



UNIVERSITY OF RICHMOND
SCHOOL OF CONTINUING STUDIES
EVENING SCHOOL



FOR INFORMATION:

School of Continuing Studies
Special Programs Building
University of Richmond, Virginia 23173
804/289-8133
www.richmond.edu/academics/scs

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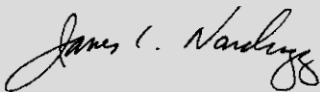
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A MESSAGE FROM THE DEAN

The School of Continuing Studies exists to serve the continuing education needs of local, regional, national and international communities by providing exemplary educational opportunities for non-traditional students through degree, certificate and non-credit programs. It is also one of the academic units that make up the University of Richmond and, as such, it strives to meet the highest academic standards possible. In short, our goal is to offer quality programs and services in ways that recognize the unique circumstances of adults.

To achieve our mission, our faculty combine substantial practical experience with excellent teaching skills. And we offer them opportunities to enhance their respective abilities through an active development program. In terms of our curriculum, we seek substantial input from those employing our students and from our students themselves in an effort to be current and to offer education and training of immediate benefit. And we offer the full range of services required by busy adults trying to juggle their studies with work, family and other demands.

The University of Richmond experience is special and unique regardless of your age or any other characteristic, and the faculty and staff of the School of Continuing Studies remain committed to keeping it so.



James L. Narduzzi, Ph.D.
Dean

2002-03

ACADEMIC CALENDAR

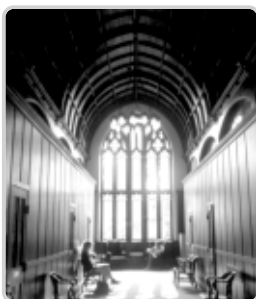
FALL SEMESTER 2002

July 1 - Aug. 25	Registration
August 20, Tues.	Orientation, Tyler Haynes Commons, Room 201, 6:30-8:00 p.m.
Aug. 26, Mon.	Late fee in effect
Aug. 26, Mon.	Classes begin
Sept. 2, Mon.	Labor Day (No class)
Sept. 6, Fri.	Last day to file for May/August graduation
Oct. 11, Fri.	Mid-semester
Nov. 25, Mon.	Thanksgiving break begins after classes
Dec. 2, Mon.	Classes resume
Dec. 9-14, Mon.-Sat.	Fall term examination period
Dec. 14, Sat.	Fall term ends

SPRING SEMESTER 2003

Nov. 8 - Jan. 5	Registration
January 2, Thurs.	Orientation
Jan. 6, Mon.	Late Fee in Effect
Jan. 6, Mon.	Classes begin
Feb. 21, Fri.	Mid-semester
Feb. 28, Fri.	Spring break begins after classes
Mar. 10, Mon.	Classes resume
Apr. 21-26, Mon.-Sat.	Spring term examination period
Apr. 26, Sat.	Spring term ends
May 3, Sat.	SCS Commencement
May 4, Sun.	Baccalaureate Service

*Each term the Registrar publishes a detailed academic calendar to inform the University community of time schedules and deadlines. Dates shown here are subject to change.



Addendum to the University of Richmond Academic Calendars 2002-2003

The list below is intended to familiarize the University community with major religious holidays affecting many throughout the campus. Inclusion on this list does not imply that the day is a University holiday, but is provided to alert members of the Richmond community to possible scheduling conflicts. See the Class Attendance and University Holidays section of the catalog for details.

Christian Holidays 2002-2003

Holiday	2002-2003
Christmas	Dec. 25, Wed., 2002
Good Friday	April 18, Fri., 2003
Easter Sunday	April 20, Sun., 2003
Easter Monday	April 21, Mon., 2003

Jewish Holidays 2002-2003

Holiday	2002-2003
Rosh Hashanah	Sep. 7-8, Sat.-Sun., 2002
Yom Kippur	Sept. 16, Mon., 2002
Sukkot	Sept. 21-22, Sat.-Sun., 2002
Shemini Atzeret/Simchat Torah	Sept. 28-29, Sat.-Sun., 2002
Hanukkah**	Nov. 30-Dec. 7, Sat.-Sun., 2002
Passover (seders)	April 17-18, Thur.-Fri., 2003
Passover (ending)	April 23-24, Wed.-Thur., 2003
Shavuot	June 6-7, Fri.-Sat., 2003

Jewish holy days, religious festivals, and the weekly Sabbath begin at sunset. On these days, observant Jews do not engage in daily activities or fulfill routine commitments.

Many Jews who do not observe all holy days prefer to celebrate at their synagogue or at home on Rosh Hashanah, Yom Kippur, and the first two evenings of Passover.

**This holiday does not require absence from routine commitments.

Islamic Holidays 2002-2003

Holiday	2002-2003
Eid-al-Fitr	Dec. 6, Fri., 2002
Eid-al-Adha	Feb. 12, Wed., 2003
Islamic New Year	March 5, Wed., 2003

All Islamic dates begin at sunset the preceding evening. The Islamic year is based on the lunar cycle, consisting of twelve months of 29 or 30 days each, totaling 353 or 354 days. Each new month begins at the sighting of a new moon. Actual dates may differ by a day or two from the above dates. In many places, the moon sighting is often determined in advance by astronomical calculations.



UNIVERSITY OF RICHMOND

Statement of Purpose

The University of Richmond is an independent, privately endowed institution of higher education that provides a comprehensive academic program for men and women. It offers the intimacy of a small university and the diverse educational opportunities that derive from undergraduate degree programs in the liberal arts and sciences, business, and leadership studies, as well as graduate and professional programs in law, business, and selected areas of the arts and sciences. The University also provides a variety of credit and continuing education programs as well as cultural events to the larger community.

The educational objectives of the University are:

- to cultivate in students the interest, capacity, and skills necessary for independent intellectual inquiry and lifelong learning;
 - to convey to students a representative portion of that body of knowledge that has accumulated and endured through the history of world cultures;
 - to encourage and aid students in the development of basic beliefs, values, and attitudes, including those of cooperation and tolerance;
 - to assist students in selecting and preparing for careers and for study in graduate and professional schools;
 - to foster in students personal habits that contribute to health and physical fitness.
- In order to achieve these objectives, the University is committed to:
- an educational environment conducive to

the development of the whole person – intellectually, socially, spiritually, physically, and morally;

- an academic setting that guarantees and encourages freedom of thought, expression, and association;
- an undergraduate curriculum that requires mastery of essential intellectual tools, awareness of the diversity of human cultural experiences, extensive knowledge of at least one area of study, and opportunities for interdisciplinary and integrative inquiry;
- a faculty dedicated to excellent teaching and dialogue with students, an active engagement in scholarship, scientific inquiry, and artistic creativity;
- a diverse, largely full-time and residential student body that participates in a broad range of University activities including opportunities for research, leadership, and the development of civic responsibility;
- the essential resources for learning, such as libraries, laboratories, studios, information and communications technology, and media resources;
- opportunities for internships, social commitment and public service, and other domestic and international learning experiences;
- a program of varied social, spiritual, and physical activities that provide occasions for growth, fun, and fellowship;
- an administration and staff that preserve and enhance the University's environment and resources, and that represent the institution to the broader community it serves.

Organization and Accreditation

Five academic schools and two residential colleges are incorporated to form the University of Richmond with authority and responsibility vested legally in the Board of Trustees and the President of the University. The several colleges and schools award no degrees individually, but all degrees for work done in any one of them are conferred by the University of Richmond.

The University enrolls approximately 2,900 full-time undergraduates, 93% of whom live on campus; some 500 full-time law and graduate students; and 1,300 part-time students, largely from Richmond and the surrounding community.

The University of Richmond is fully accredited by the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone: 404/679-4501) to award associate, baccalaureate, master, and juris doctor degrees. The University also is certified by the Virginia State Board of Education to offer teacher licensure programs. Various departments and divisions have more specialized accreditation. Included in this category are the music program, accredited by the National Association of Schools of Music, and the chemistry program, accredited by the American Chemical Society. In addition, The E. Claiborne Robins School of Business is accredited by the American Assembly of Collegiate Schools of Business at the undergraduate and graduate levels, and The T.C. Williams School of Law is accredited by the American Bar Association.

Environment and History

The campus consists of some 50 major buildings of impressive Collegiate Gothic architectural style set amid 350 acres of lawns, a lake and woodlands. Richmond is in a setting of beauty and harmony suggesting an able future as a seminary, later becoming a continuation of the deep roots of its past. Indeed, Richmond's history began almost two centuries ago with Richmond College, founded in 1830 by Virginia Baptists as a college of liberal arts and sciences for men. Around this nucleus were established The T.C. Williams School of Law (1870); Westhampton College, a college

of liberal arts and sciences for women (1914); the Graduate School of Arts and Sciences, for advanced study in the liberal arts and sciences (1921); The E. Claiborne Robins School of Business, for undergraduate and graduate study in business (1949); University College, for evening, summer, and continuing education (1962), now called the School of Continuing Studies; and the Jepson School of Leadership Studies, the first school of leadership studies in the United States (1989). In 1990, the academic missions of Richmond College and Westhampton College were combined in a separate school, the School of Arts and Sciences. Richmond College and Westhampton College are the residential colleges for men and women respectively, providing special programming and leadership opportunities in student life.

Richmond benefits from a heritage of ethical and religious values, a residential character, and a commitment to liberal and general education through intimate schools and colleges joined into a substantial whole.

Information Services - Library and Computing Resources

In 1997, the University Libraries and University Computing were combined under one umbrella, Information Services. The two areas work in tandem to provide the University community with access to a wide variety of information, maximizing the use of technology.

Library Resources

The University libraries are the center of intellectual activities outside the classroom. They are composed of Boatwright Memorial Library, which houses both the Business Information Center and Media Resource Center; the Science Library in the Gottwald Science Center, and the Music Library in the Modlin Center for the Arts. The Law Library in The T.C. Williams School of Law is administered separately.

Boatwright Memorial Library, facing Westhampton Lake and in the center of campus, is the central library containing over 450,000 volumes; nearly 1,800 social sciences, humanities, fine arts, and business periodicals; microform collections; and numerous electronic

databases. The University of Richmond has been a designated depository library for U.S. government documents since 1900; Boatwright Library contains over 300,000 items in print, microfiche, and in electronic formats, including publications from Congress, the Department of State, and the Census Bureau.

The Galvin Rare Book Room contains nearly 25,000 rare books, first editions, maps, photographs, and manuscripts. Boatwright Library seats up to 800 students and has individual and group study rooms.

An integral part of the library system is the Business Information Center of the Robins School of Business, located on the second floor of Boatwright Library. The Center provides reference services to the campus and to the Richmond business community, and contains an extensive reference collection and a number of electronic databases.

The Billikopf Media Resource Center, located on the second and third floors of Boatwright Library, provides audiovisual materials, equipment, and production services to the campus community. The MRC contains collections of films and videos, spoken art audiocassettes, recorded books, and a variety of media equipment. Many international programs are received from satellite transmission and the campus cable system is utilized for instruction and academic assignments. The facilities of the MRC include the Adams Auditorium, classrooms, and seminar rooms.

The Music Library holds over 10,000 volumes of printed music, books and journals and nearly 10,000 musical sound recordings on LP, CD, and audiocassette.

The Science Library has a collection of approximately 80,000 volumes, subscribes to over 900 journals, and to several electronic databases.

The libraries provide individual and group instruction on the use of various library and information resources, including the Internet and other electronic databases. A computer classroom is located in Boatwright Library for both group instruction and individual student use. The on-line catalog provides access to the collections of all the libraries on campus. The libraries belong to several local, state, regional, and national consortia and can obtain materials not held locally. Collections in various

Richmond area libraries also are available for research and consultation, including those of Virginia Commonwealth University, the Medical College of Virginia, the Library of Virginia and Archives, Union Theological Seminary, Randolph-Macon College and the Richmond public libraries.

Housed in a wing of Boatwright Memorial Library, the Virginia Baptist Historical Society's facility is designated as a memorial to the Virginia Baptists who struggled to secure religious liberty in America. The library holdings include some 18,000 books by and about Baptists, 5,000 manuscripts, and over 400 collections of personal papers. More than 3,100 original Virginia Baptist church record books are on deposit in the collection, making it one of the largest archives of congregational records of any denomination. The Society also manages the University Archives, a large collection of books, papers, photos and memorabilia related to the history of the University of Richmond.

