



University of Maryland  
University College



**Bachelor of Science in Management Studies**

**STUDENT DATA:**

**NAME:** ROADMAP'S DEGREE

**SSN:** 000-00-0000

**Credit Potential  
Required Credit**

**Introduction to Writing (ENGL 101) [EN024B]**

**3.00**

Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development.

(ENGL 101 must be completed within the first 15 semester hours. A placement test may be required. This may not be earned through credit by examination.)

**Another Writing Course**

**3.00**

(CLEP General English with or without essay may apply here. No more than 3 semester hours of writing credit may be earned through credit by examination. All 3-credit COMM courses apply, except COMM 300, 380, 400, 486, A or B & 493. In addition, ENGL 102, 278F, 291, 294, 303, 391, 391X, 480, 482, 483, 485, & 493 apply. Additional courses include JOUR 201 and LGST 401.

{DANTES Code = 11.07.00}

**Speech Communication or a Third Writing Course**

**3.00**

(All 3-credit COMM and SPCH courses may apply, except COMM 486A & COMM 486B; and in addition the following apply: ENGL 102, 278F, 281, 281X, 291, 294, 303, 384. 391, 391X, 480, 482, 483, 485, & 495 or JOUR 201 apply.

{DANTES Code = 04.10.00 or 04.10.01}

**Upper Level Intensive Writing**

**3.00**

(Recommended courses COMM 393, 393X, 394 or ENGL 391 )

{DANTES Code = some 11.08.00}

**Arts and Humanities: One course each in two disciplines**

**6.00**

(College credit by examination may apply. One course is required in two disciplines, such as Art, History, Humanities, Music, Philosophy, Theater, Dance, Literature, or a Foreign Language.)

{DANTES Code = any 08.XX, any 11.XX, or some 04.XX series}

**Behavioral & Social Sciences - Other than Economics**

**3.00**

(Note: 6 sh is required in this area, however, 3 sh is indicated in the ECON 201 class below. College credit by examination may apply. One course is required in two disciplines. Since Economics is already required

as one discipline, the other must be from a course such as Anthropology, Behavioral Science, Ciminology and Criminal Justice\*, Geography, Gerontology {Except GERO 341, 342, 351, and 353}, Government and Politics, Psychology, and Sociology. \*Note: Not all Criminology and Criminal Justice courses apply. Eligible courses are CCJS 100, CCJS 105, 330, 350, 360, 432, 451, 452, 453, 454, & 461.)  
{DANTES Code any 20.XX.XX series}

**Biological / Physical Science with Laboratory** **4.00**

(A science lecture course, 3 sh, with related laboratory course, 1 sh, or a science course combining lecture and laboratory, 4 sh. Courses from the following discipline may apply: Astronomy, Biology, Biological Science, Chemistry, Geology, Natural Sciences, Physics, Botany, Entomology, General Science, and Zoology.)

**Biological / Physical Science Elective** **3.00**

(College credit by examination may apply. Courses from the following discipline may apply: Astronomy, Biology, Biological Science, Chemistry, Geology, Natural Sciences, Physics, Botany, Entomology, General Science, and Zoology.)  
{DANTES Code = 16.13.00 or 16.99.00 or most 16.XX.XX series}

**College Algebra (MATH 107)** **3.00**

An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions.  
{DANTES Code = 14.01.00}

**Information and Research Methods (LIBS 150)** **1.00**

An introduction to the research process and methods for retrieving information in a library or through online sources. Experience in approaching research, selecting a topic, and retrieving information on topics of professional or personal interest is provided. Focus is on developing the following information literacy skills: understanding the research process; selecting relevant print and electronic sources to answer research questions; effectively using Web search engines and UMUC Information and Library Services' electronic resources to find information; and evaluating, organizing, and correctly citing the information found.

