should be taken in order.

Leadership and Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
HRMD 610 Issues and Practices in Human Resource Management (3)
HRMD 650 Organizational Development and Change (3)

MS IN MANAGEMENT: INTERDISCIPLINARY STUDIES IN MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Gain advanced skills and broad exposure to all of the major areas in management for maximum career flexibility with a specialization in interdisciplinary studies in management.

The interdisciplinary studies in management specialization can provide you the skills that are essential for managers in every organization. The curriculum covers fundamentals in human resources, project management, marketing, and information systems. Whether you are new to the field, changing careers, or looking to move up in your current organization, you need look no further for a respected credential that can boost your professional value and pave the way to management.

What You'll Learn

Through your coursework, you will learn how to

- Assess employee performance at the individual, group, and organization levels
- Market an organization's services via advertising and sales promotions
- Coach and mentor employees
- Manage culturally diverse work environments and work groups
- Motivate and incentivize employees

Careers

- General and operations managers
- Administrative services managers
- Management analysts
- First-line supervisors of office and administrative support workers

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Your Coursework

The curriculum for the specialization in interdisciplinary studies in management has been crafted, reviewed, and updated by a team of advisors and industry experts to ensure that what you learn aligns with trends in the today's workplace. Courses feature topics in leadership, managing change, decision making, employee relations, business law, ethics, and more.

Coursework Examples

In past projects, students have had the opportunity to

- Design change management training for managers using presentation software
- Participate in a group project to develop criteria and strategies to address performance deficiencies among employees
- Participate in a series of leadership questionnaires to identify your leadership style and development needs

Industry Certification

This program can help prepare you for the following certification exams:

- Professional in Human Resources (PHR)
- Project Management Professional (PMP)
- Senior Professional in Human Resources (SPHR)

Degree Requirements

MS in Management: Interdisciplinary Studies in Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

CORE COURSES

MGMT 610 Organizational Theory (3)

MGMT 615 Intercultural Communication and Leadership (3)

MGMT 640 Financial Decision Making for Managers (3)

MGMT 650 Statistics for Managerial Decision Making (3)

SPECIALIZATION COURSES

HRMD 610 Issues and Practices in Human Resource Management (3)

HRMD 620 Employee and Labor Relations (3)

MRKT 600 Marketing Management (3)

ISAS 600 Information Systems for Managers (3)

HRMD 650 Organizational Development and Change (3)

MRKT 601 Legal and Ethical Issues in Global Communications (3)

PMAN 634 Foundations of Project Management (3)

CAPSTONE COURSE

MGMT 670 Strategic Management Capstone

ALTERNATE COURSES

- MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.
- MRKT 620 Marketing Principles, Regulation, and Ethical Issues (6) may be taken instead of MRKT 600 and 601.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 30.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

MS IN MANAGEMENT: NONPROFIT AND ASSOCIATION MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Put yourself on the path to an executive director position by pursuing a master's degree in management with a specialization in nonprofit and association management.

The specialization in nonprofit and association management can help you learn to successfully direct an organization in the nonprofit sector. Whether you're in an association, development organization, foundation, or political organization, you'll learn the latest governance strategies, as well as the fundamentals of solid financial management and leadership to help your organization fulfill its mission.

What You'll Learn

Through your coursework, you will learn how to

- Manage finances and generate revenue for a nonprofit organization
- Analyze legal and governance-related issues
- Recruit and manage volunteers
- Promote, market, and fundraise for a nonprofit organization
- Measure outcomes and processes
- Develop a leadership style and strategy

Careers

- Chief executives
- Public relations and fundraising managers
- Social and community service managers
- Fundraisers

Your Coursework

Your courses in the nonprofit and association management specialization will provide you with a thorough understanding

of the nonprofit sector, with courses in nonprofit management, financial management, revenue generation and cost control, and law and governance, as well as approaches to promotion, marketing, and fundraising.

Industry Certification

This program can help prepare you for the Certified Associate Executive exam.

Degree Requirements

MS in Management: Nonprofit and Association Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

- MGMT 610 Organizational Theory (3)
- MGMT 615 Intercultural Communication and Leadership (3)
- MGMT 640 Financial Decision Making for Managers (3)
- MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

- NPMN 600 Nonprofit and Association Organizations and Issues (3)
- NPMN 610 Nonprofit and Association Law and Governance (3)
- NPMN 620 Nonprofit and Association Financial Management (3)
- NPMN 640 Marketing, Development, and Public Relations in Nonprofit Organizations and Associations (3)
- NPMN 650 Fundamentals of Association Management (3)
- NPMN 655 Outcome and Process Evaluation Management (3)
- NPMN 660 Strategic Management in Nonprofit Organizations and Associations (3)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.
- NPMN 600 must be taken as the first specialization course.
- Taking NPMN 650 before NPMN 655 is strongly recommended.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 30.

MS IN MANAGEMENT: PROJECT MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Learn to successfully lead large projects by pursuing a master's degree in management with a specialization in project management.

The specialization in project management allows you to develop advanced business management skills while building expertise for project management certification.

What You'll Learn

Through your coursework, you will learn how to

- Initiate, plan, track, and close projects
- Manage the schedule of a complex project and conflicts that arise
- Perform quantitative analyses and manage risks involved in complex projects
- Coach and mentor employees
- Manage culturally diverse work environments
- Assess performance at the individual, group, and organization levels

Careers

- Program directors
- Chief executives

Your Coursework

The project management curriculum is aligned with certifications from the Project Management Institute. Your courses will include project risk management, project procurement management, and advanced project methods, while core management courses will give you the tools you need to take on leadership roles in today's workplace. You'll complete a capstone project in an industry you select to gain experience and learn relevant skills you can apply immediately in the workplace.

Industry Certification

This program can help prepare you for the following certification exams:

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

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

BUSINESS AND MANAGEMENT PROGRAMS

Degree Requirements

MS in Management: Project Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

PMAN 634 Foundations of Project Management (3)
PMAN 635 Quantitative Methods in Project Management (3)
PMAN 637 Project Risk Management (3)
PMAN 638 Project Communications Management (3)
PMAN 639 Project Quality Management (3)
PMAN 641 Project Procurement Management (3)
PMAN 650 Financial and Strategic Management of Projects (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.
- PMAN 634 must be taken as the first specialization course.

Academic Relationship

If you are certified as a Project Management Professional by the Project Management Institute, you may receive credit for PMAN 634 Foundations of Project Management if you begin study for the master's degree within five years of earning certification. Graduate advisors can provide more information.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 30.

Related Certificate Program

Project Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

PMAN 634 Foundations of Project Management (3)
PMAN 635 Quantitative Methods in Project Management (3)
PMAN 637 Project Risk Management (3)
PMAN 638 Project Communication Management (3)
PMAN 639 Project Quality Management (3)

COURSE SEQUENCING

PMAN 634 must be taken as the first course.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

CYBERSECURITY PROGRAMS

MASTER OF SCIENCE IN CYBERSECURITY

Develop next-generation skills to combat cyber threats in a nationally recognized master's degree program in cybersecurity.

The graduate program in cybersecurity is an innovative, award-winning degree program that draws 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.

Perfect for midcareer professionals, the cybersecurity program assumes no previous experience in cybersecurity or computer science and provides you the leadership and technical skills to take your public- or private-sector career to the next level.

What You'll Learn

Through your coursework, you will learn how to

- Prevent network outages, virus propagation, and data compromises
- Develop a business continuity plan in the event of an attack
- Manage security architecture and operations
- Identify system vulnerabilities and solve problems with intrusion detection tactics
- Navigate ethics, relevant laws, regulations, policies, and standards
- Explain cyber crime motivations, hacker culture, and criminal psychology
- Lead successful teams with advanced project management skills

Careers

- Security management specialists
- Information security analysts
- Database administrators
- Network and computer systems administrators
- Computer network architects
- Computer network support specialists

Your Coursework

The graduate cybersecurity curriculum features emerging topics in the field and was developed with the help of an advisory board of senior security executives, so what you're learning is on the cutting edge of information assurance.

The cybersecurity program also builds in many opportunities for you to interact with employers by inviting frequent guest speakers and hosting recruitment and networking events.

Coursework Examples

In past projects, students have had the opportunity to

- Use protocol analyzers, intrusion detection systems, intrusion prevention systems, networking mapping tools, encryption/decryption tools, and password cracking tools
- Perform vulnerability assessments

Industry Certification

This program can help prepare you for the Global Information Assurance Certification (GIAC) exam.

MS IN CYBERSECURITY

Required Core Courses	30
Required Capstone Course	6
Total Credits	36

Technology Requirements

The cybersecurity curriculum makes extensive use of online multimedia learning objects and interactive exercises. A minimum Internet connection speed of 512 KB per second is recommended.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

CYBERSECURITY PROGRAMS

Degree Requirements

MS in Cybersecurity

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

CSEC 610 Cyberspace and Cybersecurity (6)
CSEC 620 Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology (6)
CSEC 630 Prevention and Protection Strategies in Cybersecurity (6)
CSEC 640 Monitoring, Auditing, Intrusion Detection, Intrusion Prevention, and Penetration Testing (6)
CSEC 650 Cyber Crime Investigation and Digital Forensics (6)

REQUIRED CAPSTONE COURSE

CSEC 670 Cybersecurity Capstone (6)

COURSE SEQUENCING

- Courses should be taken in the order listed.
- CSEC 610 must be taken as the first course.
- You must complete all other program coursework before taking CSEC 670.
- Courses may not be taken concurrently.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in cybersecurity to reduce their total coursework for the graduate degree by up to 18 credits (three courses).

The Graduate School will accept both CSIA 413 Security Policy Implementation and CSIA 485 Practical Applications in Cybersecurity Management in lieu of CSEC 610 Cyberspace and Cybersecurity for a maximum of 6 credits toward the completion of the MS in Cybersecurity.

The substitutions listed above are the only ones possible. A minimum grade of B must have been earned in the undergraduate class for the credits to be accepted at the graduate level.

You may also qualify for an additional 12 credits if you have completed specified coursework through this agreement.

Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. Admission requirements and time limits for degree completion apply to all applicants.

More information on eligibility and applicable coursework is provided online at www.umuc.edu/articulations.

Dual Degree Option

If you complete the MS in Cybersecurity, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610 Ethical Leadership in Organizations and Society (6)
DMBA 620 Effective Financial and Operational Decision Making (6)
DMBA 630 Marketing and Strategy Management in the Global Marketplace (6)

Related Certificate Programs

Cybersecurity Technology

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

CSEC 610 Cyberspace and Cybersecurity (6)
CSEC 630 Prevention and Protection Strategies in Cybersecurity (6)
CSEC 640 Monitoring, Auditing, Intrusion Detection, Intrusion Prevention, and Penetration Testing (6)

COURSE SEQUENCING

- CSEC 610 must be taken as the first course.
- Courses may not be taken concurrently.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Foundations of Cybersecurity

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

CSEC 610 Cyberspace and Cybersecurity (6)

CSEC 620 Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology (6)

COURSE SEQUENCING

Courses must be taken in the order listed; courses may not be taken concurrently.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

CYBERSECURITY PROGRAMS

MASTER OF SCIENCE IN CYBERSECURITY POLICY

Gain expertise by pursuing a master's degree in cybersecurity policy to help shape the future of privacy and protection.

In the graduate cybersecurity policy program, you'll examine strategies for society-wide responses to cybersecurity threats. You'll also explore the roles of government, interorganizational alliances, and global cooperatives and gain a thorough understanding of legal concepts such as privacy, intellectual property, and civil liberties.

The program is designed for midcareer professionals who want to help meet the challenges posed by increasing cyber threats. Using a multidisciplinary approach, we'll provide you with a broad analytical framework for evaluating and solving cybersecurity problems.

What You'll Learn

Through your coursework, you will learn how to

- Create frameworks, goals, policies, and procedures, including computer use guidelines, Internet use policies, and mobile device management plans
- Conduct vulnerability and risk assessments
- Write business continuity plans and procedures
- Develop policies for the appropriate and ethical employment of all cyber tools
- Use advanced project management skills to lead successful teams

Careers

- Security management specialists
- Information security analysts
- Computer network architects
- Database architects
- Intelligence analysts

Your Coursework

The cybersecurity policy curriculum features emerging topics in the field and was developed with the help of an advisory board of senior security executives, so what you're learning is on the cutting edge of cybersecurity.

Coursework Examples

In past projects, students have had the opportunity to

- Analyze a series of privacy policies and critique them from a legal and organizational perspective
- Participate in multiple simulations that recreate cyber attack environments and set up policy-related defenses against these simulated attacks
- Create vulnerability and risk analyses

Industry Certification

This program can help prepare you for the following certification exams:

- Certified Information Systems Security Professional (CISSP)
- CompTIA Security+
- Disaster Recovery Institute (DRI)
- Global Information Assurance Certification (GIAC)

MS IN CYBERSECURITY POLICY

Required Core Courses	30
Required Capstone Course	6
Total Credits	36

Technology Requirements

The cybersecurity curriculum makes extensive use of online multimedia learning objects and interactive exercises. A minimum Internet connection speed of 512 KB per second is recommended.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Degree Requirements

MS in Cybersecurity Policy

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

CSEC 610 Cyberspace and Cybersecurity (6)
CSEC 620 Human Aspects in Cybersecurity: Ethics,
Legal Issues, and Psychology (6)
CSEC 635 National Cybersecurity Policy and Law (6)
CSEC 645 Enterprise and Cloud Cybersecurity Policy (6)
CSEC 655 Global Cybersecurity (6)

REQUIRED CAPSTONE COURSE

CSEC 670 Cybersecurity Capstone (6)

COURSE SEQUENCING

- Courses should be taken in the order listed.
- CSEC 610 must be taken as the first course.
- You must complete all other program coursework before taking CSEC 670.
- Courses may not be taken concurrently.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in cybersecurity to reduce their total coursework for the graduate degree by up to 18 credits (three courses).

The Graduate School will accept both CSIA 413 Security Policy Implementation and CSIA 485 Practical Applications in Cybersecurity Management in lieu of CSEC 610 Cyberspace and Cybersecurity for a maximum of 6 credits toward the completion of the MS in Cybersecurity Policy.

The substitutions listed above are the only ones possible. A minimum grade of B must have been earned in the undergraduate class for the credits to be accepted at the graduate level.

You may also qualify for an additional 12 credits if you have completed specified coursework through this agreement. Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies.

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

More information on eligibility and applicable coursework is provided online at www.umuc.edu/articulations.

Dual Degree Option

If you complete the MS in Cybersecurity Policy, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610 Ethical Leadership in Organizations and Society (6)
DMBA 620 Effective Financial and Operational Decision Making (6)
DMBA 630 Marketing and Strategy Management in the Global Marketplace (6)

Related Certificate Programs

Cybersecurity Policy

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

CSEC 610 Cyberspace and Cybersecurity (6)
CSEC 635 National Cybersecurity Policy and Law (6)
CSEC 645 Enterprise and Cloud Cybersecurity Policy (6)

COURSE SEQUENCING

- CSEC 610 must be taken as the first course.
- Courses may not be taken concurrently.

Foundations of Cybersecurity

Details are available on p. 41.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

CYBERSECURITY PROGRAMS

MASTER OF SCIENCE IN DIGITAL FORENSICS AND CYBER INVESTIGATION

Prepare to solve cyber crimes with cutting-edge investigation skills in the graduate digital forensics and cyber investigation program.

Perfect for midcareer professionals, the master's degree program in digital forensics and cyber investigation is designed to give you expert skills in uncovering digital evidence after a cyber crime has been committed. Featuring the latest cyber investigation technology, case studies of real crimes, and interactions with top employers, this graduate program provides you with highly marketable digital forensics skills.

What You'll Learn

Through your coursework, you will learn how to

- Present digital forensics results in a court of law as an expert witness
- Conduct successful forensic examinations of digital media storage devices and computer networks
- Design procedures at a suspected crime scene to ensure that the digital evidence obtained is not corrupted
- Conduct hands-on forensic searches to identify methods of intrusion
- Employ the rigorous procedures necessary for forensic results to stand up in a court of law
- Extract and validate evidence from digital components
- Seize, image, deconstruct, and analyze digital media, as well as analyze logs, decipher network traffic, and report information in a suitable format
- Implement cutting-edge, industry-standard tools in digital forensics, such as Encase and FTK
- Examine different mobile operating systems, including Android, Windows, and iOS

Careers

- Security management specialists
- Business intelligence analysts

- Forensic science technicians
- Intelligence analysts

Your Coursework

The digital forensics and cyber investigation curriculum features emerging topics in the field and was developed with the help of an advisory board of senior cybersecurity executives and digital forensics professionals, so what you're learning is at the cutting edge of digital investigation.

Coursework Examples

In past projects, students have had the opportunity to

- Create an investigation plan for an incident
- Use evidence from a crime scene to carry out a forensic investigation using EnCase, and produce a report for presentation in a court
- Use open source tools, EnCase, and FTK to acquire and verify images including that of the RAM
- Use cutting-edge, industry-standard tools in digital forensics, such as Encase and FTK and other open source tools, to carry out different types of investigations involving Mac, Linux, and Windows machines
- Carry out mobile and embedded system investigations using AccessData MPE and Lantern software
- Prove that anti-forensics techniques were used in the presented evidence
- Collect and analyze network evidence after an incident (log data collection, including HTTP server, binary, and firewall logs, and NetFlow)
- Analyze malicious network traffic captures (Netcap files) for incident discovery and response
- Perform behavioral analysis of malware in the sandbox environment using disassemble and debugger (OllyDbg) inside a virtual environment as well as using cloud-based sandboxes such as Norman SandBox and CWSandbox
- Carry out incident response for a web server/application and database server

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- Use eDiscovery software to extract and analyze an image of a given work machine that used DropBox
- Perform a deep analysis of file systems of a given image using The Sleuth Kit tools for volume system, file system, file name layer, and meta data analysis

Industry Certification

This program can help prepare you for the following certification exams:

- AccessData Certified Examiner (ACE)
- Certified Cyber Forensics Professional
- EC-Council Certified Incident Handler
- EnCase Certified Examiner (EnCE)

MS IN DIGITAL FORENSICS AND CYBER INVESTIGATION

Required Core Courses	30
Required Capstone Course	6
Total Credits	36

Technology Requirements

The cybersecurity curriculum makes extensive use of online multimedia learning objects and interactive exercises. A minimum Internet connection speed of 512 KB per second is recommended.

Degree Requirements

MS in Digital Forensics and Cyber Investigation

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

CSEC 610 Cyberspace and Cybersecurity (6)
 CSEC 620 Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology (6)

CSEC 650 Cyber Crime Investigation and Digital Forensics (6)
 CSEC 661 Digital Forensics Investigation (6)
 CSEC 662 Cyber Incident Analysis and Response (6)

REQUIRED CAPSTONE COURSE

CSEC 670 Cybersecurity Capstone (6)

COURSE SEQUENCING

- Courses should be taken in the order listed.
- CSEC 610 must be taken as the first course.
- You must complete all other program coursework before taking CSEC 670.
- Courses may not be taken concurrently.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in cybersecurity to reduce their total coursework for the graduate degree by up to 12 credits (two courses).

The Graduate School will accept both CSIA 413 Security Policy Implementation and CSIA 485 Practical Applications in Cybersecurity Management in lieu of CSEC 610 Cyberspace and Cybersecurity for a maximum of 6 credits toward the completion of the MS in Digital Forensics and Cyber Investigation.

The substitutions listed above are the only ones possible. A minimum grade of B must have been earned in the undergraduate class for the credits to be accepted at the graduate level.

You may also qualify for an additional 6 credits if you have completed specified coursework through this agreement. Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. Admission requirements and time limits for degree completion apply to all applicants.

More information on eligibility and applicable coursework is provided online at www.umuc.edu/articulations.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

CYBERSECURITY PROGRAMS

Dual Degree Option

If you complete the MS in Digital Forensics and Cyber Investigation, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

- DMBA 610 Ethical Leadership in Organizations and Society (6)
- DMBA 620 Effective Financial and Operational Decision Making (6)
- DMBA 630 Marketing and Strategy Management in the Global Marketplace (6)

Related Certificate Program

Foundations of Cybersecurity

Details are available on p. 41.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

EDUCATION AND TEACHING PROGRAMS

MASTER OF ARTS IN TEACHING

Start your career off right with a flexible teaching master's degree program that prepares you for certification and classroom success.

In the Master of Arts in Teaching program, you'll learn the latest teaching strategies and gain the experience you need to enter the field of secondary education with confidence. Develop skills in teaching to diverse student bodies, integrating technology in the classroom, and responding to varying learning styles in a wide range of secondary school environments

This program is designed for students with a bachelor's degree who want to earn teaching certification in a specific subject area. Whether you're new to teaching, retiring from a previous profession, relocating, returning to the workforce, teaching overseas, or simply seeking a second career that builds on previous study, we'll help you prepare for a rewarding career as an educator.

What You'll Learn

Through your coursework, you will learn how to

- Design and deliver instructional plans
- Manage a middle or high school classroom
- Assess student learning
- Use technology to maximize student learning
- Differentiate teaching methods
- Teach secondary students in a variety of settings, including conventional and distance-learning classrooms; urban, suburban, and rural schools; and learning communities that have cultural, ethnic, language, and socioeconomic diversity

Careers

- Middle school teachers
- Secondary school teachers

Your Coursework

MAT courses, developed in conjunction with school districts, feature the latest theory in pedagogy and praxis and help you apply what you're learning right away on the job.

Every course in the MAT program includes field experience components in which you'll develop and practice your knowl-

edge, skills, and dispositions for working effectively with diverse learners. This experience culminates in a full-time, on-site teaching internship.

You will be responsible for following procedures for arranging field experiences and classroom observations within the school district of your choice. While UMUC is able to provide support and assistance in securing field placements, we cannot guarantee that all school districts will grant MAT students permission to enter the classroom. Also, states and local school districts have varying regulations and policies regarding field experiences and student teaching. We recommend you familiarize yourself with the student teaching requirements for your state and locality.

Coursework Examples

In past projects, students have had the opportunity to

- Collaborate with a mentor teacher in the field to determine a target outcome for a group of students, then develop a strategy for achieving the target, carry out the initiative, and measure the results
- Conduct an observation in an inclusion classroom (grades K-12) to identify and describe developmentally appropriate practices that work effectively with adolescent learners and identify and describe classroom management procedures that are effective with adolescent students
- Complete an on-site internship of 80 in-school days (approximately 17 calendar weeks) under the supervision of a mentor teacher who is certified in a content area

MASTER OF ARTS IN TEACHING

Required Core Courses	24
Required Professional Internship	6
Total Credits	30

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102-140.

EDUCATION AND TEACHING PROGRAMS

Admission Requirements

All students—including those entering the program from an articulated undergraduate program at UMUC—must have completed a major in the content area for which certification will be sought; earned a GPA of 2.75 in the major; and presented Maryland-specified passing scores on the ACT, GRE, SAT, Praxis Core, or Praxis I exam. Alternatively, and subject to department approval, you may be admitted with completion of 30 credits in content-related coursework and a GPA of 2.75 in these courses. Qualifying scores for the aforementioned exams can be found on the Maryland State Department of Education website.

Technology Requirements

As an MAT student, you are required to purchase a one-time \$100 subscription (good for seven years) to Tk20 HigherEd before your first class. Tk20 is a comprehensive assessment and management system that supports all education students at UMUC. You may also need to access a webcam/microphone for certain assignments. More information is available online at www.umuc.edu/tk20.

Degree Requirements

MAT

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

EDTP 600 Foundations of Teaching for Learning (6)
EDTP 635 Adolescent Development and Learning Needs (6)
EDTP 639 Reading and Multiple Literacies (6)
EDTP 645 Subject Methods and Assessment (6)

REQUIRED PROFESSIONAL INTERNSHIP

EDTP 650 Professional Internship and Seminar (6)

COURSE SEQUENCING

- Courses should be taken in the order listed.
- EDTP 600 and 635 must be taken before EDTP 639 and may be taken together.
- EDTP 639 and 645 must be completed before EDTP 650 and may be taken together.

More information on eligibility and applicable coursework is provided online at www.umuc.edu/articulations.

Criteria for Program Progression

In accordance with the standards of the Council for Accreditation of Educator Preparation (CAEP), the MAT program requires that you earn grades of 80 percent (B) or better on major assignments in certain courses—namely EDTP 635 and 639—which are offered before specific transition points in the program, to move forward in the program.

Graduation Requirements

Before beginning the professional internship, you must pass a content assessment. To graduate, you must also complete a performance-based teaching portfolio and action research project and register for the Praxis II pedagogy exam.

Professional Certification

Fulfilling the requirements of the MAT provides eligibility for the Maryland Standard Professional Certificate I (SPC I), which is granted by the Maryland State Department of Education. The Maryland certification enables you to teach in the state of Maryland once you graduate and provides enhanced opportunities for interstate reciprocity.

Please note that while Maryland state certification to teach world languages is valid for grades pre-K through 12, the MAT program focuses on teaching at the secondary school level.

Teacher certification requirements are constantly evolving in many states. You are responsible for remaining informed about the teacher certification requirements of the state in which you seek to become certified. You should also confirm requirements and any reciprocity arrangements with the state's certifying agency. State-specific information is available through the National Association of State Directors of Teacher Education and Certification's website at www.nasdtc.org/agreement.php.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with an appropriate major (i.e., computer science, English, history, or social science) or who have appropriate coursework in biology, mathematics, or a foreign language to reduce their total coursework for the MAT by 12 credits (two courses) and complete both degrees with a total of 138 credits.

Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. Admission requirements and time limits for degree completion apply to all applicants.

More information on eligibility and applicable coursework is provided online at www.umuc.edu/articulations.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF DISTANCE EDUCATION AND E-LEARNING

SPECIALIZATIONS

Distance Education Policy and Management

Distance Education Teaching and Training

Distance Education Technology

Get the practical knowledge to lead distance education programs in educational, business, government, and nonprofit organizations by pursuing a master's degree in distance education and e-learning.

In UMUC's award-winning Master of Distance Education and E-Learning program, you'll learn the latest management strategies and gain the field experience to design and lead distance education programs with confidence. Choose from career-relevant specializations to develop essential skills in implementing distance learning technology, managing online faculty, and directing the business aspects of distance education programs.

UMUC is an internationally recognized leader of distance education programming and policy. Whether you're new to the field, changing careers, or looking to move up, you'll enhance your credentials with a respected degree and prepare for a wide range of mid- and senior-level management roles in the rapidly growing field of distance education enterprise.

Degree Requirements

Specific course requirements are detailed under each specialization.

Program Accreditation

UMUC's MDE program is accredited by the European Foundation for Management Development-Technology-Enhanced Learning (EFMD CEL). EFMD CEL is the highest international standard of technology-enhanced learning programs in the field of management education.

Academic Relationship

The MDE program is offered in partnership with Carl von Ossietzky University of Oldenburg, Germany, a leading German institution with extensive experience in distance education. More information is available on p. 5.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

EDUCATION AND TEACHING PROGRAMS

Dual Degree Option

If you complete the MDE, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

COURSE SEQUENCING

- MGMT 640 and 650 should not be attempted simultaneously.
- All other MGMT classes must be completed before taking MGMT 670.

MDE: DISTANCE EDUCATION POLICY AND MANAGEMENT SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	36

Prepare to become a leader in global distance education by pursuing a master's degree in distance education and e-learning with a specialization in distance education policy and management.

In the distance education policy and management specialization, you'll gain a solid foundation in both business management and distance education leadership principles that you can apply to a wide range of institutions and programs. You'll learn how to develop new programs, evaluate existing programs, implement programs in developing countries, and help organizations compete in the global marketplace of distance education.

What You'll Learn

Through your coursework, you will learn how to

- Perform quantitative data analysis for researching program effectiveness
- Apply education theory and learning models, as well as various teaching and learning frameworks, in distance education
- Select learning technologies
- Perform cost/benefit analysis for distance learning programs
- Understand different organizational and staffing models in distance education, as well as different leadership styles
- Manage change in organizations
- Manage international distance learning programs in developing countries
- Apply intellectual property issues and digital rights management
- Develop and deliver library resources online to a faculty and student population

Career

- Distance learning coordinators

Your Coursework

Courses in the distance education policy and management specialization feature topics such as distance and e-learning technology; learning environment interaction, collaboration, and participation; costs and economics involved in distance learning; and distance learner support.

Coursework Examples

In past projects, students have had the opportunity to

- Create a personal learning environment to use throughout the course of the degree program
- Submit a project proposal for the introduction of multi-media learning in a corporate or academic setting, and prepare an audio or video presentation to convince the director of an e-learning department to provide the project funds
- Submit a proposal for improving enterprise learning based on a case study and a needs analysis for a real organization

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- Create a design and proposal for a new distance learning enterprise, including a context analysis, learning design, storyboard for the prototype course, and project management plan
- Design a learner support model for a public or private educational institution or corporate or military training program

Degree Requirements

MDE: Distance Education Policy and Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

OMDE 601	Foundations of Distance Education and E-Learning (3)
OMDE 603	Technology in Distance Education and E-Learning (3)
OMDE 610	Teaching and Learning in Online Distance Education (3)
OMDE 606	Costs and Economics of Distance Education and E-Learning (3)
OMDE 608	Learner Support in Distance Education and Training (3)

REQUIRED SPECIALIZATION COURSES

DEPM 604	Management and Leadership in Distance Education and E-Learning (3)
DEPM 609	Distance Education and E-Learning Systems (3)
DETT 611	Library and Intellectual Property Issues in Distance Education and E-Learning (3)
DEPM 650	Practitioner Research in Distance Education and E-Learning (3)
DEPM 622	The Business of Distance Education and E-Learning (3)
DEPM 625	Distance Education, Globalization, and Development (3)

REQUIRED CAPSTONE COURSE

OMDE 670	Portfolio and Project in Distance Education and E-Learning (3)
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Dual Degree Option

If you complete the MDE, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 50

MDE: DISTANCE EDUCATION TEACHING AND TRAINING SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	36

Master the pedagogy of distance learning and develop sought-after management skills by pursuing a master's degree in distance education and e-learning with a specialization in distance education teaching and training.

In the distance education teaching and training specialization, you'll develop expert knowledge in instructional design and administration principles to lead online learning institutions, departments, and programs. You'll gain experience in the latest modalities of online learning and strengthen your management skills to improve the quality of instruction and learning technology in any distance education environment.

What You'll Learn

Through your coursework, you will learn how to

- Develop and manage distance education curriculum
- Apply education theory and learning models, as well as various teaching and learning frameworks in distance education
- Use learning management systems and stand-alone learning objects
- Use collaborative learning technologies and open educational resources
- Perform quality assurance and project management of e-learning initiatives
- Understand virtual K-12 schools and their structures and regulations
- Apply distance learning programs in the workplace to drive professional development

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102-140.

EDUCATION AND TEACHING PROGRAMS

- Perform cost/benefit analysis for distance learning programs
- Understand different organizational and staffing models in distance education, as well as different leadership styles
- Manage change in organizations

Careers

- Distance learning coordinators
- Training and development specialists

Your Coursework

Your courses in the distance education teaching and training specialization will prepare you to manage the specific teaching related aspects of modern distance education both in the traditional teaching setting, as well as in the corporate training sector. While the specialization focuses on teaching and training, you'll also learn about technology topic such as instructional design and management topics including intellectual property, accreditation, and quality assurance.

Coursework Examples

In past projects, students have had the opportunity to

- Create a personal learning environment to use throughout the course of the degree program
- Submit a project proposal for the introduction of multi-media learning in a corporate or academic setting, and prepare an audio or video presentation to convince the director of an e-learning department to provide project funds
- Submit a proposal for improving enterprise learning based on a case study and a needs analysis for a real organization
- Create a prototype online course, including a context analysis, a learning design, a storyboard for the prototype course, and a project management plan
- Design a learner support model for a public or private educational institution or a corporate or military training program

Degree Requirements

MDE: Distance Education Teaching and Training Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

OMDE 601 Foundations of Distance Education and E-Learning (3)
OMDE 603 Technology in Distance Education and E-Learning (3)
OMDE 610 Teaching and Learning in Online Distance Education (3)
OMDE 606 Costs and Economics of Distance Education and E-Learning (3)
OMDE 608 Learner Support in Distance Education and Training (3)

REQUIRED SPECIALIZATION COURSES

DETT 607 Instructional Design and Course Development in Distance Education and E-Learning (3)
DETC 620 Training and Learning with Multimedia (3)
DETT 611 Library and Intellectual Property Issues in Distance Education and E-Learning (3)
EDTC 650 Teaching and Learning in K-12 Virtual Schools (3)
DETT 621 Online Learning and Development in the Workplace (3)
DEPM 604 Management and Leadership in Distance Education and E-Learning (3)

REQUIRED CAPSTONE COURSE

OMDE 670 Portfolio and Project in Distance Education and E-Learning (3)

COURSE SEQUENCING

DETT 607 or EDTC 640 is prerequisite to EDTC 650.

Dual Degree Option

If you complete the MDE, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 50.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MDE: DISTANCE EDUCATION TECHNOLOGY SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	36

Develop expertise in technology configurations and become a sought-after specialist in the rapidly growing field of online learning by pursuing a master's degree in distance education with a specialization in technology.

In the distance education technology specialization, you'll learn to configure technology for a wide range of online learning institutions, departments, and programs. Gain in-demand technical skills for planning and implementing high-quality learning tools as you explore emerging technologies that will determine the future of the fast-growing field of distance education.

What You'll Learn

Through your coursework, you will learn how to

- Use asynchronous and synchronous technologies and tools for teaching, learning, and the administration of distance education
- Use criteria and guidelines to select technologies for distance education
- Discover emerging technology in distance education, including mobile technology and social media tools
- Use learning management systems and stand-alone learning objects
- Discuss collaborative learning technologies and open educational resources
- Use multimedia for learning outcomes and methods of multimedia evaluation
- Perform quality assurance and project management for e-learning initiatives
- Apply distance learning programs in the workplace to drive professional development
- Conduct a cost/benefit analysis for distance learning programs

- Explore organizational and staffing models in distance education
- Understand different organizational and staffing models in distance education, as well as different leadership styles
- Manage change in organizations

Careers

- Technical directors
- Production managers
- Technical expert/advisor/consultants
- Coordinator of online instructions
- Online course support specialists

Your Coursework

Your distance education technology courses, developed in conjunction with leaders in distance education, will prepare you to effectively manage technology-related aspects of distance education program development, including setting up technology configurations, selecting tools, media integration, course design, and development.

Coursework Examples

In past projects, students have had the opportunity to

- Create a personal learning environment to use throughout the course of the degree program
- Submit a project proposal for the introduction of multimedia learning in a corporate or academic setting and prepare an audio or video presentation to convince the director of an e-learning department to provide the project funds
- Submit a proposal for improving enterprise learning based on a case study and a needs analysis for a real organization
- Create a prototype online course, including a context analysis, a learning design, a storyboard for the prototype course, and a project management plan
- Design a learner support model for a public or private educational institution or corporate or military training program

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

EDUCATION AND TEACHING PROGRAMS

Degree Requirements

MDE: Distance Education Technology Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

- OMDE 601 Foundations of Distance Education and E-Learning (3)
- OMDE 603 Technology in Distance Education and E-Learning (3)
- OMDE 610 Teaching and Learning in Online Distance Education (3)
- OMDE 606 Costs and Economics of Distance Education and E-Learning (3)
- OMDE 608 Learner Support in Distance Education and Training (3)

REQUIRED SPECIALIZATION COURSES

- DETT 607 Instructional Design and Course Development in Distance Education and E-Learning (3)
- DETC 630 Emerging Technology Trends and Issues in Distance Education and E-Learning (3)
- DETC 620 Training and Learning with Multimedia (3)
- DEPM 604 Management and Leadership in Distance Education and E-Learning (3)
- DEPM 625 Distance Education, Globalization, and Development (3)
- IMAT 639 Internet Multimedia Applications (3)

REQUIRED CAPSTONE COURSE

- OMDE 670 Portfolio and Project in Distance Education and E-Learning (3)

Dual Degree Option

If you complete the MDE, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 50.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF EDUCATION IN INSTRUCTIONAL TECHNOLOGY

Enhance your credentials and bring your classroom into the digital age by pursuing a Master of Education degree in instructional technology.

In the instructional technology program, you'll learn advanced skills in curriculum and instruction, technology integration, and leadership in pre-K through grade 12 education. This program is designed to help you develop expertise in current and emerging instructional technologies, gain a deep understanding of the role of technology in the contemporary school, and lead change efforts at the classroom, school, and district levels to improve student achievement.

What You'll Learn

Through your coursework, you will learn how to

- Integrate current and emerging technologies into the curriculum to strengthen and transform teaching and learning
- Use technology to create and cultivate your personal learning network
- Extend your classroom with blended and online learning experiences
- Integrate and manage mobile learning environments
- Assess the effectiveness of technology to support student learning
- Create multimedia and web-based products that support instruction
- Develop standards-based (Common Core), technology-supported lessons
- Provide innovative professional development experiences for teachers and other educators
- Advocate for and lead technology initiatives

Careers

- Instructional coordinators
- Instructional designers and technologists

Your Coursework

Your instructional technology courses, designed for P-12 teachers, technology integration specialists, staff developers, and administrators, will help you develop expertise in digital-age learning by using technology, mobile devices, and active learning techniques to transform the educational experience.

Coursework Examples

In past projects, students have had the opportunity to

- Develop a professional web presence with social media connections for their classroom
- Create and implement flipped classroom and other blended learning modules in their classroom
- Integrate mobile learning devices and BYOD projects into their curriculum
- Develop and implement blended professional development experiences for teachers in their schools
- Lead an action research project investigating a critical area of need in their school, and propose, implement, and evaluate a research-based solution

MEd IN INSTRUCTIONAL TECHNOLOGY

Required Core Courses	30
Required Capstone Course	3
Total Credits	33

Professional Preparation

The MEd in Instructional Technology is designed for students with professional experience teaching in P-12 schools. If you lack teaching experience, you may want to choose another of UMUC's education-related graduate programs.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102-140.