Libraries are open to the entire campus community.

The Lora Robins Gallery of Design from Nature, entered separately on the lower level of Boatwright Library, houses an extensive collection of gems and jewels, minerals, seashells and corals, fossils and cultural artifacts.

Computing Facilities

The University of Richmond has numerous computer labs across campus. The purpose of the labs varies from general student use to specific departmental use. The labs contain a wide variety of equipment and software depending on the particular curriculum of the departments. The University's standard is the Microsoft Office 2000 Professional Suite. A University of Richmond I.D. card is required to use the facilities and will be checked periodically. Please refer to the Policies for Responsible Computing posted on the UR WEB.

The University of Richmond provides many technology resources. The principal computing facility is located in Jepson Hall. The ground floor of Jepson Hall is dedicated to computer services. Jepson Hall houses three IBM-compatible teaching labs, equipped with multimedia projection systems. These rooms may be open for general student use when classes are not in

session. There are also two general student labs, which contain a combination of Macintosh and IBM compatible workstations. In addition, there is a training lab that is used exclusively for administrative training sessions. Academic classes are not held in this room. Student assistants are on duty at all times in the Jepson Facilities to answer questions. Student files can not be saved to the hard drive of the machines. Files can be saved to your own diskette, your own Zip disk, or your network disk space.

All new students to the University of Richmond must activate their computer account. This account will provide Internet, e-mail, modem pool, NT Domain, IDrive, and Blackboard computer access. Students may activate their account from any Internet connection on campus.

The normal operating hours during the Fall and Spring semesters for the Jepson Hall Facilities are Monday-Thursday 7:45am-1:00am, Friday 7:45am-5:00pm, Saturday 11:00am- 6:00pm, and Sunday 11:00am-1:00am. The schedule changes for holidays, vacations, and exams. Please refer to the hours posted on the doors to the lab or to the UR Web site.

Boatwright Library houses the Technology Learning Center (TLC), which supports teaching and learning by providing innovative technologies and learning resources in a facility central to the University community. The Technology Learning Center is staffed and equipped to provide individual, one-to-one, or small group training services, and multimedia equipment and materials for faculty, staff, and students. Serving as a supplemental resource for students, the Technology Learning Center offers the opportunity to learn multimedia tools and complete the design and development of special academic projects. Reservations are required for faculty, staff, and students to work in the Technology Learning Center due to the specialized function and availability of equipment. In addition, faculty approval is required for students to receive training or complete projects in the lab. The TLC's normal operating hours are Monday-Friday 8:30am-5:00pm. The schedule changes for holidays and vacations.

Boatwright Library also houses the Boatwright Computer Classroom, which serves as an open computing lab when it is not being used as a library classroom.

The University also has specialized discipline specific labs (satellite labs) in career development, classical studies, math/computer science, education, the sciences, wellness program, journalism, law school, multimedia languages, music, psychology, and theatre design departments. The journalism, music, and psychology labs are Mac labs; the others are MS Windows or a combination of both platforms. Each satellite lab has its own hours of operation. For more information call 289-8652 or visit the Web site at www.richmond.edu, under Information Services.

Curriculum Materials and Technologies Center

The Curriculum Materials and Technologies Center (CMTC) supports the University of Richmond students and faculty of the Education Department and School of Continuing Studies Teacher Licensure Program by providing an assortment of print materials and technology resources for exploration, use and evaluation. As an environment designed for individual and small group curriculum development, study, reading and collaboration, it plays an innovative and integral role in the educational process of pre-service educators.

The CMTC is located on the third floor of North Court, Room 306, in the Education Department at the University of Richmond. Call 804/289-8433 or visit the Center's Web page at www.richmond.edu/academics/a&s/education/cmtc/.

University Police

The University of Richmond has a nationally accredited police department. The University Police Department is open and actively patrols the campus 24 hours a day, seven days a week. All crimes that occur on the campus should be reported to the University Police in person or by calling 911, 289-8911 or 289-8715. The University Police department responds to all reports of criminal activity occurring on the campus. All police officers are certified First Responders and are trained in

CPR through the American Red Cross. In addition, all police officers are trained in the use of the Automated External Defibrillator. The police cars are outfitted with emergency medical equipment.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The security of all members of the campus community is of vital concern to the University of Richmond. Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes which may occur on the campus, and crime statistics for the most recent 3-year period may be requested from the University of Richmond Police Department, P.O. Box 296, University of Richmond, VA 23173, or accessed on the Internet through <http://www.richmond.edu/administration/police/ccra.html>. A paper copy of the security report will be provided upon

request and may be obtained at the University Police Department.

Parking Services

The Parking and Traffic regulations of the University of Richmond are designed to best maintain an orderly flow of traffic on campus and to best utilize the existing parking facilities. To accomplish these goals it is necessary for all motor vehicles, including motorcycles, golf carts, and mopeds, owned or operated by faculty, staff or students to be registered with Parking Services on an annual basis. All vehicles registered and operated on campus must be properly licensed and inspected for mechanical condition in accordance with the laws of the state in which the vehicle is registered for operation. All persons operating a vehicle on University grounds must possess a valid operator's license.

Lighted parking is adjacent to classroom buildings.



SCHOOL OF CONTINUING STUDIES

The School of Continuing Studies (SCS) offers courses and programs for credit and non-credit, weekends, day and evening, in the summer and regular school year. The major divisions of the School of Continuing Studies are the Evening School, the Summer School, and Community and Professional Education.

Through the Evening School, the School of Continuing Studies offers bachelor and associate degree programs; undergraduate and graduate certificate programs, pre and post-

baccalaureate; and a variety of individual courses to meet the educational, professional and personal growth needs of adults in the Metropolitan Richmond area and beyond. The School of Continuing Studies shares in the tradition of the University of Richmond. It is through the nontraditional educational opportunities of the school that the University offers its strengths and resources to the Richmond area community and beyond.

The origin of the School of Continuing Studies

may be traced back to 1920 when the department of economics of Richmond College was formed, eventually to become the department of economics and applied economics. In 1924 the Evening School of Business Administration was organized as a separate division of the University of Richmond. In 1949 the department of economics and applied economics in Richmond College was combined with the Evening School of Business Administration with both day and evening classes. In 1962 the Evening Division was separated from the School of Business Administration to form the nucleus of University College. From 1964 until 1974, University College offered a full-time freshman and sophomore day liberal arts program in addition to its full Evening School program.

On July 1, 1974, the Summer School, founded in 1920, became part of University College. In keeping with the University's tradition of residential colleges and academic schools, University College became the School of Continuing Studies in October 1994.

Mission Statement

The mission of the School of Continuing Studies is to serve the continuing education needs of the Richmond community by providing exemplary educational opportunities for nontraditional students through degree, certificate and non credit programs.

Admission Acceptance Policy

The acceptance of a student for admission into the School of Continuing Studies as a degree-seeking student (Bachelor, Associate, Certificate, Graduate Certificate) remains in effect for a period of 12 months from the date of "official" notification by letter. If a student fails to register for classes within that time frame, he or she must reapply for admission and may be required to resubmit supporting documentation.

Admission to Undergraduate Programs

Students seeking admission to an undergraduate certificate, post baccalaureate certificate, associate degree or bachelor degree program in the Evening School must show evidence of high school graduation by submission of

transcripts or the General Education Development (GED) equivalency; must submit transcripts from each and every college or university previously attended; and complete the New Student Information Form. Special admission may be granted to non-high school graduates.

Note: A student who is not eligible to return to another college or university may not attend any Evening School program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such a student must be filed in the Office of the Dean.

Admission Process

The School of Continuing Studies has open registration. You do not have to be accepted into a program to take a class. However, if you wish to pursue a certificate, post baccalaureate certificate, associate, or bachelor's degree, you need to:

1. File the New Student Information Form with the School of Continuing Studies.
2. Have official transcripts from all colleges and/or universities forwarded directly to the SCS.
3. Have your high school or GED transcript forwarded directly to the SCS (**only required if you do not have previous college work**).
4. Please use the enclosed transcript request form when ordering official copies of your college and/or high school transcripts. Duplicate as needed.

PLEASE TAKE NOTE:

- You may take classes while awaiting your transcripts.
- A transcript from each school that you attended will be required before you can be admitted into a program. (It is recommended that you contact the school(s) in advance to determine the fee, if any, for this service.)
- Your application will be processed when all transcripts are received, and you will be contacted by mail at that time.

Academic Amnesty

The Academic Amnesty Policy is applicable for students seeking admission or readmission to the School of Continuing Studies as a degree candidate. Under the Academic Amnesty Policy, eligible students may, on a one-time basis, petition the School of Continuing Studies to

disregard previously earned grades of D and/or F for the purpose of admission to the School of Continuing Studies as a degree candidate.

Conditions for academic amnesty are:

1. A grade point average of less than 2.0 in previous academic performance;
2. Non-enrollment as a full-time student in the past five years;
3. A minimum grade of C in each class in the first 13 semester hours of course work in the School of Continuing Studies. Certain course requirements may apply.

Failure to meet course and/or grade requirements will terminate eligibility for academic amnesty and require the student to achieve a cumulative grade point average of 2.0 to be considered for admission to a degree program.

All grades previously earned at the University of Richmond will remain on the student's permanent academic record and will be included in the computation for graduation honors. If academic amnesty is granted, a statement to that effect will appear on the former University of Richmond student's permanent academic record.

Students admitted under the Academic Amnesty Policy are not eligible to apply for financial aid until the conditions have been met and they are officially admitted to a degree program.

Admission to Graduate Certificate Programs

Admission to the Accelerated Weekend College

Contact Student Advisor for details.

Admission to Disaster Science Certificate Program

Admission Requirements:

Students seeking admission to the Graduate Certificate Program in Disaster Science must have the following:

- A baccalaureate degree from an accredited college or university.
- A grade point average of 3.0 or higher on all college and university academic work attempted.

- For students who have completed an undergraduate degree in emergency management or a related field, a minimum of two years paid or volunteer experience in the field.
- For students with other majors, a minimum of three years experience in the field.
- Students who do not meet experience or grade point average requirements may be considered on a case-by-case basis and admitted conditionally after demonstrating other significant achievements that make satisfactory completion of the course of study likely.

Note: Students whose native language is not English, or whose collegiate level instruction was not English, must also earn a score of at least 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL). Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541.

Before an application will be considered for admission, the following documents must be on file at the School of Continuing Studies office:

1. A completed application form. Use the graduation application in the center of this catalog.
2. Official transcripts of all college and university work attempted from each and every college and university attended.
3. Official TOEFL score report (when applicable).

Official documents verifying college and university work and test scores must be sent from the institution or agency responsible for the information directly to the School of Continuing Studies.

The address for all application materials:

*University of Richmond
School of Continuing Studies
Attention: Dean
University of Richmond, VA 23173
804/289-8133*

Admission Deadlines

All application materials must be in the School of Continuing Studies office by May 1 in order to be considered for admission for the upcoming Fall semester, October 1 to be considered for admission to the upcoming Spring semester, and January 1 to be considered for the upcoming Summer semester.

Admission to the Human Resource Management Certificate Program

The HRM Graduate Certificate is open to two types of students:

1. Students already enrolled in the University of Richmond, School of Business MBA program who have earned a *B* or better in MBA 530 within the past five years and want to use the SCS HRM graduate courses to complete a concentration in human resource management.
2. Students who meet the admissions requirements of the HRM Graduate Certificate listed below.

Admission Requirements:

- A baccalaureate degree from an accredited college or university.
- A grade point average of 2.75 or higher on all college and university academic work attempted.
- Have a score on the Graduate Management Admission Test (GMAT) of 500 or higher. The GMAT score must be no more than five years old at the time of application. Information on the GMAT may be obtained from the Educational Testing Service, Princeton, New Jersey 08541, or on their Web site at www.gmat.com.
- Must have two years of relevant work experience.
- Completion of MBA 530-Organizational Behavior, or its equivalent, with a “B” or better, within the past five years.
- Must have earned a *C* or better in ISYS 203-Information Technology or an equivalent course or information technology proficiency demonstrated through work experience.

Note: Students whose native language is not English, or whose collegiate level instruction was not in English, must also earn a score of at least 600 on the paper-based or 250 on the computer-based Test of English as a Foreign Language (TOEFL). Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541.