**Introduction to Computer Based Systems (IFSM 201) [CS001B]** **3.00**

An overview of computer information systems in which hardware, software, procedures, systems, and human resources are explored in relation to their integration and application in business and other segments of society.  
{DANTES Code = 05.02.00}

**Computing Course Appropriate to the Major (ACCT 326 or IFSM 300)** **3.00**

(Courses which meet the specific requirement for this major include: ACCT 326 or IFSM 300)

**Historical Perspective** **3.00**

Select from any History or Art History (except ARTH 100). (College credit by examination may apply. Visit the UMUC website to view this lisitng.)  
{DANTES Code = see 20.07.XX series}

<b>International Perspective</b>	<b>3.00</b>
(Select from any foreign language, any Asian Studies course, ACCT 425, ANTH 102, ANTH 344, BMGT 392, ENGL 454, GVPT 200, HUMN 351, MRKT 454 or SPCH 482 only. College credit by examination may apply. )	
{DANTES Code = 20.07.06. or 20.07.07 or 20.07.08 or 20.07.10}	
<b>Civic Responsibility</b>	<b>3.00</b>
(College credit by examination may apply. Select from BMGT 496, ENGL 406, GVPT 100 or 403, HUMN 311, IFSM 304, NSCI 396 or 362, PHIL 140 or SPCH 426 only. Visit the UMUC webite to view this lisitng.)	
{DANTES Code = see 20.08.XX series}	
<b>Introduction to Business and Management (BMGT 110) [BU001B]</b>	<b>3.00</b>
(For students with little or no business background. Recommended preparation for many other BMGT courses.) A survey of the field of business management. Topics include human relations, technology in business, ethical behavior, the environment, global and economic forces, organization, quality, products and services, functional management, and current issues and developments.	
(College credit by examination may apply.)	
{DANTES Code = 03.10.07 or 03.10.00}	
<b>Principles of Accounting I (ACCT 220) [AC025B]</b>	<b>3.00</b>
An introduction to the basic theory and techniques of contemporary financial accounting. Topics include the accounting cycle and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers.	
(College credit by examination may apply.)	
{DANTES Code = 03.01.00}	
<b>Principles of Economics I or II (ECO 201 or 203) [EC008B,EC009B]</b>	<b>3.00</b>
Visit the UMUC website for course descriptions.	
(College credit by examination may apply.)	
{DANTES Code = 20.05.00}	
<b>Statistics (STAT 230) [MH053B]</b>	<b>3.00</b>
An introduction to the essential concepts of statistics for business and management. Concepts reviewed include descriptive statistics, probability theory, discrete and continuous probability distributions, sampling theory, estimation, hypothesis testing, regression, and decision theory. Discussion also covers the application of these concepts to solving problems in business and management	
(College credit by examination may apply.)	
{DANTES Code = 14.09.00 or 14.09.06}	
<b>Management Organization and Theory (BMGT 364) [MG025B]</b>	<b>3.00</b>
A study of the development of theories about management and organizations. Processes and functions of management discussed include the communication process, the role of the manager as an organizer and director, the determination of goals, and the allocation of responsibilities.	
(College credit by examination may apply.)	
{DANTES Code = 03.10.02}	

**Organizational Communication (HRMN 302) 3.00**

A study of the structure of communication in organizations. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. The examination of theory and examples is intended to improve managerial effectiveness in communication and negotiation.

{DANTES Code = 03.10.12}

**Supplemental Management Studies Courses 18.00**

(Students must choose courses from the following disciplines: Accounting, Business and Management, Environmental Management, Fire Science, Human Resource Management, Management Studies, and Marketing. Recommended courses include: BMGT 330, 340, 365, 378\*, 380\*, 381, 392, 464\*, 482\*, 495, 496, HRMN 300\*, MGST 310\*, 486A, 486B, MRKT 310. \*Courses strongly recommended. Visit the UMUC website for more information on these courses. Of the Management Organization and Supplemental Management courses, at least 18 sh must be UL.)

