



University of Maryland University College

Associate of Arts Business and Management Curriculum

Campus: Asia/Europe On-site and Online

<p>Degree Objective - This two-year degree provides broad exposure to accounting, economics, management theory, human resources, information systems, finance, and marketing. Students will develop competencies that allow them to assume a variety of administrative responsibilities within an organization. http://www.ed.umuc.edu/undergrad/associate/business_and_management_curriculum.html</p>	<p>Portable Jobs and Careers - This degree can assist in obtaining portable jobs in many fields: business, finance, and administration as an administrative assistant, bank teller, cost estimator, general and operations manager, human resource specialist, management analyst, real estate sales agent, tax preparer, training and development specialist; health and human services in medical billing, or in any field where business knowledge and management/supervisory skills are needed.</p>
<p>Academic Residency - At least 15 credits must be taken with UMUC, with at least 9 credits in the core business and management-related courses. An overall grade point average (GPA) of C (2.0) is required. All core courses must have a grade of C or better.</p>	

DEGREE REQUIREMENTS

General Education Requirements (Total of 35 credits)

Communications (Total of 9 credits)	Suggested Courses	Credits Required	Credits Completed
WRTG 101 is a required course (To be taken within first 18 credits) Placement exam is required before registering for WRTG 101 (Placement may require EDCP 103 Fundamentals of Writing and Grammar as a prerequisite for WRTG 101)	WRTG 101 Introduction to Writing (3) (Required)	3	
All 3-credit WRTG courses (except WRTG 486A or 486B); ENGL 102, 294, 303, and 485; and JOUR 201 apply	WRTG 291 Expository and Research Writing (3) (Recommended)	3	
All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, 294, 303, 384, and 485; and JOUR 201 apply	WRTG 391 Advanced Expository and Research Writing (3) SPCH 101 Introduction to Public Speaking (3) (Recommended)	3	
Arts and Humanities (Total of 6 credits from two different disciplines)			
One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST)	ARTH 334 Understanding Movies (3) HIST 157 History of the United States Since 1865 (3)	3	
One 3-credit course chosen from the following disciplines: ARTH, ARTT, ASTD (not all apply), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language (Discipline must be different from first course)	PHIL 140 Contemporary Moral Issues (3) GERM 111 Elementary German I (3) SPAN 111 Elementary Spanish I (3) ITAL 111 Elementary Italian I (3)	3	
Behavioral and Social Sciences (Total of 6 credits from two different disciplines)			
One 3-credit course each in two of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (not all apply), BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, SOCY, or WMST (WMST 200 only). Note: Not all CCJS and GERO courses apply.	ANTH 102 Introduction to Anthropology: Cultural Anthropology (3) ECON 201 Principles of Macroeconomics (3) GVPT 170 American Government (3) PSYC 100 Introduction to Psychology (3) SOCY 100 Introduction to Sociology (3)	3	
Second course from above list (Discipline must be different from first course)	Second course from above list (Discipline must be different from first course)	3	
Mathematics (Total of 3 credits)			
Placement exam required before registering for MATH courses except MATH 103 for which the placement exam is highly recommended. (To be taken within first 18 credits.)	MATH 103 College Mathematics (3) (Or higher MATH) MATH 107 College Algebra (3)	3	
Biological and Physical Sciences (Total of 7 credits to include one lab)			
Courses from the following disciplines satisfy the requirement, and must include one lab course: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology (Or other course with lab)	BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) CHEM 103 General Chemistry I (4) GEOL 100 Physical Geology (3) and GEOL 110 Physical Geology Laboratory (1) NSCI 100 Introduction to Physical Science (3) and NSCI 101 Physical Science Laboratory (1)	4	
Courses from the following disciplines satisfy the requirement: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology (Or other course)	BIOL 101 Concepts of Biology (3) GEOL 100 Physical Geology (3) NSCI 100 Introduction to Physical Science (3) PHYS 121 Fundamentals of Physics I (3)	3	
Interdisciplinary or Emerging Issues (Total of 4 credits)			
LIBS 150 is a required course (To be taken within first 18 credits)	LIBS 150 Introduction to Research (1) (Required)	1	
One course chosen from either IFSM 201 or CMST 303	IFSM 201 Concepts and Applications of Information Technology (3) CMST 303 Advanced Application Software (3)	3	