EDUCATION AND TEACHING PROGRAMS

Note: The MEd is not an initial teacher preparation program. Graduates who wish to become K–12 teachers in public schools and who do not yet have state licensure to teach may need to pursue an initial teacher certification program, based on state or national requirements.

If you are interested in coursework related to teacher certification, refer to UMUC's Master of Arts in Teaching (p. 47).

Technology Requirements

As a student in the MEd degree or Instructional Technology Integration certificate program, you are required to purchase a one-time \$100 subscription (good for seven years) to Tk20 HigherEd before your first class. Tk20 is a comprehensive assessment and management system that supports all education students at UMUC. You may also need to access a webcam/microphone for certain assignments. More information is available online at www.umuc.edu/tk20.

Degree Requirements

Master of Education in Instructional Technology

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

EDTC 600	Foundations of Technology in Teaching and Learning (3)
EDTC 605	Teaching Information and Media Literacies in the Digital World (3)
EDTC 610	Web-Based Teaching and Learning: Design and Pedagogy (3)
EDTC 615	Using Technology for Instructional Improvement: Research, Data, and Best Practices (3)
EDTC 620	Technology in K–12 Education: Synchronous, Asynchronous, and Multimedia Technologies (3)
EDTC 625	Hardware and Software in Instructional Development (3)
EDTC 630	Administration of Technology Initiatives: Planning, Budgeting, and Evaluation (3)
EDTC 640	Leading Technology Change in Schools (3)
EDTC 645	Integration of Technology: Global Perspectives (3)
EDTC 650	Teaching and Learning in K–12 Virtual Schools (3)

REQUIRED CAPSTONE COURSE

EDTC 670 Integrative Capstone Project (3)

COURSE SEQUENCING

- The first nine courses in the program must be taken in the order listed; sequential courses may be taken concurrently.
- You must have completed the first nine courses in the program before taking EDTC 670; availability of the capstone course is provided online at www.umuc.edu/educ.

Criteria for Program Progression

In accordance with the standards of the Council for Accreditation of Educator Preparation (CAEP), the MAT program requires that students earn grades of 80 percent (B) or better on major assignments in certain courses—namely EDTC 600, 615, 630, 640, and 645, which are offered before specific transition points in the program. Performance of 80 percent (grade of B) or better on major assignments in these courses is required to move forward in the program. You must also earn a final grade of B in EDTC 600 to move forward in the program.

Academic Relationships

UMUC has formed an educational alliance with the American Council on Teaching of Foreign Language (ACTFL). As part of this alliance, UMUC offers special sections of the first four courses in the program (those required for the certificate in Instructional Technology Integration) tailored specifically to teaching world languages. More information is available online at www.umuc.edu/actfl or from UMUC Corporate Learning Solutions at 855-CLS-5300 or cls@umuc.edu.

Related Certificate Program

Instructional Technology Integration

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

EDTC 600	Foundations of Technology in Teaching and Learning (3)
EDTC 605	Teaching Information and Media Literacies in the Digital World (3)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- EDTC 610 Web-Based Teaching and Learning: Design and Pedagogy (3)
- EDTC 615 Using Technology for Instructional Improvement: Research, Data, and Best Practices (3)

COURSE SEQUENCING

Courses must be taken in the order listed; sequential courses may be taken at the same time.

SPECIAL OPTION

Course sections tailored to teaching world languages are available. For more information, consult an advisor or visit www.umuc.edu/actfl.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

MASTER OF SCIENCE IN BIOTECHNOLOGY

SPECIALIZATIONS IN

Bioinformatics

Biosecurity and Biodefense

Biotechnology Management

Biotechnology Regulatory Affairs

CERTIFICATE IN

Bioinformatics

Master the business side of science and technology to accelerate your career growth in UMUC's award-winning master's degree program in biotechnology.

In the graduate biotechnology program, called "the science MBA" by the *New York Times*, you'll combine science and technology with business savvy to gain the ultimate skill set and maximum career flexibility. Whether you are new to the field, changing careers, or looking to move up in your current organization, this program can open doors for you on the cutting edge of biotechnology.

Featuring hands-on projects with biotech and symposia by industry leaders, our graduate biotechnology program has attracted national media attention and won awards for excellence in biotech education.

Academic Preparation

If you lack a molecular biology background, you are required to take a college-level molecular biology course before taking the required program core courses.

Degree Requirements

Specific course requirements are detailed under each specialization.

Recognition

UMUC's MS in Biotechnology has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

Academic Relationship

If you are certified as a Project Management Professional by the Project Management Institute, you may receive credit for PMAN 634 Foundations of Project Management if you begin study for the master's degree within five years of earning certification. Graduate advisors can provide more information.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Dual Degree Option

If you complete the MS in Biotechnology, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

MS IN BIOTECHNOLOGY: BIOINFORMATICS SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	36

Learn the tools to unlock the next big discovery while gaining real-world industry experience by pursuing a master's degree in biotechnology with a specialization in bioinformatics.

A specialization in bioinformatics helps prepare you to become a qualified bioinformatics professional for public- or private-sector organizations. You'll gain cutting-edge knowledge, and you'll also develop experience in the field, which can give you an advantage in the job market.

Bioinformatics is a blend of biology, computer science, and mathematics. Modern biology generates massive quantities of big data. Hidden in this data might be the next blockbuster cancer therapy, the definitive proof that a certain gene is responsible for a disease, or the information needed to replicate a crucial biological process—and you could be on the team that discovers it.

What You'll Learn

Through your coursework, you will learn how to

- Code in Perl and Java
- Analyze big data, next-generation sequencing data, and scientific data
- Perform sequence alignments and phylogenetic analyses
- Use biostatistics, databases and data structures, algorithms, and mathematical modeling

Careers

- Biomedical engineers
- Bioinformatics scientists

Your Coursework

The bioinformatics curriculum covers a broad range of subjects at the interface of molecular biology and computational science. You'll gain real-world experience through interactions with biotechnology and learn from case studies of tackling real challenges.

Coursework Examples

In past projects, students have had the opportunity to

- Align and analyze DNA, RNA, and protein sequences, then perform phylogenetic analyses on them
- Write computer scripts in Perl to automate complex tasks and analyze biological data
- Work on a team for a sponsoring organization to tackle a real project

Academic Preparation

You are expected to have completed an undergraduate-level programming course. If you do not have demonstrated experience or prior coursework in software programming, you may be required to complete additional coursework.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

Degree Requirements

MS in Biotechnology: Bioinformatics Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

BIOT 640 Societal Issues in Biotechnology (3)
BIOT 630 Introduction to Bioinformatics (3)
BIOT 645 The Business of Biotechnology (3)
BIOT 643 Techniques of Biotechnology (3)
PMAN 634 Foundations of Project Management (3)

REQUIRED SPECIALIZATION COURSES

BIFS 613 Statistical Processes for Biotechnology (3)
BIFS 617 Advanced Bioinformatics (3)
DBST 651 Relational Database Systems (3)
BIFS 618 Java for Biotechnology Applications (3)
BIFS 619 Systems-Level Approaches in Bioinformatics (3)
BIFS 614 Data Structures and Algorithms (3)

REQUIRED CAPSTONE COURSE

BTMN 670 Capstone in Biotechnology (3)

COURSE SEQUENCING

- If you lack previous coursework in molecular biology, you must take BIOT 601 (described on p. 107); BIOT 601 may be taken along with BIOT 640.
- BIOT 640 must be taken as the first program course.
- You must complete all core courses with the BIOT designator in the order listed before starting any specialization.
- STAT 200 or an equivalent undergraduate statistics course is prerequisite to BIFS 613.
- CMIS 102 (or an equivalent undergraduate programming course) is prerequisite to BIFS 617.
- BIFS 617 is prerequisite to BIFS 618 and 619.
- BTMN 670 must be taken after you complete 30 credits of program coursework; availability of the capstone course is provided online at www.umuc.edu/biotech.

Dual Degree Option

If you complete the MS in Biotechnology, you may then complete the Master of Business Administration as part of a dual degree option. Details are available on p. 59.

Related Certificate Program

Bioinformatics

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

BIOT 630 Introduction to Bioinformatics (3)
BIFS 613 Statistical Processes for Biotechnology (3)
BIFS 617 Advanced Bioinformatics (3)
DBST 651 Relational Database Systems (3)
BIFS 614 Data Structures and Algorithms (3)

MS IN BIOTECHNOLOGY: BIOSECURITY AND BIODEFENSE SPECIALIZATION

Required Core Courses	24
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	42

Prepare for the frontlines of homeland defense and bio-terrorism response by pursuing a master's degree in biotechnology with a specialization in biosecurity and biodefense.

The potential dangers of biowarfare have created a new demand for professionals who can use technology to detect, analyze, and respond to biosecurity threats. A specialization in biosecurity and biodefense within the award-winning graduate program in biotechnology can help prepare you to meet that demand head-on.

You'll study the microbiology and epidemiology of biological agents that are potential threats, identify and propose counter-measures, and develop expertise in response and recovery strategies as well as policies related to biodefense and biosecurity.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

What You'll Learn

Through your coursework, you will learn how to

- Develop preparedness and response strategies for bioterrorism simulations
- Analyze cases of real epidemics, biowarfare, and bioethical research problems
- Communicate current trends in biodefense policies, laws, and best practices for global, interagency responses
- Develop advanced project management skills to lead teams
- Perform risk assessments and potential impact analyses and select treatments to handle adverse events

Careers

- Bioinformatics scientists
- Intelligence analysts

Your Coursework

The biosecurity and biodefense curriculum is case-based and hands-on to help you build a strong foundation in the science of biotechnology and expertise in current issues and strategies in bioterrorism response.

Coursework Examples

In past projects, students have had the opportunity to

- Gain real-world experience through interactions with actual biodefense agencies and industries
- Work on a team for a sponsoring agency or organization to tackle a real project for that organization
- Participate in a simulation of a bioterrorist attack and prepare detection, response, and recovery plans
- Write a brief for policymakers on a current epidemic
- Align and analyze DNA, RNA, and protein sequences, then perform phylogenetic analyses on them

Degree Requirements

MS in Biotechnology: Biosecurity and Biodefense Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

BIOT 640 Societal Issues in Biotechnology (3)
BIOT 630 Introduction to Bioinformatics (3)
BIOT 645 The Business of Biotechnology (3)
BIOT 643 Techniques of Biotechnology (3)
PMAN 634 Foundations of Project Management (3)

REQUIRED SPECIALIZATION COURSES

BSBD 640 Agents of Bioterrorism (3)
BSBD 641 Biosecurity and Bioterrorism (3)
HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)
BSBD 642 Advanced Biosecurity and Bioterrorism (3)
BSBD 643 Strategies for Interagency Cooperation, Verification, and Global Countermeasures in Biodefense (6)

REQUIRED CAPSTONE COURSE

BTMN 670 Capstone in Biotechnology (3)

COURSE SEQUENCING

- If you lack previous coursework in molecular biology, you must take BIOT 601 (described on p. 107); BIOT 601 may be taken along with BIOT 640.
- BIOT 640 must be taken as the first program course.
- You must complete all core courses with the BIOT designation in the order listed before starting any specialization.
- BTMN 670 must be taken after you complete 30 credits of program coursework; availability of the capstone course is provided online at www.umuc.edu/biotech.

Dual Degree Option

If you complete the MS in Biotechnology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 59.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

MS IN BIOTECHNOLOGY: BIOTECHNOLOGY MANAGEMENT SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	36

Sharpen your entrepreneurial and managerial skills for biotech business opportunities by pursuing a master's degree in biotechnology with a specialization in biotechnology management.

Specializing in biotechnology management within UMUC's award-winning graduate biotechnology program, you'll learn how to evaluate, launch, or manage biotechnology ventures, from life-saving biopharmaceuticals to environment-friendly biofuels. Build a powerful skill set in both business and biology to become a sought-after professional or a successful entrepreneur with a master's degree in biotechnology with a specialization in biotechnology management.

What You'll Learn

Through your coursework, you will learn how to

- Assess your organization's needs for capital, personnel, technology, and marketing
- Evaluate forecasts, cost effectiveness, and performance of biotech projects
- Weigh the advantages and disadvantages of forming international ventures
- Interpret bioinformatic data and understand the latest technical advances in biotechnology
- Comprehend the economics of bioprocessing, regulatory affairs, and different global business models used in biotechnology
- Implement advanced project management skills to lead a successful team

Career

- Biomedical engineers

Your Coursework

In the biotechnology management specialization, you'll develop a deep understanding of the molecular science behind biotechnology while also building an advanced skill set in business management, marketing, and financial analysis. You can gain actual management experience through your coursework by working on a team for an organization in the biotechnology sector.

Coursework Examples

In past projects, students have had the opportunity to

- Write a business plan for a new biotechnology venture
- Pick a technology and analyze its potential for success
- Work on a team for a sponsoring agency or organization to tackle a real biotechnology project to fit that organization's needs

Degree Requirements

MS in Biotechnology: Biotechnology Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

BIOT 640 Societal Issues in Biotechnology (3)
BIOT 630 Introduction to Bioinformatics (3)
BIOT 645 The Business of Biotechnology (3)
BIOT 643 Techniques of Biotechnology (3)
PMAN 634 Foundations of Project Management (3)

REQUIRED SPECIALIZATION COURSES

BTMN 632 Commercializing Biotechnology in Early-Stage Ventures (3)
BTMN 634 Selection and Evaluation of Biotechnology Projects (3)
BTMN 636 Biotechnology and the Regulatory Environment (3)
TMAN 611 Principles of Technology Management (3)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MRKT 600	Marketing Management (3)
TMAN 625	Economics and Financial Analysis for Technology Managers (3)

REQUIRED CAPSTONE COURSE

BTMN 670	Capstone in Biotechnology (3)
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COURSE SEQUENCING

- If you lack previous coursework in molecular biology, you must take BIOT 601 (described on p. 107); BIOT 601 may be taken along with BIOT 640.
- BIOT 640 must be taken as the first program course.
- You must complete all core courses with the BIOT designator in the order listed before starting any specialization.
- BTMN 670 must be taken after you complete 30 credits of program coursework; availability of the capstone course is provided online at www.umuc.edu/biotech.

Dual Degree Option

If you complete the MS in Biotechnology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 59.

MS IN BIOTECHNOLOGY: BIOTECHNOLOGY REGULATORY AFFAIRS SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	18
Required Capstone Course	3
Total Credits	36

Strengthen your marketability with specialized skills in the growing industry of international biotech business by pursuing a master's degree in biotechnology with a specialization in biotechnology regulatory affairs.

Specializing in biotechnology regulatory affairs, you'll develop expertise in the life cycle of biotechnology products and learn how to help businesses and regulators work together for safety and quality. This rare program, one of only a few in the nation, will give you a unique credential to help you stand out from the crowd.

Your biotechnology regulatory affairs specialization could prepare you to help bring a new medical technology to market, bring a life-saving drug to a new country, manage a top-quality research laboratory, or work for a regulating agency to improve drug and device safety for millions of people. You'll build strong skill sets in molecular biology, business, and policy to make yourself an indispensable asset to the public and private sectors of the biotech industry.

What You'll Learn

Through your coursework, you will learn how to

- Develop a management plan for a clinical trial
- Assemble packages for an investigational new drug, a new drug application, a new device exemption, or a Biological License Application
- Demonstrate your knowledge of Federal Drug Administration regulations, including Title 21
- Navigate the policies and procedures for gaining marketing approval for a medical product within the United States, European Union, Japan, Canada, Brazil, India, or China
- Comprehend the economics of bioprocessing, regulatory affairs, and global business models used in biotechnology
- Implement advanced project management skills to lead a successful team

Careers

- Regulatory affairs managers
- Biomedical engineers
- Bioinformatics scientists

Your Coursework

In your core courses, you'll study the science and techniques used in biotechnology, as well as the industries surrounding them. In your regulatory affairs specialization courses, you'll learn how regulations and policies impact domestic and global biotech business, clinical trials, and product life cycles. The biotechnology regulatory affairs curriculum also covers laboratory and manufacturing best practices, quality control and assurance, and bioethics.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

Coursework Examples

In past projects, students have had the opportunity to

- Complete a group project simulating the development of a drug or device through the product life cycle
- Generate a management plan and outline a funding proposal for a clinical trial
- Write a review of a 510(k) submission for a medical device from the point of view of an FDA reviewer
- Assemble several types of applications for marketing approval using real-world datasets
- Work on a team for a sponsoring agency or organization to tackle a real biotechnology project to fit that organization's needs
- Work with industry mentors from organizations such as Pacific Medical Bridge, EMD Serono, and MedImmune

Industry Certification

This program can help prepare you for the Regulatory Affairs Certification exam.

Degree Requirements

MS in Biotechnology: Biotechnology Regulatory Affairs Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

BIOT 640 Societal Issues in Biotechnology (3)
BIOT 630 Introduction to Bioinformatics (3)
BIOT 645 The Business of Biotechnology (3)
BIOT 643 Techniques of Biotechnology (3)
PMAN 634 Foundations of Project Management (3)

REQUIRED SPECIALIZATION COURSES

BTMN 636 Biotechnology and the Regulatory Environment (3)
BTRA 640 Preclinical and Clinical Research Design (3)
BTRA 641 Product Life Cycle–Approval, Production,
and Marketing for Devices and Drugs (3)
BTRA 642 Global Biotechnology Business Issues (3)
BTRA 643 Practical Applications of Biotech Regulatory
Affairs (6)

REQUIRED CAPSTONE COURSE

BTMN 670 Capstone in Biotechnology (3)

COURSE SEQUENCING

- If you lack previous coursework in molecular biology, you must take BIOT 601 (described on p. 107); BIOT 601 may be taken along with BIOT 640.
- BIOT 640 must be taken as the first program course.
- You must complete all core courses with the BIOT designator in the order listed before starting any specialization.
- BTMN 670 must be taken after you complete 30 credits of program coursework; availability of the capstone course is provided online at www.umuc.edu/biotech.

Dual Degree Option

If you complete the MS in Biotechnology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 59.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN ENVIRONMENTAL MANAGEMENT

Improve the environment while improving your career outlook in the graduate environmental management program.

In the environmental management program, you will learn the business management skills, industry-standard technology, and environmental science needed to assume high-level management responsibilities for environmental programs in a wide range of organizations.

Almost every industrial, commercial, governmental, and military organization has to solve problems in pollution prevention and waste management. Perfect for midcareer professionals, the environmental management program will give you expert decision-making skills and practical experience that can boost your professional value and give you the confidence to lead.

What You'll Learn

Through your coursework, you will learn how to

- Analyze, monitor, and mitigate the environmental impacts of an organization's operations
- Analyze and communicate health, safety, and environmental risks
- Manage, plan, and conduct comprehensive environmental compliance, managerial, and liability audits for various industrial and commercial facilities
- Develop a team and manage an environmental project/program for an organization or government agency
- Use key technologies and software tools, such as Crystal Ball and ARC GIS
- Develop planning documents for watershed management and air quality programs
- Use different methods of measurement and modeling to complete the four core parts of a risk assessment
- Lead projects involving hazardous and municipal solid waste, pollution prevention techniques, and waste minimization
- Apply environmental economic principles to property rights, pollution damage and abatement costs, and cost/benefit analyses

- Develop strategies for protecting workers in the context of organizational and budgetary constraints
- Understand U.S. environmental and energy law and policy, including its development, implementation, and enforcement
- Apply best practices in land use management, including where to build, where not to build, how to build, and when to build

Careers

- Chief sustainability officers
- Emergency management directors
- Environmental engineers
- Environmental scientists and specialists, including health
- Environmental restoration planners

Your Coursework

The environmental management curriculum was designed with employers and industry experts to give you the qualifications, experience, and knowledge required of top professionals in the field. You'll gain real-world experience through interactions with actual organizations and use case studies to develop practical, applicable knowledge that you can apply right away on the job.

Coursework Examples

In past projects, students have had the opportunity to

- Select a disposal-facility site and implement a plan for waste collection, recycling, and environmental monitoring
- Analyze land use issues in the local community, using ARC GIS software, tools, and real data sets
- Use Crystal Ball, a risk assessment tool, to conduct an environmental and ecological risk assessment
- Work on a team for a sponsoring agency or organization to tackle a real environmental management project related to energy issues, siting of facilities, or sustainability

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

MS IN ENVIRONMENTAL MANAGEMENT

Required Core Courses	33
Required Capstone Course	3
Total Credits	36

Academic Preparation

You should have completed at least one undergraduate course each in chemistry and biology.

Degree Requirements

MS in Environmental Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ENVM 646	Environmental/Energy Law and Policy Development (3)
ENVM 648	Fundamentals of Environmental Systems (3)
ENVM 641	Environmental Auditing (3)
ENVM 643	Environmental Communications and Reporting (3)
ENVM 647	Environmental Risk Assessment (3)
ENVM 649	Principles of Waste Management and Pollution Control (3)
ENVM 644	New Technologies in Environmental Management (3)
ENVM 650	Environmental and Natural Resources Economics (3)
ENVM 651	Watershed Planning Management (3)
ENVM 652	Principles of Air Quality Management (3)
ENVM 653	Land Use Management (3)

REQUIRED CAPSTONE COURSE

ENVM 670 Seminar in Environmental Management (3)

COURSE SEQUENCING

- ENVM 646 and 648 must be taken within the first 9 credits of study.
- You must complete 27 credits of program coursework before enrolling in ENVM 670.

Recognition

UMUC's MS in Environmental Management has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

Dual Degree Option

If you complete the MS in Environmental Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN HEALTH CARE ADMINISTRATION

Develop advanced managerial skills in the graduate health care administration program to become an agile, adaptive leader at work.

As a health care administrator, you're constantly challenged to keep up with changes in your profession. The master's degree program in health care administration is designed for busy, midcareer health care professionals like you. We'll give you the expert knowledge, management skills, and strong professional development you need to seize career opportunities and maximize your potential in this era of rapid health care transformation.

UMUC is nationally recognized as a leader in online graduate health care programs. By actively participating in national-level discussions that shape health care education, we help to ensure that your UMUC degree is recognized, relevant, and respected.

What You'll Learn

Through your coursework, you will learn how to

- Apply strong financial management skills, including techniques for responding to uncompensated care, cost increases, increased competition, and increased regulation
- Use statistical tools to analyze health data and make effective business decisions
- Demonstrate knowledge of different models in health care administration, including contemporary theories, critical perspectives, and best practices for performance excellence in a highly competitive health care environment
- Use decision-making skills for institutional management, organizational development, and intercultural work environments
- Strategically plan, implement, and evaluate information systems
- Understand regulatory constraints, provider liability, patient rights, employment law and labor relations, and administrative law for health care organizations
- Analyze public health issues and their impact on health care organizations
- Solve ongoing problems in health care financing and delivery

Careers

- Chief executives
- Medical and health services managers

Your Coursework

The health care administration curriculum features emerging topics in the field. Our faculty lend their extensive field experience, and we build in opportunities for you to network with employers through your coursework.

Coursework Examples

In past projects, students have had the opportunity to

- Interview key health care professionals about current and future trends in the health care marketplace
- Develop a strategic plan and budget for improving the delivery of care
- Analyze the implications of the Affordable Care Act on health care costs, access, and quality
- Contact a public health agency to analyze and give a presentation on a public health program or policy

Industry Certification

This program can help prepare you for the Fellow of the American College of Healthcare Executives (FACHE) certification exam.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

MS IN HEALTH CARE ADMINISTRATION

Required Management Foundation Courses	6
Required Health Care Administration Courses	27
Required Capstone Course	3
Total Credits	36

Academic or Professional Preparation

The MS in Health Care Administration is designed for students with educational and/or professional work experience in the health care field. If you do not have an undergraduate degree in health care administration or a related field or do not have professional health care industry work experience, you should choose the MS in Management: Health Care Administration Specialization.

Degree Requirements

MS in Health Care Administration

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before HIMS 650.

REQUIRED MANAGEMENT FOUNDATION COURSES

MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)

REQUIRED HEALTH CARE ADMINISTRATION COURSES

HCAD 600 Introduction to Health Care Administration (3)
HCAD 610 Information Technology for Health Care Administration (3)
HCAD 620 The U.S. Health Care System (3)
HCAD 630 Public Health Administration (3)
HCAD 635 Long-Term Care Administration (3)
HCAD 640 Financial Management for Health Care Organizations (3)

HIMS 650 Research Methods for Health Care Managers (3)
HCAD 650 Legal Aspects of Health Care Administration (3)
HCAD 660 Health Care Institutional Organization and Management (3)

REQUIRED CAPSTONE COURSE

HCAD 670 Health Care Administration Capstone (3)

COURSE SEQUENCING

- You are strongly encouraged to take HCAD 600 and MGMT 615 as the first courses in the program.
- MGMT 615 is prerequisite to HCAD 660.
- MGMT 640 is prerequisite to HCAD 640.
- MGMT 640 and HIMS 650 should not be taken at the same time.
- You must complete 30 credits before enrolling in HCAD 670.

Honor Society

Information on eligibility for membership in the UMUC chapter of Upsilon Phi Delta, the national academic honor society of the Association of University Programs in Health Administration, is available on p. 149.

Dual Degree Option

If you complete the MS in Health Care Administration, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610 Ethical Leadership in Organizations and Society (6)
DMBA 620 Effective Financial and Operational Decision Making (6)
DMBA 630 Marketing and Strategy Management in the Global Marketplace (6)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN HEALTH INFORMATICS ADMINISTRATION

Advance your health care career by building expertise in two key areas in the master's degree program in health informatics administration.

The cutting-edge health informatics administration program is taught by health care technology pioneers and helps you develop the expertise to oversee the complex coordination of your organization's health informatics and administration needs.

If you are a midcareer health care professional or information technology professional working in a health care setting, the health informatics administration program can give you practical knowledge for professional success and the high-level understanding you need to advance beyond your current role.

What You'll Learn

Through your coursework, you will learn how to

- Manage the IT project life cycle, set goals linked directly to stakeholder needs, and execute a dynamic project on time and within budget
- Manage large-scale governmental or commercial programs
- Apply advanced knowledge of electronic health record systems, medical coding languages, and IT system security and interoperability
- Demonstrate team leadership skills, including high-tech management styles
- Use project management skills in project planning, regulatory compliance, and budgeting
- Execute the strategic planning, implementation, and evaluation of information systems
- Make information technology decisions that take into consideration the legal, ethical, and quality management aspects of IT in health care settings
- Communicate big-picture knowledge of informatics issues and challenges in U.S. and global health care systems, potential new health care delivery models, and approaches to strategically shaping local and national informatics policy

Careers

- Medical and health services managers
- Informatics nurse specialists
- Medical records and health information technicians

Your Coursework

Developed with input from employers, the courses in the graduate health informatics administration program feature projects with real data sets, guest speakers from the industry, and networking opportunities to help you build your career. Additionally, a board of industry leaders and employers advises our faculty to make sure our curriculum is covering emerging areas and staying relevant to you.

Coursework Examples

In past projects, students have had the opportunity to

- Develop a business plan for resolving a health informatics issue of their choice
- Interview a chief information officer about his or her work, challenges, and career
- Participate in a health care information technology simulation

Industry Certification

This program can help prepare you for certification from the following organizations:

- American Health Information Management Association (AHIMA)
- Healthcare Information and Management System Society (HIMSS)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

MS IN HEALTH INFORMATICS ADMINISTRATION

Required Core Courses	33
Required Capstone Course	3
Total Credits	36

Degree Requirements

MS in Health Informatics Administration

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before HCAD 640. If you lack a recent background in statistics, you should take UCSP 630 before HIMS 650.

REQUIRED CORE COURSES

HCAD 600	Introduction to Health Care Administration (3)
ITEC 610	Information Technology Foundations (3)
HIMS 650	Research Methods for Health Care Managers (3)
INFA 610	Foundations of Information Security and Assurance (3)
HIMS 655	Health Data Management (3)
HCAD 640	Financial Management for Health Care Organizations (3)
HCAD 650	Legal Aspects of Health Care Administration (3)
HIMS 661	Health Informatics Administration (3)
ITEC 640	Information Technology Project Management (3)
DBST 651	Relational Database Systems (3)
IMAT 637	IT Acquisitions Management (3)

REQUIRED CAPSTONE COURSE

HIMS 670	Health Informatics Administration Capstone (3)
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COURSE SEQUENCING

- You are advised to take HCAD 600 and ITEC 610 first.
- You will benefit most by taking the courses in the order listed.
- You should have successfully completed a 3-credit course in financial decision making (with a minimum grade of C for an undergraduate course, B for a graduate course) before enrolling in HCAD 640.
- You must complete HIMS 650 before taking HIMS 655.
- You must have successfully completed 30 credits, including HIMS 661, before enrolling in HIMS 670.

Program Accreditation

UMUC's MS in Health Informatics Administration is accredited by the Commission for Health Informatics and Information Management Education (CAHIIM).

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN MANAGEMENT

Compete for today's—and tomorrow's—jobs with a career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

MS IN MANAGEMENT: HEALTH CARE ADMINISTRATION SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Build specialized health care knowledge and the latest management skills by pursuing a master's degree in management with a specialization in health care administration.

The specialization in health care administration offers an introduction to the health care industry and the management skills you need to seize manager positions in this booming sector. Perfect for career changers and new professionals, this program requires no prior experience in the health care industry.

UMUC is nationally recognized as a leader in online health care degree programs. By actively participating in national-level discussions that shape health care education, we help to ensure your UMUC degree is recognized, relevant, and respected.

What You'll Learn

Through your coursework, you will learn how to

- Manage a health care organization's finances, including techniques for responding to uncompensated care, cost increases, increased competition, and increased regulation
- Explore different models in health care administration, including contemporary theories, critical perspectives, and best practices for performance excellence in a highly competitive health care environment
- Make decisions in institutional management, organizational development, and intercultural work environments
- Analyze legal issues, including regulatory constraints, provider liability, patient rights, employment law and labor relations, and administrative law for health care organizations
- Recognize public health issues and how they impact organizations
- Identify current trends and ongoing problems within the U.S. health care system

Career

- Medical and health services managers

Your Coursework

In the health care administration specialization, you'll study various aspects of the U.S. health care system, such as the social, economic, and political forces that have shaped and continue to influence the system. You'll also delve into the financial and legal aspects of health care systems.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

HEALTH CARE AND SCIENCE PROGRAMS

Coursework Examples

In past projects, students have had the opportunity to

- Interview key health care professionals about current and future trends in the health care marketplace
- Develop a strategic plan and budget for improving the delivery of care
- Analyze the implications of the Affordable Care Act on health care costs, access, and quality
- Contact a public health agency to analyze and give a presentation on a public health program or policy

Industry Certification

This program can help prepare you for the American College of Healthcare Executives board certification exam for Fellow status.

Degree Requirements

MS in Management: Health Care Administration Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before HIMS 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
HIMS 650 Research Methods for Health Care Managers (3)

REQUIRED SPECIALIZATION COURSES

HCAD 610 Information Technology for Health Care Administration (3)
HCAD 620 The U.S. Health Care System (3)
HCAD 630 Public Health Administration (3)
HCAD 640 Financial Management for Health Care Organizations (3)
HCAD 650 Legal Aspects of Health Care Administration (3)

HCAD 660 Health Care Institutional Organization and Management (3)

TMAN 632 Organizational Performance Management (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with HIMS 650.
- You must take MGMT 640 before HCAD 640.
- MGMT 615 is prerequisite to HCAD 660.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.
- Specialization courses should be taken in the order listed.

Honor Society

Information on eligibility for membership in the UMUC chapter of Upsilon Phi Delta, the national academic honor society of the Association of University Programs in Health Administration, is available on p. 149.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 71.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

SPECIALIZATIONS IN

Database Systems Technology

Informatics

Information Assurance

Project Management

Software Engineering

Systems Engineering

Telecommunications Management

CERTIFICATES IN

Information Assurance

Project Management

Gain a competitive advantage in the IT marketplace and develop specialized skills in high-tech management by pursuing a master's degree in information technology.

In UMUC's comprehensive graduate information technology program, you'll combine technical know-how with business savvy to gain a powerful IT skill set and maximum career flexibility. Whether you are new to the field, changing careers, or looking to move up, you'll find the information technology program can boost your professional value.

We designed our information technology program with input from today's top employers to help you prepare for career advancement. Choose from specializations to tailor your education, prepare for certification, and develop highly marketable skills.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Information Technology, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

MS IN INFORMATION TECHNOLOGY: DATABASE SYSTEMS TECHNOLOGY SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Prepare to advance your career by learning the newest management methods and tools for today's data-driven world in the graduate database systems specialization.

A database systems technology specialization can prepare you to meet the demand for data professionals who can manage complex databases for large organizations. You'll develop expertise in relational and distributed databases and acquire the newest knowledge in data warehousing, mining, modeling, security, and other sought-after areas of database administration.

Prepare for a number of certifications and work on real-world projects in a respected graduate program as you build your professional value in this fast-growing field.

What You'll Learn

Through your coursework, you will learn how to

- Manage, mine, model, and warehouse data
- Utilize your database administration and security techniques and skills
- Use ETL for data warehousing
- Complete projects using Microsoft Project and Microsoft Visio
- Apply your skills in NoSQL, Oracle 11g, SQL, and UNIX to the professional environment

Careers

- Information security analysts
- Database administrators
- Computer systems engineers/architects
- Database architects
- Data warehousing specialists

Your Coursework

The database systems technology specialization will give you thorough instruction on the design, development, and management of data technology and can help you develop the core competencies to conquer your career goals.

Coursework Examples

In past projects, students have had the opportunity to

- Create a distributed database solution
- Complete a database security project using Oracle 11g security features
- Create advanced databases using object-oriented modeling and NoSQL modeling for big data
- Create a database for a company to increase business proficiency, backup the database using Oracle tools, and monitor the database with different commands, including UNIX/Linux commands
- Mine industry data to solve real-world challenges, such as using census data or Amazon public data to extract useful patterns and predict events regarding society, nature, commerce, and the world economy

Industry Certification

This program can help prepare you for the following certification exams:

- ICCP Certified Data Management Professional (ICCP CDMP)
- Oracle Certified Professional (OCP)
- Oracle Database Administration (DBA)

Academic Preparation

If you do not have demonstrated experience or prior coursework in software programming, you may be required to complete additional coursework.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Degree Requirements

MS in Information Technology: Database Systems Technology Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

DBST 651	Relational Database Systems (3)
DBST 652	Advanced Relational/Object-Relational Database Systems (3)
DBST 663	Distributed Database Management Systems (3)
DBST 665	Data Warehouse Technologies (3)
DBST 667	Data Mining (3)
DBST 668	Database Security (3)
DBST 670	Database Systems Administration (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- You must complete 6 credits of core coursework before beginning specialization coursework.
- DBST 651 is prerequisite for all other specialization coursework and may not be taken concurrently with other specialization coursework.
- You must complete all other specialization coursework before taking DBST 670.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

MS IN INFORMATION TECHNOLOGY: INFORMATICS SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Strengthen your technical skills as you learn the business of IT in an informatics specialization that can help accelerate your career growth.

The informatics specialization gives you a strong foundation in all major categories of IT management, so you can take your career in any direction you choose. Develop advanced skills in networking, security, software development, databases, web design, and IT acquisitions to become a valuable asset to any industry.

Whether you are new to the field, changing careers, or looking to move up in your current organization, you'll find the informatics specialization can boost your professional value and open doors for you on the cutting edge of high tech.

What You'll Learn

Through your coursework, you will learn how to

- Design information systems, determine system requirements, understand modeling, make decisions, and develop and implement proposals
- Write system and software requirements, formal specification analyses, formal description reasoning, models of "standard" paradigms, and translation into formal notations
- Manage emerging technologies such as cloud computing, BYOD, and virtualization
- Write successful website development plans
- Design for the web using Java and CGI scripts, as well as usability best practices
- Develop web benchmarks, standards for representing common media formats, compression algorithms, file format translation tools, and hardware requirements and standards
- Ensure and manage information security, including risk and vulnerability analysis, security planning, and security architecture

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

- Apply legal, ethical, and privacy considerations to information assurance decisions
- Master techniques for relational database design, query optimization, concurrency control, recovery, and integrity
- Use a suite of development software, including rapid application development and agile development, Scrum, extreme programming, Evolutionary Project Management, lean software development, test-driven development, feature-driven development, Crystal solutions, Rational Unified Process, and other Unified Process methods
- Apply management practices related to the acquisition of IT systems, components, and services, including enterprise strategic planning, financial planning and budgeting, and integration

Careers

- Computer and information research scientists
- Computer network architects
- Information technology project managers

Your Coursework

The specialization in informatics teaches you strong quantitative and managerial skills, as well as knowledge in information theory and best practices for developing a variety of systems and products.

Coursework Examples

In past projects, students have had the opportunity to

- Build a website that contains at least five different media/interactive components, including at least one video component adapted for a smart phone
- Execute an individual project based on templates and models related to the CMMI Acquisition Module from Carnegie Mellon's Software Engineering Institute

Degree Requirements

MS in Information Technology: Informatics Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

SWEN 603	Modern Software Methodologies (3)
DBST 651	Relational Database Systems (3)
SWEN 645	Software Requirements (3)
INFA 610	Foundations of Information Security and Assurance (3)
IMAT 637	IT Acquisitions Management (3)
IMAT 639	Internet Multimedia Applications (3)
IMAT 670	Contemporary Topics in Informatics (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- You must complete 6 credits of core coursework before taking the first specialization course.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MS IN INFORMATION TECHNOLOGY: INFORMATION ASSURANCE SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Earn your master's degree in information technology with a specialization in information assurance while building skills to stand out in the fast-growing fields of information assurance and cybersecurity.