Before an application will be considered for admission, the following documents must be on file at the School of Continuing Studies office:

1. A completed application form. Use the

graduate application in the center of this catalog.

2. Official transcripts of all college and university work attempted from each and every college and university attended.
3. Official GMAT score report.
4. Official TOEFL score report (when applicable).

Official documents verifying college and university work and test scores must be sent from the institution or agency responsible for the information directly to the School of Continuing Studies.

The address for all application materials:

*University of Richmond
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Admission Deadlines:

All application materials must be in the School of Continuing Studies office by May 1 in order to be considered for admission for the upcoming Fall semester, October 1 to be considered for admission for the upcoming Spring semester, and January 1 to be considered for the upcoming Summer semester.

Advising and Program Planning

An academic advisor will help you plan a program suited to your needs. You are urged to use this service since information about programs and University regulations is important to your academic success. To make an appointment with an advisor, call the Evening School, 804/289-8133.

Policies

The University of Richmond is governed by policy statements which guide individual members in their actions toward each other and toward the larger community. These policy statements support the University’s educational mission while seeking to assure that both individual and majority rights are appropriately observed and maintained.

Honor Statute

University Honor Statute governs such behavior as cheating, plagiarism, lying, and academic theft.

Policy Statement on Standards of Conduct, Penalties, and Disciplinary Procedures governs the conduct of students and their guests, as well as other individuals.

The determination of whether a policy has been violated and imposition of penalties, when necessary, will be effected according to established procedures, with procedural fairness observed, and with appropriate appeal procedures available. Penalties for violations range from reprimand to expulsion from the University, and if appropriate, legal action may be invoked.

Students may obtain a copy of the policies from the Dean's Office, or consult the SCS Student Handbook.

Bookstore

The University Bookstore, located on the second floor of the Tyler Haynes Commons, supplies all textbooks for all schools of the University. A comprehensive selection of reference and general reading material also is available. The store offers software at academic prices, supplies, greeting cards, and imprinted clothing and gift items. Among the services offered are faxing, UPS shipping, film developing and on line shopping at www.urspidershop.com.

For information concerning hours of operation or other matters, e-mail bookstore@richmond.edu or call 804/289-8491.

Student Government Association

The goal of the School of Continuing Studies Student Government Association is student representation through communication. Active Membership is open to current students, while Supporting Membership is open to all University of Richmond evening students and School of Continuing Studies alumni. Student participation is encouraged and needed. SGA activities include the May commencement reception, a newsletter, the Outstanding Faculty Award and timely special activities.

Human Resource Management Association

The School of Continuing Studies has a Student Chapter of the Richmond Human Resource Management Association.

International Emergency Management Student Association

The International Emergency Management Student Association is a student-led professional society for individuals who are taking courses in the emergency services management program. Membership is open to School of Continuing Studies students and alumni to provide opportunities to network, exchange information on academic subjects, and keep up-to-date on new developments in the School's programs and in the emergency services (emergency management, fire, emergency medical services, law enforcement, business continuity, voluntary agencies, etc.). The Association meets at least once a semester with a speaker on a topic of interest and sponsors Rho Epsilon Mu, the national academic honorary society for emergency services management students.

University College/School of Continuing Studies Alumni Association

The University College/School of Continuing Studies Alumni Association was founded in 1995. It was created by a group of UC/SCS alumni who wanted to have an association which would provide a connection with the University of Richmond and the School of Continuing Studies and represent the unique experience of evening college students. The mission of the Association: *to benefit the school, students, and alumni through the adoption of projects that promote scholarship and assistance to students and will provide service and social opportunities for the alumni.*

Current School of Continuing Studies students benefit from the Alumni Association through opportunities to obtain information about careers and obtain financial aid information from the *Financial Aid Resources* booklet, which was prepared by the Association. Further, the Association promotes and supports the Jean H. Proffitt Scholarship and selects the SCS student recipient of this scholarship.

CONFIDENTIALITY OF INFORMATION

CONFIDENTIALITY

University of Richmond procedures and the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended, prohibit the unauthorized release of confidential information about individual students. However, directory information is not considered to be confidential and may be published or otherwise released. The University of Richmond has designated the following items as directory information: student name; permanent, campus, local (off-campus), e-mail address and campus computer network (IP) addresses, and associated telephone numbers; date and place of birth; major and/or minor fields of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; previous schools attended; and photographs. Further information on the University's policy is available on the Office of the University Registrar's Web page at www.richmond.edu/academics/registrar/ferpa.html or by contacting the Office of the University Registrar. A student may opt to have his or her directory information withheld. To exercise this option, the appropriate form must be obtained from the Office of the University Registrar, completed and returned to that office. Once filed this form remains in effect until withdrawn by the student in writing to the Office of the University Registrar. For further information, contact the Office of the University Registrar.

RIGHTS WITH RESPECT TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) *The right to inspect and review the student's education records within 45 days of the date the University receives a request for access.* Students should submit to the University Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2) *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University of Richmond decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support position (including law enforcement unit personnel and health staff); a person or company with whom the University of Richmond has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The University of Richmond's complete FERPA Policy Statement is available as part of the Office of the University Registrar's Web page at www.richmond.edu/academics/registrar/ferpa.html or by contacting the Office of the University Registrar.

STUDENT SERVICES

Academic Skills Center

The Academic Skills Center provides academic support to all students (i.e., undergraduate, graduate, etc.). Using a holistic approach, the Center incorporates counseling and study skills techniques. The Center offers a unique Peer Academic Skills Tutoring (PAST) program staffed with tutors who are trained to simultaneously provide tutorial assistance in a variety of disciplines and study skills.

For information, call 804/289-8626, visit the Center's Web site at www.richmond.edu/student/affairs/office/asc.

Career Development Center

Students in the School of Continuing Studies who have completed 12 semester hours at the University of Richmond and are admitted to an associate or bachelor degree-seeking program and are in good academic standing

are eligible for the services of the Career Development Center. The Career Development Center, located on the ground level of Richmond Hall, provides comprehensive career services for University of Richmond students and alumni. Its mission is to assist students and alumni in identifying and implementing self-determined and realistic educational and career goals. Staff members provide individualized career counseling and help students develop a systematic approach to the job or graduate school search. Programs are held throughout the year on such topics as self-assessment, choice of major, job search skills, and diversity in the workplace. Outside speakers regularly participate in career seminars designed to educate students about careers and job search skills.

The center houses a Career Resources Library containing a variety of print and audio-visual materials on career fields, internships and summer jobs, and graduate education.

The Speech Center

The Speech Center, which is associated with the Department of Rhetoric and Communication Studies, serves the entire University community in the pursuit of speaking proficiency. The Center is designed to support courses emphasizing speech and oral presentations across the curriculum.

For information, call 804/289-8814, visit the Center's Web page at www.science.richmond.edu/~spchcent/, or visit the Speech Center in room 102 of the Webb Tower, Modlin Center for the Arts.

The Writing Center

The Writing Center provides individual tutoring in writing for undergraduate and graduate students in any course or academic discipline. For information, call 804/289-8935 or visit the Center's Web site at www.richmond.edu/~writing.



FINANCIAL INFORMATION

Evening School Fees: 2002-2003 Schedule

Undergraduate Tuition per semester hour	\$248
Portfolio nonrefundable application fee	100
Tuition for Portfolio credit per semester hour	150
Education Internships and Seminars (per credit hour).....	345
Student Activities Fee, per semester	10
Late Registration Fee, per semester	15
Parking Permit, per academic year	20
Nonrefundable Graduate Certificate application fee	50
Graduate Certificate in Disaster Science, tuition per semester hour.....	286
Graduate Certificate in Human Resource Management, tuition per semester hour	500

A student will be dropped if payment for classes is not received by 5:00 p.m. on Friday of the first week of class or if arrangements for payment are not on file with the Student Accounts office. If a student is dropped due to nonpayment, they will still be responsible for the tuition and fee charges according to the University Refund Policy.

The University reserves the right to increase the fees listed herein, if conditions should make such a change necessary or advisable. Changes will be announced as far in advance as possible.

General Fee Refund

Students are matriculated by semester. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester shall be made in accordance with the University's refund policy, based on the following schedule. This schedule is adapted for summer terms.

Students who withdraw from the University and who are receiving any financial assistance may be required to return such assistance per Public Law 668.22 and institutional policy. The University of Richmond complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available in the Financial Aid Office.

The amount of the refund is based on the date that **written withdrawal notification** is received in the Office of the Dean.

Any special fee is nonrefundable after the first day of class.

	Tuition, fees refund
Withdrawal on or before the first day of class	100%
Withdrawal during the first week of classes	100%
Withdrawal during the second week of classes	70%
Withdrawal during third week of classes	50%
Withdrawal during the fourth week of classes	25%
Withdrawal during the fifth week of classes	25%
Withdrawal during the sixth week of classes	25%
Withdrawal after the sixth week of classes	None

Appeals Process

The University of Richmond has an appeal process for students and parents who believe individual circumstances warrant exceptions from published policy. **All appeals must be in writing** and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, Virginia 23173; or bursar@richmond.edu.

Tuition Payment Options

FULL PAYMENT is due by the end of the first week of class if paying by:

1. MasterCard or Visa. Call 877/237-9734 – There is a fee for using this credit card service. This fee is a percentage of the amount that you are charging, and not a flat rate.
2. Check payable to the University of Richmond.
3. Cash.

Full payment or plan of payment is due to the Student Accounts Office by the end of the first week of the term or you will be dropped from class. If you are dropped from class due to nonpayment, you will still be responsible for the tuition and fee charges according to the University Refund Policy.

PAYMENT PLAN

The University is offering the services of **Academic Management Services (AMS)** for students who desire a payment plan.

WHAT IS AMS?

AMS (Academic Management Services) is an education financing company that provides families and students with a low cost plan for budgeting tuition and other education expenses. The Tuition Pay Monthly plan is NOT a loan program, therefore no debt is incurred. There is no interest or finance charged assessed by AMS on the unpaid balance due to the college. The only fee to budget payments through AMS is a \$35.00 per semester non-refundable enrollment fee. Payments made through AMS are considerably less expensive than the cost of obtaining loans, paying with credit cards, or budgeting through other interest or fee-charging payment plans. There is no credit search or qualifications necessary to use AMS.

One of the reasons why the cost to budget with AMS is so affordable is because payments through AMS are made by using automatic payments from your bank. The automatic payment helps you budget tuition payments in a convenient way, which ensures that the college will receive dependable and consistent tuition payments. With AMS you never miss a payment and you save the time and expense of writing and mailing checks.

HOW DOES THE AUTOMATIC PAYMENT WORK?

Automatic payments are simply payments that you authorize your bank to make on your behalf on a specific date each month. The amount paid by your bank is a predetermined amount that you have authorized. Your bank will make these payments from either your checking or savings account, according to the instructions you have provided on your agreement with AMS. Payments will be made until the total amount due to the college is paid in full. Automatic payments are used to pay mortgages, life insurance premiums, car payments, utilities and other types of bills.

When you use AMS to pay your school tuition, your bank sends your payment on the first of the month directly to the bank that AMS uses to collect tuition payments. Before any payment is made, AMS provides evidence of your authorization for tuition payments to your bank. Your bank will usually verify this authorization with you and then set up the payment schedule. It is important to remember that AMS and your college never see your bank account or have any direct access to your account. You never lose any control of your account. State and federal laws strictly control the automatic payment process. With AMS your payments are made on the first of each month.

BUDGET PERIOD

To qualify for the three-month payment plan, student applications must be received by AMS by August 10 for the fall semester or December 10 for the spring semester. The budget period is August through October for the fall semester, and December through February for the spring semester. The AMS Tuition Pay Monthly Plan is not available for courses offered during the summer semester.

HOW TO APPLY FOR AMS

To enroll in the Tuition Pay Monthly plan simply go to their Web site at www.tuitionpay.com and click on "enroll now."

WHAT IF I HAVE QUESTIONS ABOUT MY ACCOUNT?

There is always an account representative who can answer questions about your AMS account once it has been established. You can call 1-800-556-6684 and speak to your account representative. You may also contact the Student Accounts Office at 804/289-8147.