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Required Core Courses (Total of 15 credits)	Suggested Courses	Credits Required	Credits Completed
Fifteen credits chosen from the following: BMGT 110 (required for students with no previous business experience), ACCT 220, ACCT 221, ECON 201, ECON 203, and STAT 230 (or STAT 200)	ACCT 220 Principles of Accounting I (3) ACCT 221 Principles of Accounting II (3) BMGT 110 Introduction to Business and Management (3) ECON 201 Principles of Macroeconomics (3) ECON 203 Principles of Microeconomics (3) STAT 200 Introduction to Statistics (3)	15	
Management-related Courses (Total of 6 credits)			
Six credits chosen from any ACCT, BMGT, CMIS, ECON, FINC, HRMN, IFSM, and MRKT courses; any 3-credit CMST courses; GVPT 210	CMIS 102 Introduction to Problem Solving & Algorithm Design (3) CMIS 141 Introductory Programming (3) CMIS 170 Introduction to XML (3) CMIS 242 Intermediate Programming (3) CMST 100A Hardware and Software (3) CMST 100B Word Processing (3) CMST 100D Presentation Graphics (3) CMST 100E Networks and Communication (3) CMST 100F Databases (3) CMST 100G Spreadsheets (3) CMST 100J Security (3) CMST 100K Accessing Information via the Internet (3) CMST 100L Web Page Design (3) CMST 100M HTML (3) CMST 100N DOS (3) CMST 100P UNIX/Linux (3) CMST 100Q Personal Digital Assistants (3) CMST 103 Introduction to Microcomputer Software (3) ECON 201 Principles of Macroeconomics (3) ECON 203 Principles of Microeconomics (3) GVPT 210 Introduction to Public Administration & Policy (3) IFSM 201 Introduction to Computer-Based Systems (3) MGST 140 Personal Financial Management (3) BMGT 160 Principles of Supervision (3) BMGT 161 Managerial Communications Skills (3) BMGT 162 Personnel Counseling (3) STAT 200 Introduction to Statistics (3) STAT 230 Business Statistics (3)	6	
Electives (Total of 4 credits)	Suggested Courses for Those Pursuing a Career in Human Resources		
Any courses related to interests and goals Complete prerequisites prior to enrolling for courses	HRMN 300 Human Resource Management (3) BMGT 398J Motivation and Performance in Organizations (1)	4	
Total Credits		60	

Last Revised: 9 Aug 2011



University of Maryland University College

Associate of Arts Computer Studies Curriculum

Campus: Asia/Europe On-site and Online

<p>Degree Objective - This two-year program exposes students to fields as varied as information systems management, programming, and network administration. Students will gain a broader understanding of all computer-related disciplines, better positioning them to adapt to new technologies. http://www.ed.umuc.edu/undergrad/associate/computer_studies_curriculum.html</p>	<p>Portable Jobs and Careers - This degree can assist in obtaining portable jobs in many fields since an understanding and working knowledge of computer basics are required in most employment areas. Specific areas this degree may assist in obtaining employment are: education as an education administrator or teacher aide/assistant; information technology as a computer support specialist, computer systems analyst, database administrator, network and computer systems administrator, and network systems and data communications analyst, or in any field where computer and information technology is required.</p>
<p>Academic Residency - At least 15 credits must be taken with UMUC, with at least 9 credits in the core courses for computer studies. An overall grade point average (GPA) of C (2.0) is required. All core courses must have a grade of C or better.</p>	

DEGREE REQUIREMENTS

General Education Requirements (Total of 35 credits)