The graduate specialization in information assurance will provide you a practical understanding of the principles of data protection, cybersecurity, and computer forensics. Perfect for midcareer professionals or career changers, the information assurance specialization offers sought-after skills in network and Internet security, intrusion detection and prevention, and cryptology while also strengthening your core IT knowledge and project management abilities.

What You'll Learn

Through your coursework, you will learn how to

- Secure information using knowledge of symmetric and asymmetric keys, protocols for exchanging secure data (including the Data Encryption Standard and the Advanced Encryption Standard), and other cryptographic methods and cryptanalysis tools
- Protect networks using risk analysis, defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security
- Respond to attacks with damage assessments, data forensics, data mining, attack tracing, and system recovery processes for continuity of operation
- Identify system vulnerabilities and attack patterns and solve problems with intrusion detection tactics
- Navigate ethics, relevant laws, regulations, policies, and standards
- Lead successful teams with advanced project management skills

Careers

- Computer and information research scientists
- Computer network architects
- Information technology project managers

Your Coursework

The information assurance curriculum can help you gain real-world experience through interactions with actual organizations. You'll learn job-relevant skills from case studies of real information assurance crises.

Coursework Examples

In past projects, students have had the opportunity to conduct laboratory simulations of real events, using the same tools and techniques as industry and government, including

- Information risk analysis
- Network packet analysis
- Forensics tools for evidence collection and preservation
- Access control techniques
- Protocol analyzers
- Intrusion detection systems
- Intrusion prevention systems
- Networking mapping tools
- Encryption/decryption tools
- Vulnerability assessments

Industry Certification

This program can help prepare you for the following certification exams:

- CompTIA CertMaster for Security+
- (ISC)² Associate, Systems Security Certified Practitioner (SSCP), and Certified Information Systems Security Professional (CISSP)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

Degree Requirements

MS in Information Technology: Information Assurance Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610 Information Technology Foundations (3)
ITEC 625 Computer Systems Architecture (3)
ITEC 626 Information Systems Infrastructure (3)
ITEC 630 Information Systems Analysis, Modeling, and Design (3)
ITEC 640 Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

INFA 610 Foundations of Information Security and Assurance (3)
INFA 620 Network and Internet Security (3)
INFA 630 Intrusion Detection and Intrusion Prevention (3)
INFA 640 Cryptology and Data Protection (3)
INFA 650 Computer Forensics (3)
INFA 660 Security Policy, Ethics, and the Legal Environment (3)
INFA 670 Information Assurance Capstone (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- INFA 610 must be taken as the first specialization course.
- You must complete all other specialization coursework before taking INFA 670.

Recognition

UMUC's MS in Information Technology with a specialization in information assurance has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

Related Certificate Program

Information Assurance

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

INFA 610 Foundations of Information Security and Assurance (3)
INFA 620 Network and Internet Security (3)
INFA 630 Intrusion Detection and Intrusion Prevention (3)
INFA 640 Cryptology and Data Protection (3)
INFA 650 Computer Forensics (3)

MS IN INFORMATION TECHNOLOGY: PROJECT MANAGEMENT SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Earn your master's degree in information technology with a specialization in project management to successfully lead large projects and grow your career advancement opportunities.

The project management specialization allows you to gain advanced IT management skills while building expertise for project management certification. Your specialization courses include project risk management, project procurement management, and advanced project methods, while your core IT courses give you the tools you need to take on leadership roles in today's technology-based work environments.

What You'll Learn

Through your coursework, you will learn how to

- Initiate, plan, track, and close projects
- Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- Perform quantitative analyses and manage risks involved in a complex project

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- Apply advanced knowledge in computer systems architecture
- Analyze, design, and implement information systems
- Plan projects, build teams, and create and modify effective control mechanisms

Careers

- Computer and information systems managers
- Software developers, systems software
- Web developers
- Information technology project managers

Your Coursework

The project management curriculum features a capstone project in an industry you select, so you can gain real-world experience. You'll learn career-relevant skills you can apply immediately in the workplace.

Coursework Examples

In past projects, students have had the opportunity to

- Initiate, plan, track, and close projects
- Complete a team project using cash flow analysis, scheduling projects based on resource availability, resource leveling, expediting projects, quantitative risk analysis, and techniques for estimating actual versus expected project duration and cost
- Proactively manage issues that adversely impact the successful scope, scheduling, control, and completion of a project

Industry Certification

This program can help prepare you for the following certification exams:

- Certified Associate in Project Management (CAPM)
- PMI Scheduling Professional (PMI-SP)
- PMI Risk Management Professional (PMI-RMP)
- Project Management Professional (PMP)

Degree Requirements

MS in Information Technology: Project Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610 Information Technology Foundations (3)
 ITEC 625 Computer Systems Architecture (3)
 ITEC 626 Information Systems Infrastructure (3)
 ITEC 630 Information Systems Analysis, Modeling, and Design (3)
 ITEC 640 Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

PMAN 634 Foundations of Project Management (3)
 PMAN 635 Quantitative Methods in Project Management (3)
 PMAN 637 Project Risk Management (3)
 PMAN 638 Project Communication Management (3)
 PMAN 639 Project Quality Management (3)
 PMAN 641 Project Procurement Management (3)
 PMAN 650 Financial and Strategic Management of Projects (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- You must complete 6 credits of core coursework before beginning specialization coursework.
- PMAN 634 must be taken as the first specialization course.

Recognition/Professional Certification

UMUC master's degree programs with project management specializations are accredited by the Global Accreditation Center (GAC) of the Project Management Institute (PMI).

Academic Relationship

If you are certified as a Project Management Professional by PMI, you may receive credit for PMAN 634 Foundations of Project Management if you begin study for the master's degree within five years of earning certification. Graduate advisors can provide more information.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

Related Certificate Program

Project Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

PMAN 634 Foundations of Project Management (3)
PMAN 635 Quantitative Methods in Project Management (3)
PMAN 637 Project Risk Management (3)
PMAN 638 Project Communication Management (3)
PMAN 639 Project Quality Management (3)

COURSE SEQUENCING

PMAN 634 must be taken as the first course.

MS IN INFORMATION TECHNOLOGY: SOFTWARE ENGINEERING SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Earn your master's degree in information technology with a specialization in software engineering to build large, complex systems—as well as an executive-track career.

The software engineering specialization provides software developers with advanced software methodology, design, and coding techniques. You'll learn aspect-oriented programming, object-oriented programming, and the principles and techniques to lead a software development team.

Gain hands-on experience performing all functions of building software and develop job-relevant expertise in implementing large software engineering projects within cost and on sched-

ule. The software engineering courses include systems engineering, usability engineering, software design and implementation, software verification and validation, and more.

What You'll Learn

Through your coursework, you will learn how to

- Write a software requirements document
- Design software using UML models
- Develop and test software
- Apply advanced knowledge in computer systems architecture
- Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- Analyze, design, and implement information systems
- Plan projects, build teams, and create and modify effective control mechanisms

Careers

- Computer programmers
- Software developers, applications
- Software developers, systems software
- Web developers
- Software quality assurance engineers and testers
- Information technology project managers

Your Coursework

The software engineering curriculum features projects sponsored by real clients, so you can build software engineering skills to apply immediately on the job.

Coursework Examples

In past projects, students have had the opportunity to

- Complete the development of a corporate-sponsored project through its entire life cycle
- Build software products using object-oriented programming and aspect-oriented programming
- Evaluate user interfaces using contextual inquiry, task analysis, and usability testing

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Academic Preparation

The software engineering specialization is designed for students with a degree and/or professional experience in software development and programming languages. If you do not have demonstrated experience or prior coursework in software programming, you may be required to complete additional coursework.

Degree Requirements

MS in Information Technology: Software Engineering Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610 Information Technology Foundations (3)
ITEC 625 Computer Systems Architecture (3)
ITEC 626 Information Systems Infrastructure (3)
ITEC 630 Information Systems Analysis, Modeling, and Design (3)
ITEC 640 Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

SWEN 603 Modern Software Methodologies (3)
DBST 651 Relational Database Systems (3)
SWEN 645 Software Requirements (3)
SWEN 646 Software Design and Implementation (3)
SWEN 647 Software Verification and Validation (3)
SWEN 651 Usability Engineering (3)
SWEN 670 Software Engineering Project (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- You must complete 6 credits of core coursework before beginning specialization coursework.
- SWEN 670 must be taken in the last term of enrollment.

Recognition

UMUC's MS in Information Technology with a specialization in software engineering has been designated a Professional

Science Master's degree program through the Council of Graduate Schools.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

MS IN INFORMATION TECHNOLOGY: SYSTEMS ENGINEERING SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Earn your master's degree in information technology with a specialization in systems engineering to learn the design, development, and deployment of complex systems—and prepare for broader responsibility in a range of industries.

The systems engineering specialization can help you apply traditional and modern life-cycle models, techniques, and tools in the specification, design, development, and deployment of complex systems. The specialization is designed for midcareer professionals with a technical background who are seeking to enhance their skills in systems engineering theory and practice.

You'll study a variety of cases across different application domains to learn the wide scope of systems concepts. Courses include requirements engineering, system design and development, system integration and testing, system engineering management, and more.

What You'll Learn

Through your coursework, you will learn how to

- Organize and manage a systems engineering team
- Apply a wide variety of domestic and international standards to systems engineering practice
- Use various computer-aided design and testing tools

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

Careers

- Software developers, systems software
- Computer systems engineers/architects
- Information technology project managers

Your Coursework

The systems engineering specialization within the master's degree in information technology features projects involving real clients, so you'll learn systems engineering skills you can apply immediately on the job.

Coursework Examples

In past projects, students have had the opportunity to

- Develop a system requirements document
- Break down a complex system into manageable subsystems
- Specify strategies for verifying and validating that the overall system meets requirements

Industry Certification

This program can help prepare you for the International Council on Systems Engineering (INCOSE) certification exams.

Degree Requirements

MS in Information Technology: Systems Engineering Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610 Information Technology Foundations (3)
ITEC 625 Computer Systems Architecture (3)
ITEC 626 Information Systems Infrastructure (3)
ITEC 630 Information Systems Analysis, Modeling,
 and Design (3)
ITEC 640 Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

SYSE 610 Systems Engineering Overview (3)
SYSE 620 Requirements Engineering (3)

SYSE 630 System Design and Development (3)
SYSE 640 System Integration and Test (3)
SYSE 650 Design Considerations (3)
SYSE 660 Systems Engineering Management (3)
SYSE 670 Systems Engineering Capstone (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- You must complete 6 credits of core coursework before beginning specialization coursework.
- Specialization courses must be taken in the order listed.
- You must take SYSE 670 in your final term.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

MS IN INFORMATION TECHNOLOGY: TELECOMMUNICATIONS MANAGEMENT SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Advance your IT career in a master's degree program in information technology with a telecommunications management specialization that combines business savvy and technical skills essential for managing telecommunication systems.

The telecommunications management specialization is designed to provide you not only with technical knowledge and understanding of the structure and environment of the telecommunications industry but also with critical management concepts, such as strategic planning, financial management, and quality improvement.

Courses in the telecommunications management specialization cover telecommunications networks, satellite communication systems, network management and design, wireless telecommunication systems, and more. The specialization includes instruction on network technologies, network design, satellite

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

communications, wireless telecommunications, mobile cloud, and other job-relevant topics.

What You'll Learn

Through your coursework, you will learn how to

- Manage networks using strategies for network planning, implementation, management, and security
- Manage the schedule of a complex telecommunications project, including conflicts that arise
- Speak fluently about the market trends, regulations, and standards in telecommunications
- Become fluent in cellular communication principles, coding, antenna and propagation effects, channel access schemes, traffic engineering, and wireless network design
- Apply advanced knowledge in computer systems architecture
- Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- Analyze, design, and implement information systems
- Plan projects, build teams, and create and modify effective control mechanisms

Careers

- Computer systems analysts
- Information security analysts
- Computer network architects
- Telecommunications engineering specialists
- Computer network support specialists

Your Coursework

The telecommunications management specialization features guest speakers from telecommunications industries and projects sponsored by real clients, so you'll build telecommunications management skills you can apply immediately in the workplace.

Coursework Examples

In past projects, students have had the opportunity to

- Craft a global Cisco strategy for the Washington, D.C., Metro rail system
- Analyze Cisco productivity returns, cost savings, and green implications of virtualization technologies in government
- Build a business case for Cisco for delivering IPv6 connectivity and services to the consumer market
- Build a business case and conduct market research on network/WAN management tools for GTSI
- Assess the information security of a non-LAN network for GTSI and make recommendations
- Create a smart grid for Maravedis with a new utility and new carrier
- Work on an unmanned aerial systems maintenance certification process for the Federal Aviation Administration
- Analyze mobile object technology for FAA's SWIM Team
- Perform an FAA SWIM cloud suitability assessment
- Conduct a survey for the National Institute of Standards and Technology on commercial AC products to see how those products support NIST SP 800-162
- Analyze standards or schemes (such as XACML and SMAL) for their capabilities to support enterprise ABAC implementation
- Create complex AC policies to test ACPT functions for the ABAC model

Industry Certification

This program can help prepare you for the following certification exams:

- Certified Novell Engineer
- Cisco Certified Internetwork Expert
- Cisco Certified Network Associate
- Cisco Certified Network Professional
- Microsoft Certified Systems Engineer

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

Degree Requirements

MS in Information Technology: Telecommunications Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610 Information Technology Foundations (3)
ITEC 625 Computer Systems Architecture (3)
ITEC 626 Information Systems Infrastructure (3)
ITEC 630 Information Systems Analysis, Modeling,
 and Design (3)
ITEC 640 Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

TLMN 602 Telecommunications Industry: Structure
 and Environment (3)
TLMN 623 Telecommunications Networks (3)
TLMN 630 Satellite Communication Systems (3)
TLMN 641 Network Management and Design (3)
TLMN 645 Wireless Telecommunications Systems (3)
INFA 620 Network and Internet Security (3)
TLMN 670 Capstone Course in Telecommunications
 Management (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- You must complete 6 credits of core coursework before beginning specialization coursework.
- ITEC 626 should be taken before any specialization courses.
- You must complete 27 credits of program coursework before taking TLMN 670; availability of the capstone course is provided online at www.umuc.edu/telecom.

Recognition

UMUC's MS in Information Technology with a specialization in telecommunications management has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 73.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MASTER OF SCIENCE IN MANAGEMENT

Compete for today's—and tomorrow's—jobs with a career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

MS IN MANAGEMENT: INFORMATION SYSTEMS AND SERVICES SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Learn how to integrate and use information systems to create value within your organization by pursuing a master's degree in management with a specialization in information systems and services.

The information systems and services specialization teaches you how to procure and use computer-based information systems for decision making and organizational effectiveness. This specialization is designed for professionals who have little or no experience with computers, as well as those with advanced computer skills.

What You'll Learn

Through your coursework, you will learn how to

- Make IT decisions using statistics and financial information
Use organizational theory, effectiveness measurement, and systems thinking to solve problems
- Manage intercultural environments
- Use advanced project management skills
- Develop databases
- Analyze systems
- Outsource appropriate tasks

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

INFORMATION TECHNOLOGY PROGRAMS

Careers

- Executives
- Computer and information systems managers
- Computer systems analysts
- Information technology project managers

Your Coursework

The curriculum in information systems and services uses case studies of companies in real situations, so you're learning practical skills and knowledge that you can immediately apply at work. In addition to building a strong technological foundation, you'll learn about the interaction of technology, organizational behavior, strategic planning, project management, and systems analysis methods used to support an organization through its information systems.

Coursework Examples

In past projects, students have had the opportunity to

- Create an IT database based on real-world circumstances
- Review case studies for analysis and evaluation
- Use decision support tools to assist in decision making
- Design web pages using standards for representing common media formats, compression algorithms, file format translation tools, hardware requirements and standards, system constraints, Java, CGI scripts, and virtual reality.

Degree Requirements

MS in Management: Information Systems and Services Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610	Organizational Theory (3)
MGMT 615	Intercultural Communication and Leadership (3)
MGMT 640	Financial Decision Making for Managers (3)
MGMT 650	Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

ISAS 600	Information Systems for Managers (3)
ISAS 610	Information Systems Management and Integration (3)
ISAS 620	Information Systems Sourcing Management (3)
ISAS 630	Systems Analysis and Design (3)
ISAS 640	Decision Support Systems and Expert Systems (3)
ISAS 650	Information Technology, the CIO, and Organizational Transformation (3)
IMAT 639	Internet Multimedia Applications (3)

REQUIRED CAPSTONE COURSE

MGMT 670	Strategic Management Capstone (3)
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ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.
- ISAS 600 should be taken before any other ISAS courses.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 85.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MARKETING AND COMMUNICATION PROGRAMS

MASTER OF SCIENCE IN MANAGEMENT

SPECIALIZATIONS IN

Marketing

Public Relations

Compete for today's—and tomorrow's—jobs with a career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MARKETING AND COMMUNICATION PROGRAMS

MS IN MANAGEMENT: MARKETING SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Develop your marketing expertise and gain leading-edge management skills by pursuing a master's degree in management with a specialization in marketing.

The specialization in marketing can help you move toward a senior position with leadership skills essential to the core function of every organization, public or private. Whether you're new to marketing, looking to move up, or changing careers, you'll learn the latest marketing strategies, as well as the foundations of solid management practice, to gain an edge in the job market.

What You'll Learn

Through your coursework, you will learn how to

- Effectively develop and manage direct marketing programs
- Develop creative strategies that successfully communicate with prospects
- Assess the effectiveness of a direct marketing program and develop recommendations for improvement
- Choose between many media options and effectively use media to achieve results
- Understand and implement sampling and research design
- Apply ethical principles in business situations

Careers

- Marketing managers
- Market research analysts and marketing specialists

Your Coursework

The curriculum for the marketing specialization includes courses in brand management, consumer behavior, international marketing, and financial decision making for managers, among other topics.

Coursework Examples

In past projects, students have had the opportunity to

- Prepare a marketing plan for a real-world product or solution
- Complete a consumer experience project focused on ethical marketing tactics
- Perform consumer market research with real consumers to collect primary data and make strategic recommendations for a company
- Calculate direct marketing metrics such as response rate, profit, ROI, and break-even for a direct marketing program

Degree Requirements

MS in Management: Marketing Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610	Organizational Theory (3)
MGMT 615	Intercultural Communication and Leadership (3)
MGMT 640	Financial Decision Making for Managers (3)
MGMT 650	Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

MRKT 600	Marketing Management (3)
MRKT 601	Legal and Ethical Issues in Global Communications (3)
MRKT 602	Consumer Behavior (3)
MRKT 603	Brand Management (3)
MRKT 604	Marketing Intelligence and Research Systems (3)
MRKT 605	International Marketing Management (3)
MRKT 606	Integrated Direct Marketing (3)

REQUIRED CAPSTONE COURSE

MGMT 670	Strategic Management Capstone (3)
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More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

ALTERNATE COURSES

- MGMT 630 Organizational Theory and Behavior (6) may be taken instead of MGMT 610 and 615.
- MRKT 620 Marketing Principles, Regulation, and Ethical Issues (6) may be taken instead of MRKT 600 and 601.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- You must complete MRKT 600 and 601 (or MRKT 620) as your first specialization course(s).
- MGMT 650 must be completed before MRKT 604 and 606.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 87.

MS IN MANAGEMENT: PUBLIC RELATIONS SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Gain specialized skills in communications and business in a master's degree program in management with a specialization in public relations.

The public relations specialization allows you to gain advanced business management skills while building expertise in public relations and preparing for PR certification. You'll gain a solid grounding in PR theory, campaign strategies, legal and ethical PR issues, and the analytic and creative skills necessary to excel in the profession. Combine this with your core management courses, and you'll develop all the right tools to take on leadership roles in today's workplace.

What You'll Learn

Through your coursework, you will learn how to

- Assess public relations performance at the individual, group, and organization levels
- Develop and launch public relations campaigns featuring a variety of messages custom designed for various channels
- Understand the ethical and legal issues in public relations management
- Write effectively and persuasively

Careers

- Public relations and fundraising managers
- Public relations specialists

Your Coursework

The curriculum for the specialization in public relations has been developed in conjunction with industry executives and an advisory board of senior PR leaders to ensure you are training for the highest level of PR strategy. We've built in opportunities to interact with employers, from frequent guest speakers to recruitment activities to networking events. In your courses, you'll learn about public relations strategy development, tactical planning and execution, social media monitoring, and crisis communications.

Coursework Examples

In past projects, students have had the opportunity to

- Prepare public relations materials (news releases, event proposals, and social media plans) for clients
- Develop a crisis communication plan in response to a real-world issue
- Develop a proposal for a public relations campaign for a client organization

Industry Certification

This program can help prepare you for the Accredited in Public Relations (APR) certification exam.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MARKETING AND COMMUNICATION PROGRAMS

Degree Requirements

MS in Management: Public Relations Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

PRPA 600 Public Relations Writing (3)
MRKT 600 Marketing Management (3)
PRPA 601 Public Relations Theory and Practice (3)
PRPA 602 Public Relations Techniques (3)
PRPA 610 Crisis Communication Management (3)
PRPA 620 Global Public Relations (3)
PRPA 650 Public Relations Campaigns (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- PRPA 600 is prerequisite to all other specialization courses and must be taken first.
- PRPA 601 is prerequisite to PRPA 602.
- PRPA 602 is prerequisite to PRPA 610 and 620.
- You must complete all program coursework (except MGMT 670) before taking PRPA 650.

- MGMT 640 should not be attempted simultaneously with MGMT 650.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 87.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

Gain a competitive advantage in the IT marketplace and develop specialized skills in high-tech management by pursuing a master's degree in information technology.

In UMUC's comprehensive graduate information technology program, you'll combine technical know-how with business savvy to gain a powerful IT skill set and maximum career flexibility. Whether you are new to the field, changing careers, or looking to move up, you'll find the information technology program can boost your professional value.

We designed information technology program with input from today's top employers to help you prepare for career advancement. Choose from specializations to tailor your education, prepare for certification, and develop highly marketable skills.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Information Technology, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

DMBA 610	Ethical Leadership in Organizations and Society (6)
DMBA 620	Effective Financial and Operational Decision Making (6)
DMBA 630	Marketing and Strategy Management in the Global Marketplace (6)

MS IN INFORMATION TECHNOLOGY: HOMELAND SECURITY MANAGEMENT SPECIALIZATION

Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Combine advanced IT skills with leading-edge tactics in a homeland security management specialization that prepares you to protect critical infrastructure.

The graduate specialization in homeland security management can prepare you to take a leadership role in protecting against natural and man-made threats to national security. Gain practical, management-level experience in performing security risk assessments, planning for and managing operational recovery, and developing strategies to protect people, facilities, and information-dependent critical infrastructure.

Perfect for midcareer professionals, the homeland security management specialization features courses in finance for technology managers, cybersecurity, emergency management, criminal justice, and bioterrorism, as well as courses that strengthen your core knowledge of IT systems and project management.

What You'll Learn

Through your coursework, you will learn how to

- Tackle the five mission areas in homeland security as defined by the U.S. Department of Homeland Security
- Perform risk assessments
- Spot ethical and legal issues and navigate the complex legal and regulatory environment related to computer systems, applications, and networks
- Protect telecommunications and information technology networks

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

- Analyze infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability
- Plan and prepare for disaster response and recovery
- Apply knowledge about energy pipeline security, electrical grid security, cyber dependence, and SCADA systems, as well as risk methodologies applied to the energy industry
- Use high-tech management styles, including project planning, organizational structure, team building, and control mechanisms
- Manage each phase of the IT project life cycle, working within organizational and cost constraints, setting goals linked directly to stakeholder needs, and using proven management tools

Careers

- Information security analysts
- Network and computer systems administrators
- Information technology project managers

Your Coursework

The curriculum in the homeland security management specialization can help you build practical skills to make you an indispensable member of any team. You'll use real data from real crises in your assignments and projects and practice making executive-level decisions, so your coursework is always preparing you for the real world of homeland security management.

Coursework Examples

In past projects, students have had the opportunity to

- Use one of the Department of Homeland Security's daily summaries of current critical infrastructure issues to write a post highlighting the more significant items for a "What Keeps DHS Officials Awake at Night" discussion
- Write a job description for a chief risk officer that includes the resilience, response, and recovery skills required for the job
- Analyze one of the critical infrastructures designated by DHS and make recommendations on ways to protect and ensure the continued availability of services from this infrastructure

Degree Requirements

MS in Information Technology: Homeland Security Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED CORE COURSES

ITEC 610 Information Technology Foundations (3)
ITEC 625 Computer Systems Architecture (3)
ITEC 656 Information Systems Infrastructure (3)
ITEC 630 Information Systems Analysis, Modeling, and Design (3)
ITEC 640 Information Technology Project Management (3)

REQUIRED SPECIALIZATION COURSES

HSMN 610 Concepts in Homeland Security (3)
HSMN 625 Critical Infrastructures (3)
HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660 Security Policy, Ethics, and the Legal Environment (3)
BSBD 641 Biosecurity and Bioterrorism (3)
HSMN 640 Energy Infrastructure Security (3)
HSMN 670 Seminar in Homeland Security (3)

COURSE SEQUENCING

- ITEC 610 must be taken in the first term of coursework.
- HSMN 610 must be taken as one of the first two specialization courses.
- HSMN 670 must be taken after all other specialization courses.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a minor in homeland security to reduce their total coursework for the graduate degree by up to 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework.

The Graduate School will accept the following toward the completion of a specialization in homeland security management

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

within the MS in Information Technology or MS in Management for a maximum of 6 credits:

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

The substitutions listed above are the only ones possible. Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. A minimum grade of B must have been earned in the undergraduate class for the credits to be accepted at the graduate level. Admission requirements and time limits for degree completion apply to all applicants.

Dual Degree Option

If you complete the MS in Information Technology, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 91.

Related Certificate Program

Homeland Security Management

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

REQUIRED COURSES

HSMN 610 Concepts in Homeland Security (3)
HSMN 625 Critical Infrastructures (3)
HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660 Security Policy, Ethics, and the Legal Environment (3)
HSMN 640 Energy Infrastructure Security (3)

COURSE SEQUENCING

HSMN 610 must be taken as one of the first two courses in the program.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

MASTER OF SCIENCE IN MANAGEMENT

SPECIALIZATIONS IN

Criminal Justice Management
Emergency Management
Homeland Security Management
Intelligence Management

CERTIFICATE IN

Homeland Security Management

Compete for today's—and tomorrow's—jobs with a career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Degree Requirements

Specific course requirements are detailed under each specialization.

Dual Degree Option

If you complete the MS in Management, you may earn the following degree by completing the coursework indicated. A second application is required.

Master of Business Administration

REQUIRED COURSES

- | | |
|----------|---|
| DMBA 610 | Ethical Leadership in Organizations and Society (6) |
| DMBA 620 | Effective Financial and Operational Decision Making (6) |
| DMBA 630 | Marketing and Strategy Management in the Global Marketplace (6) |

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MS IN MANAGEMENT: CRIMINAL JUSTICE MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

The award-winning criminal justice management specialization can teach you advanced skills in administration, leadership, and collaboration to boost your career.

In the criminal justice specialization, you'll obtain advanced knowledge of crime prevention, law enforcement, investigative forensics, and crisis management—as well as strong skills in business management. This specialization can help you learn to effectively manage large teams, departments, and bureaus across the criminal justice profession.

What You'll Learn

Through your coursework, you will learn how to

- Design criminal justice programs
- Analyze threats and assess risks
- Conduct vulnerability studies
- Apply legal knowledge to criminal justice management
- Lead and manage organizations
- Communicate, report, and write professionally and effectively

Careers

- Security managers
- Fraud examiners, investigators, and analysts
- Criminal investigators and special agents
- Intelligence analysts

Your Coursework

The criminal justice management curriculum features case studies of real criminal justice management issues to help you build skills you can apply immediately in the workplace. We also facilitate networking opportunities between you and employ-

ers, and we work with employers to actively help them recruit our students.

Coursework Examples

In past projects, students have had the opportunity to

- Design a police department and corrections facility
- Write a variety of reports at varying levels of detail
- Address ethical situations in the workplace

Degree Requirements

MS in Management: Criminal Justice Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

CJMS 600 Critical Analysis of the Criminal Justice System (3)
CJMS 610 Perspectives in Law Enforcement Management (3)
CJMS 620 Issues in Correctional Administration (3)
CJMS 630 Seminar in Security Management (3)
CJMS 640 Criminal Justice Intelligence Systems and Approaches (3)
CJMS 650 Legal Aspects Within the Criminal Justice System (3)
CJMS 660 Issues in Criminal Justice Leadership (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- Specialization courses should be taken in the order listed.
- CJMS 600 must be taken as the first specialization course.
- CJMS 660 must be taken after all specialization and core courses (except MGMT 670).
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in criminal justice to reduce their total coursework for the graduate degree by up to 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework.

The Graduate School will accept the following toward the completion of a specialization in criminal justice management within the MS in management for a maximum of 6 credits:

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

The substitutions listed above are the only ones possible. If you pursue a graduate certificate in Criminal Justice Management, you may substitute CCJS 495 for CJMS 600 for 3 credits only. Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. A minimum grade of B must have been earned in the undergraduate class for the credits to be accepted at the graduate level. Admission requirements and time limits for degree completion apply to all applicants.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 94.

MS IN MANAGEMENT: EMERGENCY MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Combine advanced leadership skills with leading-edge operational tactics in the dynamic master's degree program in management with a specialization in emergency management.

The emergency management specialization prepares you to take a leadership role in protecting organizations against threats to security. Gain practical, management-level experience in performing security risk assessments; planning and managing prevention, deterrence, protection, response, and operational recovery; and developing strategies to secure people and critical assets from natural or man-made threats.

Perfect for midcareer professionals, the emergency management specialization features coursework in financial analysis for managers, organizational theory, vulnerability assessments, IT in emergency management, and crisis communication, as well as courses that strengthen your core knowledge of management skills. Previous field experience in emergency management is not required for the program.

What You'll Learn

Through your coursework, you will learn how to

- Perform risk assessments for facilities and communities
- Create and implement emergency operations plans
- Conduct resilience planning and preparedness for disaster response and recovery
- Interpret data for response planning and decision making

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

- Navigate the legal, organizational, and social operating environment
- Facilitate cross-agency collaboration for response and recovery

Careers

- Emergency management directors
- Security management specialists
- Intelligence analysts

Your Coursework

The curriculum in the emergency management specialization helps teach you practical skills that can make you an asset to organizations planning for emergencies. You'll use data from real crises in assignments and projects and practice making executive-level decisions, so you can apply what you're learning to the field of crisis management right away.

Coursework Examples

In past projects, students have had the opportunity to

- Complete a risk assessment of an urban area
- Identify property and people at risk during a disaster scenario in a large population area
- Determine pre-loss activity and resources to reduce loss to specific critical infrastructures
- Design a plan for a specific ethnic or economically disadvantaged group within the community requiring special assistance during a disaster scenario

Industry Certification

This program can help prepare you for the Certified Emergency Manager (CEM) exam.

Degree Requirements

MS in Management: Emergency Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
 MGMT 615 Intercultural Communication and Leadership (3)
 MGMT 640 Financial Decision Making for Managers (3)
 MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

EMAN 600 Comprehensive Crisis and Emergency Management (3)
 EMAN 610 Hazard Risk and Vulnerability Assessment (3)
 EMAN 620 Information Technology in Emergency Management (3)
 HSMN 610 Concepts in Homeland Security (3)
 HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)
 EMAN 630 Crisis Communication for Emergency Managers (3)
 EMAN 670 Seminar in Emergency Management Leadership (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- EMAN 600 must be taken as one of the first two specialization courses.
- EMAN 670 must be taken after all program coursework except MGMT 670.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Academic Relationship

An articulation agreement between the Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a minor in emergency management to reduce their total coursework for the graduate degree by up to 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework.

The Graduate School will accept the following courses toward the completion of a specialization in emergency management within the MS in Management for a maximum of 6 credits:

- EMGT 302 Concepts in Emergency Management in lieu of EMAN 600 Comprehensive Crisis and Emergency Management
- EMGT 310 Continuity of Operations Planning and Implementation in lieu of HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery

The substitutions listed above are the only ones possible. Credits eligible for sharing must have been completed no earlier than two years before the beginning of graduate studies. A minimum grade of B must have been earned in the undergraduate class for the credits to be accepted at the graduate level. Admission requirements and time limits for degree completion apply to all applicants.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 94.

MS IN MANAGEMENT: HOMELAND SECURITY MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Prepare for a dynamic career protecting critical infrastructure by pursuing a master's degree in management with a specialization in homeland security management.

The specialization in homeland security management prepares you to take a leadership role in protecting against natural and man-made threats to U.S. security. Gain practical, management-level experience in performing security risk assessments, planning for and managing operational recovery, and developing strategies to protect people, facilities, and critical infrastructure.

What You'll Learn

Through your coursework, you will learn how to

- Tackle the five mission areas in homeland security as defined by the Department of Homeland Security
- Perform risk assessments
- Conduct resilience planning and preparedness for disaster response and recovery
- Apply risk methodologies to the energy industry
- Make decisions using statistics and financial information
- Use organizational theory, effectiveness measurement, and systems thinking
- Manage intercultural environments

Careers

- Emergency management directors
- Security managers
- Security management specialists
- Remote sensing technicians
- Intelligence analysts

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

Your Coursework

Perfect for midcareer professionals, the specialization in homeland security management includes coursework in issues in emergency management, cybersecurity, bioterrorism, and energy security, as well as core courses in business management. You'll use real data from real crises in assignments and projects and practice making executive-level decisions.

Coursework Examples

In past projects, students have had the opportunity to

- Use one of the Department of Homeland Security's daily summaries of current critical infrastructure issues to write a hypothetical article
- Write a job description for a chief risk officer, including the resilience, response, and recovery skills required for the job
- Analyze one of the critical infrastructures designated by DHS and make recommendations on ways to protect and ensure continued availability of services from this infrastructure, providing your judgments together with experts' opinions

Degree Requirements

MS in Management: Homeland Security Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)
MGMT 615 Intercultural Communication and Leadership (3)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

HSMN 610 Concepts in Homeland Security (3)
HSMN 625 Critical Infrastructures (3)

HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660 The Law, Regulation, and Ethics of Information Assurance (3)
BSBD 641 Biosecurity and Bioterrorism (3)
HSMN 640 Energy Infrastructure Security (3)
HSMN 670 Seminar in Homeland Security (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- HSMN 610 must be taken as one of the first two specialization courses.
- HSMN 670 must be taken after all other specialization courses.
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a minor in homeland security to reduce their total coursework for the graduate degree by up to 6 credits (two courses). Details are on p. 97.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 94.

Related Certificate Program

Homeland Security Management

See p. 93 for details.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS

MS IN MANAGEMENT: INTELLIGENCE MANAGEMENT SPECIALIZATION

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Position yourself for career growth in the intelligence community by pursuing a master's degree in management with a specialization in intelligence management.

The intelligence management specialization prepares you to take on management roles in the collection and analysis of intelligence for national security, law enforcement, and business purposes. Perfect for early- to midcareer intelligence professionals, the specialization will teach you to apply solid management theories, engage in intelligence-related research, and interpret intelligence-related data for decision making, gaining an essential understanding of the entire intelligence community.

What You'll Learn

Through your coursework, you will learn how to

- Use strategies to manage and control intelligence activities, including establishing policies, setting budgets, and conducting reviews
- Understand solutions for human source intelligence, open source intelligence, signals intelligence, imagery, technical intelligence, and the military's ISR approach
- Manage analytical methodologies and techniques, as well as dissent in analyses, and understand the reasons for intelligence failures
- Assess counter intelligence, espionage, and threat groups, as well as methods of countering them

Careers

- Chief executives
- Computer and information systems managers
- Business intelligence analysts
- Intelligence analysts

Your Coursework

In your intelligence management courses, you'll use data from real crises in assignments and projects and practice making executive-level decisions, so you're prepared for the real world of intelligence management. You'll gain an analytical understanding of legal and ethical principles that guide the intelligence community, as well as an understanding of how to manage the intelligence process using technological advances and human resources to prevent crime and enhance national security.

Coursework Examples

In past projects, students have had the opportunity to

- Conduct a scholarly study of a problem or issue related to intelligence composed of purposeful research, a literature review, writing, analysis, and the defense of conclusions and proposals
- Discuss recent changes in national intelligence and current issues, such as the debate over security versus civil liberties and how to protect America from foreign espionage and exploitation
- Analyze case studies of various laws and executive orders related to intelligence that have been enacted since September 11, 2001

Degree Requirements

MS in Management: Intelligence Management Specialization

INITIAL REQUIREMENT

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

INITIAL RECOMMENDATION

If you lack a recent background in finance or accounting, you should take UCSP 620 and 621 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650.

REQUIRED CORE COURSES

MGMT 610 Organizational Theory (3)

MGMT 615 Intercultural Communication and Leadership (3)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

REQUIRED SPECIALIZATION COURSES

INMS 600 Managing Intelligence Activities (3)
INMS 610 Intelligence Collection: Sources and Challenges (3)
INMS 620 Intelligence Analysis: Consumers, Uses,
and Issues (3)
INMS 630 Counterintelligence (3)
INMS 640 Intelligence-Led Enforcement (3)
INMS 650 Intelligence Management and Oversight (3)
INMS 660 Leadership Seminar (3)

REQUIRED CAPSTONE COURSE

MGMT 670 Strategic Management Capstone (3)

ALTERNATE COURSE

MGMT 630 Organizational Theory and Behavior in a Global Environment (6) may be taken instead of MGMT 610 and 615.