{DANTES Code = 03.10.XX series}

**Free Electives 37.00**

(College credit by examination may apply.)

**Excess or Duplicate Credit**

**TOTAL ..... 120.00 0.00**

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.
- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: [www.soc.aascu.org](http://www.soc.aascu.org) should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program,

please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

#### DEGREE PLAN LEGEND:

SH = Semester hours  
VOC = Vocational, not relative to an academic degree  
LL = Lower Level, i.e. courses at the Freshman/Sophomore level  
UL = Upper Level, i.e. courses at the Junior/Senior level  
GL = Graduate Level (sometimes recommended by ACE for very complex courses)  
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes\*  
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes \*\*

\* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

\*\* DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit [http://www.dantes.doded.mil/dantes\\_web/distancelearning/disc/front/cont.htm](http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm) Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be

accepted in transfer toward this degree.

#### University of Maryland University College General Information

Disclaimer from University of Maryland University College (UMUC): This Degree Plan is prepared by counseling staff not affiliated with UMUC for informational purposes only regarding educational options. Although this document contains information about UMUC courses, programs and policies and procedures, UMUC did not develop this document and therefore makes no representations or warranty regarding the accuracy or completeness of the information contained herein. The information contained in this Degree Plan is not intended to substitute UMUC admission and transfer requirements and should not be relied upon as acceptance by UMUC that the information contained satisfies UMUC requirements. Reference herein to any University trade name or mark does not constitute or imply the University's endorsement or recommendation. Students are urged to contact UMUC to discuss specific admissions requirements as they relate to each individual and UMUC welcomes all such contact.

University of Maryland University College (UMUC), one of 11 accredited, degree-granting institutions in the University System of Maryland, is the second largest university in the state, offering programs and services tailored for working adults. The university currently has more than 80,000 students worldwide, nearly 15,000 of whom are Maryland residents. In 1949, UMUC began providing educational services to U.S. military overseas. Today, UMUC is the leading education provider for the U.S. military, serving more than 47,000 service members worldwide at more than 100 locations. UMUC holds the highest honor given in Web education: the Sloan Consortium Award for Excellence in Institution-Wide Asynchronous Learning Network Programming. The university has won many other awards for online programming as well, most recently for having the Best Distance Education course as determined by the Maryland Distance Learning Association.

A total of 45 semester hours of Upper Level credit is required for this degree. Lower Level credit in courses that may apply to courses in which a 300 or 400 course number at UMUC is specified as long as the content is compatible and the total number of Upper Level credit is still attained.

Half of the major program of study must be taken through UMUC. Except for the required foundation course (ENGL 303), students may apply three 1-credit courses within a single category toward the required 9 sh, not to exceed a total of six 1-credit courses for the entire major.

Tuition per course: (subject to change)  
\$221 per semester hour active duty military  
\$221 per semester hour in-state  
\$407 per semester hour out-of-state

Employees of government agencies, corporations, and private business may be eligible for military tuition rates if they are members of any of the seven Military Reserve or National Guard components. Check with the admissions office to determine eligibility if applicable.

To discuss your next step toward earning this degree with UMUC, contact:

UMUC Enrollment Team

3501 University Blvd. East

Adelphi, MD 20783-8060

Phone: 1-800-888-UMUC

E-mail: [enroll@umuc.edu](mailto:enroll@umuc.edu)

Website: <http://www.umuc.edu>

**POLICY NOTES:**

Transfer credit accepted by UMUC may include up to 30 semester hours of non-traditional credit for an Associates Degree or 60 semester hours for a Bachelor's Degree (military credit or college level testing). The remaining 30 semester hours for an Associates Degree or 60 semester hours for a Bachelor's Degree must be taken through colleges (15 semester hours for an Associates Degree or 30 semester hours for a Bachelor's Degree must be taken through UMUC).

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.

Evaluation completed by: Charles Morrison

On: 31 July 2007