Scholarships

Scholarship funds are available for School of Continuing Studies students who are actively pursuing a planned program of study and have completed 12 semester hours in the School of Continuing Studies. Deadline for application: August 1.

Applications for scholarships may be obtained from the School of Continuing Studies.

The Richmond Dry Goods/Children's Wear Digest Scholarship was established in 1919 and is aided by the Klaus Family. This scholarship recognizes an Evening School student who is working toward a degree or certificate with an entrepreneurial interest but who is not receiving tuition assistance from his or her employer.

The Larus and Brother Company Scholarship was established in 1945 by Larus and Brother Company, a Richmond-based cigarette manufacturer that ceased operations in 1974, as a scholarship for the Evening School.

The Lawyers Title Insurance Corporation Scholarship was established in 1945 by Lawyers Title Insurance Corporation, a leading

title insurance company in Richmond, as a scholarship for the Evening School.

The Reynolds Metals Company Scholarship was established in 1945 by Reynolds Metals Company, a Richmond-based manufacturer of aluminum products, as a scholarship for the Evening School.

The Martin L. Shotzberger Scholarship was established in 1968 by the part-time Evening School faculty, alumni, and friends as recognition of Dr. Shotzberger's years as the first dean of University College, now known as the School of Continuing Studies. He left to become president of Catawba College in Salisbury, N.C. Dr. Shotzberger earned his B.S.B.A., M.B.A., and an honorary Doctor of Laws degree from the University of Richmond.

The J. May Reid Scholarship in Retail was established in 1999 by Children's Wear Digest, Inc., headed by Philip W. Klaus, Jr., in appreciation for Mrs. Reid's dedicated service to the company since its founding over 20 years ago.

The Retail Merchants Association Scholarship was established in 2000 for degree-

seeking students accepted into the Retail Management Certificate Program.

The Retail Merchants Association Retail Management Scholarship was established in 1999 for students in the Retail Management Certificate program who are members of the Retail Merchants Association or are employed by a Retail Merchants Association member and who display good citizenship and act in a manner that enhances the University's program.

The Standard Oil Company of New Jersey Scholarship was established in 1945 by the Standard Oil Company of New Jersey, now Exxon Corporation, as a scholarship for the Evening School.

The E.B. Sydnor Scholarship was established in 1915 by Eugene B. Sydnor, former president of Richmond Dry Goods Company, Inc. and vice president of Virginia Mechanics Institute in Richmond, as a scholarship for the Evening School.

The Jean H. Proffitt Scholarship was established in 1996 by alumni, students, and friends in honor of Jean H. Proffitt, who has been an inspiration to and advocate for many thousands of Evening School students, upon her retirement after 36 years of service. **This scholarship has no minimum hour requirements and is available to all degree-seeking students.**

Tuition Assistance

Recognizing the value of college training in the evening, many organizations in Richmond and the surrounding area pay tuition, in whole or in part, for their employees. Students should inquire about possible educational benefits offered by their employers.

Veterans Affairs

Students eligible to receive educational benefits under the Veterans Readjustment Acts and other public laws for veterans, active servicemen, children, widows or wives of disabled or deceased veterans must submit an application to the Veterans Administration (VA) prior to registration to ensure maximum benefits. Eligible students must request a Certificate of Enrollment from the VA Coordinator each term, including the summer session. VA checks then are sent directly to the student.

The VA requires both the University and the student to notify the VA promptly if there is a change in course load.

Students are expected to progress satisfactorily toward their approved educational objective. Instances of poor academic performance, courses taken which do not count toward approved program, repeated courses, and/or excessive absences or withdrawals must be reported. Such instances may result in a reduction or loss of benefits. For further information, contact the VA coordinator in the Office of the University Registrar, 804/289-8395.

Financial Aid

In addition to the scholarships named above, there are other sources of financial assistance available to students in the School of Continuing Studies. Generally, a student must be enrolled or unconditionally accepted for enrollment on at least a half-time basis (six credits) in a degree or certificate program in order to be eligible for consideration for financial aid. In addition, the student must be a U.S. citizen or permanent resident (or other eligible non-citizen) and must be making Satisfactory Academic Progress (see below) toward his/her degree or certificate.

Federal financial assistance is available in the form of **Federal Pell Grants** and **Federal Direct Loans**. Pell Grants are provided to low-income undergraduate students who have not already earned a degree but who are working toward a degree. Pell Grant recipients must be enrolled for at least three credit hours. The grants do not have to be repaid.

Federal Direct Loans are low interest loans for students who are enrolled in either a degree or a certificate program for at least six credit hours. Annual loan limits vary from \$2,625 to \$5,500 depending on grade level. Subsidized Direct Loans are available to students who demonstrate financial need; the federal government pays the accrued interest on these loans while the student is enrolled. Unsubsidized Direct Loans are available to students regardless of demonstrated need; students are responsible for accrued interest on these loans.

Eligibility for the Federal Pell Grant and Federal Direct Loans is determined by comple-

tion of the Free Application for Federal Student Aid (FAFSA) and the University of Richmond Financial Aid Supplemental Application. An additional loan application is required for the Direct Loan program. These forms are available in the Financial Aid office, Sarah Brunet Hall [tel.: (804) 289-8438, e-mail: finaid@richmond.edu]. Please note that if you will need financial assistance in order to pay for your tuition charges, then the required applications must be completed at least six weeks prior to the start of the enrollment period.

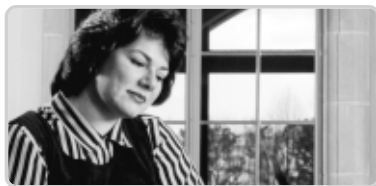
The **Virginia Tuition Assistance Grant** (TAG) is available to full-time students who are residents of Virginia and who are enrolled in a degree program. (The amount of the grant for 2002-03 is expected to be \$2,625.) TAG applications may be obtained from the Financial Aid office. Deadline for applications: July 31.

The federal government requires that a student be making Satisfactory Academic Progress (SAP) toward his/her degree or certificate in

order to remain eligible for consideration for financial aid. The University of Richmond's SAP policy for the School of Continuing Studies students requires, by the end of the second semester and thereafter, achievement of a cumulative G.P.A. of at least a 2.0. In addition, students must pass at least 67% of the course work attempted. The maximum timeframe allowed for completion of a program is 150% of the program length. (For example, if the program requires 60 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 90 hours.)

Alumni Discount Policy

Alumni who received a bachelor's degree from the School of Continuing Studies or University College are eligible for a 50% discount in Undergraduate credit classes. Registration is on a space-available basis. Contact the School of Continuing Studies at 804/289-8133 for details before attempting to register.



ACADEMIC PROCEDURES

Flexible Ways to Earn Credit

The School of Continuing Studies has a liberal transfer policy and matriculated students can earn credits toward their degree through examination (CLEP), independent study, or through portfolio assessment of prior learning. Consult your academic advisor for details.

Credit By Examination

The School of Continuing Studies awards credit based on acceptable performance in specified tests of the College Level Examination Program (CLEP). Generally, a student may not attempt credit by examination for a course in which a failing grade was received or for a basic course in those areas in which acceptable college credit has been earned at a more advanced level. For information about gen-

eral and subject examinations, contact the School of Continuing Studies.

Independent Study

An Independent Study course is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. In rare cases, when scheduling or other conflicts exist, a regular course may be taken as an independent study. Independent Study courses may be used in the Areas of Study and General Distribution and may be used to enhance courses in the major.

A student who has completed at least 60 semester hours of academic work toward a bachelor's degree may elect to take up to 12 hours through Independent Study. A student who has completed 30 semester hours of academic work toward an associate's degree may elect to take

up to six hours through Independent Study. Prior permission of the Dean is required.

Transfer Credit

Courses offered in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the coursework is completed. A grade or equivalent of *C* (2.0) or better must have been earned in the particular course. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Continuing Studies. **No transfer work will be accepted during the final semester of a program. CLEP exams are considered transfer credits.**

The School of Continuing Studies does not accept credits earned with a Pass/No Pass designation.

Credit in English Composition is not automatically transferred. If a student earned a *C* or better, he or she may take the SCS English Challenge Test. If passed, academic credit for English 101U will be transferred pending successful completion of English 100U, The Research Process. *In all cases, English 100U will be required of new and transfer students.*

No transfer credit shall be formally accepted or recorded until the University has received an official transcript directly from the records office of the institution which offered the coursework. If coursework is being transferred from more than one institution, a transcript must be received from each institution.

Transfer credits will not be accepted during the semester prior to graduation.

Note: Courses offered in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting *by one of the following regional accrediting associations at the time the coursework is completed:*

- *Middle States Association of Colleges and Schools/Commission on Higher Education;*
- *New England Association of Schools and Colleges/Commission on Technical and Career Institutions;*
- *North Central Association of Colleges and Schools, The Higher Learning Commission;*

- *Northwest Association of Colleges and Schools/Commission on Colleges;*
- *Southern Association of Colleges and Schools/Commission on Colleges;*
- *Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges and Universities; and*
- *Western Association of Schools and Colleges/ Accrediting Commission for Community and Junior Colleges*

Portfolio Assessment of Prior Learning

Yet another way for students to earn academic credit is by portfolio assessment of prior learning. This involves developing a learning portfolio that demonstrates college-level learning that occurred on the job or during training, through volunteer work or by other means. By preparing and submitting a learning portfolio, SCS students can earn up to 30 credits toward a bachelor's degree and 15 credits toward an associate's degree. Six hours of portfolio credit may be applied toward the certificate or toward the major. Students become eligible to submit portfolios after completing 12 semester hours at the University of Richmond.

A portfolio is a formal, written communication made up of an introductory essay, a detailed narrative on a specific course and documentation. Portfolios have been successfully submitted in leadership, journalism, English, speech, and many other disciplines. These portfolios are available for examination in the SCS office.

In order to submit a portfolio, a student must enroll in ADED 200U Experiential Learning and Portfolio Preparation. This course serves as an elective and provides students with the necessary information about how to evaluate their experiential learning, match the learning to a course, and how to prepare a portfolio. At completion of the course, each student is able to make a decision about whether to proceed in earning credit in this manner. Students who have completed the course are eligible to submit portfolios throughout their academic careers at the University.

Students who have completed ADED 200U and wish to earn credit by portfolio assessment register for ADED 201U Portfolio Submission and Assessment during the regular registration pe-

riod and pay the nonrefundable assessment fee of \$100. Portfolios can be submitted at any time, however the following submission dates determine when credit is awarded.

For credit earned in the spring semester, portfolios must be submitted by Feb 15.

For credit earned in the summer semester, portfolios must be submitted by June 15.

For credit earned in the fall semester, portfolios must be submitted by October 15.

Qualified faculty members with expertise in the particular discipline review the portfolios. The assessors will recommend credit based on

the extent and depth of the student's learning as demonstrated in the portfolio. The review process may include an interview with the student. After reviewing the assessors' recommendations, the associate dean will make the final decision regarding credit.

Once the credits have been awarded, students will be billed \$150 per semester hour. Portfolio credits will show a *P* for passed and the specific course in which credit was assigned. Portfolio credits do not carry a letter grade and do not affect the grade point average.



REGISTRATION

Registrations are accepted on the Web via BannerWeb at <https://bannerweb.richmond.edu>. Complete registration instructions are printed in the *Schedule of Classes* and on the Web and are available prior to each semester—July for the fall semester and November for the spring semester. Call 804/289-8133 for the *Schedule of Classes* or view a list on the University of Richmond's Web site at www.richmond.edu

Normal Class Load

The University of Richmond operates on the semester system. A normal course load for students who are employed full time is six semester hours. Some students find it possible to pursue nine semester hours. Your academic advisor will help you determine the appropriate schedule.

During the Fall and Spring semesters, students may not take over 17.5 credit hours without the dean's approval.

Students may enroll in no more than six credit hours in one session of summer school and no more than 18 credit hours total during the entire Summer Term without the Dean's approval.

Changes (Drop/Add/Withdrawal)

Changes in registration must be initiated by the student in the School of Continuing Studies Office within the deadlines specified in the academic calendar.