COURSE SEQUENCING

- MGMT 610 (or MGMT 630) must be taken within the first 6 credits.
- MGMT 640 should not be attempted simultaneously with MGMT 650.
- Specialization courses should be taken in the order listed.
- INMS 600 and 610 must be taken as the first two specialization courses.
- INMS 660 must be taken after all specialization and core courses (except MGMT 670).
- You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Dual Degree Option

If you complete the MS in Management, you may complete the Master of Business Administration degree as part of a dual degree program. Details are available on p. 94.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Course descriptions are found on pp. 102–140.

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ACCT (Accounting)

ACCT 610 Financial Accounting (3)

Prerequisite: Completion of 15 credits of undergraduate accounting. A study of accounting theory in a strategic framework. An overview of relevant theory provides a foundation for further study. Focus is on developing skills in critical thinking and applying accounting concepts and principles. Topics include the preparation and interpretation of corporate financial statements in accordance with generally accepted accounting practices (GAAP); accounting standards and the standard-setting process; the use of electronic technology in financial accounting; effective communication; professional ethics; and current issues, debates, and research in accounting.

ACCT 611 Management Accounting (3)

Prerequisite: ACCT 610. An examination of the control and decision-making methodologies used by management accountants in solving strategic problems for business. Methodologies covered include break-even analysis, regression analysis, the balanced scorecard, activity-based costing/management, value chain analysis, total quality management, and performance evaluation/assessment. Business problems examined range from ethical issues to product costing.

ACCT 612 Auditing (3)

Prerequisite: ACCT 610. An in-depth examination of generally accepted auditing standards (GAAS), as well as standards for attestation and other services. Alternative audit models are evaluated for both their practical relevance and their theoretical justification as informed by current research and emerging information technology. The use of computer-assisted auditing techniques (CAAT) and other computer-related technology for obtaining evidence is evaluated in terms of its effectiveness and suitability in diverse audit environments. Methods of evaluating internal control are considered in light of the risks encountered in new ways of conducting business, such as e-commerce. Professional ethical and legal responsibilities, as shaped by the contemporary professional, legal, and regulatory environments, are examined as they relate to audit risk, risk assessment, and audit program planning. The use of audit reports and other services as tools to support management control and decision making are considered.

THE UNIT OF CREDIT

The unit of credit defines the amount of university-level credit to be awarded for course completion. One credit is awarded on the basis of either of two sets of criteria, as follows:

- At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration and study days, holidays, and final examinations);
- At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration and study days, holidays, and final examinations).

PREREQUISITES

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge you should have acquired before enrolling in a given course. You will not be able to register for courses for which prerequisites have not been met.

ACCT 613 Federal Income Taxation (3)

Prerequisite: ACCT 610. A case study-based, problem-oriented examination of fundamental federal tax concepts. Tax issues and controversies are explored in-depth. Emphasis is on applying tax laws, as opposed to learning individual tax rules. Methods of case analysis and research that are typically involved in tax planning and litigation are covered. Important definitions, judicially created rules, and other tax conventions are explored in great detail through the study of each one's genesis and purpose. Topics include gross income, identification of the proper taxpayer, deductions, timing, income and deduction characterization, and deferral and capital gains and losses.

ACCT 614 Accounting Information Systems (3)

Prerequisite: ACCT 610. A study of the use of information systems in the accounting process, with an emphasis on computer systems and internal controls. Focus is on the analytical tools necessary to evaluate users' accounting information needs and to design, implement, and maintain an accounting information system to support business processes and cycles. Topics include the components of contemporary accounting information systems; security and internal controls, particularly within Internet and e-commerce environments; traditional flow charts and data-flow diagrams; computer networks; theory and application of relational databases; and relational database management systems. Assignments include designing an accounting information system using a commercial database software package.

COURSE DESCRIPTIONS

ACCT 625 Government and Not-for-Profit Accounting (3)

Prerequisite: ACCT 610. A study of the financial accounting standards applicable to public-sector and not-for-profit organizations in the United States and their unique reporting requirements. Emphasis is on similarities and differences among accounting rules for different types of entities and the rationale for the accounting standards governing each type. Students may receive credit for only one of the following courses: ACCT 625 or ACCT 665.

ACCT 630 Fraud Examination (3)

Prerequisite: ACCT 610. A study of the nature and elements of fraud. Topics include fraud prevention, fraud detection, fraud investigation, use of controls to prevent fraud, and methods of fraud resolution. Emphasis is on the use of forensic accounting techniques to analyze what is behind the data being generated by the accounting system, detect internal control weaknesses, and map out a fraud investigation program. Students may receive credit for only one of the following courses: ACCT 608 or ACCT 630.

ACCT 635 Accounting Ethics (3)

Prerequisite: ACCT 610. A study of ethics as a critical foundation for the accounting professional. Topics include the theories and bases of ethical reasoning, development of ethical standards, codes of professional conduct, professional responsibilities and judgment calls in accounting, and the evolution of ethics in the accounting profession. Students may receive credit for only one of the following courses: ACCT 608 or ACCT 635.

ACCT 640 International Accounting (3)

Prerequisite: ACCT 610. An exploration of international accounting and financial reporting. Focus is on evolving reporting requirements under International Financial Reporting Standards (IFRS). Accounting practices, as influenced by business operations, culture, and the inherent risk in international accounting environments, are compared. Students may receive credit for only one of the following courses: ACCT 640 or ACCT 665.

AMBA (Business Administration)

AMBA 600 MBA Fundamentals (3)

An introduction to a broad spectrum of skills designed as preparation for academic and professional success. Focus is on communication, critical thinking, quantitative reasoning, and team leadership skills. Topics include career goals, how to create a professional social network presence, and moral and ethical decision making. The objective is to gain proficiency in the effective and efficient use of spreadsheets, collaboration tools, and other business software. Students may receive credit for only one of the following courses: AMBA 600 or UCSP 615A.

AMBA 610 The Manager in Organizations and Society (6)

Prerequisite: AMBA 600. An exploration of the responsibilities and influence that 21st-century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management—including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, organizational theory and organizations, and holistic approaches to marketing management—are examined.

AMBA 630 The Economics of Management Decisions (6)

Prerequisite: AMBA 620. An examination of economic decision making in a wide variety of managerial situations. Topics include financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational units, products, and managers. Critical thinking is applied to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting. Discussion covers the current legal and ethical issues surrounding financial accounting; the valuation of tangible, financial, and intangible assets in a domestic and global context; and activity-based costing. Performance measurement techniques covered include the balanced scorecard.

AMBA 640 Managing Projects, Operations, and Information Systems (6)

Prerequisite: AMBA 630. A study of project management, operations management, and information technology management—three key areas of modern business functional management. A guide to the project management body of knowledge is provided. Topics include the dos and don'ts of managing a project, several world-class operations management techniques (such as Six Sigma), and industry best practices in operational efficiency and effectiveness. The mission, goals, and importance of information systems management are assessed, using one's own work organization as a model. Assignments include the development of an international information systems management plan.

AMBA 650 Marketing Management and Innovation (6)

Prerequisite: AMBA 640. An exploration of the essentials of marketing management: setting marketing goals for an organization based on internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications. Assignments include the design and marketing of innovative products, analysis of the application of modern marketing strategies and tactics using examples from participants' organizations, and practicing a holistic approach to marketing management.

AMBA 660 Managing Global Business (6)

Prerequisite: AMBA 650. A global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, and policy making that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

AMBA 670 Managing Strategy in the Global Marketplace (6)

Prerequisite: AMBA 660. An investigation of strategy, value creation, and value capture in different business contexts. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted, building on knowledge of the different functional areas of management gained through previous study.

ASCM (Acquisition and Supply Chain Management)

ASCM 626 Purchasing and Materials Management (3)

(Formerly PCMS 626.) An overview of the procurement and contracting cycle, along with other organizational functions. Discussion covers methods of purchasing and source selection, with a focus on receipt, inspection, and quality assurance. Documentation and reporting specifics are examined, as are surplus, salvage, and disposal issues. Inventory, physical distribution, and logistics are considered.

ASCM 627 Legal Aspects of Contracting (3)

(Formerly PMAN 627 and PCMS 636.) A study of the law of commercial purchasing, including the law of agency, contracts, sales, torts, and antitrust. The Federal Acquisition Regulation and American Bar Association model procurement codes for state and local governments are examined. Topics include the authority of purchasing, unauthorized purchases, rights and duties of sellers and buyers under a contract, buyer rights upon receipt of nonconforming goods, ability to terminate a sales contract, formation of government contracts, and formal dispute resolution. Students may receive credit for only one of the following courses: ASCM 627, ASCM 650, PCMS 627, or PCMS 650.

ASCM 628 Contract Pricing and Negotiations (3)

(Formerly PCMS 628.) A study of techniques for planning, conducting, and managing negotiated procurement. Focus is on analytical techniques for conducting price and cost analysis in preparation for negotiations. Techniques for critically examining all categories of costs, including profit, are examined. The theory and practice of negotiations are studied, and opportunities to practice negotiation techniques to achieve a fair and reasonable contract price are given. Emphasis is on preparing negotiation positions through analysis of cases containing detailed cost and pricing data. Ethical decision making throughout these processes is addressed.

COURSE DESCRIPTIONS

ASCM 629 Strategic Purchasing and Logistics (3)

(Formerly PCMS 629.) An investigation of issues and methodologies related to strategic purchasing and logistics. Topics include ethics, social responsibility, and accountability in procurement, logistics, and contract management. Discussion also covers the professional development of staff, just-in-time management, electronic data interchange, vendor assessment and development, pricing and negotiation, and international procurement issues.

ASCM 630 Commercial Transactions in a Technological Environment: Law, Management, and Technology (3)

(Formerly PCMS 630.) Recommended: ASCM 627 or PCMS 627. A presentation of the legal issues and management methodologies related to commercial transactions in a technological environment. Topics include the law, ethics, accountability, and contract management considerations in the procurement of technology products and services. Discussion also covers commercial sales transactions, government commercial item acquisition, private and government contracts for services, assignment and protection of proprietary rights in technology products, technology transfers, and international contractual issues in the procurement of products and services. Students may receive credit for only one of the following courses: ASCM 630, ASCM 650, PCMS 630, or PCMS 650.

ASCM 631 Integrative Supply Chain Management (3)

(Formerly PCMS 631.) A study of supply chain issues, techniques, methodologies, and strategies designed to enhance organizational procurement efficiency. Integrated supply chain management is explored as a core competitive strategy that affects the organization's bottom line. Topics include the integration of information, supply, and material flows across multiple supply chain channels and how these flows can be streamlined and optimized for more efficient procurement. Discussion also covers the role of information systems and technology in supply chain management, e-commerce strategies, managing the flow of materials across the supply chain, developing and maintaining supply chain partnerships and other relationships, and future challenges in integrative supply chain management.

ASCM 632 Contemporary Logistics (3)

(Formerly PCMS 632.) A study of logistical issues, techniques, methodologies, and strategies designed to enhance organizational efficiency. Topics include the total cost approach to logistics; logistical planning and implementation; logistical concepts; systems relationships and integration; demand forecasting; interplant movement; inventory management and control; order management and processing; packaging; plant and warehouse selection; production scheduling; traffic and transportation management; warehouse and distribution management; recycling; and other logistical strategies, techniques, and methodologies.

ASCM 650 Legal Aspects of Contracting and Commercial Transactions (6)

(Formerly PCMS 650.) A study of the law relevant to commercial, governmental, and international purchasing, contracting, and other legal transactions. Focus is on agency law, contracts, sales, torts, antitrust, ethics, and accountability. Discussion covers contract management considerations in the procurement of products and services. Topics include commercial sales transactions, government commercial item acquisition, private and government contracts for services, assigning and protecting proprietary rights in technology products, technology transfers, and international contractual issues in the procurement of products and services. The Federal Acquisition Regulation and American Bar Association model procurement codes for state and local governments are investigated. The authority of purchasing, unauthorized purchases, rights and duties of sellers and buyers under a contract, buyer rights upon receipt of nonconforming goods, ability to terminate a sales contract, formation of government contracts, and formal dispute resolution are also addressed. Students may receive credit for only one of the following courses: ASCM 627, ASCM 630, ASCM 650, PCMS 627, PCMS 630, or PCMS 650.

BIFS (Bioinformatics)

BIFS 613 Statistical Processes for Biotechnology (3)

Prerequisite: STAT 200. A study of statistical tools such as Bayesian statistics, Markov processes, and information theoretic indices and how they can be used to analyze sequence homology, the presence of motifs in sequences, gene expression, and gene regulation. Topics include information content, mutual information, long-range correlation, repeats, Fourier analysis, and linguistic methods.

BIFS 614 Data Structures and Algorithms (3)

An introduction to the definitions, implementations, and applications of the most basic data structures used in bioinformatics. Basic formalism and concepts used in algorithm design and the analysis of algorithms are also introduced. The relative efficiency of the algorithms is estimated by application of these concepts to biological data analysis. Algorithms and data structures discussed include those for database searches, motif finding, sequence alignment, gene prediction, and microarray analysis.

BIFS 617 Advanced Bioinformatics (3)

Prerequisite: CMIS 102. An overview of the basic programming tools for performing bioinformatic analyses in both the UNIX and MS DOS/Windows environments. Focus is on the use of Perl and BioPerl as the basic programming tools. Basic programming skills are developed and practiced on such problems as codon usage/bias, open reading frame, CpG islands detection, and gene identification.

BIFS 618 Java for Biotechnology Applications (3)

Prerequisite: BIFS 617. A study of basic concepts in Java and object-oriented programming in bioinformatics application development. Emphasis is on web-based, graphical, and database-driven application design. Review covers the function and design of some Java-based bioinformatics tools. Some commonly used libraries in the BioJava project are introduced, and developments of reusable modular application objects are examined. Basic problem-solving skills in the field of biotechnology using Java programming are developed through practical projects.

BIFS 619 Systems Level Approaches in Bioinformatics (3)

Prerequisite: BIFS 617. A study of the bioinformatic techniques used in "omics" (genomics, proteomics, etc.) experiments. Focus is on analyzing experiment protocols, comparing the tools used for these experiments, and interpreting the data resulting from the experiments.

BIOT (Biotechnology Studies)

BIOT 601 Introduction to Molecular Biology (3)

A thorough grounding in the fundamentals of biology, including a broad review of the life sciences with emphasis on molecular biology. Topics include the basic concepts and processes of cell biology, molecular biology, and immunology. The components of a cell, the processes occurring in a single cell, and the functioning of a multicellular organism are explained. Discussion also covers the use of model organisms to understand basic and applied biology.

BIOT 630 Introduction to Bioinformatics (3)

An introduction to bioinformatics. Emphasis is on the interpretation of data. Topics include new, sophisticated DNA, RNA, and protein sequence analyses and pattern recognition and DNA computing, as well as more traditional mathematical modeling (using Bayesian probability and basic algorithms, machine learning and neural networks, and Markov models and dynamic programming). Discussion also covers the analysis of tridimensional structures, phylogenetic relationships, and genomic and proteomic data.

BIOT 640 Societal Issues in Biotechnology (3)

An examination of current societal issues in biotechnology from several perspectives. Topics include the commercialization of biotechnology; biohazards; managerial views of legal issues and bioethics; the need for public scrutiny; environmental and cultural issues; and the role of governmental regulatory agencies in researching, developing, and commercializing biotechnology. An overview of the early history and modern developments of biotechnology is provided.

BIOT 643 Techniques of Biotechnology (3)

A comprehensive review of current techniques in biotechnology research and applications. The development and use of some of the techniques are placed in historical context. Discussion covers techniques used in genomics, transcriptomics, and proteomics and the applications of these techniques. Current plant and animal transformation methods are explained. High throughput technologies, including sequencing, real time RT-PCR, SAGE, and microarrays, are also explored. Topics also include therapeutic applications of biotechnology, such as gene therapy, stem cell technology, and RNA interference. Emerging technologies in this field are introduced.

COURSE DESCRIPTIONS

BIOT 645 Bioprocessing and the Business of Biotechnology (3)

A detailed exploration of the business of biotechnology, its structure and operation, and the science upon which this relatively new global industry sector was founded. Discussion covers a wide range of biotechnology applications, from biopharmaceuticals to biofuels, and the technical advances behind them. Focus is on methods and economics of bioprocessing and unique aspects of the funding, alliances, and global models used in the business of biotechnology.

BSBD (Biosecurity and Biodefense)

BSBD 640 Agents of Bioterrorism (3)

An examination of the probable weapons of biowarfare, including biological, chemical, and nuclear weapons, from several perspectives. Topics include their mechanism of action, biological impact, detection and recognition, epidemiology, and treatment. Their potential dangers and effectiveness are evaluated, and strategies for defense against attacks by such weapons are investigated. Discussion covers the bioethical challenges of anti-bioterror research.

BSBD 641 Biosecurity and Bioterrorism (3)

A review of bioterrorism, biosecurity, and government biodefense strategy, including the history and science of biological agents in agriculture and society. Discussion covers surveillance; public health preparedness; response; and recovery at the community, state, and federal government levels. Various aspects of the law, including the Posse Comitatus Act and federal and state quarantine powers, are introduced. The mental health consequences of bioterrorism are also discussed. A case study of a hypothetical biological attack is analyzed in detail.

BSBD 642 Advanced Biosecurity and Bioterrorism (3)

Prerequisite: BIOT 681 or BSBD 641. A thorough examination of special and advanced topics in bioterrorism and biosecurity issues. Topics include the hidden biological warfare programs of the 20th century; advances in biotechnology and molecular microbiology and the dilemma of dual use research; domestic and foreign terrorist groups, including rogue states; state-of-the-art microbial forensics; ethics and civil rights; and current trends in policy development, consequence management, and public health responses to new threats to homeland security. Discussion also addresses special topics of the students' choice. Future challenges in biosecurity are also discussed as part of a comprehensive bioterrorism exercise and the analysis of case studies of hypothetical threats.

BSBD 643 Strategies for Interagency Cooperation, Verification, and Global Countermeasures in Biodefense (6)

An in-depth study of the verification procedures used in global countermeasures and strategies. Global biosecurity and oversight are examined using real-world examples. Discussion covers the epidemiology of emerging infectious diseases as they relate to defense against threats from nonconventional sources. Topics also include the evolution and current status of the Biological Weapons Convention; the integration of responses from local, state, and multiple federal agencies; and other challenges facing public health departments, including the potential economic, political, and social impacts of bioterrorism.

BTMN (Biotechnology Management)

BTMN 632 Commercializing Biotechnology in Early-Stage Ventures (3)

(Formerly BIOT 641.) An overview of the methods for planning and organizing biotechnology ventures. The elements of a business plan are considered, as are methods for assessing various needs, such as capital, personnel, technology, and marketing. Emphasis is on approaches to marketing technology and developing joint ventures. The advantages and disadvantages of forming international ventures are weighed. Discussion also covers the importance of maintaining relations with external constituents and the need for managing public awareness.

BTMN 634 Selection and Evaluation of Biotechnology Projects (3)

A study of the applications of methodologies of technology forecasting, technology assessment, project management, and data auditing to the selection and evaluation of biotechnology projects. The underlying rationale, principles, procedures, and cost effectiveness of data auditing are examined. A systems approach to performance evaluation is presented.

BTMN 636 Biotechnology and the Regulatory Environment (3)

A comprehensive review of the role of regulation in biotechnology products and services development and commercialization. Emphasis is on the roles of the federal government, state government agencies, international bodies, and professional groups, especially the regulatory roles of the U.S. Environmental Protection Agency, Department of Agriculture, and Food and Drug Administration. Discussion covers human subject protection, good laboratory practices, and good manufacturing practices.

BTMN 670 Capstone in Biotechnology (3)

Prerequisite: Completion of 30 credits, including all other program core courses. The application of knowledge gained from previous study to real-world business, technical, and ethical issues. Topics include entrepreneurship and new venture creation, progress in biotechnology and prediction of future trends, and ethical development and management. Discussion also covers professional goals and an action plan to put knowledge and experience gained in the program to use. Focus is on demonstrating analytical, communication, and leadership skills through case analysis of promising technologies and teamwork via group development of a strategic product development plan for a start-up biotechnology venture.

BTRA (Biotechnology Regulatory Affairs)

BTRA 640 Preclinical and Clinical Research Design (3)

An examination of preclinical and clinical research designs. Emphasis is on identifying and addressing challenges associated with elements of good laboratory and clinical practice and qualifying and managing a laboratory for a clinical trial. Discussion covers best practices for planning research and collecting, analyzing, and reporting data from drug/device development studies.

BTRA 641 Product Life-Cycle Approval, Production, and Marketing for Devices and Drugs (3)

An in-depth study of the product life cycle for medical devices and implants and pharmaceuticals. Focus is on the various stages within the life cycle, from conceptualization of a product pipeline in research and development through postmarket surveillance and production. Topics include regulatory submission, approval, production, and the postmarket environment for both drugs and devices. Challenges surrounding the approval and naming of follow-on biologics are addressed. Discussion also covers combination medicines, the stages of a drug pipeline and risk assessment at each stage, and the decreasing productivity of the drug pipeline. The role of a contract research organization in testing and approval is explained, and the nature of the support services they provide to the biotechnology and devices industry is explored.

BTRA 642 Global Biotechnology Business Issues (3)

An exploration of different aspects of international pharmaceutical regulation, as outlined in the International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use. Topics include international biotechnology issues, global harmonization efforts, and the cultural impact of biotechnologies. Discussion also covers domestic and international business considerations and international regulatory requirements.

BTRA 643 Practical Applications of Biotech Regulatory Affairs (6)

A capstone study of regulatory affairs related to the biotechnology industry that integrates knowledge and skills gained from previous study. Emphasis is on completion of a group project simulating the development of a drug or device through the product life cycle. The project is designed to demonstrate knowledge of international biotech business, ethics, and production issues and skills in making decisions regarding a wide range of regulatory issues and to provide a transition for applying these skills to applications in the biotechnology environment.

CJMS (Criminal Justice Management)

CJMS 600 Critical Analysis of the Criminal Justice System (3)

An analysis of the U.S. criminal justice system. Topics include the role of criminal justice agencies and personnel in the prevention and response to crime, as well as interagency cooperation and coalition building from a manager's perspective.

CJMS 610 Perspectives in Law Enforcement Management (3)

A study of law-enforcement philosophies and techniques to reduce crime commonly applied at the organizational level. Topics include the politics of policing, police/community relations, police research, professionalization of personnel, and emerging problems in policing from a domestic and international perspective.

CJMS 620 Issues in Correctional Administration (3)

An in-depth study of current challenges for managers in correctional environments. Topics include the privatization of corrections, intelligence sharing, re-entry and community corrections, security threat groups, assessment techniques and empirical evaluations of treatment methods, special populations, growth rates, the political environment, and interagency and community cooperation.

CJMS 630 Seminar in Security Management (3)

A study of the management of security operations within a private setting. Discussion covers vulnerability assessment; emergency planning; interagency cooperation; threat assessment; use of technology; and information gathering, sharing, and storing. Topics also include personnel management, budgeting, reporting requirements, and current trends.

COURSE DESCRIPTIONS

CJMS 640 Criminal Justice Intelligence Systems and Approaches (3)

An in-depth examination of the principles that guide the gathering and sharing of intelligence in the United States. Emphasis is on the interoperability between crime-fighting agencies within the criminal justice system. Topics include analytic methodologies, interview and interrogation techniques, open-source and proprietary data sources, criminal organization analysis, criminal conspiracy, enterprise theory, trial testimony, and witness protection.

CJMS 650 Legal Aspects Within the Criminal Justice System (3)

An introduction to the impact of constitutional and criminal law on managerial responsibilities within the criminal justice system. Topics include pivotal historic and current legal cases and their application to methods of prevention, as well as reaction to crime in the United States.

CJMS 660 Issues in Criminal Justice Leadership (3)

Prerequisite: Completion of 30 credits of program coursework, including all core and specialization courses except MGMT 670. A discussion of case studies involving successful leaders in the criminal justice system. Analysis covers the various characteristics and leadership styles that have proven most effective in the profession. Various theories, models, historical examples, and practical applications are reviewed. Senior criminal justice leaders discuss issues via videoconferencing. Topics include ethics and virtue in criminal justice; navigating the political environment (e.g., being politically savvy without being political); staff development; and labor relations, media relations, and working effectively with various advocacy groups.

COMM (Communication Studies)

COMM 600 Academic Writing for Graduate Students (3)

The development of the writing and critical-thinking skills needed for effective academic writing. Skills addressed include applying accurate grammar and punctuation; using critical thinking to summarize and evaluate texts; developing well-organized, well-supported, and clear arguments; integrating sources into writing and formatting academic papers using APA guidelines; and revising writing to produce a clear, concise style appropriate to audience, context, and purpose.

CSEC (Cybersecurity)

CSEC 610 Cyberspace and Cybersecurity (6)

(Must be taken as the first course in the program.) A study of the fundamentals of cyberspace and cybersecurity. Topics include cyber architecture, cyber services, protocols, algorithms, hardware components, software components, programming languages, various cybersecurity mechanisms, business continuity planning, security management practices, security architecture, operations security, physical security, cyber terrorism, and national security.

CSEC 620 Human Aspects in Cybersecurity: Ethics, Legal Issues, and Psychology (6)

Prerequisite: CSEC 610. An examination of the human aspects in cybersecurity. Topics include ethics, relevant laws, regulations, policies, standards, psychology, and hacker culture. Emphasis is on the human element and the motivations for cyber crimes. Analysis covers techniques to prevent intrusions and attacks that threaten organizational data.

CSEC 630 Prevention and Protection Strategies in Cybersecurity (6)

Prerequisite: CSEC 610. An in-depth study of the theories and practices for prevention of cyber attacks. Countermeasures discussed include training, encryption, virtual private networks, policies, practices, access controls, secure systems development, software assurance arguments, verification and validation, firewall architectures, antivirus, patching practices, personnel security practices, and physical security practices. Business continuity plans (BCP) and disaster recovery plans (DRP) are also discussed. Strategies for large-scale prevention, such as critical infrastructure protection, international collaboration, and law enforcement, are also discussed.

CSEC 635 National Cybersecurity Policy and Law (6)

An exploration of the role of government in securing cyberspace. Topics include federal, state, and local entities involved in cybersecurity; relevant laws and regulation; civil liberties, intellectual property, and privacy; policy formulation and analysis; law enforcement; development and diffusion of standards; and national security. Discussion also covers public/private engagement models and opportunities and tools for government to encourage cybersecurity education, awareness, and research.

CSEC 640 Monitoring, Auditing, Intrusion Detection, Intrusion Prevention, and Penetration Testing (6)

Prerequisite: CSEC 610. An in-depth study of the theory and practice of intrusion detection and prevention in cyberspace. Topics include network security, monitoring, auditing, intrusion detection, intrusion prevention, and ethical penetration testing. Emphasis is on methods to identify system vulnerabilities and threats and prevent attacks.

CSEC 645 Enterprise and Cloud Cybersecurity Policy (6)

Prerequisite: CSEC 635. An exploration of organizational policies to respond to cybersecurity threats. Topics include strategic cyber-security initiatives, cybersecurity in interorganizational relationships, increasing cybersecurity awareness in the organization, compliance issues, liability, and promoting a culture of sensitivity to cyber-security issues.

CSEC 650 Cyber Crime Investigation and Digital Forensics (6)

Prerequisite: CSEC 610. An in-depth study of the theory and practice of digital forensics. Topics include computer forensics, network forensics, cell phone forensics, and other types of digital forensics. Discussion also covers identification, collection, acquisition, authentication, preservation, examination, analysis, and presentation of evidence for prosecution purposes.

CSEC 655 Global Cybersecurity (6)

Prerequisite: CSEC 645. An in-depth study of cybersecurity from a global perspective. Topics include cyberterrorism, cyber crime, and cyber warfare; the international legal environment; nation- and region-specific norms regarding privacy and intellectual property; international standard setting; effects on trade (including offshore outsourcing); and opportunities for international cooperation.

CSEC 661 Digital Forensic Investigations (6)

Prerequisite: CSEC 610. A study of the processes and technologies used in the collection, preservation, and analysis of digital evidence in local, networked, and cloud environments. Discussion covers validating data, reporting evidence, and preparing depositions, as well as recovering information from encrypted, obscured, or deleted sources. Topics also include emerging forensic issues in computer, peripheral, and mobile environments and their global implications.

CSEC 662 Cyber Incident Analysis and Response (6)

Prerequisite: CSEC 610. An examination of policies and procedures related to security incidents, exposures, and risks and technologies used to respond to such threats. Topics include dynamic vulnerability analysis, intrusion detection, attack response, evidence protection, and business continuity. Discussion also covers types and modes of computer-facilitated attacks, readiness, and evidence scope, as well as the role of computer emergency response teams.

CSEC 670 Cybersecurity Capstone (6)

Prerequisite: Completion of all other program courses. A study of and an exercise in developing, leading, and implementing effective enterprise- and national-level cybersecurity programs. Focus is on establishing programs that combine technological, policy, training, auditing, personnel, and physical elements. Challenges within specific industries (such as health, banking, finance, and manufacturing) are discussed. Topics include enterprise architecture, risk management, vulnerability assessment, threat analysis, crisis management, security architecture, security models, security policy development and implementation, security compliance, information privacy, identity management, incident response, disaster recovery, and business continuity planning. A project reflecting integration and application of cybersecurity knowledge is included.

DATA (Data Analytics)

DATA 610 Decision Management Systems (6)

An examination of the process of decision making in large organizations and the technologies that can be used to enhance data-driven decision making. Focus is on the underlying framework of good decision making. Operational decisions are examined as reusable assets that can be automated through the creation of business rules. Discussion covers how data can add analytic insight to improve decisions. Best practices for long-term success of an analytics project (in terms of project management and communications) are also explored with an emphasis on the Cross-Industry Standard Process for Data Mining (CRISP-DM) methodology.

COURSE DESCRIPTIONS

DATA 620 Data Management and Visualization (6)

Prerequisite: DATA 610. A presentation of the fundamental concepts and techniques in managing and presenting data for effective data-driven decision making. Topics in data management and design include data design approaches for performance and availability, such as data storage and indexing strategies; elements of data warehousing, such as requirement analysis, dimensional modeling, and ETL (extract, transform, load) processing; and metadata management. Topics in data visualization include understanding data types; data dimensionalities, such as time-series and geospatial data; forms of data visualization, such as heat maps and infographs; and best practices for usable, consumable, and actionable data/results presentation.

DATA 630 Data Mining (6)

A study of standard exploratory data analysis techniques using advanced quantitative statistical and graphical methods for data mining. Major software tools are used to perform business analysis. Topics include association rules, k-NN (k-nearest neighbor) classifier, cluster analysis, discriminant analysis, classification and regression trees, logistic regression, and neural networks.

DATA 640 Predictive Modeling (6)

Prerequisite: DATA 630. An introduction to fundamental concepts and techniques to discover patterns in data, identify variables with the most predictive power, and develop predictive models. Topics include data-mining and machine-learning concepts and methods: data selection, representation, cleansing and preprocessing; algorithms (such as artificial neural networks, classification, clustering and association rules); and advanced techniques such as text mining and web mining. Best practices on the selection of methods and tools to build predictive models are also covered.

DATA 650 Big Data Analytics (6)

Prerequisite: DATA 620 and 640. An introduction to concepts in and techniques for managing and analyzing large data sets for data discovery and modeling. Topics include understanding unstructured data sets, distributed file systems and map-reduce technology (e.g., Hadoop). Focus is on leveraging the power of untapped institutional data.

DATA 670 Data Analytics Practicum (6)

Prerequisite: DATA 650. A hands-on project-based study of data analytics that uses the latest techniques/tools and integrates all the knowledge gained through previous study and experience. Focus is on putting theory into practice. Commercial and open-source tools are employed to conduct analyses and build prototypes using real-world case studies and data sets. Case studies cover building predictive models in selected industries (e.g., health care, medicine, defense, finance, banking, or energy).

DBST (Database Systems Technology)

DBST 651 Relational Database Systems (3)

An introduction to relational databases, one of the most pervasive technologies today. Presentation covers fundamental concepts necessary for the design, use, and implementation of relational database systems. Focus is on basic concepts of database modeling and design, the languages and facilities provided by database management systems, and techniques for implementing relational database systems. Topics include implementation concepts and techniques for database design, query optimization, concurrency control, recovery, and integrity. A foundation for managing data-bases in important environments is provided. Assignments require use of a remote access laboratory.

DBST 652 Advanced Relational/Object-Relational Database Systems (3)

Prerequisite: CSMN 661 or DBST 651. A continuation of the study of relational database systems, exploring advanced concepts. Topics include logical design, physical design, performance, architecture, data distribution, and data sharing in relational databases. The concepts of object-relational design and implementation are introduced and developed. Assignments require the use of a remote access laboratory.

DBST 663 Distributed Database Management Systems (3)

Prerequisite: CSMN 661 or DBST 651. An introduction to the development of distributed database management, focusing on concepts and technical issues. Survey covers distributed database management systems, including architecture, distributed database design, query processing and optimization, distributed transaction management and concurrency control, distributed and heterogeneous object management systems, and database inoperability.

DBST 665 Data Warehouse Technologies (3)

Prerequisite: CSMN 661 or DBST 651. An introduction to technological approaches for successfully designing and implementing a data warehouse for structured and unstructured data. Topics include data modeling techniques; extraction, transformation, and loading of data; performance challenges; and system tradeoffs in the development of the warehouse environment. Assignments require use of a remote access laboratory.

DBST 667 Data Mining (3)

Prerequisite: CSMN 661 or DBST 651. An overview of the data mining component of the knowledge discovery process. Data mining applications are introduced, and algorithms and techniques useful for solving different problems are identified. Topics include the application of well-known statistical, machine learning, and database algorithms, including decision trees, similarity measures, regression, Bayes theorem, nearest neighbor, neural networks, and genetic algorithms. Discussion also covers researching data mining applications and integrating data mining with data warehouses.

DBST 668 Database Security (3)

Prerequisite: CSMN 661 or DBST 651. An overview of both the theory of database security and applications for providing effective security in database management systems. Topics include conceptual frameworks for discretionary and mandatory access control, data integrity, availability and performance, secure database design, data aggregation, data inference, secure concurrency control, and secure transactions processing. Models for multilevel secure databases for both relational and object-relational databases are analyzed. Assignments focus on database security concepts and require use of a remote access laboratory.

DBST 670 Database Systems Administration (3)

Prerequisites: DBST 652, 663, 665, 667, and 668. An introduction to the knowledge, skills, and tools needed to successfully administer operational database systems. The conceptual and operational tools for analysis and resolution of problems (such as performance, recovery, design, and technical issues) are provided. Tools used to assist in the administration process are also included.

DEPM (Distance Education Policy and Management)

DEPM 604 Management and Leadership in Distance Education and E-Learning (3)

An introduction to the organization, management, and administration of distance education and e-learning training programs and systems. Topics include management theory and practice, organizational behavior and change, leadership roles and styles, and planning and policy. Discussion covers education and training in academic and corporate settings and the knowledge and skills necessary for a distance education practitioner to function effectively in either type of organizational environment. Assignments include individual and group case-study analyses, brief essays, and literature searches related to distance education and e-learning leadership.

DEPM 609 Distance Education and E-Learning Systems (3)

Prerequisites: OMDE 601, 603, and 608. An introduction to frameworks for analyzing the nature of distance education from a functionalist, interpretive, or emancipatory systems approach. Appropriate diagramming techniques are used as a means to examine the organization and management of distance education systems.

DEPM 622 The Business of Distance Education and E-Learning (3)

An examination of the highly competitive global business environment for distance education and training. Topics include the supply and demand of education services in emerging and existing markets, the competitive positioning of organizations, and the increasing reliance on collaborations. Emphasis is on the skills distance education managers need in planning and developing programs, products, and services that are targeted to specific markets and cost-effective.

DEPM 625 Distance Education, Globalization, and Development (3)

A study of distance education from an international perspective, highlighting developing countries. Processes are explored through concrete case studies in the areas of higher education and internationalization; teacher education, school networks, and mobile learning; alternative routes to schooling; non-formal education, community radio, telecenters, and radio browsing; and vocational education and training. Topics also cover national and international policies on distance education, including the role of the state; international organizations (such as the World Bank or UNESCO) and their policies (e.g., the Millennium Development Goals); telecommunication infrastructure; transnational corporations and the commercialization of education; and the World Trade Organization (WTO) and the General Agreement on Trade in Services (GATS).

DEPM 650 Practitioner Research in Distance Education and E-Learning (3)

Prerequisites: OMDE 601, 603, and 608. An introduction to a variety of quantitative and qualitative research methods used in the social sciences, as applied in distance education and e-learning. Emphasis is on planning and designing research and evaluation projects, including choosing appropriate methods of investigation and learning the practical aspects of quantitative and qualitative data collection and analysis. Major research paradigms are explored, and an overview of the various research fields in distance education and e-learning is provided. The Statistical Package for the Social Sciences (SPSS) is used to manage and analyze data. Skills in collecting quantitative and qualitative data and in analyzing, interpreting, and reporting the results of empirical investigations are developed.

COURSE DESCRIPTIONS

DETC (Distance Education Technology)

DETC 620 Training and Learning with Multimedia (3)

An overview of the use of digital media in a variety of educational settings, designed to identify properties, strengths, and weaknesses of multimedia in different learning contexts. The basic psychological processes of perception, understanding, and learning with multimedia are introduced. Focus is on multimedia and instructional design for online learning systems, such as learning management systems or stand-alone learning objects. Hands-on experience with several multimedia applications is provided. Topics include collaborative learning technologies, open educational resources, the impact of multimedia on learning outcomes, methods of multimedia evaluation, quality assurance, and project management of e-learning initiatives.