Communications (Total of 9 credits)	Suggested Courses	Credits Required	Credits Completed
<p>WRTG 101 is a required course (To be taken within first 18 credits) Placement exam is required before registering for WRTG 101 (Placement may require EDCP 103 Fundamentals of Writing and Grammar as a prerequisite for WRTG 101)</p>	<p>WRTG 101 Introduction to Writing (3) (Required)</p>	3	
<p>All 3-credit WRTG courses (except WRTG 486A or 486B); ENGL102, 294, 303, and 485; and JOUR 201 apply</p>	<p>WRTG 291 Expository and Research Writing (3) (Recommended)</p>	3	
<p>All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, 294, 303, 384, and 485; and JOUR 201 apply</p>	<p>WRTG 391 Advanced Expository and Research Writing (3) SPCH 101 Introduction to Public Speaking (3) (Recommended)</p>	3	
Arts and Humanities (Total of 6 credits from two different disciplines)			
<p>One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST)</p>	<p>ARTH 334 Understanding Movies (3) HIST 157 History of the United States Since 1865 (3)</p>	3	
<p>One 3-credit course chosen from the following disciplines: ARTH, ARTT, ASTD (not all apply), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language (Discipline must be different from first course)</p>	<p>PHIL 140 Contemporary Moral Issues (3) GERM 111 Elementary German I (3) SPAN 111 Elementary Spanish I (3) ITAL 111 Elementary Italian I (3)</p>	3	
Behavioral and Social Sciences (Total of 6 credits from two different disciplines)			
<p>One 3-credit course each in two of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (not all apply), BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, SOCY, or WMST (WMST 200 only). Note: Not all CCJS and GERO courses apply.</p>	<p>ANTH 102 Introduction to Anthropology: Cultural Anthropology (3) ECON 201 Principles of Macroeconomics (3) GVPT 170 American Government (3) PSYC 100 Introduction to Psychology (3) SOCY 100 Introduction to Sociology (3)</p>	3	
<p>Second course from above list (Discipline must be different from first course)</p>	<p>Second course from above list (Discipline must be different from first course)</p>	3	
Mathematics (Total of 3 credits)			
<p>Placement exam required before registering for MATH courses except MATH 103 for which the placement exam is highly recommended. (To be taken within first 18 credits.)</p>	<p>MATH 103 College Mathematics (3) (Or higher MATH) MATH 107 College Algebra (3)</p>	3	
Biological and Physical Sciences (Total of 7 credits to include one lab)			
<p>Courses from the following disciplines satisfy the requirement, and must include one lab course: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology (Or other course with lab)</p>	<p>BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1) CHEM 103 General Chemistry I (4) GEOL 100 Physical Geology (3) and GEOL 110 Physical Geology Laboratory (1) NSCI 100 Introduction to Physical Science (3) and NSCI 101 Physical Science Laboratory (1)</p>	4	
<p>Courses from the following disciplines satisfy the requirement: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology (Or other course)</p>	<p>BIOL 101 Concepts of Biology (3) GEOL 100 Physical Geology (3) NSCI 100 Introduction to Physical Science (3) PHYS 121 Fundamentals of Physics I (3)</p>	3	
Interdisciplinary or Emerging Issues (Total of 4 credits)			
<p>LIBS 150 is a required course (To be taken within first 18 credits)</p>	<p>LIBS 150 Introduction to Research (1) (Required)</p>	1	
<p>One course chosen from either IFSM 201 or CMST 303</p>	<p>IFSM 201 Concepts and Applications of Information Technology (3) CMST 303 Advanced Application Software (3)</p>	3	



University of Maryland University College

Associate of Arts Computer Studies Curriculum

Campus: Asia/Europe On-site and Online

Required Core Courses (Total of 3 credits)	Suggested Courses	Credits Required	Credits Completed
CMIS 102 is a required course	CMIS 102 Introduction to Problem Solving and Algorithm Design (3) (Required)	3	
Additional Required Core Courses (Total of 12 credits)			
Computer studies-related course (3 credits): Chosen from any CMIS, CMST, CMIT, CMSC, CSIA, or IFSM course	CMIS 102 Introduction to Problem Solving and Algorithm Design (3) (Recommended) CMIS 242 Intermediate Programming (3) (Recommended) CMIS 310 Computer Systems and Architecture (3) IFSM 300 Information Systems in Organizations (3)	12	
Electives (Total of 10 credits)			
Any courses related to interests and goals Complete prerequisites prior to enrolling for courses	CMIS 306 Introduction to Visual Basic .Net Programming (3) CMST 385 Internet and Web Design (3) CMST 100B Word Processing (1) CMST 100E Networks and Communication (1) CMST 100F Databases (1) CMST 100J Security (1)	10	
Total Credits		60	

Last Revised: 9 Aug 2011