Withdrawals before the end of the second week of classes are not shown on the academic record; withdrawals after the end of the second week to the mid-semester date carry the grade of *W* on the academic record. After mid-semester, withdrawals carry the grade *W* (withdraw passing) or *M* (withdraw failing). **All withdrawals must be requested in writing to the School of Continuing Studies. Students who stop attending class without notifying the Dean's Office will receive the grade of V (failure due to excessive absences) regardless of the last date of attendance and are responsible for payment of the class.**

Audit

Normally, courses are taken for grade and academic credit; however, a student may take a course as an audit. The audit reserves a place

in the class for the student, but there are no attendance requirements nor credit given at the end of the term. The audited course is shown as such on the permanent academic record with a grade of Z for audit.

Students who wish to audit a course or courses register and pay in the usual manner. After registering, the Audit Form must be completed to change a course from credit to audit status. Audit Forms are available from the Registrar or the School of Continuing Studies Office. The completed form must be filed in the School of Continuing Studies Office prior to the mid-semester date published in the academic calendar. Once filed, the audit status is not reversible.

Graduate Study

Upper level undergraduate students may be approved to enroll in a limited number of graduate courses for either undergraduate or graduate credit purposes, according to the following criteria:

For Undergraduate Credit

School of Continuing Studies (SCS) undergraduate students may enroll in SCS graduate-level coursework *for undergraduate credit*, provided they meet the following criteria:

- an overall GPA of 3.0 or above;
- the written approval of their program director; and,
- ability to succeed in coursework at the

graduate level, based upon a combination of prior experience and/or formal college education.

Note: Specific programs within the SCS may require additional criteria.

For Graduate Credit

School of Continuing Studies (SCS) undergraduate students may enroll in SCS graduate-level coursework *for graduate credit*, provided they meet the following criteria:

- satisfactory completion (including transfer) of at least 100 semester hours of coursework toward the baccalaureate degree;
- an overall GPA of 3.30 or above; and,
- acceptance into a graduate certificate program as a regular student by its standard procedures.

Until students have completed a baccalaureate degree, no more than three courses may be taken for graduate credit and not more than two courses may be taken in any given semester.

Although a student who is accepted in this option may be enrolled in undergraduate and graduate courses simultaneously, the undergraduate and graduate transcripts will be kept separately. Courses taken for graduate credit under this option will not apply to the bachelor's degree.

Note: Specific programs within the SCS may require additional criteria.

COURSE ADMINISTRATION

Class Attendance

Each student is expected to attend all meetings of all classes, including lectures, seminars, laboratories and drills, in which he or she is enrolled. The specific attendance policy in each course, however, is determined by the instructor of the course, subject to the section on University Holidays below. The specific attendance policy for each course will be announced to the students and distributed on the course syllabus at the beginning of the course.

Faculty members will honor an official notification from the appropriate dean that a student is to be excused for participation in a University-sponsored event, such as choral

performances off campus, intercollegiate athletic events, or judicial hearings at which the student must be present.

A student generally will be held responsible for all work of a class or laboratory missed during an absence. Acceptance of any excuse for an absence, other than those excused by the appropriate dean in the previous paragraph, and any provision for make up, will be at the discretion of the instructor provided it is consistent with the announced policy for the course and with the University Holiday Schedule below. Missed classes, work, tests and/or excessive absences with or without good cause may result in a poorer grade, or failure, in the course.

(NOTE: Students enrolled in Business School or School of Continuing Studies courses must attend at least 75% of the class meetings regardless of the reasons for absence to be eligible to receive credit for the course.)

Generally, absences that may be excused by faculty members include accident or illness, death or serious illness of a family member, bona fide religious holiday observance, or participation in other University activities such as field trips. Students should make arrangements with their instructors as far in advance as possible for the make up of any missed work. Students experiencing difficulty in making reasonable arrangements for make up work may see their dean.

University Holidays

With the increasing diversity of the University community and the limited flexibility in setting the academic calendar, it is not possible to avoid some religious and secular holidays that are very important to some members of our faculty, staff, and student body. However, the University is very sensitive to the special needs of those who need to observe such holidays and will make accommodations for them to make up the time missed if arrangements are made in advance.

The University is officially closed on New Year's Day, Thanksgiving Day, and Christmas. In addition, some schools are closed for classes on Memorial Day, July 4th, and Labor Day while others hold classes on those days. (See the appropriate academic calendar for specifics.)

Other holidays affecting University community members include Martin Luther King Day, Rosh Hashanah, Yom Kippur, the first two days of Passover, Good Friday, and Easter Sunday. In consideration of their significance for our students, students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If a test or examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday. Faculty and staff should be aware that Jewish and Islamic holidays begin at sunset on the evening before the published date of the holiday.

The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not

limited to, Sukkoth, the last two days of Passover, Shavuot, Shemini Atzerat, and Simchat Torah, as well as the Islamic New Year, Ra's al-sana, and the Islamic holidays Eid-al-Fitr and Eid-al-Adha.

Students who wish to observe any such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later, so that alternative arrangements convenient to both the student and instructor can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. To facilitate this, faculty will announce and distribute all anticipated test and examination dates on the course syllabus, distributed at the beginning of each semester. Students should be aware that faculty may need to adjust these dates as necessary.

Class Meetings

Class meeting times and locations are noted in the *Schedule of Classes*, and any corrections are noted on the Web at <https://bannerweb.richmond.edu/>.

Seldom are classes canceled. If cancellation due to severe weather is necessary, a notice will appear on the television or be on WRVA radio encouraging students to call the University hotline at 804/289-8760.

Grading Policies

The level of students' performance in classwork and examinations is indicated by letters. *A* (excellent), *B* (good), *C* (average), and *D* (poor) indicate that the work has been passed. The foregoing grades may be accompanied by a plus (+) or minus (-) to indicate a relative position within the grade category. *Z* shows that a course was audited. *S* and *U* indicate satisfactory or unsatisfactory performance in nonacademic courses or in a Pass/No Pass credit course. *W* indicates that the student withdrew from a course with a passing average. Marks indicating failure and included as such in the grade point average are *F*, *M* (withdrew from a course with a failing average), and *V* (failure because of excessive ab-

sences). The *X* indicates that the grade is not available from the instructor.

I and *Y* mean that a course has not been completed by the term's end. The *I*, which provisionally counts as a failing grade, is given when the reasons for incomplete work are deemed unjustifiable by the instructor. The work is to be made up by the date the instructor specifies, but no later than the midsemester of the next regular semester. If the work is not made up during the grace period, the *I* will be converted to *F*. The *Y*, which does not count as a failing grade, is given when the reasons for incomplete work are deemed justifiable by the instructor, or at the end of the first term of a course that continues into a succeeding term. There is no deadline for completion of the work unless the instructor so specifies. In all cases, it is the student's responsibility to make arrangements for and progress to the completion of an incomplete course.

ENGL 100U/101U Policy

To promote academic success in all courses through writing proficiency, a passing grade of C or better is required in ENG 100U/101U.

Transcripts

Most colleges and universities require an official transcript to consider transfer credit. If you need a transcript, contact the Office of the University Registrar located in Sara Brunet Hall. Requests must be made in writing.

Residency Requirement

Bachelor's degrees of the School of Continuing Studies require 121 semester hours. At least 60 semester hours must be completed in the School of Continuing Studies including English 100U/101U and 102U within the first 13 hours. Students who were previously enrolled in another school of the University of Richmond must complete at least 45 semester hours in the School of Continuing Studies to receive a School of Continuing Studies degree. The last 12 hours must be taken in the School of Continuing Studies.

Associate's degrees require 61 semester hours. At least 30 semester hours must be completed in the School of Continuing Studies including English 100U/101U and English 102U within the first 13 hours. The last 12 hours must be taken in the School of Continuing Studies.

Certificates and Post-Baccalaureate Certificates in Human Resource Management, Information Systems, Liberal Arts, Leadership, and Retail Management require 30 or 31 semester hours. Twenty-four semester hours must be completed in the School of Continuing Studies.

In Education, the certificate in Applied Studies in Teacher Licensure Preparation requires 28 hours.

The Paralegal Studies certificate requires 36 semester hours, 30 of which must be completed in the School of Continuing Studies.

The Certificate in Applied Studies in Emergency Management and the Certificate in Applied Studies in Business Continuity both require 18 semester hours, which must be completed in the School of Continuing Studies.

NOTE: *No transfer work will be accepted during the final semester of any program.*

Credit and Grade Point Average

The University of Richmond uses the semester hour value. A semester hour is determined by a combination of factors that include contact time with a faculty member in a formal setting and expectations of independent student work through a nominal 15-week semester.

The grade point average is based on two factors:

GPA Hours - The accumulation of academic semester hours that have grades to which grade point values are assigned; and

Grade Points - Given for each semester hour's grade according to the following scale:

A+	4.0	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
F	0.0	I	0.0	M	0.0	V	0.0

Calculation - The grade point average is calculated by dividing the total number of grade points earned by the total number of GPA hours. The grade point average is represented to two significant decimal figures.

The accumulations and average are shown each term on the permanent academic record. Also shown is the accumulation of Earned Semester Hours. Earned hours are the academic semester hours in which the student has earned passing grades, plus semester hours credit, if any, for accepted transfer work.

Academic Reports

Grades are available on *BannerWeb* generally 48 hours after the grade due date published in the Academic Calendar. Students can also check grade changes, incomplete make-ups, and posting of transfer credit throughout the year from any location. Grades are deemed correct unless notification to the contrary is received by the University Registrar within three (3) months after the close of the term specified.

If students need an official copy of their academic record, they can request a transcript through the Office of the University Registrar. All courses taken at the University of Richmond become a part of the permanent academic record.

Academic Standing

Students are expected to achieve in the classroom and make steady academic progress. Good standing is defined as earning at least 2.0 grade points for each academic hour attempted. A student is automatically placed on **Academic Warning (AW)** when the student's cumulative grade point (GPA) falls below a 2.0 at the conclusion of any term of attendance—fall, spring, or summer. A student on academic warning should take active steps to improve academic performance. A student remains on AW for one term of attendance at the end of which time the student must obtain a cumulative GPA of at least 2.0. Failure to achieve this GPA results in the student being placed on Academic Probation.

A student is placed on **Academic Probation (AP)** when the student's cumulative GPA falls below 2.0 for two consecutive terms of attendance. Students on AP are expected to improve their cumulative GPA within two consecutive terms of attendance. A student who achieves a cumulative GPA of at least 2.0 is removed from Academic Probation. If a student fails to meet the minimum of a 2.0 GPA, he/she will be suspended from the School of Continuing Studies. Once placed on **Suspension (SP)**, a student may reapply for admission after one full academic year from the term of suspension.

Undergraduate Degree-seeking Students

Students who have not completed a class in the School of Continuing Studies for six or more successive semesters (including summer)

must resubmit an application and be readmitted under the current catalog requirements. *Academic files will be kept for five years from the date of the last class taken. After that time they will be destroyed.*

Undergraduate Nondegree-seeking and Unclassified Students

Students may earn 12 semester hours within the school as a nondegree-seeking (NDS)/unclassified student after which she or he will be encouraged to declare a major or explore options with a student advisor. Those students who choose not to pursue a degree will remain NDS/unclassified.

To Change Degree or Major

Students wishing to change the degree and/or major into which they were originally accepted, must submit the request in writing. If approved, the degree requirements will be those of the most recent catalog and an updated audit sheet will be mailed to the student with acknowledgment of the change. A meeting with the student advisor may or may not be required.

To Apply for a Minor

A student must complete the Minor Declaration Form available in the SCS. The minor will appear on the official transcript and all classes in the minor must be completed at the University of Richmond.

Evaluation

Instructors establish grading criteria for their courses and prepare and submit the final course reports (using the grades defined under Grading Policies) to the University Registrar for recording. In the event of a question about the accuracy of the recorded grade, a student should direct inquiries to the instructor and/or the Office of the University Registrar within three months of the specified semester.

It is recognized that each class and each student in a class has unique characteristics that the instructor alone is in the best position to evaluate; consequently, except in unusual circumstances, formal appeals to others concern-

ing the evaluation on which a grade is based are not appropriate.

If unusual circumstances appear to have existed which could have affected the evaluation, the student should first bring the matter to the attention of the instructor (if available). If that informal inquiry is impossible, or if its results are disputed, the student may next bring the matter to the attention of the Student Advisor. In the event of continued dispute, the student may formally petition the Dean, then the Academic Council for a decision.