DETC 630 Emerging Technology Trends and Issues in Distance Education and E-Learning (3)

An examination of emerging and advanced technologies that affect teaching and learning, as well as areas of support and management, in the field of distance education. Topics include emerging synchronous and asynchronous technology functions, mobile technologies, and social media tools for development and delivery, as well as technologies used in providing learner, faculty, and managerial support to distance education. Technologies are explored critically in both a theoretical and applied contexts. Analysis covers trends and critical issues associated with the adoption of such technologies.

DETT (Distance Education Teaching and Training)

DETT 607 Instructional Design and Course Development in Distance Education and E-Learning (3)

An examination of the instructional design process, its history and place in today's course development efforts, and the use of instructional design components in practice. Emphasis is on the nature of learning and the requirements for effective instruction. The theoretical underpinnings of learning are explored and applied to the design of a prototype classroom. Management issues surrounding course and curriculum development efforts are discussed, and a comprehensive curriculum management plan is developed.

DETT 611 Library and Intellectual Property Issues in Distance Education and E-Learning (3)

An overview of the development and delivery of digital resources for distance education. Discussion covers the intellectual property issues affecting the use of copyrighted works in distance education, developing and delivering library resources online to faculty and student populations, and the future of digital information delivery and the impact of digital rights management (DRM) technologies and social networking.

DETT 621 Online Learning and Development in the Workplace (3)

An examination of distance learning and professional development in the business sector. Discussion covers various issues, problems, and solutions related to distance learning and professional development in the workplace. Topics include knowledge management, performance improvement, delivery of learning and development, and evaluating learning and development.

DMBA (Business Administration—Dual Degree Program)

DMBA 610 Ethical Leadership in Organizations and Society (6)

Prerequisite: Completion of all requirements for the first degree of an approved dual-degree program. An examination and application of core knowledge and skills for managerial and organizational success in the competitive global marketplace. Emphasis is on effective ethical decision making for optimal organizational performance. A foundation in systems and critical thinking is provided. Topics include the legal environment of business, forms of business and nonprofit organizations, employment issues and practices, workforce recruitment and retention, conflict management and alternative dispute resolution, management of diverse virtual teams, ethical and legal conduct of domestic and international business, and corporate social responsibility.

DMBA 620 Effective Financial and Operational Decision Making (6)

Prerequisite: DMBA 610. A study of sound decision making in business, focusing on financial analysis and operational issues found in every enterprise. Discussion covers economics, financial reporting and analysis, information systems, and project management in an international context. The goal is to understand and apply the principles and techniques of effective management planning, control, and decision making in the global environment.

DMBA 630 Marketing and Strategy Management in the Global Marketplace (6)

Prerequisite: DMBA 620. An investigation of marketing and strategy and how they lead to value creation and value capture in different business contexts. Discussion covers marketing strategy and customer orientation in the context of strategic frameworks for industry analysis and achievement of sustainable competitive advantage. Global business and technology environments are assessed to determine strategic options for growth and profitability, leading to specific marketing plans and strategic decisions. Examples from personal work situations are applied to the concepts of both marketing and strategy management.

DMCC (Doctoral Studies in Community College Policy and Administration)

DMCC 800 Foundations of Management Theory (6)

A comprehensive foundation in the history of management and the structure and function of organizations. A new way of understanding and managing operational and strategic issues in public and private organizations in the face of accelerating social, economic, and technological changes is provided. Topics include organizational theory, strategic thinking and strategic management, theories of decision making, leadership, organizational culture, and management in a postindustrial society. Problem-solving, application, and evaluation skills are used to analyze the theories and practices of current and emerging organizational challenges and opportunities. The goal is to be able to critically assess the ideas of others and defend one's own ideas through the application of scholarship. Students who complete DMCC 800 cannot receive credit for DMGT 800.

DMCC 810 Leadership and Change (6)

A study of leadership—not just for survival but for sustainability—in environments where external pressure for change is the dominant feature. Discussion examines change and leadership issues in varied industries, as well as one's own organization, by identifying and analyzing theories and concepts, assessing the applicability of classic works and current perspectives, testing ideas using case studies, and developing various scenarios and strategies. Topics include the knowledge and abilities needed for managing change, such as improvisation and reinvention; the roles and skills needed at all levels for leading in new organizational models involving virtual teams; and the impact of change (particularly frequent change) on individuals and organizations. The goal is to recognize the link between leadership, change, and organizational resilience and apply the lessons. Students who complete DMCC 810 cannot receive credit for DMGT 810.

DMCC 821 Higher Education Policy (6)

An examination of national, state, and local education policy formation, as well as an analysis of the educational policy process, including antecedents, framing of problems and solutions within policies, policy implementation, and policy consequences in the context of the community college environment. Topics include issues of financial stewardship, enrollment management, external stakeholder relationships, educational outcomes, market-driven innovation and change, organizational development, student-centric culture, and technology leadership. Key leadership competencies, including strategic planning, decision making, resource management, communication, collaboration, and advocacy, are considered as they support effective policy development.

DMCC 830 Research Methods (6)

An applied study of how to design, interpret, and critique both quantitative and qualitative research. Methods are grounded in the philosophy of science to provide a solid foundation that will support the identification and analysis of researchable questions. At least one qualitative and one quantitative methodology is studied. Assignments include short analyses representative of the different methodological traditions. Students who complete DMCC 830 cannot receive credit for DMGT 830.

DMCC 841 Institutional Assessment in the Community College Environment (6)

An exploration of the criteria, indicators, and processes by which institutions define and evaluate their effectiveness and use data to improve the quality of programs and services. Emphasis is on the assessment of student learning outcomes, measuring student success (e.g., progress through developmental courses, persistence, transfer, and graduation), program evaluations, and the role of regional accreditation. Ways in which community college leaders can engage in a broad array of organizational and administrative activities to build cultures of evidence are also examined.

DMCC 851 Community College Advocacy, Advancement, and Entrepreneurship (6)

An exploration of the process by which community college leaders advocate for their students and organization in the face of the challenges and opportunities in higher education today and the skills needed for successful advocacy. Topics include the use of argumentation, data, and presentation skills to develop and effectively present cases for support at local, state, and federal levels. Discussion also covers the world of community college fund-raising and the potential of entrepreneurial ventures to help close the funding gap. Focus is on developing the skills to advocate and find support for equity and student success.

COURSE DESCRIPTIONS

DMCC 890 Dissertation Part I (4)

The identification and refinement of the dissertation topic. Focus is on identifying research questions relevant to the chosen topic, conducting a review of the literature on that topic, and developing a conceptual model and associated hypotheses.

DMCC 891 Dissertation Part II (4)

The selection of the dissertation's research methodology to evaluate the conceptual model and hypotheses. Focus is on identifying appropriate sources of data, collecting and analyzing the data in the context of the chosen methodology, and drawing conclusions regarding the conceptual model and associated hypotheses.

DMCC 892 Dissertation Part III (4)

Revision and completion of the dissertation. Steps covered include developing all necessary supplemental materials, proofing and formatting the dissertation, and gaining faculty approval for final submission.

DMGT (Doctoral Studies in Management)

DMGT 600 Foundations of Doctoral Study (3)

An introduction to doctoral studies in management at UMUC. Topics include the purpose and context of the DM program; research methods used in the review of scholarship on evidence-based management; and management, leadership, change, and organizational theory. Focus is on demonstrating skills in critical thinking and writing at a doctoral level. Degree requirements and the dissertation process are also discussed.

DMGT 800 Foundations of Management Theory (6)

A comprehensive foundation in the history of management and the structure and function of organizations. A new way of understanding and managing operational and strategic issues in public and private organizations in the face of accelerating social, economic, and technological changes is provided. Topics include organizational theory, strategic thinking and strategic management, theories of decision making, leadership, organizational culture, and management in a postindustrial society. Problem-solving, application, and evaluation skills are used to analyze the theories and practices of current and emerging organizational challenges and opportunities. The goal is to be able to critically assess the ideas of others and defend one's own ideas through the application of scholarship.

DMGT 810 Leadership and Change (6)

A study of leadership—not just for survival but for sustainability—in environments where external pressure for change is the dominant feature. Discussion examines change and leadership issues in varied industries, as well as one's own organization, by identifying and analyzing theories and concepts, assessing the applicability of classic works and current perspectives, testing ideas using case studies, and developing various scenarios and strategies. Topics include the knowledge and abilities needed for managing change, such as improvisation and reinvention; the roles and skills needed at all levels for leading in new organizational models involving virtual teams; and the impact of change (particularly frequent change) on individuals and organizations. The goal is to recognize the link between leadership, change, and organizational resilience and apply the lessons.

DMGT 820 International Finance and Global Operation (6)

An examination of four perspectives on strategic management within an international and global context: strategy and the competencies that are required for managers to function effectively, trade and financial issues, the political and legal context of decision making when many nation states are in play, and issues arising from cultural differences and their effect on the management of firms operating transnationally. Topics include the economic and financial forces affecting the organization in its internal and external environment and appropriate responses to these forces in a global context. Discussion also covers the forces and values shaping these four perspectives in terms of the firm and its industry and how these forces and values may shape the working strategy of a particular firm viewed globally and within the context of an assigned country.

DMGT 830 Research Methods I (6)

An introduction to doctoral-level research methods. Emphasis is on understanding the collection and the reporting of statistics, both of which are necessary for the appropriate conduct of evidence-based research. Topics include hypothesis testing for mean differences and relationships, analysis of variance, measures of association, regression, and decision analysis. Qualitative research approaches, such as narrative analysis, are also discussed. Assignments include statistical problem sets and short methodological analyses of published research studies.

DMGT 835 Research Methods II (6)

A study of systematic review (i.e., research synthesis) as an evidence-based research method. Study is based on the premise that evidence-based decision making is an effective management practice. The steps of systematic review are explored. Discussion covers search strategies, information management, inclusion/exclusion, data extraction and coding, synthesis models, and discussion. Practice in systematic review is provided via small-scale article analyses and syntheses. Assignments also include a written description of research methods similar to that found in dissertations.

DMGT 845 Organizational Environments in a Global Context (6)

An examination of how theoretical explanations of an organization's environment clarify its external relationships, strategies, and management practices. Topics include cultural dimensions, technological factors, and governmental and regulatory influences on the organization. Interorganizational relationships, networks and signals in organizational environments, and global management strategies are examined from a theoretical perspective. Discussion also covers emerging markets and global entrepreneurship, alliances, sustainability, and management competencies for global organizations. Assignments include the development of a journal-quality paper.

DMGT 850 Innovation Process and Strategy (6)

An exploration of theories and applications of innovation in areas such as corporate strategy, new product development, management process improvement, and corporate entrepreneurship. Innovation diffusion and adoption, creative roles and process stages of innovation implementation, and ways in which business models are shaped by innovation opportunity are examined from a theoretical perspective. Discussion covers how innovation serves strategy, corporate entrepreneurship, and best management practices. Assignments include the development of a journal-quality paper.

DMGT 860 Postdoctoral Seminar and Practicum in Teaching (3)

(Open to UMUC Doctor of Management graduates and to graduates of other terminal degree programs by permission. Designed for those interested in teaching at the college level.) An interactive study and application of fundamental theories, concepts, methods, and strategies for successfully teaching adult learners in postsecondary classrooms, both online and on-site. Focus is on weaving discipline content with teaching methods that support learning in a discipline. Activities include observing classes, applying model practices, and designing and implementing course components.

DMGT 890 Dissertation Part I (4)

The identification and refinement of the dissertation topic. Focus is on identifying research questions relevant to the chosen topic, conducting a review of the literature on that topic, and developing a conceptual model and associated hypotheses.

DMGT 891 Dissertation Part II (4)

The selection of the dissertation's research methodology to evaluate the conceptual model and hypotheses. Focus is on identifying appropriate sources of data, collecting and analyzing the data in the context of the chosen methodology, and drawing conclusions regarding the conceptual model and associated hypotheses.

DMGT 892 Dissertation Part III (4)

A discussion of the future impact of the dissertation research on the management of organizations. The chosen area of specialty is examined more broadly in the context of such organizational issues as innovation, sustainable development, information assurance, and enterprise continuity.

DMGT 899 Continuing Registration (1)

Continuing refinement of the dissertation to prepare for final submission and defense.

EDTC (Education: Instructional Technology)

EDTC 600 Foundations of Technology in Teaching and Learning (3)

An introduction to the integration of technology in the schools focusing on how instructional technology affects and advances K-12 learning. Topics include principles of integrating technology to strengthen standards-based curricula, instruction, and assessment; selection of software and other technological materials; uses of technology for collaboration with school-related audiences; issues of digital equity and ethics; and strategies for using digital technology with special needs populations.

COURSE DESCRIPTIONS

EDTC 605 Teaching Information and Media Literacies in the Digital World (3)

Prerequisite or corequisite: EDTC 600 or OMED 600. A study of the expanding types of literacies required for teaching and learning in the K–12 schools, with a concentration on digital information and media literacies. Analysis of core information literacy skills serves as the foundation for a discussion of the effects of current and emerging media on the evaluation and creation of knowledge. Topics include the effective use of online databases and search engines to access information and media resources; application of the research process; information and media literacy skills needed for reading and navigating the web environment and creating new content; options for age-appropriate, subject-specific research assignments that involve K–12 students in project-based learning; and issues related to ethical uses of information and digital citizenship across literacies.

EDTC 610 Web-Based Teaching and Learning: Design and Pedagogy (3)

Prerequisite: EDTC 600. Prerequisite or corequisite: EDTC 605 or OMED 610. An examination of the theory that informs web-based education and the implementation of best pedagogical practices. Challenges related to the original design and/or adaptation of effective web-based instruction are explored. Focus is on developing the knowledge and skills to create multiple types of web-based assignments and units for K–12 students using web authoring software. Topics also include constructing evaluation tools to assess K–12 student learning outcomes across different content areas and grade levels. Strategies for effective online group collaboration are discussed and implemented.

EDTC 615 Using Technology for Instructional Improvement: Research, Data, and Best Practices (3)

Prerequisite: EDTC 605. Prerequisite or corequisite: EDTC 610. An overview of systematic planning, development, and evaluation of media-rich classroom instruction. Research and assessment data are analyzed for use in promoting student learning and technology integration. Topics include the collection, summary, analysis, and application of assessment data to classroom improvement, as well as techniques for organizing and participating in a grade-level or school-wide collaborative team.

EDTC 620 Technology in K–12 Education: Synchronous, Asynchronous, and Multimedia Technologies (3)

Prerequisite: EDTC 610. Prerequisite or corequisite: EDTC 615 or OMED 640. A study of various technologies that assist teachers in strengthening content delivery and K–12 student learning. Focus is on designing and developing instructionally effective visual materials and multimedia for incorporation into the classroom. Examples include presentations, graphics, and a classroom website with instructional and administrative components. Knowledge and skills are also developed in the educational applications of real-time technologies that enable video- and audioconferencing in classrooms and schools.

EDTC 625 Hardware and Software in Instructional Development (3)

Prerequisite: EDTC 615. Prerequisite or corequisite: EDTC 620 or OMED 630. A study of the application of hardware and software programs in K–12 classroom and school settings. Various operating systems and network issues commonly found in schools are examined. Topics include a wide range of instructional software packages related to specific subjects and grade levels, assistive technologies appropriate for different student needs, and free web 2.0 tools for classroom instruction and professional growth. Discussion also covers hardware and software choices compatible with curricular goals and troubleshooting strategies—both technical and instructional—for teachers and students. Research on specific hardware and software is analyzed. Emerging technology-enabled curricular innovations are also examined.

EDTC 630 Administration of Technology Initiatives: Planning, Budgeting, and Evaluation (3)

Prerequisite: EDTC 620. Prerequisite or corequisite: EDTC 625. An overview of the administration of technology in K–12 school systems. The impact of technology in schools is explored from a variety of perspectives, including access, planning, budgeting, maintenance, and life cycle management at the classroom, school, and district levels. Criteria for making financial and instructional decisions about technology are developed and evaluated. Emphasis is on knowledge and skills (such as grant writing and public-/private-sector partnerships) that teachers can use to acquire classroom technology.

EDTC 640 Leading Technology Change in Schools (3)

Prerequisite: EDTC 625. Prerequisite or corequisite: EDTC 630. An overview of the theories, approaches, and strategies that help teachers assume leadership roles in implementing technology change in K–12 schools. Topics include the role of change agents in K–12 schools, strategies to meet the needs of technologically unskilled teachers, tools and techniques to respond to diverse competency levels, and various training models and approaches for adult learners. Structured observation is employed to critically assess the effectiveness of various technology training formats. In a guided project, a technology-training seminar is designed, developed, and implemented for delivery to colleagues.

EDTC 645 Integration of Technology: Global Perspectives (3)

Prerequisite: EDTC 630. Prerequisite or corequisite: EDTC 640. An exploration of global perspectives on advancing K–12 student learning through technology. Investigation covers how schools design innovative units and programs that take full advantage of technology's ability to reach beyond national borders and promote global understanding and how various nations approach the challenge of technology integration in schools. Focus is on evaluating best practices in the United States and other nations and on analyzing the role of policy in shaping the way resources are deployed to advance effective technology integration. Major projects include designing models for integrating global understanding into curriculum and instruction, developing case studies of technology integration in various countries, and evaluating relevant research.

EDTC 650 Teaching and Learning in K–12 Virtual Schools (3)

Prerequisite: EDTC 640 or DETC 620. An introduction to K–12 distance education, including the policies and structures of K–12 virtual schools, teaching and course development strategies appropriate for K–12 online courses, and current issues involved in the K–12 virtual enterprise. Emphasis is on K–12 schools that offer courses over the Internet. Discussion covers principles that apply to other forms of K–12 distance education, such as television and correspondence courses. Topics include different models of current K–12 virtual schools; district, state, and national regulations governing these schools; role of parental involvement and student support systems; social and collaborative aspects of learning at a distance; and training and mentoring of online K–12 teachers. Trends in international K–12 virtual schools are compared with those in the United States. The effectiveness of virtual schools and courses at the elementary and secondary school levels is explored.

EDTP 670 Integrative Capstone Project (3)

(Recommended as the final course in the MEd program.) Prerequisites: First nine courses in the program. A self-directed project, in which teachers collaborate with colleagues within or across grade levels or departments to incorporate innovations into their curricula. A portfolio is built to demonstrate the development, implementation, and outcomes of the project. Study is designed to provide teachers the opportunity to apply knowledge and skills gained from previous coursework.

EDTP (Education—Teacher Preparation)

EDTP 600 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 635 Adolescent Development and Learning Needs (6)

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.

COURSE DESCRIPTIONS

EDTP 639 Reading and Multiple Literacies (6)

(Formerly EDRS 610.) Prerequisites: EDTP 600 and 635. A study of the essentials of literacy for middle and high school classrooms, including design principles for guided inquiry, self-directed learning, collaboration, and effective use of media to meet the needs of diverse learners in the 21st century. Discussion covers purposes and types of reading; assessment; cognitive strategies in reading; reading strategy instruction for constructing meaning from text; and intrinsic and extrinsic motivational strategies. Topics include essential competencies for teaching and learning content area reading and the new literacies and for applying and adapting them to diverse learners and learners with exceptionalities. Competencies developed include use of evidence-based instructional strategies, formative and summative assessment, critical thinking, technology as a tool for learning, and literate environments. Focus is on the importance of research, collaboration, and self-assessment for the professional development of teachers.

EDTP 645 Subject Methods and Assessment (6)

Prerequisites: EDTP 600 and 635. An introduction to instructional strategies and curriculum for teaching secondary content that emphasizes effective instruction based on understanding assessment and how assessment informs effective instruction. Topics include development of comprehensive assessment strategies and their interrelationships with creation of learning objectives, selection of instructional techniques, and preparation of instructional plans. Current trends in secondary school structures, issues of traditional and authentic assessments, and teacher effect on student achievement are explored. Focus is on meeting individual needs and using content knowledge to inform instructional practice by drawing on knowledge gained through previous study and knowledge bases that reflect current research and best practices in secondary content areas.

EDTP 650 Professional Internship and Seminar (6)

Prerequisites: EDTP 645 and either EDRS 610 or EDTP 639. An opportunity to apply the concepts, techniques, methods, and theories learned in previous coursework and field-based experiences through a professional internship. Internship activities require completing observations, activities, and clinical practice in an approved secondary classroom appropriate for the selected content area certification, under the supervision of a school-based mentor/teacher and a university field supervisor. An ongoing seminar establishes a learning community that assures a continuing support system and provides a forum for feedback and discussion of common readings, experiences, questions, and issues. An electronic portfolio is completed.

EMAN (Emergency Management)

EMAN 600 Comprehensive Crisis and Emergency Management (3)

An analysis of all hazards, phases (mitigation, preparedness, response, and recovery), and actors involved in crisis and emergency management. Discussion covers the definition of crises, emergencies, and disasters and concepts and issues in crisis and emergency management. Focus is on developing crisis, contingency, and incident management plans. Current frameworks, management systems, and command systems for organizing a response, deploying resources, managing the response organization, supporting crisis communication, and making decisions in a turbulent environment are examined. Topics are discussed from U.S. and international perspectives.

EMAN 610 Hazard Risk and Vulnerability Assessment (3)

An examination of risk, hazard, and vulnerability. Topics include systematic hazard risk assessment, risk mitigation (reduction), risk transfer, and risk analysis. Discussion covers contemporary approaches to risk assessment and management of naturally or technologically induced hazards. Environmental hazard assessment is also examined. Seminal works published in the area are reviewed.

EMAN 620 Information Technology in Emergency Management (3)

An overview of the role of information in crisis and response management. Discussion covers disaster and crisis information requirements; information technologies and decision support tools applied to crisis, disaster, and emergency management; and information problems encountered during emergencies. Tools used include the global positioning system (GPS), geographical information systems (GIS), computer hardware, and hazard and emergency management-related software packages, as well as decision analysis methods. Assignments include practical case studies.

EMAN 630 Crisis Communication for Emergency Managers (3)

An exploration of current strategies and tactics for managing the range of communication responsibilities and issues that arise during a variety of crisis situations. Traditional and new media methods for analyzing crisis and communications management issues (including the use of current technologies) are applied using relevant public relations research, theory, and case examples. A strategic approach is used to better identify issues, goals, stakeholders, messaging, and other aspects involved in developing community-specific public responses to crisis situations.

EMAN 670 Seminar in Emergency Management Leadership (3)

An examination of the role, mission, and functional skills of the emergency manager that compares and contrasts current aspects with evolving trends. Factors that affect successful leadership in emergency management—such as managing crises, disasters, and emergencies through discussion of key issues and analysis of selected case studies—are explored. Discussion covers the evolving multi-disciplinary nature of the emergency manager's job and characteristics and leadership styles most effective in emergency management. Summary reviews of various theories, models, historical examples, and practical applications are used to reflect the central activities of emergency managers and gain a better perspective on the emergency manager's job. Topics include planning, risk assessment, crisis communications, organizational and operational issues, problem solving, overcoming bureaucratic barriers to effective performance, promoting a culture of disaster prevention and preparedness, advising on business continuity strategies, acquiring resources, staff training, and emergency exercises. Ethics and legal issues in emergency management, the procurement of facilities, staff management, and controversies are also examined.

ENVM (Environmental and Waste Management)

ENVM 641 Environmental Auditing (3)

An examination of methods for attaining statutory, regulatory, and permit compliance. The protection of workers and other stakeholders is also examined in the context of organizational, budgetary, and other constraints. Emphasis is on methods of defining auditing objectives to meet organizational goals and of designing auditing programs for effective compliance under each of the 12 major environmental statutes—including air, water, solid, and hazardous waste management laws and pollution prevention initiatives.

ENVM 643 Environmental Communications and Reporting (3)

An overview of the range of communication practices required for environmental managers in the fulfillment of legal, regulatory, ethical, and organizational responsibilities. The various populations with whom environmental managers must communicate and interact—including plant supervisors, corporate executives, regulators, the legal community, civic groups, labor unions, and the media—are identified and examined. Discussion covers various types of communication, from decision memoranda to environmental impact statements, presentations of corporate environmental policies before affected communities, and development/conveyance of technical evidence for obtaining permit variances.

ENVM 644 New Technologies in Environmental Management (3)

An overview of new waste management and waste minimization technologies, including physical and chemical treatment of hazardous wastes, bioreactors and bioremediation, and reverse osmosis and ultrafiltration. Review covers disposal technologies, such as landfill design and operation, incineration, and encapsulation methods. Pollution prevention technologies, including process redesign and computer-aided process control, as well as the substitution of toxic materials, are also presented.

ENVM 646 Environmental/Energy Law and Policy Development (3)

An examination of U.S. environmental and energy law and policy, including its development, implementation, and enforcement; legislative, executive, and judicial perspectives; and the roles and impact these government institutions have made on environmental and energy law and policy. Leading laws, such as the National Environmental Policy Act, the Clean Air Act, the Clean Water Act, the Resource Conservation and Recovery Act, the 1992 National Energy Policy Act, the FDR-era Federal Policy Act, the Public Utility Holding Company Act, and the Carter-era Public Utility Regulatory Policy Act and their ensuing policies are examined.

ENVM 647 Environmental Risk Assessment (3)

An overview of the basic concepts of risk assessment. Topics include the four core parts of a risk assessment, as denoted by the National Academy of Sciences: hazard assessment, dose-response assessment, exposure assessment, and risk characterization. Methods of measurement and modeling, as well as key questions concerning uncertainty, are discussed. Differences in the risk characterizations of substances under different use conditions and legal requirements are studied. Significant case studies serve to illustrate the assessment process.

ENVM 648 Fundamentals of Environmental Systems (3)

(For students lacking a strong science background or experience in the environmental field.) An introduction to the basic concepts of environmental chemistry, physics, geology, and risk. Topics include the gaseous, liquid, and solid effluents from various industrial activities, as well as management methods and the statutory and regulatory requirements of major federal environmental laws affecting this management. Discussion also covers fundamental principles relating to the transport and fate of contaminants and industrial wastes and the basic vocabulary of the field.

COURSE DESCRIPTIONS

ENVM 649 Principles of Waste Management and Pollution Control (3)

An introduction to various methods of waste management, including waste collection, transportation, recycling, treatment, and disposal and environmental monitoring. Focus is on hazardous and municipal solid waste, pollution prevention techniques, and waste minimization. An introduction to the process of disposal-facility site selection, design, and operation is also provided.

ENVM 650 Environmental and Natural Resources Economics (3)

An introduction to microeconomic principles as they relate to the efficient use of environmental resources and their impact on local, national, and global environmental policies. Topics include an overview of microeconomic principles and economic efficiencies, market failures, externalities, property rights, pollution damage and abatement costs, benefit and cost analysis, valuation methods, environmental policy analysis, federal control policies, and international issues.

ENVM 651 Watershed Planning Management (3)

An introduction to the concepts of watershed management and the development of watershed-related management planning documents. The physical characteristics of watersheds and their role in maintaining healthy environments and providing a natural resource to society are examined. Focus is on examining management techniques for the conservation and maintenance of watersheds.

ENVM 652 Principles of Air Quality Management (3)

An overview of management techniques for addressing air quality issues and managing air quality programs. Topics include air pollution law; air pollutants and their sources; effects of air pollution on health and welfare; sampling and analysis of air pollutants; standards, regulations, and enforcement systems; and quality assurance principles.

ENVM 653 Land Use Management (3)

An introduction to the powers, process, and practice of managing the patterns and land use implications of human settlement and the built environment. Discussion covers where to build, where not to build, how to build, and when to build. Topics also include the settlement history of the United States, as well as the constitutional and legislative mandates for government, private-sector participants, and institutions that shape land use policy. Emphasis is on the role of local government. Land use and environmental community planning, as well as best practices in land use management, are examined.

ENVM 670 Seminar in Environmental Management (3)

Prerequisite: Completion of 27 credits of program coursework. A capstone study of environmental management that integrates knowledge gained in previous study for the solution of environmental management problems encountered in industrial, commercial, institutional, and military organizations. Focus is on management guidelines, such as ISO 14001, that provide an organizational framework for developing an environmental management system that can be integrated with other management requirements to help organizations support environmental protection in balance with socioeconomic goals. Case studies are used to illustrate applications of environmental management systems to various types of organizations. The capstone project requires assessment of the efficiency and effectiveness of an environmental management system at an organization and the development of recommendations for improvement.

FIN (Financial Management)

FIN 610 Financial Management in Organizations (3)

(For students in an accounting or financial management specialization or program.) Prerequisite: MGMT 640. An investigation of financial management theory and applications in organizations. Discounted cash flow and rate-of-return analysis are used to evaluate projects and financial instruments. Discussion covers the role of the cost of capital and the capital asset pricing model (CAPM) in capital investment analysis and selection. Capital budgeting, stock and bond valuation, break-even analysis, capital market efficiency, real options, short-term financial management, and international finance are introduced.

FIN 615 Financial Analysis and Modeling (3)

Prerequisite: FIN 610. An exploration of how financial managers use financial modeling, analysis, and research to build forecasts and projections, evaluate financial alternatives, and support financial decision making in both operational and strategic contexts. Models are developed using Microsoft Excel; exercises and extended case studies are utilized to interpret and employ results. Topics include financial statements and ratio analysis, cash flow forecasting, operations budgeting, breakeven and leverage analysis, time value of money applications, and capital budgeting and risk assessment.

FIN 620 Long-Term Financial Management (3)

Prerequisite: FIN 610. An exploration of the long-term financial needs of an organization and the roles of the capital markets. Topics include the financial environment of organizations, options and futures instruments, long-term financing, the capital budgeting decision process, capital structure management, dividend and share repurchase policy, and investment banking and restructuring. Various types of long-term funding sources—including term loans, derivatives, debt and equity securities, and leasing—are analyzed. Alternate policies with regard to financial leverage, capital structure, dividends, and the issuance of preferred stock are evaluated. Mergers, leveraged buyouts, and divestitures are examined as special situations to create value.

FIN 630 Investment Valuation (3)

Prerequisite: FIN 610. An in-depth exploration and application of valuation models to support managerial decision making in a strategic framework. The theory, concepts, and principles underlying the valuation of firms, business/product lines, and mergers and acquisitions are addressed using extended exercises and applications. The discounted cash flow model is used as a tool. Discussion covers the financial drivers of value, including assessing and determining risk, competitive advantage period, and sales and earnings growth estimates. Other valuation techniques using earnings, revenues, and price/earnings multiples are also discussed and applied in selected examples.

FIN 640 Multinational Financial Management (3)

Prerequisite: FIN 610. A study of financial management issues in multinational organizations. Topics include the environment of international financial management, foreign exchange markets, risk management, multinational working capital management, and foreign investment analysis. The financing of foreign operations, international banking, and the role of financial management in maintaining global competitiveness are also considered.

FIN 645 Behavioral Finance (3)

Prerequisite: FIN 630. A study of the key psychological obstacles to value-maximizing behavior and steps that managers can take to mitigate their effects, using the traditional tools of corporate finance. Focus is on understanding the underlying factors and processes that result in nonoptimal decision making by financial managers. Topics include perceptions about risk and reward and financial decision making in the areas of investing, trading, valuation, capital budgeting, capital structure, dividend policy, agency conflicts, corporate governance, and mergers and acquisitions. The key role played by emotions and recent findings from neuroscience are explored.

FIN 660 Strategic Financial Management (3)

Prerequisites: FIN 620 and 630. An integrative study of financial management through applied problems and case studies. Topics reflect the changing environment of financial management in organizations and include capital investment decision making, the role of intangibles in value creation, financial performance metrics, strategic financial planning and control, strategic valuation decisions, growth strategies for increasing value, the restructuring of financial processes, corporate governance and ethics, value-based management, strategic cost management, and the impact of information technology on the organization's financial systems. A finance simulation is used as an integrating mechanism.

HCAD (Health Care Administration)

HCAD 600 Introduction to Health Care Administration (3)

An introduction to the principles of management and leadership as the foundations for the administration of health care products and service delivery. The evolution of management principles and practices are traced, and the bases for health care administration are analyzed. Emphasis is on the management of global health care systems in technological societies and the need for innovation and creativity in health care administration. Focus is on mastering graduate-level critical thinking, writing, and ethical decision-making skills.

HCAD 610 Information Technology for Health Care Administration (3)

An overview of the management perspective of information technology (IT) and how health care administrators can use IT to maximize organizational performance. Fundamental principles of IT and data management and their implications for health care administrators are reviewed. Discussion explores the use of technology, databases, and other analytical tools to structure, analyze, and present information related to health care management and problem solving. Topics also include strategic information systems planning, analysis, design, evaluation, and selection. Current applications, such as patient care, administrative and strategic decision support, managed health, health information networks, and the Internet are examined to determine how they may be used to meet the challenges facing health care administrators today and in the future. Focus is on the legal and ethical issues related to IT and their practical implications for the health care administrator.

COURSE DESCRIPTIONS

HCAD 620 The U.S. Health Care System (3)

A comprehensive examination of the complex, dynamic, rapidly changing health care system in the United States. The health care system's major components and their characteristics are identified. Emphasis is on current problems in health care financing and delivery. Social, economic, and political forces that have shaped and continue to influence the system are traced. The health care system in the United States is compared with systems in industrialized and developing nations. Analysis covers current trends in health care and prospects for the future.

HCAD 630 Public Health Administration (3)

An in-depth study of the field of public health, emphasizing leadership and management. The current U.S. public health system is analyzed, focusing on federal, state, and local public health entities and their management issues. Connections and relationships between the system of public health and the private personal health services market are also analyzed. Topics include the history and current status of public health, core functions, legislation, ethics, accountability (including assessment and evaluation), and the politics and financing of public health, particularly in light of the increased utilization of evidence-based budgeting. Contact with a public health agency to analyze a public health program or policy may augment text and lecture presentation.

HCAD 635 Long-Term Care Administration (3)

A study of the different components of the long-term-care service delivery system. Topics include residential settings (such as skilled nursing facilities, assisted living facilities, and continuing care retirement communities), home care services, community-based service programs, and hospice care. The goal is to apply contemporary management theories, concepts, and models to the entities that make up the long-term-care service delivery system. Specialized case studies are used to supplement course materials and examine best practices for fostering performance excellence.

HCAD 640 Financial Management for Health Care Organizations (3)

Prerequisite: MGMT 640. An in-depth study of health care economics and the financial management of health care organizations. The economic principles underlying the American health care market and the financial management of health services organizations within that market are examined. Analysis covers free market and mixed market economies; barriers to free market economies; health care industry regulation, licensure, and certification; and various coverage and health care payment mechanisms. Topics also include reimbursement mechanisms and their effect on health care provider organizations, managed care, capitation, and per case or per diagnosis payment, as well as how these financial strategies are utilized by third-party payers. Focus is on financial challenges—such as uncompensated care, cost increases, increased competition, and increased regulation—and how health care providers should respond to them. Ratio analysis, cost analysis, working capital, capital budgeting and investment in relation to net present value and value added to the organization, and other financial management techniques are also discussed.

HCAD 650 Legal Aspects of Health Care Administration (3)

A comprehensive analysis of the more significant legal issues encountered by health care administrators and the ramifications of those issues. Both theoretical and practical applications of law are addressed with an analytical focus on the prompt identification of legal and bioethical issues arising from and affecting various health care employment settings. The intersection of law, ethics, and bioethics is scrutinized in various contexts. The principles of health care law in a complex constitutional system are examined in relation to current proposals and policy developments in areas such as privacy, contracts, tort reform, and the regulation of the health care marketplace. Topics include legal and regulatory constraints imposed on the health care industry, the liability of health care providers, the rights of patients, employment law and labor relations, and administrative law for health care organizations.

HCAD 660 Health Care Institutional Organization and Management (3)

A study of the nature of management and how it is applied in various health care settings. Contemporary theories, critical perspectives, models, and best practices designed to foster performance excellence in the highly competitive health care environment are examined. Discussion also addresses the complexities and challenges of health systems.

HCAD 670 Health Care Administration Capstone (3)

Prerequisite: Completion of 30 credits of program coursework. A capstone study of health care administration that integrates knowledge and skills gained from previous study in the development of a systems approach to health care administration. Focus is on public and private health care delivery systems, alliances with internal and external environments, and strategic decision making and implementation in the rapidly evolving global arena of health care administration.

HIMS (Health Informatics Administration)

HIMS 650 Research Methods for Health Care Managers (3)

(Formerly HAIN 650.) An examination of how managers organize, analyze, and interpret health data for decision making. Focus is on developing skills in using statistical tools to make effective business decisions in all areas of public- and private-sector health care decision making, including accounting, finance, clinical practice, public health, marketing, production management, and human resource management. Topics include collecting data; describing, sampling, and presenting data; probability; statistical inference; regression analysis; forecasting; and risk analysis. Microsoft Excel is used extensively for organizing, analyzing, and presenting data.

HIMS 655 Health Data Management (3)

(Formerly HAIN 655.) An examination of how data helps in attaining organizational goals by optimizing the effectiveness and quality of health care. Topics include the challenges and opportunities for applying health informatics to different health care services, the analysis of relevant data sources, the mapping of data terminologies and data structures, data architecture, and the development of related policies and procedures. Discussion also covers the importance of data stewardship, knowledge management, and analysis of data for evidence-based practices. Technology and management principles are applied to health informatics issues and the administration of health informatics projects.

HIMS 661 The Application of Information Technology in Health Care Administration (3)

(Formerly HAIN 661.) Prerequisite: HIMS 655 or HAIN 655. An integrative study of the information technology (IT) used in all facets of health care administration. Emphasis is on the management, synthesis, and transformation of information for tactical and strategic decision making throughout the health care enterprise. Topics include strategic information for systems planning, grant and contract development, e-health and electronic medical records, IT deployment and adoption, data security and data interoperability, privacy, confidentiality, information management planning, and legal and ethical issues related to IT and their implications on practice for the health care administrator. Evolving industry, government, and global initiatives and policies are applied in the practice of health care administration.

HIMS 670 Health Administration Informatics Capstone (3)

(Formerly HAIN 670.) Prerequisite: Completion of 30 credits of program coursework. Creation of a written capstone project that integrates the fields of health care administration and informatics and applies them to the delivery of health care services. Key elements are examined from the perspectives of both health care administration and informatics. These include informatics issues and challenges in U.S. and global health care systems, potential new health care delivery models, approaches to strategically shaping local and national informatics policy, and the role of information technology (IT) in supporting the full continuum of care in health organizations. Tools and methods for strategic planning, implementing, using, and evaluating the efficacy of IT systems are explored.

COURSE DESCRIPTIONS

HRMD (Human Resource Management and Development)

HRMD 610 Issues and Practices in Human Resource Management (3)

(Strongly recommended as the first course in the human resources management specialization.) An overview of the human resource management profession, including the theories, research, and issues related to human resource management within modern organizations. The roles, responsibilities, relationships, functions, and processes of human resource management are discussed from a systems perspective. Expectations of various stakeholders, such as government, employees, labor organizations, staff/line management, and executive management, are explored. Particular attention is given to the general legal principles and provisions that govern human resource activities. The specialty areas of employee relations, staffing, human resource development, compensation, and organizational development are described. Current topics, such as human resource information systems and globalization, are addressed.

HRMD 620 Employee and Labor Relations (3)

An investigation of the rights and responsibilities of employees and organizations in union and nonunion environments in the United States. The federal legal framework for collective bargaining is reviewed. Topics include common employment contract trends, topics, and issues, as well as all phases of unionization, from organizing through contract maintenance. Emphasis is on conflict management, negotiation, and alternate dispute resolution.

HRMD 630 Recruitment and Selection (3)

An examination of the initial phases of staffing, focusing on the hiring process. The contemporary roles, relationships, and processes of recruitment and selection in the human resource management system are investigated. Emphasis is on productivity factors (such as the use of technology) and quality factors (such as legal, ethical, and validity issues). Topics include international and domestic concerns and consideration of multiple staffing levels (such as executive managers and temporary employees). Current issues in private, not-for-profit, and/or public sectors are discussed.

HRMD 640 Job Analysis, Assessment, and Compensation (3)

A study of the interrelated aspects of human resource management, including job design, job analysis, job evaluation, employee compensation, incentives to productivity, employee motivation, and performance appraisal. Various approaches for analyzing, weighing, and specifying the detailed elements of positions within modern organizations are presented. Discussion covers techniques for identifying and classifying the critical components of a job, defining the observable standards and measures, preparing and determining the job description and job worth, establishing equitable compensation for job performance, and developing an executive compensation program. The interaction of compensation, worker motivation, performance appraisal, and level of worker performance within the organization is examined.

HRMD 650 Organizational Development and Change (3)

A study of the issues, theories, and methodologies associated with organizational development and the management of change, with an emphasis on organizational culture and organizational change processes. Topics include the diagnostic process, intervention strategies, and overcoming resistance to change. Techniques such as goal setting, team-development procedures, productivity and strategy interventions, and interpersonal-change models are examined.

HRMD 651 Current Perspectives in Training and Development (3)

An examination of the theories, research, skills, and issues related to one major aspect of human resource development, the management of organizational training services. The role of training in the workplace and adult learning models are investigated. Topics include curriculum management, program development, and operations management with an emphasis on design and delivery issues. The impact of technology, the global environment, and modern organizational structures are considered. Ethical issues are also discussed. Assignments include the development of training proposals or programs.

HRMD 665 Managing Virtual and Global Teams (3)

(Not open to students who have completed HRMD 621, HRMD 652, or HRMD 660.) An investigation of the foundations of team development and performance from a human resource management and organizational behavior perspective. Focus is on maximizing the effectiveness and efficiency of global and virtual teams in organizations. Topics include the impact of global diversity and use of technology on intergroup development, communication, and outcomes. Scholarly research and field literature are examined and the implications of the findings for applied management are discussed.

HSMN (Homeland Security Management)

HSMN 610 Concepts in Homeland Security (3)

An overview of the basic concepts of homeland security, including infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability. The nation's telecommunications and information technology networks are examined as both vulnerable assets and critical solutions.

HSMN 620 Physical Security (3)

A comprehensive study of the many interdependent elements involved in protecting man-made structures from direct or indirect physical and cyber attacks. Various factors that affect physical security (including construction materials, architectural design, location, function, occupancy, and life cycle management) are examined. Accessibility, access control, traffic patterns, and internal and external communications are analyzed. Review covers methods for protecting critical infrastructure support systems, such as electric power, water supply, airflow, and information systems. Typical security policies and procedures for various categories of physical facilities (such as those involved in power generation, finance, and telecommunications) are also evaluated.

HSMN 625 Critical Infrastructures (3)

Prerequisite: HSMN 610. An introduction to critical infrastructure assurance as a policy field. Review covers the concept of critical infrastructures and their interdependencies. Topics include the development of modern critical infrastructures, the reasons why they have become central elements of 21st-century societies, efforts being made to safeguard them, and potential threats to their continued effective operation.

HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)

An in-depth examination of managerial strategies for developing and maintaining resilience in communities, the private sector, and the nation in the face of man-made, natural, and technological disruptions or catastrophes. Emphasis is on the importance of advanced planning. Techniques for performing risk assessment and potential impact analysis and for selecting appropriate risk treatments are explored. Discussion covers preparing to handle adverse events, responding to them, and recovering from them. Resilience management is explored within the context of a life cycle that includes programmatic review and continuous improvement planning. Actual and hypothetical cases are analyzed.

HSMN 640 Energy Infrastructure Security (3)

Prerequisite: HSMN 610. An in-depth exploration of the energy sector and homeland security. Discussion covers resources, critical infrastructure protection, and vulnerabilities. Topics include pipeline security, security of the electrical grid, cyber-dependence and SCADA (supervisory control and data acquisition) systems. Focus is on risk methodologies as applied to the energy industry. Energy is evaluated as a national security issue.

HSMN 670 Seminar in Homeland Security (3)

(To be taken during the last semester of the program.) Prerequisite: Completion of 24 credits of program coursework, including HSMN 610, 620, 630, and 640; INFA 660; and BSBD 641. An up-to-date evaluation of vulnerabilities and protective countermeasures regarding various aspects of the nation's critical infrastructure, with emphasis on the food and water supply. Topics include various threat profiles and actions by government, industry, independent institutions, and private citizens that might prevent attack from domestic or foreign sources and mitigate harmful consequences should such an attack occur. Discussion reviews the federal government's organization and management of food and water security and explores what further efforts might be made, building upon the nation's health system and engaging government at all levels. The singularly important roles of first responders are also analyzed.

IMAT (Informatics)

IMAT 637 IT Acquisitions Management (3)

A study of management practices related to the acquisition of IT systems, components, and services. Emphasis is on the importance of enterprise strategic planning and the concomitant IT strategic planning. Issues related to the development of the IT acquisition plan, financial planning and budgeting, integration of the proposed acquisition within the overall goals of the enterprise, and related IT program management are examined in the context of overarching management challenges. Federal IT systems, contract and procurement policies, and procedures provide examples for analysis of concepts with wider relevance.

COURSE DESCRIPTIONS

IMAT 639 Internet Multimedia Applications (3)

A study of multimedia presentations as essential, strategic components of an organization's competitive web presence. Established principles of software development, aesthetics of typography and layout, benchmarking, and usability engineering are used to analyze websites and write successful site development plans. Emphasis is on basic webpage design techniques. Topics include standards for representing common media formats, compression algorithms, file format translation tools, hardware requirements and standards, system constraints. Java, CGI scripts, and virtual reality. Assignments require building a portfolio of rich media content.

IMAT 670 Contemporary Topics in Informatics (3)

A capstone study of emerging and current technologies, as well as some eternal verities in IT management, that integrates and augments concepts previously studied. Topics vary and may include aligning IT with the strategic goals of the enterprise, leadership in IT, software psychology in the design of user interfaces, geographical information systems, building and managing Internet communities, technology to ameliorate the digital divide, managing an enterprise's IT portfolio, and the social impact of information policy decisions.

INFA (Information Assurance)

INFA 610 Foundations of Information Security and Assurance (3)

(Must be taken as the first course in the program.) An overview of techniques for ensuring and managing information security. Topics include administrative and technical security controls to prevent, detect, respond to, and recover from cyber attacks; risk and vulnerability analysis to select security controls; security planning; security architecture; security evaluation and assessment; and legal, ethical, and privacy aspects of information assurance. Discussion also covers information security fundamentals, such as cryptography, authentication, and access control techniques, and their use in network, operating system, database, and application layers. Security issues of current importance are stressed.

INFA 620 Network and Internet Security (3)

An introduction to the security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet. A brief review of networking technology and standards (including an introduction to Internet communication protocols) is provided. Security subjects addressed include defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security. A project on network security in a hypothetical scenario based on inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 630 Intrusion Detection and Intrusion Prevention (3)

An exploration of the theory and implementation of intrusion detection and intrusion prevention. Topics include network-based, host-based, and hybrid intrusion detection; intrusion prevention; attack pattern identification; deployment; response; surveillance; damage assessment; data forensics; data mining; attack tracing; system recovery; and continuity of operation. A specific project on intrusion detection and intrusion prevention in a hypothetical scenario based on the inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 640 Cryptology and Data Protection (3)

An overview of the theory of encryption using symmetric and asymmetric keys, current protocols for exchanging secure data (including the Data Encryption Standard and the Advanced Encryption Standard), and secure communication techniques. A review of the historical development of cryptographic methods and cryptanalysis tools is provided. Public Key Infrastructure and the use of digital signatures and certificates for protecting and validating data are examined. Strategies for the physical protection of information assets are explored.

INFA 650 Computer Forensics (3)

An introduction to the collection and analysis of the digital evidence left behind in a digital crime scene. Topics include the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes. Discussion also covers the laws and ethics related to computer forensics and challenges in computer forensics. Network forensics is briefly explored. A project on computer forensics or network forensics in a hypothetical scenario based on inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 660 The Law, Regulation, and Ethics of Information Assurance (3)

An overview of the legal, regulatory, and ethical issues related to cyberspace. Emphasis is on developing skills in spotting ethical and legal issues and navigating through the complex and changing legal and regulatory environment as it applies to behavior in cyberspace. Various resources and materials about the ethical and legal operation of modern computer systems, applications, and networks are presented.

INFA 670 Information Assurance Capstone (3)

Prerequisites: INFA 610, 620, 630, 640, 650, and 660 (3 credits may be taken concurrently). A study of information assurance that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve information security are explored. Emerging trends are analyzed to understand their potential effect on information security and assurance.

INMS (Intelligence Management)

INMS 600 Managing Intelligence Activities (3)

An introduction to management issues associated with intelligence activities in national and homeland security, law enforcement, and the private sector. Intelligence is evaluated from the perspectives of its consumers in government and business. Topics include the historical issues that led to extensive oversight of intelligence agencies and laws restricting their activities. Discussion also covers recent changes in national intelligence and current issues, such as the debate over security versus civil liberties and how to protect America from foreign espionage and exploitation.

INMS 610 Intelligence Collection: Sources and Challenges (3)

A study of the management challenges related to collecting intelligence for national security, law enforcement, and business purposes through case study analysis and planning exercises. Various problems with human source intelligence; open source intelligence; signals intelligence; imagery; technical intelligence; and the military's intelligence, surveillance, and reconnaissance (ISR) approach are assessed. Discussion covers law enforcement and correctional sources and the integration of multisourced intelligence. Topics include how requirements drive collection efforts, the relationship between collection and analysis, and the costs associated with collection of intelligence.

INMS 620 Intelligence Analysis: Consumers, Uses, and Issues (3)

An examination of the intelligence requirements of various clients in government and the private sector. The various purposes of analysis—such as warning, policy planning, research and development, systems or product planning, support for law enforcement and correctional agencies, support for operational activities, and investment—are examined. Discussion covers managing analytical methodologies and techniques, as well as dissent in analyses, and understanding the reasons for failures. Case studies illustrate issues in analysis management. The conflict between intelligence analysts and decision makers at national and local levels is explored.

INMS 630 Counterintelligence (3)

An examination of the vulnerabilities of the United States, allied countries, and private businesses to espionage. Discussion covers case studies of espionage against America, including economic espionage against U.S. technology and business. Topics include the roles, missions, and espionage activities of foreign intelligence services. Major threat groups are assessed, and management issues related to countering these threats are evaluated. U.S. policy issues and the management challenges of interagency cooperation among local, state, and international sources and public/private partnerships are explored.

INMS 640 Intelligence-Led Enforcement (3)

An evaluation of management approaches and assessment of issues associated with intelligence support for crime prevention and law and regulation enforcement. Topics include intelligence support for protective missions, domestic counterterrorism, drug law enforcement, and actions to counter financial crimes. Discussion covers business intelligence activities aimed at protecting intellectual property. Interagency cooperation and intelligence sharing with state, local, and tribal agencies and private-sector professionals are explored. Various laws and executive orders related to intelligence promulgated since 9/11 are examined. Assignments include case-study analysis and original research.

INMS 650 Intelligence Management and Oversight (3)

An examination of the relationships among intelligence organizations at the federal, state, and local levels, as well as with private corporations. Strategies for the management and control of intelligence activities establishing policies, setting budgets, and conducting reviews are examined. Discussion covers how intelligence oversight (including the roles and responsibilities of the executive, legislative, and judicial branches of government) works and how business intelligence activities are managed and overseen in the private sector.

COURSE DESCRIPTIONS

INMS 660 Leadership Seminar (3)

Prerequisite: Completion of 30 credits of program coursework, including all core and specialization courses (except MGMT 670). An analysis and assessment of leadership challenges within intelligence environments. Topics include ethical dilemmas of managing intelligence operations, analysis, and delivery of judgments. Case studies are evaluated. Assignments include a scholarly study of a problem or issue related to intelligence that comprises purposeful research, a literature review, writing, analysis, and the defense of conclusions and proposals.

ISAS (Information Systems and Services)

ISAS 600 Information Systems for Managers (3)

(Designed for managers without a technical background in computers and information systems.) Prerequisite: Basic microcomputer skills. An investigation of different types of hardware and software and their application in organizations from a systems perspective. Case studies are used to reveal technical and organizational issues and operational considerations. Emphasis is on determining managers' needs for information and procuring and using appropriate computer systems.

ISAS 610 Information Systems Management and Integration (3)

A study of the life cycle of the information system, from inception, through systems development and integration, to system operation and maintenance. Emphasis is on the integration of information systems with management systems of an organization. Major phases, procedures, policies, and techniques in the information system life cycle are discussed in detail.

ISAS 620 Information Systems Sourcing Management (3)

A study of how best to make and implement appropriate decisions in providing information systems to an organization, as well as how to manage the outcomes of such decisions. Focus is on the frameworks, tools, and techniques for making sourcing decisions. Topics include "make or buy" decisions, the use of off-the-shelf package software (including enterprise resource planning software), various models of outsourcing, and the outsourcing of entire business processes. The implications of whether to source domestically or offshore are evaluated. Discussion also covers contemporary issues related to cloud computing and the options it offers.

ISAS 630 Systems Analysis and Design (3)

A study of current techniques and practices in requirements specification, software application selection, project management, and analysis and design of information system applications. Emphasis is on a management perspective in the specification of the information system's logical and physical analysis and design.

ISAS 640 Decision Support Systems and Expert Systems (3)

An investigation of computer applications for management support. The technologies of decision support systems and expert systems and the organizational factors leading to the success or failure of such systems are introduced. Topics also include group decision support systems, integration and implementation issues, and related advanced technologies such as neural networks.

ISAS 650 Information Technology, the CIO, and Organizational Transformation (3)

An examination of how information technology can affect the strategic direction of an organization, how IT enables new ways of operating, and how the chief information officer can serve as a trusted member of the organization's top management team to help it exploit IT effectively.

ITEC (Information Technology)

ITEC 610 Information Technology Foundations (3)

A fundamental study of technology and its applications, as well as the economic and social issues they have raised. Topics include computers, peripherals, databases, and networks; operations (of business, government, and other enterprises), decision support systems, and acquisition of information technology resources; and information security, productivity, equitable access by users, intellectual property rights, and global reach. Discussion also covers current and future developments in the field and their implications.

ITEC 625 Computer Systems Architecture (3)

An introduction to the evolution of computer systems design and hardware and software architectures. Focus is on computer organization (classical and advanced architectures), operating systems, and applications development. Emerging developments in computer systems architecture are also examined.

ITEC 626 Information Systems Infrastructure (3)

An introduction to information systems infrastructure. Focus is on data communications and networks. Discussion covers layered network architectures and communication hardware. Emerging technologies such as social media, mobile computing, cloud computing, big data, and the Internet of Things are also examined.

ITEC 630 Information Systems Analysis, Modeling, and Design (3)

(Formerly CSMN 635.) A study of systems analysis and design, using selected engineering and management science techniques and practices. Topics include requirements determination, modeling, decision making, and proposal development. The System Development Life Cycle Model, including system implementation and postimplementation activities, is examined. Emphasis is on the specification of the information system's logical and physical analysis and design from a management perspective. Research and project assignments related to information systems analysis, design, implementation, and/or project planning and control require individual and group work.

ITEC 640 Information Technology Project Management (3)

An examination of the fundamental principles and practice of managing programs and projects in an information processing and high-tech environment. The dynamic nature of IT and the effect of life cycles are explored. The fundamental building blocks of high-tech management styles (including project planning, organizational structure, team building, and effective control mechanisms) are addressed. Discussion covers the effect of product and project life cycles in delivering a successful IT project, considering the obsolescence factors in procurement/stakeholder contracts. The goal is to gain a solid foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals linked directly to stakeholder needs, and utilize proven management tools to execute a dynamic project on time and within budget. Emphasis is on how to apply the essential concepts, processes, and techniques in the management of large-scale governmental or commercial programs. Topics also include the need for global vision, strong planning techniques, appropriate training before introducing any IT product into the market, and discipline in executing tasks.

MGMT (Management)

MGMT 610 Organizational Theory (3)

An overview of the fundamental concepts of organizational theory and design in the context of a postindustrial and increasingly global society. The study of organizations encompasses several key knowledge areas essential to today's manager: the impact of technological and workforce changes on society, organizational ethics and social responsibility, global issues, history of management thought and its relevance for managers today, and systems thinking and the challenges of managing in today's complex and rapidly changing environment. Discussion addresses essential concepts in organizational theory and design, including measuring effectiveness, organizational life cycles, options for organizational structure, and becoming the learning organization.

MGMT 615 Intercultural Communication and Leadership (3)

(Not open to students who have completed MGMT 620 or MGMT 625.) A study of organizational communication, leadership, and decision-making skills essential for all managers in intercultural environments. Theories of culture are examined and applied in relation to leadership style and practices, as well as to organizational communication across cultural groups. Team development and leadership are explored in an intercultural environment.

MGMT 630 Organizational Theory and Behavior (6)

(Not open to students who have completed MGMT 610, MGMT 615, MGMT 620, MGMT 625, or MGMT 635.) An overview of the fundamental concepts of organizational theory and organizational behavior in the context of a postindustrial and increasingly global society. Topics include the impact of technological and workforce changes on society, organizational ethics and social responsibility, organizational communication, leadership and decision-making skills in intercultural environments, the history of management thought and its relevance for managers today, and systems thinking and the challenges of managing in today's complex and rapidly changing environment.

MGMT 640 Financial Decision Making for Managers (3)

Prerequisite: Knowledge of the fundamental concepts of financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making in business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. A variety of decision-making tools (such as break-even analysis, activity-based costing procedures, and discounted cash flow techniques) are studied. Contemporary managerial practices are explored.

COURSE DESCRIPTIONS

MGMT 650 Statistics for Managerial Decision Making (3)

Prerequisite: Knowledge of the fundamentals of statistical methods, techniques, and tools. An examination of how managers organize, analyze, and interpret data for decision making. Focus is on developing skills in using statistical tools to make effective business decisions in all areas of public- and private-sector decision making, including accounting, finance, marketing, production management, and human resource management. Topics include collecting data; describing, sampling, and presenting data; probability; statistical inference; regression analysis; forecasting; and risk analysis. Microsoft Excel is used extensively for organizing, analyzing, and presenting data.

MGMT 670 Strategic Management Capstone (3)

Prerequisite: Completion of 24 credits of program coursework, including all core courses. A capstone investigation of how strategy interacts with and guides an organization within its internal and external environments. Focus is on corporate- and business unit-level strategy, strategy development, strategy implementation, and the overall strategic management process. Topics include organizational mission, vision, goal setting, environmental assessment, and strategic decision making. Techniques such as industry analysis, competitive analysis, and portfolio analysis are presented. Discussion covers strategic implementation as it relates to organizational structure, policy, leadership, and evaluation issues. The ability to “think strategically” and to weigh things from the perspective of the total enterprise operating in an increasingly global market environment is emphasized. Case analyses and text materials are used to integrate knowledge and skills gained through previous study. Problems and issues of strategy formulation are investigated through participation in the Business Strategy Game simulation.

MRKT (Marketing)

MRKT 600 Marketing Management (3)

A study of the theory and practices related to the management of the marketing function as applied by managers and administrators in organizations. Analyses of case studies are used to demonstrate the necessity of incorporating marketing with other business functions. Emphasis is on the planning and implementation activities required to attain the organization's marketing goals. Topics include the product/service mix, pricing, marketing communications such as advertising and sales promotion, and channels of distribution. Control techniques for the overall marketing mix are also introduced.

MRKT 601 Legal and Ethical Issues in Global Communications (3)

A survey of the ethical and legal constraints on marketing and public relations practitioners. Topics include ethical models, First Amendment issues, libel, privacy, and confidentiality. The integration of public relations with advertising and marketing efforts is discussed, with emphasis on the ethical and legal issues inherent in this integration.

MRKT 602 Consumer Behavior (3)

A study of the cognitive and behavioral bases underlying consumers' buying preferences and decision processes, intended for managers and administrators who have to evaluate the efficacy of the firm's marketing plan. Emphasis is on the role of the communications strategy (e.g., advertising, promotion, public relations) in achieving the overall marketing objectives.

MRKT 603 Brand Management (3)

A presentation of the concepts and techniques for creating and selecting marketing strategies for an organizational unit that survives on its ability to provide products and services to other organizations. Discussion covers trends toward a “marketing culture” in both public and private institutions and the implications that this change has for all managers and administrators. Emphasis is on the role of brand equity in achieving a sustainable competitive advantage.

MRKT 604 Marketing Intelligence and Research Systems (3)

Prerequisite: MGMT 650. A study of marketing research methods and techniques useful to managers and administrators with responsibility for assessing or increasing the demand for their organization's products, programs, and services. Methodologies and issues related to the design and completion of marketing research projects (including survey, observational, and experimental methods used in assessing and segmenting markets) are presented. Discussion covers data analysis that is especially useful for marketing research (i.e., focus groups, customer visits, conjoint analysis, and multidimensional scaling).

MRKT 605 International Marketing Management (3)

An overview of the fundamentals of marketing and marketing management, presented in the context of competitive global environments and diverse national economies. Topics include demand analysis, product development, product pricing, marketing organization, foreign representation and distribution systems, promotion, advertising, and sales and service. Review also covers regulatory issues as they relate to international marketing.

MRKT 606 Integrated Direct Marketing (3)

Prerequisite: MGMT 650. A systematic approach to integrated direct marketing—the process of precision deployment of multiple media and sales channels to maintain contact with the customer. Traditional direct marketing techniques such as database marketing, direct mail, and telemarketing, as well as digital techniques such as e-mail and websites, are explored. Topics include lifetime value, performance measurement, cost per million (CPM), and cost per response.

MRKT 620 Marketing Principles, Regulation, and Ethical Issues (6)

An examination of the pivotal role of marketing in organizations and the ethical and legal constraints on marketing practitioners. Topics include competitive strategy, market segmentation, e-commerce issues, the product/service mix, pricing strategies, channels of distribution, customer service, and marketing communications (e.g., advertising, public relations, and sales promotions). Ethical and legal issues surrounding the practices of marketing, advertising, and public relations are examined in depth. The practical aspects of marketing management are analyzed through discussion of current marketing activities, emerging trends, problems, and cases. Students who receive credit for MRKT 620 may not receive credit for MRKT 600, MRKT 601, or PRPA 604.

MRKT 671 Special Projects in Marketing Analytics (3)

Prerequisite: Completion of the MS in Data Analytics degree and 15 credits of marketing specialization coursework. A case-based study of the application of analytics to marketing. Discussion covers the role of analytics in the marketing process and types of data and database structures maintained by marketers. Projects involve working with real marketing data sets to analyze patterns and address particular marketing issues, such as how to maximize sales of specific products and services.

MSAF (Accounting and Financial Management)

MSAF 670 Accounting and Financial Management Capstone (3)

Prerequisite: Completion of all program courses except FIN 645. A capstone study of accounting and financial management that integrates subject matter from both areas. Advanced principles, techniques, and theories are applied through the analysis and presentation of case studies by student teams. Assignments include a research paper that comprehensively assesses an important current issue or emerging trend in the fields of financial management and accounting.

MSAS (Accounting and Information Systems)

MSAS 670 Accounting and Information Systems Capstone (3)

(Formerly MSAT 670.) Prerequisite: Completion of all program courses except INFA 610. A capstone study of accounting and information systems that integrates subject matter from both areas. Advanced principles, techniques, and theories are applied through the analysis and presentation of case studies by student teams. Assignments include a research paper that comprehensively assesses an important current issue or emerging trend in the fields of accounting and information systems.

MSFS (Financial Management and Information Systems)

MSFS 670 Financial Management and Information Systems Capstone (3)

Prerequisite: Completion of all program courses except either FIN 645 or INFA 610. A synthesis of material from all previous study in financial management and information systems that reflects the importance of information systems in modern organizations and the role of the CFO/CIO in managing this resource to maximize value. Simulations provide the opportunity to apply theory to practice. Topics include the acquisition, installation, and management of information systems. Important current issues and emerging trends in the fields of financial management and information systems are emphasized through special readings, briefing papers, and discussion.

NPMN (Nonprofit Management)

NPMN 600 Nonprofit and Association Organizations and Issues (3)

A presentation of the roles and functions of the principal types of nonprofit organizations. Characteristics that distinguish nonprofit organizations from their counterparts in the private and public sectors are introduced. The challenges, opportunities, and common issues facing managers of nonprofit organizations are explored. These issues include administrative cost control, preserving the organization's legal status and revenue base, staffing and organizing in response to client needs, and ethical considerations. Specific laws, regulations, policies, and court rulings that affect the nonprofit sector are examined.

COURSE DESCRIPTIONS

NPMN 610 Nonprofit and Association Law and Governance (3)

A study of current ideas and approaches related to nonprofit law, governance, and mission. Discussion covers distinctions between nonprofit, educational, charitable, social action, membership, cultural, scientific, environmental, and trade associations as they relate to incorporation, legal standing, tax-exempt status, and governance. Topics include nonprofit governance and trustee issues, as well as lobbying and advocacy, nonprofit liability, personnel, and unrelated business income tax. The relationship of governance and ethics in nonprofit management is examined.

NPMN 620 Nonprofit and Association Financial Management (3)

A detailed study of theories and practices of nonprofit financial management and decision making, including budgeting, reporting requirements, nonprofit accounting, and financial standards. Focus is on the role of financial management in maintaining the fiscal health and legal status of the nonprofit organization. Topics include budgeting, fund accounting, cash flow analysis, expenditure control, long-range financial planning, audits, and grant and contract management. Discussion also covers compliance with nonprofit accounting and financial management principles in reference to maintaining public access and ethical standards.

NPMN 640 Marketing, Development, and Public Relations in Nonprofit Organizations and Associations (3)

A study of the principles and practices required to develop and promote the products, services, positions, and image of nonprofit organizations. Focus is on fundraising and membership recruitment issues. Topics include the design of a marketing strategy and marketing mix, pricing issues, alternative revenue-generating mechanisms, and customer service. Discussion also explores use of the media, advertising and promotion methods, and relationships with business, government, and the community. The integration of sponsors, members, and chapters in the total marketing effort is examined.

NPMN 650 Fundamentals of Association Management (3)

A study of the unique and important niche of associations within the nonprofit sector. Analysis covers the history of associations, political groups, trade lobbying groups, and foundations in relation to their varying missions, internal capacity, shifting environments, and legal status. Associations also are assessed in terms of their wider environment, including the extent of their labor force and command of capital resources. Discussion also covers the wider influence of associations on U.S. economy and policy.

NPMN 655 Process and Outcome Evaluation for Nonprofit Organizations (3)

An examination of the growing importance of process and outcome evaluation to nonprofit organizations in supporting their missions. Various quantitative and qualitative evaluation strategies, as well as quality- and process-improvement methodologies, are explored. Topics include important evaluation concepts such as validity and reliability of various data collection tools, various approaches to sampling, and precision of results.

NPMN 660 Strategic Management in Nonprofit Organizations and Associations (3)

A study of the integration and application of strategic management principles, concepts, and practices in nonprofit organizations. Topics include the development of mission statements, goal-setting concepts, and strategy formulation and implementation approaches. Assignments focus on designing organizational plans and strategies relevant to the specific needs of organizations.

OMDE (Distance Education)

OMDE 601 Foundations of Distance Education and E-Learning (3)

A study of the history and evolution of distance education. Social and political/economic factors, theories, learning and teaching models, technology and media innovations, institutions and systems, and major writers that have shaped the development of the field are critically examined. Various technologies are used to support the development of foundational skills that are integral to current practice.

OMDE 603 Technology in Distance Education and E-Learning (3)

A review of the history and terminology of the technology used in distance education. The basic technology building blocks of hardware, networks, and software are identified. Analysis covers the characteristics of asynchronous and synchronous technologies and tools used in teaching and learning in distance education and administering distance education programs. The relationship between technology and the goals of the educational/training organization are examined critically. The relationship between information technology (especially online technology) and distance education is explored. Topics include the criteria and guidelines for selecting technologies for distance education and future directions of technology in distance education.

OMDE 606 Costs and Economics of Distance Education and E-Learning (3)

(Developed by Thomas Huelsmann of Germany.) A study of the economics of distance education in the larger context of the economics of education. A variety of methodological approaches (including cost/benefit and cost/effectiveness analysis) are applied to the distance education context. A variety of costing techniques and economic models are explored and applied to different institutional forms and levels of distance education.

OMDE 608 Learner Support in Distance Education and Training (3)

An introduction to the theories and concepts of support for learners in distance education and training. The various types of learner support, including tutoring and teaching; advising and counseling; and library, registrarial, and other administrative services, are examined. Discussion addresses management issues, such as planning, organizational models, staffing and staff development, designing services to meet learner needs, serving special groups, and evaluation and applied research. Assignments include designing a learner support model for a particular context (e.g., public or private educational institution or corporate or military training).

OMDE 610 Teaching and Learning in Online Distance Education (3)

An exploration of the online teaching and learning dynamic, including its theoretical foundation and best practices. The themes that shape the online teaching/learning relationship are addressed through individual and collaborative projects. Topics include philosophical frameworks; instructional, social, and cognitive presence; interaction, collaboration, and participation; community and engagement; and administration and management.

OMDE 670 Portfolio and Research Project in Distance Education and E-Learning (3)

(Formerly OMDE 690.) A capstone study of distance education and training designed to demonstrate cumulative knowledge and skills through two major projects: an electronic portfolio and a case study. The personal e-portfolio documents credentials and accomplishments to date and also serves as an ongoing resource and record of continuing professional development. The case study, which focuses on a distance education/training program or organization, involves in-depth analysis of the setting and application of concepts and strategies to enhance practice and performance in distance education and training.

PMAN (Project Management)

PMAN 634 Foundations of Project Management (3)

An overview of the theory and practice of managing projects in any industry. Emphasis is on leadership in project management: managing projects or tasks in a team environment; building teams; and utilizing communication, organization, and conflict management skills. Discussion covers project management process groups and how these process groups (initiating, planning, executing, monitoring and controlling, and closing the project or project phase) interact throughout the life cycle of the project. Project management knowledge areas are examined and linked to industry practices for successful management of projects. The goal is to gain a solid understanding of how to successfully manage multiphase projects, work within organizational constraints, set goals linked directly to stakeholder needs, and utilize proven project management tools to complete projects on time and within budget while meeting specifications. Essential concepts, processes, and techniques are applied through management of a team project, which requires regular progress reports and reviews.

PMAN 635 Quantitative Methods in Project Management (3)

Prerequisites: MGMT 640, TMAN 625, or ITEC 640 (or an approved course in finance) and MGMT 650 (or an approved course in statistics). Prerequisite or corequisite: PMAN 634. An overview of quantitative aspects of managing projects, applying widely used statistical techniques and software tools for project management and risk analysis. Topics include analytical approaches and quantitative methods in project management, such as cash flow analysis, scheduling projects based on resource availability, resource leveling, expediting projects, quantitative risk analysis, and techniques for estimating actual versus expected project duration and cost. Simulation tools and statistical techniques are used to analyze uncertainty in estimating project cost and duration. Discussion also covers project portfolio management and how multiple projects and programs fit into the strategic direction of an organization. The processes, tools, and techniques of project management are applied to a team project with emphasis on quantitative and analytical methods.

COURSE DESCRIPTIONS

PMAN 637 Project Risk Management (3)

Prerequisites: PMAN 634 and 635. An in-depth analysis of risk management methods and cases and project management risk monitoring from strategic, applied perspectives. State-of-the-art tools and techniques for identifying, ranking, and monitoring risks in the project management environment are examined and utilized. Both qualitative and quantitative risk analyses are conducted, and strategies for proactive risk mitigation are developed. Focus is on how a comprehensive risk management approach can enable a project team to proactively manage issues that adversely impact the successful scope, scheduling, control, and completion of a project.

PMAN 638 Project Communications Management (3)

Prerequisite: PMAN 634. An overview of conflict resolution processes and methods and the skills needed to manage the human elements within project management—a task as challenging as managing the technical aspects. Topics include critical communication and conflict resolution issues faced by project workers in today's global corporate environment. Innovative approaches to successfully negotiating and resolving conflicts among team members, colleagues, managers, and stakeholders are introduced and practiced. Proven techniques to make conflict a constructive rather than a destructive experience are analyzed. Emphasis is on case study analysis, effective communication behaviors, negotiation skills, and virtual team processes to successfully lead both domestic and global projects.

PMAN 639 Project Quality Management (3)

Prerequisites: PMAN 634 and 635. A study of the policy, processes, and procedures involved in ensuring that projects will satisfy the objectives for which they were undertaken. Emphasis is on quality planning, quality assurance, quality control, and process improvement. Discussion covers all the activities that determine quality objectives, policies, and responsibilities. The importance of customer satisfaction, prevention over inspection, management responsibility, and continuous improvement is recognized. Topics include control charts, cause and effect diagrams, Pareto charts, failure mode and effect analysis, design reviews, and cost of quality. Course content and approach are compatible with the International Organization for Standardization.

PMAN 641 Project Procurement Management (3)

Prerequisite: PMAN 634. An examination of the tools needed for project procurement management. Focus is on determining what needs to be purchased or acquired and when and how to acquire it. Topics include planning the contracting efforts (documenting products and services and identifying potential sellers); requesting sellers' responses (obtaining information, quotation, bids, offers, or proposals); selecting the seller (receiving and reviewing offers, selecting among those potential offers, and negotiating a contract); administering contracts (managing the relationship between buyers and sellers, including documentation, corrective actions, and contract changes); and closing contracts (completing the contract and settling all open issues).

PMAN 650 Financial and Strategic Management of Projects (3)

Prerequisites: PMAN 634 and 635. An investigation of financial and strategic decision making in the management of projects. Topics include estimating project costs from work breakdown structure; formulating, monitoring, and controlling project budgets; monitoring, evaluating, and forecasting project costs, schedule, results, and performance using earned value management; and deriving project cash flows. Discussion also covers the impact of project scope, schedule, and changes; management reserves to cover risks and contingencies; top-down and bottom-up budgeting; investment project analysis; discounted cash flow, internal rate of return, and net present value methodologies; cost of capital; and capital budgeting. Broader issues (such as links between project and corporate financial performance, business ethics, corporate social responsibility, project and organizational culture, information flow, and project sustainability) are also examined.

PRPA (Public Relations)

PRPA 600 Public Relations Writing (3)

Writing-intensive practice of the fundamental skills expected of public relations professionals. Topics include the essentials of effective writing; persuasive, informative, and educational writing; and the adaptation of writing styles for specific media and targeted publics. Emphasis is on the use of Associated Press (AP) style.

PRPA 601 Public Relations Theory and Practice (3)

Prerequisite: PRPA 600. A study of the relationship between the management function of policy formulation and the communication process of disseminating ideas and information to the organization's public. The process of planning and executing public information and public relations programs to address the concerns of the organization's various publics are examined. Topics include message formation, media selection, and audience differentiation. The impact of the Internet on public relations practices is explored in depth.

PRPA 602 Public Relations Techniques (3)

Prerequisites: PRPA 600 and 601. A presentation of advanced writing techniques designed to improve skills in the writing of specialized public relations materials. Emphasis is on audience, message, and channel identification. Topics include special communication techniques necessary for broadcast and electronic media.

PRPA 610 Crisis Communication Management (3)

Prerequisite: PRPA 602. An examination of current approaches to crisis definition, issue management, and crisis communications management. Traditional and web-based approaches to analyzing crisis and communications management issues are applied using appropriate public relations research, theory, and case examples to better identify issues and audience segmentation requirements and develop strategic public responses to crisis situations.