Graduation

The University graduation ceremonies are held in May. Students planning to complete BAS, BLA, AAS, ALA, Certificate, Post-Baccalaureate Certificate, or Graduate Certificate requirements in the coming May or August must file a Degree Application form by the **second Friday in September**. Forms may be obtained from the Dean's office. Students who plan to complete requirements in the Summer School (no more than 12 hours) participate in the May or August ceremony as prospective August graduates. (NOTE: No transfer credit will be accepted during the semester prior to graduation.) **Attendance at commencement is required unless absentia status is approved by the University Registrar prior to commencement. Requests for absentia status must be made in writing to the Registrar and received eight working days before the ceremony.**

Degree With Honors (Latin Honors)

General academic honors of three ranks are awarded to graduates receiving associate and baccalaureate degrees on the basis of their cumulative grade point average of work completed at the University of Richmond.

Cum Laude 3.20 - 3.49

Magna Cum Laude 3.50 - 3.79

Summa Cum Laude 3.80 - 4.00

Changes in Catalog Information

Caution: The course offerings and requirements of the University of Richmond are under continual examination and revision. This catalog is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will not change. The University specifically reserves the right to change requirements for any major, minor, and/or program, and to implement them during any particular year.

The student assumes full responsibility for compliance with all academic requirements.

In the event the University adopts new general education and/or major, minor, and program requirements, efforts will be made to accommodate hardships during the transition period.

PROGRAMS OF STUDY

The School of Continuing Studies offers the following programs of study:

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Minor	
Transportation and Logistics Management	54-55
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Minor	

Note: We are no longer accepting new students into this program.

BUSINESS**Minor (18 hours)**

ECON 201U-202U	Principles of Economics (Micro/Macro), 3-3
ACCT 300U	Accounting for Non-Accountants, 3
MKT 321U	Principles of Marketing, 3
MGMT 341U	Principles of Management, 3
FIN 365U	Corporation Finance, 3

EDUCATION**Certificate in Applied Studies in Teacher Licensure Preparation****REQUIRED: 28 semester hours****I. Core Courses: 12 semester hours**

EDUC 310U	Curriculum Methods, 3
EDUC 338U	Instructional Technology Integration, 3
EDUC 358U	Classroom Management, 3

One of the following:

EDUC 324U	Reading in the Elementary School, 3
EDUC 350U	Content Area Reading, 3

II. Field Experiences: 10 semester hours

EDUC 315U	Introductory Internship, 2
EDUC 330U	Midterm Internship, 2
EDUC 460U	Student Teaching, 6

III. Seminars: 6 semester hours

EDUC 317U	Introductory Seminar, 2
EDUC 380U	General Education Seminar, 2

One of the following:

EDUC 332U	Elementary Seminar, 2
EDUC 334U	Secondary Seminar, 2

All coursework must be completed prior to Student Teaching (EDUC 460U) and the accompanying Seminar (EDUC 332U or EDUC 334U).

Transfer Courses: Because of the nature of coursework in the Teacher Licensure Program, many college courses might not be acceptable for transfer to the Program. All requests to transfer courses to the TLP must be submitted to the Director of the Teacher Licensure Program at least four weeks prior to the student beginning the Program.

NOTE: Students who have earned a bachelor's degree from a regionally accredited college or university and desire admission to the Certificate in Applied Studies in Teacher Licensure Preparation may call 804/289-8427 for an application packet. Students who have not yet earned a bachelor's degree must first apply to the Bachelor of Liberal Arts (BLA) program. These students may apply to the Certificate in Applied Studies in Teacher Licensure Preparation after earning approximately 50 semester hours towards the BLA.

EMERGENCY SERVICES MANAGEMENT**On-line Degree Completion Model:****Bachelor of Applied Studies in Emergency Services Management with a minor in Emergency Management or Business Continuity**

Every year natural, man-made, and national security disasters and emergencies threaten the safety of communities and their citizens and the productivity of their businesses. Our degrees in emergency services management assists in preparing you to manage public sector emergency management and private sector business continuity programs in the context of events ranging from routine emergencies to catastrophes. We focus on the integration of emergency management, fire, emergency medical services, law enforcement, business continuity, and voluntary agencies in a comprehensive approach to protecting life, property, government and the economy. Minors and certificates in Emergency Management and Business Continuity give you the opportunity to specialize in either public or private sector program management. Online courses allow you to work with fellow professionals across the United States in a diverse and experienced student body representing virtually every emergency related discipline.

The degree completion model allows students to complete from 60-64 semester hours of on-line coursework toward a Bachelor of Applied Studies in Emergency Services Management with a Minor in Emergency Management or Business Continuity.

I. Communication Skills: 16 semester hours

ISYS 101U	Online Learning and Teaching, 1*
ENGL 101U	Composition or equivalent and pass the English Challenge examination, 3**
ESM 303U	Research Practicum, 3
ENG 112U	Professional Communication, 3**
SPCH 105U	Interpersonal Communication, 3**
ISYS 203U	Information Technology, 3**

*required for students who do not have prior experience taking online courses

**if student has equivalent courses in transfer, other online courses may be substituted

ENGL 101U, ENGL 112U, ESM 303U and ISYS 101U must be completed within the first 16 hours of the program.

NOTE: Students will choose one of the following two minors:

Emergency Management Minor: 18 semester hours

ESM 312U	Emergency Management Systems and Theory, 3
ESM 302U	Emergency Planning, 3
ESM 307U	Managing Emergency Operations, 3
ESM 305U	Disaster, Characteristics and Physical Impacts, 3
ESM 313U	Disaster Exercises, 3
ESM 314U	Defending Communities – Integrating Mitigation, Preparedness, and Recovery, 3

OR

Business Continuity Minor: 18 semester hours

ESM 315U	Business Continuity Program Management, 3
ESM 310U	Business Continuity Planning, 3
ESM 307U <i>or</i>	Managing Emergency Operations, 3 <i>or</i>
ESM 313U <i>or</i>	Disaster Exercises, 3 <i>or</i>
ESM 316U	Information Technology Disaster Recovery, 3
ESM 305U	Disaster, Characteristics and Physical Impacts, 3
ESM 317U	Risk, Hazard and Impact Analysis, 3
PBRL 331U	Introduction to Public Relations, 3

II. Core Courses: 15 semester hours

ESM 300U	Integrated Emergency Services in the Community, 3
PBAD 338U	Decision Making in Public Administration, 3
ECON 381U	Public Budget and Finance, 3
ESM 354U	Management and Organization of Public Agencies, 3
ESM 355U	Management by Fact, 3

III. Focus Courses: 12 semester hours

Select 12 semester hours from the following:

ESM 301U	Technologies for Emergency Management, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disaster, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 313U	Disaster Exercises, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3

IV. Capstone Course: 3 semester hours

ESM 495U	Capstone
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In order to graduate with a Bachelor of Applied Studies with a major in Emergency Services Management and a minor in Emergency Management or Business Continuity, the following requirements must be met.

AREAS OF STUDY: 33 semester hours

Thirty-three semester hours selected from and representing *each* of the six areas below with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

GENERAL DISTRIBUTION: 23 to 27 semester hours selected from across the curriculum. No more than 21 semester hours of business courses. Each student will receive an audit sheet outlining the specific requirements.

NOTE: Students come to the program with up to 60 transferable credits, and would complete 60, 61 or 64 credits at the University of Richmond:

Students with English Composition in transfer, who pass the English Challenge examination, and who have prior online course experience, complete 60 hours at the University of Richmond.

Students with English Composition in transfer and who pass the English Challenge examination, but who have no prior online educational experience, complete 61 hours at the University of Richmond.

Those who do not have an English Composition course in transfer and/or who do not successfully complete the English challenge examination complete a maximum of 64 hours with the University of Richmond.

To assist potential students we provide each potential applicant with a copy of our required communications courses and areas of study courses so that they could complete as much of the 60 credits as possible using locally available community college, college or university courses. This can be done simultaneously with enrollment in University of Richmond classes. Transferable credits could include equivalent courses to SPCH 105U and ENG 112U, in which case the 60 hour requirement at the University of Richmond may be met with other choices from the list of elective courses.

EMERGENCY SERVICES MANAGEMENT

Associate in Applied Studies

The Associate in Applied Studies requires 61 semester hours, 30 of which must be taken in the School of Continuing Studies.

GENERAL EDUCATION: 31 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

ENGL100U/101U	The Research Process/Composition, 1/3
ENGL 112U	Professional Communication, 3
SPCH 105U	Interpersonal Communication, 3
ISYS 203U	Information Technology, 3

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but not more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. ESM 300U Integrated Emergency Services in the Community, 3
2. ECON 381U Public Budget and Finance, 3
3. HRM 342U *or* LDSP 200U People and Organizations, 3 *or* Introduction to Leadership Studies, 3
4. PBAD 338U Decision Making in Public Administration, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

ESM 301U	Technologies for Emergency Management, 3
ESM 302U	Emergency Planning, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disasters, 3
ESM 310U	Business Continuity Planning, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 350U	Externship, 3

ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 354U	Management and Organization of Public Agencies, 3
ESM 398U	Selected Topics, 1-6
HRM 350U	Training Design and Facilitation, 3
PBRL 331U	Introduction to Public Relations, 3

III. Capstone Course: 3 semester hours

ESM 495U	Capstone, 3
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EMERGENCY SERVICES MANAGEMENT

Certificate and Post-Baccalaureate Certificate in Applied Studies in Emergency Management (ON-LINE ONLY): 18 semester hours

No transfer hours will be accepted into this program.

ESM 312U	Emergency Management Systems and Theory, 3
ESM 302U	Emergency Planning, 3
ESM 307U	Managing Emergency Operations, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 313U	Disaster Exercises, 3
ESM 314U	Defending Communities – Integrating Mitigation, Preparedness and Recovery, 3

EMERGENCY SERVICES MANAGEMENT

Certificate and Post-Baccalaureate Certificate in Applied Studies in Business Continuity (ON-LINE ONLY): 18 semester hours

No transfer hours will be accepted into this program.

ESM 315U	Business Continuity Program Management, 3
ESM 310U	Business Continuity Planning, 3
ESM 307U <i>or</i>	Managing Emergency Operations, 3 <i>or</i>
ESM 313U <i>or</i>	Disaster Exercises, 3 <i>or</i>
ESM 316U	Information Technology Disaster Recovery, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 317U	Risk, Hazard and Impact Analysis, 3
PBRL 331U	Introduction to Public Relations, 3

EMERGENCY SERVICES MANAGEMENT

Minor - Emergency Management (18 hours)

ESM 312U	Emergency Management Systems and Theory, 3
ESM 302U	Emergency Planning, 3
ESM 307U	Managing Emergency Operations, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 313U	Disaster Exercises, 3
ESM 314U	Defending Communities – Integrating Mitigation, Preparedness and Recovery, 3

EMERGENCY SERVICES MANAGEMENT**Minor - Business Continuity: 18 semester hours**

ESM 315U	Business Continuity Program Management, 3
ESM 310U	Business Continuity Planning, 3
ESM 307U <i>or</i>	Managing Emergency Operations, 3 <i>or</i>
ESM 313U <i>or</i>	Disaster Exercises, 3 <i>or</i>
ESM 316U	Information Technology Disaster Recovery, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 317U	Risk, Hazard and Impact Assessment, 3
PBRL 331U	Introduction to Public Relations, 3

GRADUATE CERTIFICATE IN DISASTER SCIENCE

The Graduate Certificate in Disaster Science deals with the causation, impact, and outcomes of a wide variety of natural and man-made disasters in an interdisciplinary context. This program builds on professional technical training and undergraduate education by involving students in the discovery of the theory of disasters and teaching them the research tools needed to discover new knowledge in the field. The certificate framework is ideal for the individual who needs a more in depth understanding of disasters in relation to emergency management duties and responsibilities.

The Graduate Certificate in Disaster Science is a twelve semester hour program.

Graduate Certificate in Disaster Science Courses:

Choose twelve (12) semester hours from the courses listed below.

ESM 503	Research Practicum
ESM 505	Disasters, Characteristics and Physical Impacts
ESM 509	Social Dimensions of Disasters
ESM 540	The History of Emergency Management Organizations and Theory
ESM 541	The Politics of Disaster
ESM 542	Economic Impacts of Disaster

Note: If you wish to obtain 18 semester hours of Disaster Science courses to meet concentration requirements for university teaching in emergency management, or for other reasons, you may complete all six courses listed in the curriculum.

Students who have taken ESM 309U cannot take ESM 509U and students who have taken ESM 305U cannot take ESM 505U.

Transfer Credit:

No transfer work will be accepted into the Graduate Certificate in Disaster Science.

Degree Requirements:

To qualify for the Graduate Certificate in Disaster Science, a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.0 grade point average on all applicable coursework and the completion of the curriculum requirements within three years of starting the program.

EMERGENCY SERVICES MANAGEMENT**Certificate and Post-Baccalaureate Certificate in Applied Studies**

REQUIRED: 30 semester hours. Candidates may transfer in up to six hours (two courses) of degree-related coursework. Post Baccalaureate candidates may choose from any courses in the Core, Focus, and Capstone based on their personally identified learning needs.*

I. Core Courses: 12 semester hours

- | | |
|------------------------------------|--|
| 1. ESM 300U | Integrated Emergency Services in the Community, 3 |
| 2. ECON 381U | Public Budget and Finance, 3 |
| 3. HRM 342U <i>or</i>
LDSP 200U | People and Organizations, 3 <i>or</i>
Introduction to Leadership Studies, 3 |
| 4. PBAD 338U | Decision-Making in Public Administration, 3 |

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- | | |
|-----------|--|
| ESM 301U | Technologies for Emergency Management, 3 |
| ESM 302U | Emergency Planning, 3 |
| ESM 303U | Research Practicum, 3 |
| ESM 304U | Current Issues in Emergency Services Management, 3 |
| ESM 305U | Disasters, Characteristics and Physical Impacts, 3 |
| ESM 306U | Law and Ethics for the Emergency Services Manager, 3 |
| ESM 307U | Managing Emergency Operations, 3 |
| ESM 308U | Terrorism, 3 |
| ESM 309U | Social Dimensions of Disasters, 3 |
| ESM 310U | Business Continuity Planning, 3 |
| ESM 311U | Advanced Planning Practicum, 3 |
| ESM 350U | Externship, 3 |
| ESM 353U | Voluntary Agency Disaster Response and Recovery, 3 |
| ESM 354U | Management and Organization of Public Agencies, 3 |
| ESM 398U | Selected Topics, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| PBRL 331U | Introduction to Public Relations, 3 |

III. Capstone Course: 3 semester hours

- | | |
|----------|------------------------|
| ESM 495U | ESM Capstone Course, 3 |
|----------|------------------------|

*Post-Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

Note: We are no longer accepting new students into this program.

EMERGENCY SERVICES MANAGEMENT**Certificate in Crisis Management (ON-LINE ONLY)**

The Certificate in Crisis Management is designed for online Internet delivery with a focus on courses of specific interest to emergency managers and business continuity professionals.

REQUIRED: 30 semester hours. Candidates may transfer in up to six hours (two courses) of degree-related coursework.

Select 30 semester hours from the following focus courses:

- | | |
|----------|---|
| ESM 199U | Emerging Knowledge and Technologies in
Emergency Services, 1 |
| ESM 300U | Integrated Emergency Services in the Community, 3 |
| ESM 301U | Technologies for Emergency Management, 3 |
| ESM 302U | Emergency Planning, 3 |
| ESM 303U | Research Practicum, 3 |

ESM 304U	Current Issues in Emergency Services Management, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disaster, 3
ESM 310U	Business Continuity Planning, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 350U	Externship, 3
ESM 351U	Internship in the Emergency Services, 3
ESM 352U	Internship in the Emergency Services, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 354U	Management and Organization of Public Agencies, 3

Note: We are no longer accepting new students into this program.

EMERGENCY SERVICES MANAGEMENT

Minor (18 hours)

I. Required: 12 semester hours

1. ESM 300U Integrated Emergency Services in the Community, 3
2. ESM 302U Emergency Planning, 3
3. ESM 305U Disaster, Characteristics and Physical Impacts, 3
4. ESM 307U Managing Emergency Operations, 3

II. Electives: 6 semester hours

Select 6 semester hours from the following:

ESM 301U	Technologies for Emergency Management, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 310U	Business Continuity Planning, 3
ESM 311U	Advanced Planning Practicum, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 354U	Management and Organization of Public Agencies, 3
HRM 350U	Training Design and Facilitation, 3
PBRL 331U	Introduction to Public Relations, 3

Note: We are no longer accepting new students into this program.

HUMAN RESOURCE MANAGEMENT

Bachelor of Applied Studies

Managing people and processes has become an essential skill for today's worker across most professions and across all levels of the organization. The BAS in Human Resource Management is designed for students with a specific interest in the dynamic field of people relations and management. The general focus of this program is to develop strong interpersonal skills as well as a thorough grounding in HRM procedures, training, federal regulations, and law. The HRM major meets the need of current HRM practitioners as well as those interested in entering this profession.

No more than 30 business hours may be included in the 121 semester hours for the Bachelor of Applied Studies degree. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 46 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

- 1 ENGL100U/101U The Research Process/Composition, 1/3
- 2 ENGL 112U Professional Communication, 3
- 3 SPCH 105U Interpersonal Communication, 3
- 4 ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

GENERAL DISTRIBUTION: 45 semester hours

The following nonbusiness courses are strongly recommended as General Distribution courses for Human Resource Management majors (no more than 21 semester hours of business courses (Accounting, Finance, Marketing, or Management) may be included.):

- | | |
|-----------|--|
| ADED 301U | The Adult Learning Process, 3 |
| ADED 302U | The Consultant, 3 |
| ADED 306U | Skills for Lifelong Learning, 3 |
| HUM 208U | Career and Life Development, 3 |
| HUM 212U | Applied Ethics, 3 |
| LDSP 200U | Introduction to Leadership Studies, 3 |
| LDSP 302U | Leadership and Ethical Action and the Law, 3 |
| LDSP 303U | Skills for Leading Individuals, 3 |
| PSYC 305U | Stress and Its Management, 3 |
| SPCH 206U | Group Communication, 3 |
| SPCH 222U | Business and Professional Speech, 3 |
| SPCH 340U | Cross-Cultural Communications, 3 |

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3
4. HRM 343U HR/Personnel Management, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- | | |
|-----------|--|
| HRM 345U | Organizational Development, 3 |
| HRM 348U | Application of Critical Human Resource Issues, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| HRM 352U | Quality Management and Process Improvement, 3 |
| HRM 354U | Compensation and Benefits, 3 |
| HRM 360U | HR in an IT World, 3 |
| HRM 388U | Internship, 3 |
| HRM 398U | Selected Topics, 1-6 |
| PSYC 327U | Organizational Psychology, 3 |
| LAW 322U | Survey of Personnel Law, 3 |

III. Capstone Course: 3 semester hours

- | | |
|----------|--|
| HRM 495U | Capstone Seminar in Human Resource Management, 3 |
|----------|--|

HUMAN RESOURCE MANAGEMENT**Associate in Applied Studies**

The Associate in Applied Science requires 61 semester hours, 30 of which must be taken in the School of Continuing Studies.

GENERAL EDUCATION: 31 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 112U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but no more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

MAJOR: 30 semester hours**I. Core Courses: 12 semester hours**

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3
4. HRM 343U HR/Personnel Management, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- | | |
|-----------|--|
| HRM 345U | Organizational Development, 3 |
| HRM 348U | Application of Critical Human Resource Issues, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| HRM 352U | Quality Management and Process Improvement, 3 |
| HRM 354U | Compensation and Benefits, 3 |
| HRM 360U | HR in an IT World, 3 |
| HRM 388U | Internship, 3 |
| HRM 398U | Selected Topics, 1-6 |
| PSYC 327U | Organizational Psychology, 3 |
| LAW 322U | Survey of Personnel Law, 3 |

III. Capstone Course: 3 semester hours

- | | |
|----------|--|
| HRM 495U | Capstone Seminar in Human Resource Management, 3 |
|----------|--|

HUMAN RESOURCE MANAGEMENT**Certificate and Post-Baccalaureate Certificate in Applied Studies****REQUIRED: 30 semester hours*****I. Core Courses: 12 semester hours**

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3
4. HRM 343U HR/Personnel Management, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

HRM 345U	Organizational Development, 3
HRM 348U	Application of Critical Human Resource Issues, 3
HRM 350U	Training Design and Facilitation, 3
HRM 352U	Quality Management and Process Improvement, 3
HRM 354U	Compensation and Benefits, 3
HRM 360U	HR in IT World, 3
HRM 388U	Internship, 3
HRM 398U	Selected Topics, 1-6
PSYC 327U	Organizational Psychology, 3
LAW 322U	Survey of Personnel Law, 3
LDSP 303U	Skills for Leading Individuals, 3

III. Capstone Course: 3 semester hours

HRM 495U	Capstone Seminar in Human Resource Management, 3
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*Post-Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

HUMAN RESOURCE MANAGEMENT

Minor (18 hours)

HRM 343U	HR/Personnel Management, 3
HRM 345U	Organizational Development, 3
HRM 352U	Quality Management and Process Improvement, 3
HRM 354U	Compensation and Benefits, 3
PSYC 327U	Organizational Psychology, 3
LDSP 303U	Skills for Leading Individuals, 3

HUMAN RESOURCE MANAGEMENT GRADUATE CERTIFICATE

The Human Resource Management Graduate Certificate (HRM Graduate Certificate) is a 15 semester-hour program consisting of graduate level courses covering organizational behavior, human resource law, quantitative methods, and strategic management. The HRM Graduate Certificate is designed for individuals working in the Human Resource (HR) field who may not have had a formal education in HR, individuals who want to stay current in HR, and/or want to enhance career prospects in HR.

HRM Graduate Certificate Courses:

NOTE: Completion of MBA 530 - Organizational Behavior, or its equivalent with a grade of B or better within the past five years, is a prerequisite for entrance into the HRM Graduate Certificate program.

The following courses may be taken concurrently:

HRM 531	Human Resource Management, 3
HRM 532	Legal Issues in Human Resource Management, 3
HRM 533	Research in Human Resource Management, 3
HRM 534	Strategic Human Resource Development, 3

Transfer Credit:

No transfer credit will be accepted into the HRM Graduate Certificate.

Degree Requirements:

To qualify for the HRM Graduate Certificate, a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.00 grade point average on all applicable coursework and the completion of the curriculum requirements within three years of starting the program.

NOTE: A non-MBA student who has completed the HRM Certificate may petition the Associate Dean of the Richard S. Reynolds Graduate School of Business to transfer up to 15 credits

into the MBA program, if admitted to the MBA program. These courses will only be considered for transfer into the MBA program if they were completed within three years of the date of the MBA acceptance and only if a *B* or better was earned in each course.

INFORMATION SYSTEMS

Bachelor of Applied Studies

The explosion in information technology has transformed today's workplace and created incredible opportunities for professionals in the field of information management. The Information Systems major is designed to educate students and train them in the development and implementation of information technologies. This program helps students obtain the conceptual understanding and technical knowledge needed to become successful and more aware of the larger issues surrounding the application of information technology. Oral and written communication skills, math skills, and analytical skills are emphasized.

No more than 30 business hours may be included in the 121 semester hours for the Bachelor of Applied Studies degree.

(A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 46 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 112U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic (Math 103U and 104U are required for ISYS majors)
6. The Arts

GENERAL DISTRIBUTION: 39 semester hours

Selected from courses across the curriculum. No more than 21 business hours may be included in this section.