PRPA 620 Global Public Relations (3)

Prerequisite: PRPA 602. A study of the role, function, and influence of public relations in a global environment. Topics include global trends, multicultural communication knowledge and skills, multiple cultures and diversity within nations, national media structures and public policy, and international legal and ethical codes in public relations. Global case studies are used to develop and implement strategic and creative communications plans.

PRPA 650 Public Relations Campaigns (3)

Prerequisite: Completion of 30 credits of program coursework, including all core and specialization courses (except MGMT 670); approval of program chair required for internship option. A study of public relations campaigns that integrates content from previous coursework. Focus is on creating a public relations strategy and a plan to execute that strategy for an existing organization. Critical principles of public relations are reviewed and applied in real-world settings.

SWEN (Software Engineering)**SWEN 603 Modern Software Methodologies (3)**

An in-depth overview of widely used modern software development methodologies. Historical software development methods are introduced. Topics include rapid application development and agile development, Scrum, Extreme Programming (XP), Unified Process, EVO (Evolutionary Project Management), lean software development, test-driven development, feature-driven development, Crystal solutions, Rational Unified Process, and other Unified Process methods. Discussion also covers advantages and drawbacks of using each method.

SWEN 645 Software Requirements (3)

An examination of major models of software requirements and specifications, existing software standards and practices, and formal methods of software development. Topics include writing system and software requirements, formal specification analysis, formal description reasoning, models of "standard" paradigms, and translations of such models into formal notations.

SWEN 646 Software Design and Implementation (3)

An exploration of modern software development techniques, tools, and technologies. Topics include software development processes and the role of design in those processes. Discussion also covers major design methods, available computer-aided software engineering (CASE) tools, the proper application of design methods, and techniques for estimating the magnitude of the development effort. Object-oriented programming and aspect-oriented programming are presented. Focus is on building software products using these technologies.

SWEN 647 Software Verification and Validation (3)

A study of methods for evaluating software for correctness, efficiency, performance, and reliability. Skills covered include program proving, code inspection, unit-level testing, and system-level analysis. The difficulty and cost of some types of analysis and the need for automation of tedious tasks are examined. Emphasis is on problem-solving skills, especially in analyzing code.

SWEN 651 Usability Engineering (3)

A study of the theory and practice of designing user interfaces for interactive systems. Topics include the principles of usability engineering and basic rules for usable design. User interfaces are evaluated using techniques such as contextual inquiry, task analysis, and usability testing. Discussion also covers when these techniques are most appropriate.

COURSE DESCRIPTIONS

SWEN 670 Software Engineering Project (3)

Prerequisites: SWEN 603, 645, 651, 646, and 647 and ITEC 610 and 620). A comprehensive examination of the tools, skills, and techniques of software engineering and their application. Completion of a major team project is designed to integrate knowledge and skills gained through previous study and provide experience of the constraints commonly experienced in industry (scheduling, vagueness of clients). Project requires forming teams (organization) and scheduling work to meet the deadlines imposed by the contract (syllabus).

SYSE (Systems Engineering)

SYSE 610 Systems Engineering Overview (3)

An introduction to systems engineering using examples of manufacturing, information, and mechanical systems that involve the integration of different technologies. Emphasis is on the role of the systems engineer. Systems thinking principles and complex systems and system-of-systems theory are reviewed. Discussion covers various approaches to system dynamics modeling. An overview of the system life cycle through conception, design and development, integration and testing, and deployment and support is provided.

SYSE 620 Requirements Engineering (3)

An in-depth examination of the various techniques used in establishing and specifying system requirements, both physical and functional. Topics include system decomposition, requirements traceability, configuration management, and requirements validation. Several U.S. and international standards are examined as examples of requirements specification.

SYSE 630 System Design and Development (3)

Prerequisites: SYSE 610 and 620. A detailed exploration of the design and development phases of the system life cycle. Discussion covers several tools used for systems simulation and computer-aided design. Topics also include methods and policies for change control and the principles of quality assurance as an underlying concept in systems design.

SYSE 640 System Integration and Test (3)

Prerequisites: SYSE 610 and 620. A review of various strategies used to integrate system components and verify satisfaction of requirements at both subsystem and overall system levels. The concept of formal verification, validation, and accreditation (VV&A) is discussed. Examples of automated software testing tools are also examined.

SYSE 650 Design Considerations (3)

Prerequisites: SYSE 610 and 620. An introduction to system engineering subdisciplines that are critical in system design and deployment. Discussion covers reliability, availability, and maintainability (RAM) factors. Concepts in human factors engineering, system safety, and quality assurance are also reviewed.

SYSE 660 Systems Engineering Management (3)

Prerequisites: SYSE 630 and 640. An examination of the role played by the systems engineer as an liaison between technical specialists, business managers, and internal users or external customers. Discussion covers the traditional systems development life cycle, domestic and internal standards, and the evolving emphasis on agile methods and adaptive processes. Topics also include risk management and organizational considerations in outsourcing.

SYSE 670 Systems Engineering Capstone (3)

Prerequisites: SYSE 640 and 650. A project-based capstone study of systems engineering designed to integrate knowledge and skills gained in previous study. Both in individual projects and a group project focus on demonstrating the ability to construct a system design and develop a plan for a system's development and support.

TLMN (Telecommunications Management)

TLMN 602 Telecommunications Industry: Structure and Environment (3)

A study of major technological, legal, and regulatory developments (national and international) that have molded the structure of the current telecommunications industry. Topics include early legislation, the regulated monopoly, antitrust, divestiture, and recent legislation that has led to the current industry environment of competition and incipient integration of different industry segments. The roles of various national and international institutions in shaping the telecommunications industry are discussed.

TLMN 623 Telecommunications Networks (3)

A study of computer networks and telecommunications functionality, characteristics, and configurations. Recent advances in standardization, internetworking, and deployment of LANs (local area networks), MANs (metropolitan area networks), and WANs (wide area networks) are examined. Topics include network topologies; protocols; architectures; and current and emerging protocols such as asynchronous transfer mode (ATM), 10 gigabit Ethernet, and the Open Systems Interconnect (OSI) Reference Model. Emphasis is on emerging trends in telecommunications, network technologies, and services. Discussion also covers strategies for network planning, implementation, management, and security.

TLMN 630 Satellite Communication Systems (3)

An analysis of issues surrounding the design and use of satellite communications systems. Topics include satellite system characteristics such as type, class (bandwidth, standards, and availability), applications, interfaces, traffic patterns, network installation, performance criteria, hardware, and cost. Current and planned satellite communications are examined and compared to future needs and technologies.

TLMN 641 Network Management and Design (3)

A study of techniques that network managers can utilize to maintain and improve the performance of a telecommunications network. Network management systems are defined and explained. A description of how software package programs can monitor real-time performance of a network to identify problems is provided. Emphasis is on the five tasks traditionally involved with network management (fault management, configuration management, performance management, security management, and accounting management). Examples of current specific network management products are reviewed. Discussion also covers how the performance data gathered from monitoring can be archived and used later as an input when decisions are made on changes in the network architecture. Network design is studied for the development of a new network architecture when only user requirements are known.

TLMN 645 Wireless Telecommunications Systems (3)

A review of wireless telecommunications systems from micro-cell to global infrastructures. Emphasis is on the technology, applications, and limitations of these systems, which have become an essential element of the world information infrastructure. Topics include cellular communication principles, coding, antenna and propagation effects, channel access schemes, traffic engineering, and wireless network design, as well as terrestrial systems such as cellular, personal communication services (PCS), dispatch, wireless local-area networks (LANs), and wireless data systems. Discussion also covers market trends, regulations, and standards. The role of wireless systems is assessed and compared to other telecommunications alternatives available to organizations.

TLMN 670 Capstone Course in Telecommunications (3)

Prerequisite: Completion of 27 credits of program coursework. The application of knowledge and skills gained from previous study in telecommunications to real-world projects and to related business, technical, and ethical issues. Topics include entrepreneurship and venture creation, emerging telecommunications technologies and their applications, future trends, ethical development, and management. Focus is on demonstrating analytical, entrepreneurial, leadership, planning, managerial, and communication skills through a strategic research and development project for a telecommunications company.

TMAN (Technology Management)

TMAN 611 Principles of Technology Management (3)

(Formerly TMAN 601.) An introduction to key concepts in technology management and the role of technology managers in both private- and public-sector organizations. How organizational entities can be structured and managed to respond effectively to dynamic changes caused by technology and international competition is examined. The key cycles in the development of technology, including their impact on the economy, industrial sectors, and organizational strategy and survival, are covered from a historical perspective. Management is examined from both a process and system perspective. The major technical, social, legal, and ethical issues in innovating and implementing technology are presented.

COURSE DESCRIPTIONS

TMAN 625 Economics and Financial Analysis for Technology Managers (3)

A study of the financial tools managers use to find answers to four important questions: What is the financial condition of the firm? What long-term investment should the firm make? How can the money be raised for the investments? And how will the firm meet its daily financial requirements? Topics include accounting statements, tax implications, types of costs, profit recognition, financial markets, investment decision tools, net present value, free cash flows, project financing, valuation of firms, risk-return, cost of capital, long-term financing, short-term financing, and equity financing for entrepreneurs. Discussion also covers mergers and acquisition activities, governance and ethics, and international aspects. Business cases from contemporary firms and readings relevant to technology management are used to illustrate the application of financial concepts.

TMAN 632 Organizational Performance Management (3)

An overview of the most successful strategies and approaches for achieving a high-performing organization, based on the latest research findings and the example of successful global organizations. Topics include organizational capabilities in managing costs, ensuring quality in products and services, and enhancing customer satisfaction, as well as performance capabilities (such as organizational values, adaptability, flexibility, agility, responsiveness, and decisiveness) that enable organizations to anticipate and respond to change. The Baldrige Criteria for Performance Excellence are examined as assessment tools for achieving desired organizational capabilities. Discussion also covers specific approaches that contribute to high performance and organizational effectiveness, such as customer relationship management, supply chain management, Six Sigma methodology, and other process improvement tools. Successful applications of these strategies and approaches are illustrated.

UCSP (Special Topics)

UCSP 615 Orientation to Graduate Studies at UMUC (0)

(Required within the first 6 credits of graduate study for all new graduate students, except MBA students.) An introduction to the skills and techniques needed to successfully complete a graduate program at UMUC and handle the scholarly challenges encountered in graduate school and beyond. Focus is on developing a skills "toolbox" that includes learner-readiness assessments, tools for studying in the online environment, and techniques for using library and information resources to effectively conduct and present research. Strategies for taking ownership of academic and professional success, goal setting, time management, critical thinking, and ethics and integrity are also covered.

UCSP 620 Financial Accounting (0)

(Recommended as preparation for MGMT 640 or ACCT 610 for students who lack a background in accounting and finance.) A basic study of financial accounting, encompassing basic financial concepts and their use in analyzing financial statements. The financial statements of actual companies are analyzed, and the process by which accounting principles are developed is explored. Emphasis is on gaining an appreciation for how financial accounting information can be used to evaluate the economic performance of companies.

UCSP 621 Economics (0)

(Recommended as preparation for MGMT 640 for students who lack a background in economics.) An overview of both the microeconomic issues of supply and demand for individual companies and products and macroeconomic issues concerning inflation, unemployment, and recession for the economy as a whole. Basic economic concepts such as opportunities cost, comparative advantage, economic efficiency, and the time value of money are explored in the context of business, government, and personal situations.

UCSP 630 Introduction to Research Methods (0)

(Recommended as preparation for MGMT 650 or HIMS 650 for students who lack a background in statistics.) A presentation of basic research techniques and methodologies used in organizational research and evaluation studies to make business decisions. Focus is on applying basic research techniques to assess the performance of individuals, work groups, and organizations. Topics include principles of good data collection, presentation of data in tables and charts, summary and description of numerical data, basic probability and discrete estimation, the fundamentals of hypothesis testing, and the use of existing research-based materials to solve business problems. Discussion emphasizes basic approaches and beginning skills necessary to evaluate research materials and their use in decision making.

UCSP 815 Introduction to Library Research Skills for Doctoral Studies (0)

(Required within the first 6 credits of study for all new doctoral students.) An introduction to the research skills needed to be successful in undertaking doctoral-level study at UMUC. Emphasis is on critical thinking and academic integrity. Topics include key UMUC policies, support services, and tools for succeeding in an online learning environment.

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The Graduate School

Graduate Strategic Committee

The Graduate Strategic Committee serves in an advisory capacity to the dean of The Graduate School. The committee is responsible for advisement on academic affairs, including curriculum development, program initiatives, policies, and standards. The committee meets monthly or more frequently, at the dean's request, and comprises the following members:

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Vice Provost and Dean

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Associate Dean

Alfred S. Raider
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Alexis Hill White
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Rana Khan
*Vice Dean, Information and Technology
Systems*

Virginia H. Pilato
Vice Dean, Education

Anna Seferian
Vice Dean, Business and Management

Faculty

The Graduate School has a large and distinguished faculty. UMUC 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 UMUC's mission, UMUC 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 graduate faculty, including their academic rank and credentials as well as any administrative title, is available online at www.umuc.edu/gradfacultylist.

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Note: For the most up-to-date contact
information for Graduate School staff,
visit www.umuc.edu/grad/contact.cfm.

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Graduate School General Contact Information

If you need assistance or information, call 800-888-UMUC (8682) for all your student needs. Graduate academic advisors are available to help you make decisions about courses and programs. You also may call a number of UMUC locations (listed on p. 159) to schedule in-person academic advising.

Graduate Orientation and Writing Courses

If you are taking COMM 600 Academic Writing for Graduate Students or the noncredit course UCSP 615 Orientation to Graduate Studies at UMUC, you may reach one of the following individuals for assistance and information.

GRADUATE WRITING COURSE

DIRECTOR, GRADUATE ACADEMIC
WRITING AND STUDENT SUPPORT
Sarah Rothschild
sarah.rothschild@umuc.edu

ORIENTATION AND RESEARCH SKILLS COURSES

COURSE MANAGER
To be determined

Instructional Sites

**Adelphi (UMUC Headquarters)
and UMCP Campus**
3501 University Boulevard East
Adelphi, MD 20783
800-888-UMUC (8682)

Dorsey Station
6865 Deerpath Road
Elkridge, MD 21075
443-459-3500

Largo
1616 McCormick Drive
Largo, MD 20774
800-888-UMUC

Shady Grove
9640 Gudelsky Drive
Rockville, MD 20850
301-738-6090

UMUC at Quantico
525 Corporate Drive
Stafford, VA 2554
703-441-7000

Waldorf Center for Higher Education
3261 Old Washington Road
Waldorf, MD 20602
301-632-2900

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Grading Methods

UMUC has four grading methods. The most commonly used is the standard method. The pass/fail alternative is available only under limited conditions. The satisfactory/incomplete/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each are given in the following paragraphs.

GRADE OR MARK	INTERPRETATION	QUALITY POINTS
A	Excellent	4
B	Good	3
C	Below standards	2
F	Failure	0
FN	Failure for nonattendance	0
G	Grade pending	0
P	Passing	0
S	Satisfactory	0
I	Incomplete	0
AU	Audit	0
U	Unsatisfactory	0
W	Withdrawal	0

Standard

Unless you choose the audit option at the time of registration, you will be given a letter grade according to the standard method. Under the standard grading method, you are given a grade of A, B, C, or F on the basis of your performance in meeting the requirements of each course.

Pass/Fail

Noncredit courses, such as the required graduate library skills course, are graded on a pass/fail basis. You may not choose to take other graduate courses on a pass/fail basis.

Satisfactory/Incomplete/Fail

This grading method is available only on a limited basis. Although a grade of satisfactory (S) earns credit toward graduation, it is not included in calculating your grade point average (GPA). The mark of incomplete (I) earns no credit and is not included in computing your GPA, but it is included in computing the course completion rate. While a failing grade (F) earns no credit, it is included in computing your GPA.

Audit

If you do not wish to receive credit, you may register for courses as an auditor once you are admitted. You must indicate this intention when you register. You may request a change from

credit to audit status anytime before the end of the second week of classes.

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned. If you receive financial aid, you should check with a financial aid advisor before selecting audit as a grading option as this may affect financial aid.

Grades and Marks

The Grade of A: Excellent

Only students who demonstrate exceptional comprehension and application of the course subject matter merit an A.

The Grade of B: Good

The grade of B represents the benchmark for The Graduate School. It indicates that you have demonstrated competency in the subject matter of the course. For example, you have fulfilled all course requirements on time, have a clear grasp of the full range of course materials and concepts, and are able to present and apply these materials and concepts in clear, reasoned, well-organized, and grammatically correct responses, whether written or oral.

The Grade of C: Below Standards

The grade of C indicates that you have passed the course. However, the grade of C is not considered sufficient to meet overall standards for graduate work. Please refer to Academic Standards (p. 150) for further information on the implications of a grade of C.

The Grade of F: Failure

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

The Grade of FN: Failure for Nonattendance

The grade of FN means you failed the course because you did not attend or participate in course assignments and activities. It is assigned if you cease to attend class without officially withdrawing from the course. If you receive a grade of FN, you must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade to receive credit for that course.

The Mark of G: Grade Pending

The mark of G is an exceptional and temporary administrative mark given only when the final grade in the course is under review. It is not the same as a mark of Incomplete.

The Mark of I: Incomplete

The mark of I (Incomplete) is an exceptional mark, given only if your completed coursework has been qualitatively satisfactory, but you have been unable to complete all course requirements because of illness or other extenuating circumstances beyond your control. To be eligible for an I, you must have completed 60 percent or more of the course requirements with a grade of B or better. You must request an I from your faculty member before the end of the session. Faculty, however, are not required to grant the request. If you are assigned a mark of I, you must arrange fulfillment of course responsibilities with your teachers to receive credit. The teacher must set a deadline within four months of the last day for the term in which the course occurred. Marks of I are automatically converted to F after four months.

The Grade of P: Passing

Since the grade of P is awarded only for noncredit graduate courses, it is not included in calculating the GPA. It does, however, appear on the permanent record.

The Grade of S: Satisfactory

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

The Mark of W: Withdrawal

If you officially withdraw from a course, you will receive a mark of W. This mark appears on your permanent record unless you withdraw before a course begins. For purposes of financial aid, the mark of W is counted as attempted hours. It is not used in determining your GPA.

The withdrawal process is described on p. 156.

Computing the Grade Point Average

The GPA is calculated using the quality points assigned to each grade or mark (chart on p. 148). 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, or F was received.

Changes in Grade

In accordance with relevant policies, faculty members may revise a grade previously assigned if your grade has been miscalculated or a mark of I has been submitted and must be changed. Any revision must be made no later than four months after the original grade was awarded.

Grading Repeated Courses

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

To establish credit in a course you previously failed or from which you withdrew, you must register, pay the full tuition and fees, and repeat the entire course successfully.

Scholastic Recognition

Academic Honor Societies

PHI KAPPA PHI

As the nation's oldest, largest, and most selective collegiate honor society for all academic disciplines, Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education. It recognizes the outstanding achievements of students, faculty, and others through election to membership and through awards for distinguished scholarly achievement. To qualify, you must be in the final term of your graduate degree coursework and in the upper 10 percent of your graduating class. For more information on the Phi Kappa Phi chapter, visit polaris.umuc.edu/phikappaphi.

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. It recognizes, rewards, and encourages academic excellence in the study of health administration. To be eligible for graduate student membership, you must have a cumulative GPA of 3.5 or

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

higher and at least 18 credits of graduate coursework, and you must provide evidence of outstanding scholarship. You may obtain more information about the UMUC chapter, including membership criteria, by sending an e-mail to HonorsHCAD@umuc.edu.

Presidential Management Fellows Program

If you are seeking a graduate degree at UMUC, you may apply to the Presidential Management Fellows Program, a prestigious leadership development program that is a pathway to a senior-level career with an agency of the federal government. This highly selective program seeks master's or doctoral degree candidates who demonstrate a strong commitment to a career in public service. Those selected participate in a fellowship working with federal agencies in locations throughout the country.

The Presidential Management Fellows Program operates under the auspices of the federal Office of Personnel Management. To learn about the application process, contact Student Relations at 800-888-UMUC, ext. 2-2400, or graduateschool@umuc.edu. More information is available at www.pmf.gov.

Academic Standards

Grade Point Average

Graduate students are expected to maintain a GPA of 3.0 or higher at all times.

ACADEMIC LEVELS OF PROGRESS

The Graduate School assesses your academic standing at the end of every term. Your GPA is computed for all UMUC graduate-level graded coursework to make a determination of academic standing as described below.

Good Academic Standing

If you have a cumulative GPA of 3.0 or higher, you are in good academic standing. Good academic standing is one of the criteria you must meet to be considered for graduation.

Academic Probation

If you have a cumulative GPA below 3.0, you will be placed on academic probation in your next term of enrollment. Academic probation is a temporary status. If you are placed on academic probation, you have two terms of enrollment in which to restore your GPA to 3.0. During that time, you must repeat the course(s) that caused your cumulative GPA to drop below 3.0. Failing to restore your GPA to 3.0 or higher or earning any grade of C, F,

or FN during the probationary period will result in academic dismissal. If you successfully restore your GPA to 3.0 or higher, you will be restored to good academic standing. You should seek guidance and advice from an academic advisor if you are placed on academic probation.

Dismissal

If you are on academic probation and you fail to raise your GPA to 3.0 or higher within two terms of enrollment or if you earn a grade of C, F, or FN during the probationary period, you will be dismissed. Once dismissed, you are ineligible to enroll in UMUC graduate courses and may be readmitted to The Graduate School only under the conditions listed in the following paragraphs.

Reinstatement After Dismissal

If you were academically dismissed from UMUC, you can submit a one-time request for reinstatement. Contact The Graduate School at graduateschool@umuc.edu and request a Reinstatement Request Form, then submit the completed form and documentation to the Graduate School Reinstatement Review Committee. You will be required to show that you have improved your skills and made changes in your academic strategies and that you are more likely succeed in your academic endeavors, should you be approved for reinstatement.

If you are approved for reinstatement, you will be admitted for one term and placed on academic probation. You must immediately repeat the course(s) that caused your cumulative GPA to drop below 3.0 and must return to good academic standing by the conclusion of this term to remain enrolled. You may also have to meet additional conditions, such as working with a coach or tutor or enrolling in specific courses.

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

Restart After Dismissal

If you were academically dismissed from UMUC, have not attended the university for a period of at least five consecutive years, and have not been approved for a reinstatement (as described in the preceding paragraph), you may request a one-time restart. Grades and credits previously earned will not apply toward any program you pursue upon your return, and you must fulfill the requirements in effect at the time you restart.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Program Completion Requirements

You are responsible for applying for graduation by completing and submitting the appropriate graduation application and fees by the deadlines published on the UMUC website. The award of degrees is conditional upon *satisfactory* completion of all program requirements and compliance with all UMUC policies. (See p. 148 for information on F and FN grades.) Graduation clearance will not be granted if you have outstanding debt to UMUC or any outstanding misconduct charges or unsatisfied sanction terms. Individual programs may have additional requirements that must be met before graduation clearance can be granted.

Time Limit for Degrees and Certificates

All requirements established for the completion of a graduate degree or certificate program listed in this publication must be fulfilled within five years. For dual degree programs, both degrees must be completed within seven years. This regulation includes courses transferred from other institutions and courses transferred from the UMUC Undergraduate School as part of an articulation agreement. Any transfer of credit must be completed within the five-year time frame to be applied toward your degree or certificate program or within seven years for a dual degree program.

Doctoral Program Standards

The Doctor of Management (DM) program has requirements in addition to those listed for academic standing. As a DM student you must not only maintain a GPA of 3.0. If you receive a grade of C in a course, you must repeat that course in the next term of enrollment and earn a grade of B or better. The option to repeat a course may be exercised only once. If you receive a grade of F or FN or a second grade of C, you will be dismissed from the DM program, regardless of your GPA.

You also must successfully complete a comprehensive examination at the end of each doctoral content course (i.e., all nondissertation courses). If you fail the first comprehensive examination for a given course, you have one opportunity to repeat the exam. If you fail the second comprehensive exam for the same content course, you will be dismissed from the DM program.

If you earn a grade of U (unsatisfactory) in a dissertation course (DMGT 890, 891, and 892), you must repeat that dissertation course in the next term of enrollment and earn a grade of S (satisfactory) to continue in the program. You may repeat a dis-

sertation course only once. If you receive a second grade of U, you will be dismissed from the program.

Further information is available in section IV of UMUC policy 158.00 Academic Levels of Progress (www.umuc.edu/policies/academicpolicies/aa15800.cfm).

Degree Requirements and Continuous Enrollment

In general, applicable UMUC degree and certificate requirements are those that were in effect when you began continuous enrollment in the program. If you have not been continuously enrolled, the requirements that apply are those in effect at UMUC when you resumed continuous enrollment. To be considered continuously enrolled, you must be or have been enrolled at UMUC, and you must have had no more than two years of nonenrollment. If you choose to change your program, you are subject to the requirements in effect at the time of the change. In both cases, previously completed coursework may not apply to new requirements.

Responsibilities of the Student

Attendance

You are expected to attend all on-site and online classes and any related activities regularly and punctually. *

If you are absent from class, you are responsible for completing any missed coursework, as indicated in the course outline. You also are responsible for obtaining information about each class session, including any announcements and assignments you missed. Failure to complete any required coursework as scheduled may adversely affect your grade. Faculty members are not expected to repeat material that you missed because of absence.

You may not give permission to another person to accompany you to an on-site class, to attend an on-site class in your place, or to access or attend an online class.

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity, as expressed in the University System of Maryland (USM) policy "Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity." At UMUC, faculty members are

* The UMUC policy on religious holidays is available online at www.umuc.edu/policies/academicpolicies/aa05100.cfm.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

expected to establish classroom environments conducive to the maintenance of academic integrity by giving you a complete syllabus describing the course and its requirements, by providing clear-cut directions for assignments and adequate and timely feedback, and by arranging appropriate testing conditions. As a UMUC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic integrity. The USM policy is located at www.usmd.edu/regents/bylaws/SectionIII.

Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes cheating; fabrication; bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student; presenting another student's work as your own; and plagiarism.

Plagiarism is the presentation of another person's idea or product as your own. Plagiarism includes copying verbatim all or part of another's written work without quotation marks and citation of the source in the text and in reference lists; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists; or using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator.

You can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be appropriately cited, quoted, paraphrased, or summarized. All coursework you submit should acknowledge these sources both in text and in a reference list, in accordance with accepted citation practices.

Attempts to violate academic integrity or to assist others in doing so are prohibited. Resources to help you maintain academic integrity are available at www.umuc.edu/academicintegrity. Additional information on UMUC's policy on Academic Dishonesty and Plagiarism is available at www.umuc.edu/policies/academicpolicies/aa15025.cfm.

Academic Load

Generally, you are considered a full-time graduate student if you are registered for at least 9 credits per term. If you are enrolled in 6 credits of graduate coursework per term, you are considered half-time.

If you are a doctoral or MBA student, you are considered full-time when you register for at least 6 credits per term in your degree program, half-time if you register for 3 credits per term.

See UMUC's policy 215.00 on Student Academic Load and Enrollment Status at www.umuc.edu/policies/academicpolicies/aa215.00.cfm for more information.

You are advised to limit your academic load to conform with the demands of your employment and the time you have to prepare for class. Given the time commitment required for graduate study, the maximum recommended load for graduate students is 6 credits per term.

If you have a compelling need to take more than 6 credits per term (and are not enrolled in the DM; MBA; or MS in Cybersecurity, Cybersecurity Policy, Data Analytics, or Digital Forensics and Cyber Investigation programs), you may submit a written request to take additional credits or one additional course to your advisor. In the request, you must indicate your acceptance of the academic risk entailed in adopting the course overload.

All requests for exceptions to the maximum recommended course load must be made at least one month before the beginning of a term and are subject to approval by the Office of the Dean for The Graduate School.

To be considered for a course overload, you must

- Be a degree- or certificate-seeking student.
- Have no previous grades of C or F.
- Have no current marks of I.
- Have never been on academic probation.

If you are pursuing the DM; MBA; or MS in Cybersecurity, Cybersecurity Policy, Data Analytics, or Digital Forensics and Cyber Investigation, you cannot take course overloads.

Grievance/Appeal Procedure

If you have legitimate complaints about Graduate School faculty, staff members, academic departments, or administrative units, contact your program chair. For information on the procedure to file a formal appeal or grievance about the actions of a faculty or administrative staff member, contact Student Relations, The Graduate School, at 800-888-UMUC, ext. 2-2400, or graduateschool@umuc.edu. More information is available online at www.umuc.edu/policies/academicpolicies/aa13070.cfm and www.umuc.edu/policies/academicpolicies/aa13080.cfm.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Connectivity and Computer Literacy

To take full advantage of The Graduate School's educational offerings, you must own or have access to a personal computer, and you must have access to the Internet. In some classes, you may be required to participate in synchronous computer-based class discussions and study group activities.

As a graduate student, you must be able to reach fellow students, faculty, and the university via e-mail. You will be assigned a UMUC Google account, which includes e-mail, as soon as you register. While you are not required to use the UMUC e-mail address, you must maintain a current e-mail address through MyUMUC (<https://my.umuc.edu>). More information on UMUC's Google applications is available at www.umuc.edu/umucgmail.

In addition, you are expected to have a working knowledge of, and access to, a basic word processing program, such as Microsoft Word; a spreadsheet program, such as Microsoft Excel; and Internet electronic mail services. Knowledge of Microsoft Windows and Internet information services, such as the World Wide Web, also is necessary.

If you require further training in the use of Internet services and basic software packages, you may wish to consult the UMUC undergraduate schedule of classes or speak with an undergraduate advisor regarding appropriate classes. You can access the online schedule at www.umuc.edu/schedule, and you may reach advisors at 800-888-UMUC, ext. 2-2100.

Electronic File Sharing

Peer-to-peer programs permit computers to share data in the form of music, movies, games, computer files, and software.

All users of the UMUC network are required to comply with federal copyright laws. UMUC network users are not permitted to share unauthorized copyrighted material over the UMUC network, whether on personally owned or university computers.

Any unauthorized distribution of copyrighted materials on the university network, including peer-to-peer file sharing, is a violation of federal law and UMUC policies. Violations may lead to disciplinary proceedings and, in some cases, civil and criminal legal action. You can find UMUC's computing resources policies online at www.umuc.edu/computerresource. UMUC's Computer Use Policy can be found at www.umuc.edu/computerpolicy.

More information about how to legally download music is provided on the Recording Industry Association of America website at www.riaa.com. Information about how to legally download

movies and television programs is available on the Motion Picture Association of America website at www.mpa.org.

Code of Student Conduct

UMUC 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 UMUC community.

You may be accountable to both civil authorities and to UMUC for acts that constitute violations of law and of this code. Disciplinary action at UMUC 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.

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

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 www.umuc.edu/policies/studentpolicies/stud15100.cfm for additional information about the UMUC Code of Student Conduct.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

ADMISSION AND ENROLLMENT

General Information

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

For general information or to be directed to specific offices, call 800-888-UMUC (8682). Phone representatives are available for general information from 6 a.m. to 10 p.m., Monday through Saturday. Most UMUC offices are open weekdays from 8:30 a.m. to 5 p.m. eastern time.

Admission

Admission Requirements

For **master's degree and graduate certificate programs**, most applicants who have graduated from a regionally accredited degree-granting university or college are eligible for admission. Transcripts are required, but Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores are not. Some graduate programs—such as the MS in Data Analytics and all accounting programs—also require the submission of additional information before an admission decision can be made (more details are provided under individual program descriptions).

For admission to the **Master of Arts in Teaching** program, you must submit standardized text scores, usually Praxis I scores. (More information on MAT admission criteria may be found on p. 47.)

To be eligible for the **doctoral programs**, you must have a master's degree from a regionally accredited college or university and you must apply before the application deadline (or with permission of the department). You must receive notice of eligibility to enroll in DMGT 600 before registering. Applicants must successfully complete DMGT 600 with a grade of A or B for full admission to the program.

The program chair may waive the prerequisite requirement for applicants who submit a GRE verbal and quantitative score or GMAT score in the 75th percentile or higher or (for the DM in Community College Policy and Administration). Your test scores must be no more than five years old at the time of application. Application procedures are detailed on pp. 10 and 12.

READMISSION AFTER BEING DISMISSED

If you were academically dismissed from The Graduate School previously, you may be considered for a one-time reinstatement or a restart after a period of five years. See p. 150 for more information on these two options.

READMISSION AFTER BEING ON ACADEMIC PROBATION

If you ceased study while you were on academic probation and wait five years before reapplying for admission, you are eligible for readmission. The grades and credits you earned five or more years before will not count toward your new program or to your academic progress status.

Admission Procedures

For **master's degree and graduate certificate programs**, you must complete and submit the graduate admission application, pay the nonrefundable fee, and provide an official transcript indicating completion of a bachelor's (or higher) degree from a regionally accredited degree-granting university or college. Applications for admission are accepted throughout the year.

Information about documentation required for admission to the **doctoral program** is provided on pp. 10 and 12. Visit www.umuc.edu/dm for further details and application deadlines. You may contact the doctoral program office at 800-888-UMUC, ext. 2-2400.

You may apply to all UMUC graduate programs online via MyUMUC at <https://my.umuc.edu>.

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 thereafter 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 provided at www.usmd.edu/regents/bylaws/SectionVIII. Information about tuition and fees may be found on p. 156.

REENROLLMENT

If you have not enrolled in graduate classes at UMUC for a period of two years (six terms) or more, you must complete a new application for admission, but you are not required to pay the application fee. Since you have not been continuously enrolled, you must now fulfill the program requirements in place at the time you reenroll. Coursework you completed pre-

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

viously may no longer apply to new requirements. Consult an advisor to find out how your program is affected.

CHANGING DEGREE PROGRAMS

If you are considering a change from one degree program or specialization to another, you must first consult an advisor. The advisor can determine whether another application is required and whether any previous credit is likely to apply, as well as when you may begin to take classes in the second program.

INTERNATIONAL APPLICANTS

If you were educated abroad, you must submit the following to be considered for admission:

- Official documents indicating successful completion of the equivalent of a regionally accredited U.S. bachelor's degree. If you were educated outside the United States, you must have your official transcripts evaluated by an independent evaluation service. The evaluating organization will send a copy of the evaluation both to you and to The Graduate School. UMUC accepts credit evaluations from any National Association of Credential Evaluation Services (NACES)–approved organization, including World Education Services (WES) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). A list of NACES-approved agencies is available at www.naces.org/members.htm. You may access AACRAO request forms online at www.aacrao.org/international, or you may contact the organization at 202-296-3359 or at ies@aacrao.org.
- Proof of English language proficiency. If you did not earn your baccalaureate degree from an institution in an English-speaking country, you must demonstrate English-language proficiency to be eligible for admission. (A complete list of countries recognized as English-speaking is available online at www.umuc.edu/internationalstudents.) The following are accepted as proof of English proficiency:
 - A minimum TOEFL (Test of English as a Foreign Language) score of 550 on the paper-based version or 79 on the Internet version and a minimum Test of Written English (TWE) score of 4 (unless the Internet-based TOEFL is submitted—then no TWE is required)
 - A minimum score of 6.5 on the IELTS (International English Language Testing System), including the academic writing and academic reading modules
 - A passing grade of Pre-1 on the Eiken Test in Practical English Proficiency

- A transcript indicating completion of at least 12 credits of graduate coursework at a regionally accredited U.S. degree-granting institution. You must have earned the credits in the past two years with a grade of B or higher. All credit is subject to review before being accepted as evidence of English proficiency.

You must arrange to have official score reports sent directly from the testing agency to The Graduate School. The TOEFL score recovery code for UMUC is 5804. Test scores must be less than two years old.

- Documentation of residency status. You must provide a photocopy (front and back) of a permanent residency card or the visa page of a valid passport.

Merely providing these documents does not ensure admission. An interview also may be required. The official transcript evaluation must be submitted and evaluated before admission is considered.

Note: UMUC no longer issues Form I-20 A-B Certificate of Eligibility for F-1 student status.

Restrictions

You may be admitted to only one institution in the University System of Maryland at any one time. You may be admitted either as a graduate or as an undergraduate, but you may not hold both classifications simultaneously. Graduate students may be enrolled in only one degree program at a time. Your most recent application for admission invalidates any previous admission.

You may be admitted to and take courses in only one graduate program at any time. Application for admission to a second graduate program is not permitted until notification of resignation has been presented to the first program. If you are admitted to any other graduate program in the University System of Maryland, you must notify UMUC. You retain active status for two years (six consecutive terms) even without being registered in the program. However, after two years without a completed graduate course, you must submit a new application.

Registration

Ways to Register

Registration begins each term as soon as the class schedule becomes available on the web and continues until the deadline listed. Check the current graduate schedule of classes or the online academic calendar (www.umuc.edu/calendar) for registration deadlines.

ADMISSION AND ENROLLMENT

Some programs (e.g., the Master of Business Administration) may require that you register through the program office for most courses.

UMUC offers four ways to register for most courses: online via MyUMUC, by mail, by fax, and on-site.

ONLINE VIA MYUMUC

You may register online at <https://my.umuc.edu>. If you have questions regarding confirmation of the registration, contact Graduate Advising.

BY MAIL

You may mail your registration to Graduate Advising, University of Maryland University College, 3501 University Boulevard East, Adelphi, MD 20783. Forms are available online at www.umuc.edu/register and in the graduate schedule of classes.

BY FAX

You may fax your registration to 240-684-2151. Forms are available in the graduate schedule of classes and online at www.umuc.edu/register.

If you have employer-provided tuition, please be sure to fax your registration and employer contract at the same time. Any fees not covered by the contract must be charged to American Express, Discover, MasterCard, or Visa.

ON-SITE

Walk-in registration is available in the Academic Center at Largo, in Largo, Maryland, and at a number of other locations in the Baltimore-Washington metropolitan area. You may register for any course offered (regardless of location or format) during regular office hours.

Adjustments to Registrations

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

Waiting List

If a class is already full at the time of registration, you can place your name on a waiting list for that class. To check on class availability, visit MyUMUC at <https://my.umuc.edu>.

The following conditions apply to the waiting list:

- If a space becomes available, the first student on the waiting list automatically will be registered for it, and the charge will appear on his or her account. An e-mail notification of the enrollment from the waiting list will be sent. If a space becomes available but the first student is ineligible to enroll in the class (for reasons such as failing to meet the prerequisites, being enrolled in another section of the same class, or being enrolled in a 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 a class, you should remove your name from the waiting list to prevent the possibility of being automatically enrolled.
- If you are already enrolled in the maximum number of allowable credits (6 credits) and you are on a waiting list for a third course, you will not be registered in the third course even if space becomes available in the class.
- If you are already enrolled in a different section of the same class for which you are waitlisted, you will not be enrolled in the waitlisted section even if space becomes available.
- Faculty members and academic advisors are not authorized to add students to a full class.

Withdrawals or Dropped Courses

Stopping payment on checks for registration fees, or not paying at registration, does not constitute an official withdrawal; it does not relieve you of your financial obligation to UMUC. Never attending or ceasing to attend class(es) does not constitute a withdrawal.

If you officially withdraw from a course, you will receive a mark of W (described on p. 149). You must officially withdraw before 65 percent of the class has expired. Specific deadlines are provided online at www.umuc.edu/withdrawals.

You may withdraw from a course by three methods:

- Access MyUMUC online at <https://my.umuc.edu> and follow the directions for dropping a course. The use of student and personal identification numbers is considered official authorization for the withdrawal, which is effective immediately.
- Complete a withdrawal form request to be processed by an advisor. The withdrawal becomes effective the date the form is filed with UMUC.
- Request in writing to withdraw from a course or courses. The letter should specify the course, course number, and section, and should include your full name, student ID number, and signature. The request should be addressed to Graduate Advising, University of Maryland University

College, 3501 University Boulevard East, Adelphi, MD 20783. The postmark on the envelope becomes the official date of withdrawal. **Note:** Because The Graduate School can only honor withdrawal requests actually received, UMUC recommends that you ask for a return receipt from the post office to ensure that delivery of the withdrawal will be acknowledged.

In all cases, you should maintain a copy of the transaction for your records.

UMUC cannot accept withdrawals verbally over the phone. Failure to withdraw in the required manner results in the forfeiture of any refund and may result in a failing grade. If you are receiving financial aid and fail to withdraw in the required manner, you may find your financial aid rewards reversed or canceled. You should contact a financial aid advisor before withdrawing to determine whether or how this will affect your financial aid.

Enrollment Across Programs

In general, you are not allowed to enroll in coursework that does not fulfill prerequisites or requirements for your specified program. If you wish to change your degree program or specialization, you should first contact a graduate advisor, and you must wait until the next standard term (fall, spring, or summer) before enrolling in classes. If you plan to pursue a dual degree option, you must complete the first degree and apply for the second program, and you also must wait until the next standard term before beginning the second program. In no case may you take coursework for different programs in the same session or term or in overlapping sessions or terms (e.g., when the MBA winter term overlaps the standard spring term).

If you are interested in taking courses outside your academic program, you should first consult Graduate Advising. Information on advising is provided on p. 160. The complete text of UMUC policy 211.00 on cross-enrollment is available at www.umuc.edu/policies.

Financial Information

Tuition and Fees

Tuition rates and fees are available online at www.umuc.edu/tuition. You should review the fee schedule carefully to see which ones apply. Information on student classification and residency is provided at www.usmd.edu/regents/bylaws/SectionVIII.

You are expected to make payment at the time of registration. If your payment is not received by the due date, you may be penalized by being disenrolled from courses or by having your account balance transferred to the State Central Collections Unit.

If you are unable to make payment at the time of registration, several payment options are available. To find out more about payment options, visit www.umuc.edu/payoptions.

Payment may be made by cash, check, money order, or American Express, Discover, MasterCard, or Visa credit cards. Checks should be payable to University of Maryland University College. If you qualify for tuition assistance, financial aid, or veterans benefits, you should consult the appropriate sections of this catalog. If you are interested in the monthly payment plan administered by Heartland Campus Solutions ECSI, visit www.umuc.edu/payoptions or call 866-927-1438.

CURRENT TUITION AND FEES

Tuition rates and fees are published each term in the graduate schedule of classes and are available at www.umuc.edu/tuition. You should review the fee schedule carefully to see which ones apply. Fees are commonly charged for admission and graduation applications, makeup testing, technology, and transcripts. There also is a service charge for dishonored checks.

Refunds

If you drop a course during the official drop period, you will receive a full tuition refund. If you withdraw after the drop period, you will be refunded a portion of the tuition, the amount to be determined by the date of the withdrawal. The schedule for partial refunds is provided online at www.umuc.edu/refundpolicy. See the online academic calendar (www.umuc.edu/calendar) for deadlines for dropping courses.

The official date used to determine a refund is the date of the drop or withdrawal transaction. The official date for federal financial aid recipients is the last date of class attendance as determined by federal regulations.

REFUNDS FOR COURSE CANCELLATIONS

The university refunds 100 percent of tuition, technology, and registration fees for courses canceled by the university. The admission application fee is nonrefundable, even when a course is canceled.

REFUNDS AND FINANCIAL AID

If you withdraw from a course and your tuition was paid by employer contract, the refund will be returned to the employer. If the tuition assistance was a partial payment, it will be returned to the employer, and excess payments will be refunded to you. Financial aid awards may be canceled or reduced for financial aid recipients who withdraw from classes. Financial aid recipients should check with a financial aid advisor

ADMISSION AND ENROLLMENT

when withdrawing from a course to determine the impact on their awards.

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

Note: Students in their first enrollment period at UMUC who are receiving financial aid (grants or loans) and withdraw from the institution (not merely from a course) before completing 60 percent of the enrollment period for which they have been charged are subject to a federal pro-rata refund policy. Financial aid advisors can provide further information.

Dishonored Checks

For each paper or electronic check returned to UMUC by the payer's bank (whether because of insufficient funds, stopped payment, postdating, or drawing against uncollected items), UMUC assesses a service charge of \$30 (over and above any service charges levied by the financial institution).

If you stop payment on a check for tuition, you will be neither disenrolled nor relieved of responsibility for paying tuition and fees. Anyone whose checks for tuition or fees remain dishonored may be barred from classes.

Indebtedness to the University

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

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

Employer-Provided Tuition Assistance

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

- A specific description of types of fees and charges (such as tuition, application fee, or books) and the amount to be assumed by the employer
- Your full name and student identification number

- The session covered by the document
- The billing address
- The signature and phone number of the authorizing official

If you do not have an authorizing document at the time of registration, you must pay the bill in full and arrange for direct reimbursement from your employer. UMUC cannot issue refunds for authorizing documents submitted after registration.

Documents that restrict payment or are in any way conditional will not be accepted. If the employer does not pay UMUC, you are responsible for payment.

Monthly Tuition Payment Plan

UMUC 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 UMUC students are eligible to participate in the payment plan, regardless of financial need. More complete information is available online at www.umuc.edu/payoptions.

SERVICES AND RESOURCES

Availability of Services

UMUC provides services and resources to help you complete your educational program—through resources available online or by telephone, by e-mail and telephone communication, and in person at various sites, primarily in Maryland and the national capital area. A number of offices are responsible for the delivery of these services, including Career Services, the UMUC Library, and the offices of Admissions, Advising, Financial Aid, and Information Technology.

Among these, the Office of the Registrar and the Office of Advising 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.

All regional sites offer graduate services. In the Maryland and national capital area, services are available at the following locations:

Aberdeen Proving Ground

Phone 410-272-8269

Arundel Mills

Phone 410-777-1882

Dorsey Station

Phone 443-459-3500

Fort Belvoir

Phone 703-781-0059

Fort Meade

Phone 410-551-0431 or 301-621-9882

Joint Base Anacostia-Bolling

Phone 202-563-3611

Joint Base Andrews Naval Air Facility Washington

Phone 301-981-3123

Joint Base Myer-Henderson Hall

Phone 703-527-4952 (Fort Myer)
703-232-9752 (Henderson Hall)

Join Expeditionary Base Little Creek-Fort Story

Phone 757-646-1530

Largo (UMUC Academic Center)

Phone 800-888-UMUC (8682)
gradinfo@umuc.edu

Laurel College Center

Phone 866-228-6110

Patuxent River Naval Air Station

Phone 301-737-3228

Quantico

Phone 703-630-1543 (Marine Corps Base)
703-441-7000 (UMUC at Quantico)

Shady Grove

Phone 301-738-6090

Southern Maryland Higher Education Center

Phone 301-737-2500, ext. 215

USM at Hagerstown

Phone 240-527-2711

Waldorf Center for Higher Education

Phone 301-632-2900

Walter Reed National Military Medical Center (Bethesda)

Phone 301-654-1377

SERVICES AND RESOURCES

General Information

UMUC representatives are available 24 hours a day, seven days a week, at 800-888-UMUC (8682) to answer general questions and help you navigate UMUC's website. Representatives also can make sure you are signed up to receive upcoming class schedules and other important announcements.

Admission Assistance

Admissions counselors serve individuals who are inquiring about becoming UMUC students or those who are admitted but have not yet registered. Counselors can help you apply for admission, identify the right payment option, plan your curriculum, and register for your first term of classes.

Admissions counselors also can help qualified senior citizens apply for Golden Identification benefits. More information is on p. 161.

You may contact an admissions counselor by phone at 800-888-UMUC or by e-mail at newgrad@umuc.edu. More detailed information on admission is available on p. 154.

Advising

Advisors will help guide you through all the steps that lead to a graduate-level degree. They also will recommend ways for you to complete academic requirements quickly and efficiently.

It is up to you to seek advising and to keep track of your program requirements. You should retain and refer to the catalog of the year you entered your program, as it contains all the degree requirements for which you will be held accountable as long as you maintain continuous enrollment.

If you have not attended UMUC for a year or more, you should also contact an advisor for assistance in getting back on track. If it has been more than two years since your last enrollment, you must first reapply for admission. Once readmitted, you must fulfill the degree requirements detailed in the catalog of the year in which you resume study. More information on continuous enrollment is provided on p. 151.

Whenever possible, you should get advising information in writing. If you fail to meet all degree requirements, you will not be cleared for graduation.

You may contact advisors by phone at 800-888-UMUC, fax at 240-684-2154, or e-mail at gradinfo@umuc.edu. In the Washington, D.C., metropolitan area, you also have the option of scheduling an appointment with an advisor in person at the sites listed on the previous page.

Evaluation of Transfer Credit

Up to 6 credits of graduate coursework may be considered for transfer to most graduate degree programs at UMUC if earned at an approved institution and if applicable to your program of study. The Graduate School may accept up to 3 graduate credits in transfer for a certificate program.

UMUC may accept more than the usual maximum of 6 credits toward a degree program (or 3 credits for a certificate program) under approved articulation agreements. Decisions regarding your eligibility to enter a graduate program under an existing articulation agreement are made at the time of admission and may not be made retroactive after enrollment.

The DM; MBA; and MS in Cybersecurity, Cybersecurity Policy, Data Analytics, and Digital Forensics and Cyber Investigation programs do not accept transfer credit.

All graduate credits offered for transfer credit must meet the following criteria:

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

APPROVED INSTITUTIONS

Approved institutions include those accredited by the following regional associations:

- Middle States Association of Colleges and Schools 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

- Southern Association of Colleges and Schools Commission on Colleges
- Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

Other institutions may be approved based on agreements and/or joint programs with UMUC.

Accessibility Services

Reasonable accommodations are available for students who have disabilities and are enrolled in any program offered at UMUC.

Requests for accommodations should be made as early as possible to allow sufficient time to review requests and documentation and to make proper arrangements. Such requests must be made every semester.

If you wish to receive accommodations, you must officially register with Accessibility Services. To do so, you must first submit documentation of your disability. Depending on the disability, documentation may include secondary school records; medical, psychiatric, or psychological reports and diagnoses; or a psycho-educational evaluation. The documentation must provide clear and specific evidence of a disability and recommended accommodations from a qualified licensed professional.

Once documentation is received, Accessibility Services will notify you of the status of your file and schedule an intake appointment, which may be held by phone, e-mail, or in person. During the appointment, an intake form is completed and services and procedures are discussed.

Note: All UMUC students are required to comply with university policies and procedures and meet the academic requirements of all graduate degree programs. Please review the requirements listed in this catalog. You should not apply to a UMUC degree program with the expectation that any academic requirement will be waived or that substitutions will be allowed.

For more information, visit www.umuc.edu/accessibility. Accessibility Services may be contacted by phone at 800-888-UMUC, ext. 2-2287, or 240-684-2277 (TTY) or by e-mail at accessibility-services@umuc.edu.

Golden ID Program

Senior citizens may qualify for participation in the Golden Identification program, which allows participants to register for up to 6 credits per semester without paying tuition. You must be classified as in-state for tuition purposes; U.S. citizens or documented permanent residents; 60 years old by the beginning date of the term for which you are applying; and not employed more than 20 hours per week to qualify for this program. Golden ID

students may register only the week before classes begin on a space-available basis. Benefits do not apply to MBA, MS in Cybersecurity, MS in Cybersecurity Policy, MS in Data Analytics, and MS in Digital Forensics and Cyber Investigation program courses or 800-level courses. To request an application, contact Graduate Advising at 800-888-UMUC. More information on this program is available online at www.umuc.edu/goldenid.

Transcript Services

Official transcripts are maintained by the Office of the Registrar. These transcripts show all coursework taken at UMUC; if graduate credit from another university has been accepted in transfer, that also is noted.

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

Procedures and forms for requesting transcripts are provided online at www.umuc.edu/transcripts. A fee is charged for each UMUC transcript issued; additional fees are charged for rush processing. You should allow at least two weeks for transcript requests to be processed. All financial obligations to the university must be satisfied before a transcript may be released.

Graduation Clearance and Services

Application Deadlines

You are responsible for filing a graduation application (available online at <https://my.umuc.edu>) and paying the appropriate fee (currently \$50) if you expect to complete the requirements for a degree or certificate program. Applications for diploma may be submitted at the time you register for your final term or by the following deadlines:

December graduation	October 15
May graduation	February 15
August graduation	June 15

If you're in the MBA program, you may submit your application for graduation at the time you register for your final term or up to the following deadlines:

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

Graduation applications that are received after the deadlines will be evaluated for the next graduation term.

SERVICES AND RESOURCES

The application form must be completed through MyUMUC at <https://my.umuc.edu>.

Application Process

Once you have applied for graduation, the Degree Audit Team 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, you must complete a new graduation application and pay the fee for the term in which you will graduate.

Transcripts are not updated to show program completion, nor are diplomas mailed out, until the degree has been awarded.

Graduation Certification in the Registrar's Office then certifies degree completion, awards the degrees, and mails diplomas. Graduation Certification also processes letters of completion and embassy letters.

Advisors are available to answer any questions about requirements for graduation and the application for diploma at 800-888-UMUC, ext. 2-2100, or gradinfo@umuc.edu.

Commencement

UMUC holds a graduation ceremony in Adelphi each year in May. Students who completed degree requirements the previous August and December (or in the previous September, December, or March for the MBA), as well as those MBA students who will complete their requirements by the end of the MBA spring term, are invited to participate.

Graduating students who have commencement guests from outside the United States may request up to 10 embassy letters beginning in January.

MyUMUC

Through MyUMUC (available online at <https://my.umuc.edu>), you may access many of your personal UMUC records. MyUMUC enables you to change personal information (such as home address, e-mail address, or phone numbers); register; pay bills; check grades, financial aid, and student account status; apply for graduation; request certification for VA educational benefits and check the status of the request; and view and print reports (such as your class schedule, grade report, statement of account, and unofficial transcript).

To access services, you must enter your UMUC log-in credentials.

Verification Services

Enrollment Verification

UMUC participates in the National Student Clearinghouse which, in turn, supplies verification of enrollment to lending agencies. UMUC reports student enrollment data to the clearinghouse two times each month. Enrollment data are provided for all students who are enrolled in classes, whether they are attending full-time, half-time, or less than half-time, as well as for students who are considered to have withdrawn from the university. UMUC also reports degree information, including graduation date, for students who have completed an academic program.

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

All enrollment verifications requested via MyUMUC are mailed out the next business day.

Loan Deferment Form Certification

UMUC does not grant or deny deferment requests; any deferments are at the sole discretion of the lender. UMUC 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 a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at www.umuc.edu/finaid/forms) and submit it to the Registrar's Office by fax at 240-684-2005 or 240-684-2006 for certification.

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

Degree Verification

UMUC 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. For more information about this service, visit www.studentclearinghouse.org.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

Financial Aid

UMUC's Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, and loans—to help you meet the costs of your educational goals. Aid is available for students who can demonstrate financial need, academic merit, or both. You are encouraged to apply for assistance regardless of your income level; many financing alternatives are available.

General Eligibility Requirements

To be eligible for UMUC need-based assistance, you must

- Be admitted to UMUC as a degree-seeking or eligible certificate-seeking student.
- Be a U.S. citizen or an eligible noncitizen.
- Be enrolled half-time for federal loan programs. (**Note:** Audited courses do not count.)
- Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC policy.
- Have a high school diploma or GED.
- Possess a valid Social Security number.
- Register with Selective Service, if required to do so.
- Not be in default on any federal student loans, nor have borrowed in excess of loan limits, nor owe a refund 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. UMUC may offer the following types of financial aid: grants, scholarships, and loans. In most cases, at least half-time enrollment is required. (Full- and part-time status is explained on p. 162.)

Amounts and eligibility for financial aid vary from year to year. Following is a description of programs available for the upcoming award year.

GRANTS AND SCHOLARSHIPS

Gift assistance, for which no repayment is required, is offered by the state of Maryland and UMUC. The UMUC Financial Aid Office administers several types of gift assistance: UMUC scholarships and grants and Maryland state scholarships and grants.

The UMUC President's Grant program offers grants to students who demonstrate financial need. Typical awards range from \$300 to \$700 per semester, based on need.

UMUC scholarship programs, which include the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. If you meet eligibility requirements, you are automatically prompted to complete the scholarship application through MyUMUC. Requirements vary according to the individual scholarship programs. Typical awards range from \$200 to \$1,500 per semester. Most scholarships require a minimum GPA and completion of a minimum number of credits at UMUC for consideration. Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential that you submit scholarship applications as early as possible. More information is available online at www.umuc.edu/scholarships.

Maryland state grant and scholarship programs provide financial assistance to Maryland residents based primarily on financial need. Awards to graduate students typically require enrollment of at least 6 credits per semester. Award amounts range from \$400 to \$10,000 annually. Senatorial and Delegate Scholarship awards are based on criteria established by the elected official. For more information, contact the Maryland Higher Education Office of Student Financial Assistance at 410-260-4565 or 800-974-1024 or visit www.mhec.state.md.us.

Many UMUC students receive private scholarships offered by corporations, associations, foundations, and other organizations. These private scholarships offer awards on a competitive basis to students who meet specific criteria. Scholarship links and search tools are available online at www.umuc.edu/financialaid.

LOANS

Loan programs are available to students enrolled at least half-time per semester. If you take loans to pay for college expenses, you must repay the principal and interest in accordance with the terms of the promissory note.

The Federal Perkins Loan program provides need-based low-interest loans to help you finance your costs at UMUC. Award amounts typically range between \$500 and \$2,000 per semester. The current interest rate is 5 percent. Repayment is made to UMUC and begins nine months after you leave school or your attendance drops below half-time.

The William D. Ford Federal Direct Loan program offers low-interest federal loans to students. Repayment begins six months after you leave school or your attendance drops below

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

SERVICES AND RESOURCES

half-time. For information about annual award amounts and general repayment terms, visit www.umuc.edu/financialaid.

Graduate PLUS and other alternative student loan programs are also options to consider. If your financial aid awards do not meet your financial need, you may be able to borrow up to their cost of attendance through the graduate PLUS program offered by the U.S. Department of Education. You also may borrow additional funds through alternative loan programs offered by many banks and other lenders. Both programs require applicants to be credit-worthy. More information on graduate PLUS loans and alternative loan programs is available online at www.umuc.edu/financialaid.

UMUC Financial Aid Standards for Satisfactory Academic Progress

If you receive financial aid, federal regulations require you to maintain satisfactory academic progress toward your degree or certificate. If you fail to meet the minimum academic standard, you are not eligible to receive financial aid. Details of the appeal process are provided in the complete Satisfactory Academic Progress policy for financial aid students, located at www.umuc.edu/gradsap.

The Financial Aid Application Process

You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of federal, state, or institutional financial aid at UMUC. The FAFSA (which may be completed online at www.fafsa.gov) must also be completed if you wish to be considered for need-based Maryland state scholarships. UMUC's school code is 011644.

UMUC FINANCIAL AID PRIORITY DEADLINES

One of the most important aspects of the financial aid process is applying for assistance as early as possible. Priority deadlines are listed below. Students who apply by the priority deadlines may be considered for additional grant and scholarship programs with limited funds.

If you apply late, you may still receive aid, depending on your eligibility and the availability of funds. Late applications are still processed and considered. You are always encouraged to apply for financial aid.

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
Winter and Spring Semesters	November 1
Summer Semester	April 1

Federal Return of Funds Policy

Federal student financial aid is awarded under the assumption that you will be enrolled for a specified period of time, such as a semester. If you receive these funds but do not enroll as expected, the Financial Aid Office is required to determine whether you have been enrolled long enough to keep all of the financial aid paid to you.

Therefore, UMUC's Financial Aid Office must perform a return of Title IV funds calculation any time you stop your enrollment (i.e., you withdraw, drop, or stop participating in classes and receive an FN grade) before the end of the semester and if you do not certify your intent to return in another session before the end of the semester.

For more information, visit www.umuc.edu/enrollmentchanges.

For Further Information

If you need additional information, visit the Financial Aid Online Support Center at www.umuc.edu/help to e-mail, chat, request a call, or view the extensive list of frequently asked questions in the Knowledge Base.

Veterans Benefits

Veterans Benefits Programs

The following educational assistance programs administered by the U.S. Department of Veterans Affairs are available for active-duty military personnel, reservists, veterans, and their dependents who are attending UMUC:

- Montgomery GI Bill–Active Duty Educational Assistance Program (Chapter 30)
- Vocational Rehabilitation (Chapter 31)
- Post–Vietnam Era Educational Assistance Program (Chapter 32)
- Survivors' and Dependents' Educational Assistance Programs (Chapter 35)

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

- Montgomery GI Bill–Selected Reserve Educational Assistance Program (Chapter 1606)
- Educational Assistance for Reserve Component Members Supporting Contingency Operations and Certain Other Operations (Chapter 1607)
- Post-9/11 Veterans Educational Assistance Program (Chapter 33)
- Transfer of Post-9/11 GI Bill Benefits to Dependents
- Yellow Ribbon Program
- Marine Gunnery Sergeant John David Fry Scholarship

Detailed information on these programs is available online at www.umuc.edu/vabenefits and www.gibill.va.gov.

Application Procedures

Every educational assistance program requires different paperwork and documentation to process a claim. You may submit initial applications for benefits online directly to the U.S. Department of Veterans Affairs. You also must complete a UMUC Request for Certification form (available online via MyUMUC) 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.

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 www.gibill.va.gov.

The U.S. Department of Veterans Affairs offers an accelerated payment program to students eligible for Montgomery GI Bill (MGIB) benefits. The program provides a lump-sum payment of 60 percent of your tuition and fees for certain high-cost, high-tech programs. To receive accelerated payment, the tuition and fees for a session must be more than double the MGIB benefits that you would receive otherwise for the session. More information on the accelerated payment program is available on the U.S. Department of Veterans Affairs website at www.gibill.va.gov.

Evaluation of Prior Training

When you file a claim for educational benefits, the U.S. Department of Veterans Affairs requires previous training to be evaluated so that you receive the correct amount of transfer credit. If you have earned graduate credit from a regionally accredited institution, you must have an evaluation completed during the first session of attendance. If you do not comply with this evaluation, you may find future benefits delayed. After your first registration, you will be provided with information on the necessary procedure.

Students' Responsibilities

If you receive benefits, you are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending UMUC.

At UMUC, all regulations of the U.S. Department of Veterans Affairs are enforced. You should be aware of the following requirements and consequences:

- You are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC.
- 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 grade of FN 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 that is not a requirement of 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 paying the balance of any tuition fees remaining after payment of Post-9/11 benefits.

Noncredit Graduate Courses

The U.S. Department of Veterans Affairs does not pay benefits for noncredit graduate courses.

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

SERVICES AND RESOURCES

Tutorial Assistance

Veterans, active-duty military personnel, and reservists receiving funding assistance from the U.S. Department of Veterans Affairs may qualify for tutorial assistance. If you are enrolled at least half-time, you may qualify. Payments are allowed when you demonstrate deficiency in courses that are required for your degree programs.

For Further Information

Information and applications are available from your advisor or at www.umuc.edu/vabenefits.

Student Advisory Council

The Student Advisory Council provides advice to the university administration, and thus serves as an avenue for UMUC students to provide feedback about UMUC's mission and overall direction. The council consists of 12 members, elected by their fellow students, who act in an advisory capacity to the university president, provost, deans, and other officials on behalf of all students.

If you would like to provide input on policy issues or you have questions, contact your council representative by e-mail at stac@umuc.edu.

More information on shared governance is available online at www.umuc.edu/gov.

Other Resources

Bookstores

You can order books from MBS Direct online through the UMUC Virtual Bookstore. In conjunction with MBS Direct, UMUC offers convenient online and mail-order shipping for required textbooks and software for courses in classroom and distance education formats. MBS guarantees availability of new and used inventory, shopping discounts if books are ordered online, no sales tax, and an easy return and buyback program. Orders are shipped via UPS, Monday through Friday, within 24 hours of receipt. Overnight and two-day delivery is available for an additional fee. Payment by personal check, American Express, Discover, MasterCard, and Visa is accepted. Some employer contracts may be accepted.

University Book Center/Barnes & Noble in College Park also carries materials for UMUC classes held on the College Park campus. Walk-in customers should inquire at the customer

service desk. Most major credit cards and some employer-provided assistance documents are accepted. Call 800-343-6621 for additional information and store hours.

Career Services

Career Services provides resources and services to assist UMUC students and alumni worldwide with their career and job search needs. Services are available by appointment (on-site and by phone, Skype, and e-mail) and on a walk-in basis at the Academic Center at Largo during specified hours. For additional information, call 800-888-UMUC, ext. 2-2720, or visit www.umuc.edu/careerservices.

CAREER DEVELOPMENT AND PLANNING

Career Services professionals 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.

JOB-SEARCH SERVICES

UMUC offers several services designed to assist the employment needs of UMUC students and alumni, including job fairs; employability skills workshops, such as résumé writing and interview preparation; and job-search tutorials. UMUC's online job and internship database, CareerQuest, enables you to search job listings and post résumés for prospective employers.

RESOURCE LIBRARY

Career Services offers a variety of print and online materials that can be useful in the career planning and job search process. Resources include occupational information, employer and graduate school directories, job hunting guides, and career resource literature.

Computer Labs and Services

Computer labs are available at many UMUC sites (including Dorsey Station, Largo, Shady Grove, and Waldorf). These labs are available primarily for the use of students completing coursework but also are open to faculty members, staff, and alumni on a first-come, first-served basis on presentation of a valid library bar code. You must bring a flash drive to save data or documents.

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

More information about certificates, including gainful employment disclosures, is available at www.umuc.edu/gradcertificates.

You also may access host computers at UMUC via the Internet using Telnet. Two host systems are accessible: Nova and Polaris. You must have an account for the particular system you wish to use. For most students taking courses in computing, accounts are set up automatically as part of the coursework and are valid for the duration of the class.

Technical support for MyUMUC, the learning management system, and other learning applications is available 24 hours a day, seven days a week, through Help@UMUC online at umuc.edu/help or by phone at 888-360-UMUC (8682).

The UMUC Library

The UMUC Library (www.umuc.edu/library) serves to educate students, faculty, and staff in the use of library and information services, 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 research resources and user-centered services for UMUC students, faculty, and staff worldwide.

LIBRARY RESOURCES

The UMUC Library provides access to a rich collection of research materials on a wide variety of topics (business, social science, science, arts and humanities, 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 UMUC Library home page at www.umuc.edu/library or through the learning management system. UMUC 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 UMUC Library subscribes, either directly or as additional resources. The UMUC Library has also created subject-specific resource guides to serve as a starting point for research. Each guide includes subject-relevant research databases, books, websites, and (where applicable) other Web 2.0 technologies.

LIBRARY SERVICES

Currently enrolled students in the continental United States have borrowing privileges at the 16 University System of Maryland and affiliated institutions libraries. The library collections can be searched and books can be requested through the online library catalog, available via the library home page. All UMUC students may use the DocumentExpress service to

request that journal articles or book chapters not available online in full text be sent to them electronically.

LIBRARY INSTRUCTION AND RESEARCH ASSISTANCE

To help you gain the in-depth research skills needed to locate, evaluate, and use the rich research resources available to you, the UMUC Library offers library instruction both in person and via the learning management system. This instruction serves to complement and reinforce the skills and information you gained through UCSP 615 Orientation to Graduate Studies at UMUC. Faculty members may contact the UMUC Library to request an on-site or online library instruction session. In addition, you can obtain individualized research assistance by contacting the UMUC Library or by visiting the Peck Virtual Library Classroom (VLIB 101) within the learning management system, which serves as an additional free resource to help you improve your research skills.

Reference and research assistance is available daily (except holidays), during regularly scheduled hours, through the office's webpage under "Ask a Librarian." For a complete list of library services, visit www.umuc.edu/library or call the UMUC Library at 240-684-2020 or 800-888-UMUC, ext. 2-2020, during regularly scheduled office hours.

Sexual Misconduct Awareness

UMUC is committed to providing an education and work environment that is free from sexual misconduct. Sexual misconduct is a form of discrimination based on sex or gender that includes dating violence, domestic violence, sexual exploitation, sexual harassment, sexual intimidation, sexual violence, and stalking. UMUC promotes awareness and addresses sexual misconduct issues through educational programs, training, and complaint resolution. All administrators, supervisors, and faculty members are required to promptly and appropriately report allegations of sexual misconduct that are brought to their attention.

If you have any questions regarding sexual misconduct or you need to report a complaint, contact Steven Alfred, Title IX coordinator, by phone at 301-985-7930 (voice) or 301-887-7295 (text only) or via e-mail at titleixcoordinator@umuc.edu.

UNIVERSITY POLICIES

The information contained in this catalog reflects the policies of both UMUC and the University System of Maryland (USM). The complete list and text of UMUC's policies can be found at www.umuc.edu/policies. USM policies can be found at www.usmd.edu/regents/bylaws.

Student Classification for Admission and Tuition Purposes

For information on student classification and residency, review USM policy VIII-2.70 at www.usmd.edu/regents/bylaws/SectionVIII.

Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act ("FERPA"), a federal law which 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 their education records, where appropriate; limit disclosure to others of personally identifiable information from education records without the student's prior written consent; and file formal complaints alleging a violation of FERPA with the Department of Education. UMUC's policy on Disclosure of Student Records contains an explanation of information that may be disclosed without prior consent as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. The complete policy is provided at www.umuc.edu/policies/academicpolicies/aa21014.cfm.

Student Drug and Alcohol Use

UMUC 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 UMUC officials will be addressed through UMUC procedures, through prosecution in the courts, or both.

All UMUC students are prohibited by UMUC from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMUC premises or at UMUC-sponsored activities. UMUC 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 UMUC academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see section III of the most current annual information report (www.umuc.edu/inform) for additional information.

Smoking

In accordance with USM policy, UMUC seeks to promote a healthy, smoke-free environment for the UMUC community. More information on Policy 640.00 UMUC Policy on Smoking may be found at www.umuc.edu/policies/adminpolicies/admin64000.cfm.

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. More information about UMUC's policy on intellectual property is available online at www.umuc.edu/policies/researchpolicies/research19000.cfm.

Peer-to-Peer Notification

Unauthorized use of copyrighted materials may bring civil and criminal penalties to the user. UMUC is committed to combating the unauthorized use of copyrighted materials on UMUC's network (including within online classrooms), and, therefore, has established a written plan to achieve this goal. The intent of this plan is to inform UMUC 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 UMUC'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, in 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.

UMUC Procedures for Handling Unauthorized Distribution

UMUC implements an active protocol to respond to copyright infringement allegations. In accordance with the Digital Millennium Copyright Act (DMCA), UMUC has designated the following individual to receive and respond to reports of alleged copyright infringement on UMUC's website:

Maureen Walsh David
Senior Vice President and General Counsel
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783

301-985-7080
legal-affairs@umuc.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, UMUC will act expeditiously to remove or block access to the infringing material.

Nondiscrimination

UMUC is committed to equal opportunity for all individuals and adheres to federal, state and local laws and regulations that prohibit discrimination and retaliation, as incorporated by UMUC Policy 040.30 Affirmative Action and Equal Opportunity (www.umuc.edu/policies/adminpolicies/admin04030.cfm) and UMUC Policy 041.00 Sexual Misconduct (www.umuc.edu/policies/adminpolicies/admin04100.cfm). UMUC does not discriminate against any person on the basis of race, religion, color, creed, gender, gender identity or expression, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, genetic information veteran status (including Vietnam-era veterans), or any other protected characteristic under applicable federal, state and local law. UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment; no person shall be excluded from participation in, be denied the benefit of, otherwise be subjected to unlawful discrimination in this institution's programs and activities.

All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes or regulations should be directed to the fair practices officer, Office of Diversity and Equity, UMUC 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 301-985-7955 or e-mail fairpractices@umuc.edu).

Inquiries regarding sexual misconduct, including sex- and gender-based discrimination, should be referred to UMUC's Title IX coordinator by phone at 301-985-7930 or e-mail at titleixcoordinator@umuc.edu.

Sexual Misconduct

UMUC 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. UMUC 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.

UNIVERSITY POLICIES

Inquiries concerning the application of Title IX may be referred to the UMUC's Title IX coordinator or the Office for Civil Rights. For more information about UMUC's Sexual Misconduct Policy, contact the Title IX coordinator by telephone at 301-985-7930, text message at 301-887-7295, or e-mail at titleixcoordinator@umuc.edu.

Religious Observance

So that academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. More information on Policy 051.00 Religious Observances may be found at www.umuc.edu/policies/academic_policies/aa05100.cfm.

Annual Information Report and Disclosures

UMUC is committed to assisting all members of the UMUC community in providing for their own safety and security. UMUC provides an Annual Information Report to current and prospective students, faculty, and staff pursuant to U.S. Department of Education regulations. It is available on the Office of Legal Affairs Web page at www.umuc.edu/legal/annualinfoareport.cfm. If you have any questions or if you would like to request a printed copy of the report, contact Security at 301-985-7371.

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, includes many disclosure and reporting requirements that are intended to help current and prospective students access information about higher education institutions. Notice of required disclosures will be provided to all enrolled students, faculty, and staff on an annual basis and to all prospective students and employees.

APPENDIX

State Registrations

As an online university, UMUC courses and services are available worldwide. Within the United States, individual states may require some form of registration. The following information is designed to meet such state requirements:

Alabama

State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate, based on reciprocity, must meet Alabama's test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and for which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least three years of full-time employment as an administrator in a P-12 school system.

More information is available at www.alsde.edu.

Iowa

UMUC is registered by the College Student Aid Commission on behalf of the state of Iowa.

UMUC complies with Iowa refund requirements found at Iowa Code section 261.9(1)(g), which require institutions to offer not less than the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

- i. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- ii. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

- iii. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Qualified students seeking accommodation should fully complete and submit a Request for Exception Form to the Office of the Registrar and make reference to Iowa Code section 261.9(1)(g).

Minnesota

University of Maryland University College is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota students should refer to the Minnesota Baccalaureate Degree Standards or associate degree standards, as applicable, for the general education requirements of that state.

Virginia

UMUC is certified by the State Council of Higher Education for Virginia.

The university's largest site in Virginia is

UMUC at Quantico
525 Corporate Dr.
Stafford, VA 22554

The university maintains locations with administrative capability at

Fort Belvoir
Barden Education Center, Building 1017
9625 Belvoir Road
Room 128
Fort Belvoir, VA 22060

APPENDIX

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

Washington

University of Maryland University College 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 University College to offer field placement components for 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.

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ACCREDITATION

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), one of six regional accrediting agencies recognized by the U.S. Department of Education. UMUC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia. UMUC is a constituent institution of the University System of Maryland.

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To speak with an advisor,
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University of Maryland University College (UMUC) specializes in high-quality academic programs that are convenient for busy professionals. Our programs are specifically tailored to fit into the demanding lives of those who wish to pursue a respected degree that can advance them personally and grow their careers.

UMUC has earned a worldwide reputation for excellence as a comprehensive virtual university and, through a combination of classroom and distance-learning formats, provides educational opportunities to more than 90,000 students. The university is proud to offer highly acclaimed faculty and world-class student services to educate students online, throughout Maryland, across the United States, and in more than 20 countries and territories around the world.

UMUC serves its students through undergraduate and graduate programs, noncredit leadership development, and customized programs. For more information regarding UMUC and its programs, visit www.umuc.edu.



University of Maryland University College

The Graduate School
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