MAJOR: 36 semester hours

I. Core Courses: 9 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3

II. Focus Courses: 24 semester hours

The following course is recommended prior to taking the focus courses and may be used under General Distribution, but not under the Major:

- ISYS 201U Software Tools for Communication and Research, 3

Select 24 semester hours from the following:

- ISYS 202U (required) Software Tools for Data Management and Analysis, 3
 ISYS 204U (required) Hardware and Operating Systems, 3
 ISYS 205U Introduction to Problem Solving with Programming, 3
 ISYS 300U Computer Programming in C++, 3

ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3
ISYS 303U	Computer Programming in Visual Basic, 3
ISYS 304U	Computer Programming in COBOL, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 308U	Managing in an Information Age, 3
ISYS 310U	Advanced Computer Programming in C++, 3
ISYS 311U	Database Design, 3
ISYS 351U	Web Design and Development, 3
ISYS 352U	Advanced Web Design and Development, 3
ISYS 353U	Web Design and Development with Advanced Database Connectivity, 3
ISYS 355U	Computer Programming in Java, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 370U	Decision Support Systems for Operations Management, 3
ISYS 388U	Internship in Information Systems
ISYS 398U	Selected Topics, 1-6
ISYS 450U	Project Management, 3
ESM 316U	Information Technology Disaster Recovery, 3
LAW 325U	CyberLaw, 3

III. Capstone Course: 3 semester hours

ISYS 495U	Directed Study and Senior Seminar, 3
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INFORMATION SYSTEMS

Associate in Applied Studies

GENERAL EDUCATION: 31 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 112U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but not more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic (Math 103U and 104U are required for ISYS majors.)
6. The Arts

MAJOR: 30 semester hours

I. Core Courses: 9 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3

II. Focus Courses: 21 semester hours

The following course is recommended prior to taking the focus courses and it will not count in the Associates Degree.

ISYS 201U Software Tools for Communication and Research, 3

Select 18 semester hours from the following:

ISYS 202U (required) Software Tools for Data Management and Analysis, 3

ISYS 204U (required) Hardware and Operating Systems, 3

ISYS 205U Introduction to Problem Solving with Programming, 3

ISYS 300U Computer Programming in C++, 3

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

ISYS 303U Computer Programming in Visual Basic, 3

ISYS 304U Computer Programming in COBOL, 3

ISYS 306U Systems Analysis and Design, 3

ISYS 307U Information Technology Evaluation and Selection, 3

ISYS 308U Managing in an Information Age, 3

ISYS 310U Advanced Computer Programming in C++, 3

ISYS 311U Database Design, 3

ISYS 351U Web Design and Development, 3

ISYS 352U Advanced Web Design and Development, 3

ISYS 353U Web Design and Development with Advanced Database
Connectivity

ISYS 355U Computer Programming in Java, 3

ISYS 360U Electronic Commerce on the Internet, 3

ISYS 370U Decision Support Systems for Operations Management, 3

ISYS 388U Internship in Information Systems

ISYS 398U Selected Topics, 1-6

ISYS 450U Project Management, 3

ESM 316U Information Technology Disaster Recovery, 3

LAW 325U CyberLaw, 3

INFORMATION SYSTEMS

Certificate in Applied Studies

REQUIRED: 31 semester hours*

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. General Education: 10 semester hours

ENGL 100U/101U The Research Process/Composition, 1/3

MATH 103U Finite Mathematics, 3

ISYS 203U Information Technology, 3

II. Focus Courses: 21 semester hours

The following course is recommended prior to taking the focus courses and will not count towards the certificate.

ISYS 201U Software Tools for Communication and Research, 3

Select 21 semester hours from the following:

ISYS 202U (required) Software Tools for Data Management and Analysis, 3

ISYS 204U (required) Hardware and Operating Systems, 3

ISYS 205U Introduction to Problem Solving with Programming, 3

ISYS 300U Computer Programming in C++, 3

ISYS 301U Telecommunications, 3

ISYS 302U Local Area Networks, 3

ISYS 303U	Computer Programming in Visual Basic, 3
ISYS 304U	Computer Programming in COBOL, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 308U	Managing in an Information Age, 3
ISYS 310U	Advanced Computer Programming in C++, 3
ISYS 311U	Database Design, 3
ESM 316U	Information Technology Disaster Recovery, 3
ISYS 351U	Web Design and Development, 3
ISYS 352U	Advanced Web Design and Development, 3
ISYS 353U	Web Design and Development with Advanced Database Connectivity, 3
ISYS 355U	Computer Programming in Java, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 370U	Decision Support Systems for Operations Management, 3
ISYS 398U	Selected Topics, 1-6
LAW 325U	CyberLaw, 3

INFORMATION SYSTEMS

Post-Baccalaureate Certificate in Applied Studies

REQUIRED: 30 semester hours*

I. Focus Courses: 27 semester hours

The following course is recommended prior to taking the focus courses, but will not count towards the certificate.

ISYS 201U	Software Tools for Communication and Research, 3
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Select 27 semester hours from the following:

ISYS 202U (required)	Software Tools for Data Management and Analysis, 3
ISYS 203U (required)	Information Technology, 3
ISYS 204U (required)	Hardware and Operating Systems, 3
ISYS 205U	Introduction to Problem Solving with Programming, 3
ISYS 300U	Computer Programming in C++, 3
ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3
ISYS 303U	Computer Programming in Visual Basic, 3
ISYS 304U	Computer Programming in COBOL, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 308U	Managing in an Information Age, 3
ISYS 310U	Advanced Computer Programming in C++, 3
ISYS 311U	Database Design, 3
ESM 316U	Information Technology Disaster Recovery, 3
ISYS 351U	Web Design and Development, 3
ISYS 352U	Advanced Web Design and Development, 3
ISYS 353U	Web Design and Development with Advanced Database Connectivity, 3
ISYS 355U	Computer Programming in Java, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 370U	Decision Support Systems for Operations Management, 3
ISYS 388U	Internship in Information Systems
ISYS 398U	Selected Topics, 1-6
ISYS 450U	Project Management, 3
LAW 325U	CyberLaw, 3

II. Capstone Course: 3 semester hours

ISYS 495U (required) Directed Study and Senior Seminar, 3

*Post-Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

INFORMATION SYSTEMS**Minor (18 hours)***Select 18 semester hours from the following:*

ISYS 202U	Software Tools for Data Management and Analysis, 3
ISYS 204U	Hardware and Operating Systems, 3
ISYS 205U	Introduction to Problem Solving with Programming, 3
ISYS 300U	Computer Programming in C++, 3
ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3
ISYS 303U	Computer Programming in Visual Basic, 3
ISYS 304U	Computer Programming in COBOL, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 308U	Managing in an Information Age, 3
ISYS 310U	Advanced Computer Programming in C++, 3
ISYS 311U	Database Design, 3
ISM 316U	Information Technology Disaster Recovery, 3
ISYS 351U	Web Design and Development, 3
ISYS 352U	Advanced Web Design and Development, 3
ISYS 353U	Web Design and Development with Advanced Database Connectivity, 3
ISYS 355U	Computer Programming in Java, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 370U	Decision Support Systems for Operations Management, 3
ISYS 398U	Selected Topics, 1-6
ISYS 351U	Web Design and Development, 3
ISYS 352U	Advanced Design and Development, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 398U	Selected Topics, 1-6
ISYS 450U	Project Management, 3
LAW 325U	CyberLaw, 3

LEADERSHIP STUDIES**Certificate and Post-Baccalaureate Certificate in Applied Studies**

REQUIRED: 30 semester hours*

I. Core Courses: 18 semester hours

LDSP 200U	Introduction to Leadership Studies, 3
LDSP 301U	Leadership and Organizational Culture, 3
LDSP 302U	Leadership and Ethical Action and the Law, 3
LDSP 303U	Skills for Leading Individuals, 3
LDSP 304U	Leading Groups, 3
LDSP 305U	Leading Change, 3

II. Focus Courses: 9 semester hours

Select 9 semester hours from the following:

HRM 342U	or	People and Organizations, 3
HRM 345U		Organizational Development, 3
HRM 350U		Training Design and Facilitation, 3

HRM 352U	Quality Management and Process Improvement, 3
HRM 398U	Selected Topics, 1-6
LDSP 398U	Selected Topics, 1-6
LAW 309U	Personal Law, 3
MGMT 341U	Principles of Management, 3
PSYC 327U	Organizational Psychology, 3
PBAD 338U	Decision Making in Public Administration, 3
PBRL 331U	Introduction to Public Relations, 3
SPCH 222U	Business and Professional Speech, 3 OR
SPCH 340U	Cross-Cultural Communications, 3
III. Capstone Seminar: 3 semester hours	
LDSP 495U	Philosophy of Professional Leadership, 3

*Post-Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

LEADERSHIP STUDIES

Minor (18 hours)

Select 18 hours from the following:

LDSP 200U	Introduction to Leadership Studies, 3
LDSP 301U	Leadership and Organizational Culture, 3
LDSP 302U	Leadership and Ethical Action and the Law, 3
LDSP 303U	Skills for Leading Individuals, 3
LDSP 304U	Leading Groups, 3
LDSP 305U	Leading Change, 3

LIBERAL ARTS

Bachelor of Liberal Arts

The Bachelor of Liberal Arts (BLA) is designed for the student who is interested in studying in the general humanities or social sciences areas. It requires 24 semester hours with certain courses in Communication Skills along with a choice of courses in specific Areas of Study, a series of courses across the curriculum, and certain core and focus courses in the major. The specific major is designed by the student, in consultation with an advisor, to reflect a specific focus. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 46 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

- ENGL100U/101U The Research Process/Composition, 1/3
- ENGL 112U Professional Communication, 3
- SPCH 105U Interpersonal Communication, 3
- ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

- History
- Literature
- Natural Sciences
- Social Sciences and Cultural Studies
- Math and/or Logic
- The Arts

GENERAL DISTRIBUTION: 45 semester hours

Selected from all courses across the curriculum but no more than 30 business hours may be included in the 121 semester hours for the Bachelor of Liberal Arts degree.

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. HUM 309U-310U Survey of the Western Tradition in the Humanities I-II, 3/3
2. SA 301U-302U Social Analysis I-II, 3/3

II. Focus Courses: 18 semester hours

Eighteen semester hours in the Humanities and Social Sciences with at least 12 semester hours at the 300 level.

LIBERAL ARTS**Weekend College (Accelerated)****Bachelor of Liberal Arts in Interdisciplinary Studies**

The Weekend College (Accelerated) is a unique academic program designed to prepare students for successful careers in the commercial, industrial and service sectors of the economy as well as the non-profit world. Students will examine the universe as an integrated whole and will be encouraged to expand their intellectual and practical horizons. The goal of the program is to promote the growth of effective citizens who bring to life a wider, more holistic perspective on the world around them. Weekend College also responds to the growing need in the corporate arena for leaders who are trained in problem solving and conflict analysis, whose approach to complex matters of business and commerce is less vocational and more sophisticated as well as being vigorously practical.

Weekend College participants take one highly concentrated course at a time. The curriculum consists of ten interdisciplinary six-semester hour courses. Over a two year period, students will complete five courses a year, during fall, spring and summer semesters for a total of 60 semester hours; two courses each fall and spring semester and one six hour course in each May term of summer school.

Students will be organized into component groups who will proceed through the program together. A small number of seats in most courses will be set aside for non-participating members of the College.

Class meetings will be held on Friday evenings and Saturday during the day. Class work will be supplemented with a weekly Preceptorial, an on-line faculty-led discussion on some topic of general interest.

Students entering the program must have earned a minimum of 60 semester hours of undergraduate general education courses. These must include the completion of a College Composition course with a minimum grade of "C" from a regionally accredited institution. Students transferring into the University of Richmond School of Continuing Studies must also pass an English Challenge exam.

Students who have taken English 210 at John Tyler Community College are not required to take the English Challenge exam.

In order to graduate with the Bachelor of Liberal Arts with a major in Interdisciplinary Studies the following requirements must be satisfied:

GENERAL EDUCATION: 37 semester hours

English Composition using one of the following alternatives:

1. ENGL 100U/101U - The Research Process/Composition (1/3 semester hours) with a grade of C or better at the University of Richmond School of Continuing Studies, or
2. A College Composition course from a regionally accredited institution, plus successful completion of the English Challenge exam. Those who do not pass the English Challenge

exam will be required to complete ENGL 100U/101U with a minimum of “C” within the first twelve semester hours of the program, or

3. ENGL 210-Advanced Composition from John Tyler Community College.

Note: All students must complete ENGL 100U - The Research Process within the first 12 semester hours of the program.

AREAS OF STUDY: 33 semester hours

Thirty-three semester hours selected from and representing *each* of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

GENERAL DISTRIBUTION: 24 semester hours

Selected from all courses across the curriculum.

Weekend College (Accelerated) Interdisciplinary Studies major: 60 semester hours

- I. Core Courses: 54 semester hours

HUM 346U	The History of Human Expression, 6
PLSC 301U	The Rights and Responsibilities of Citizenship, 6
PHIL 301U	Knowledge Management – Methods of Learning and Thinking, 6
HUM 345U	The History of Ideas, 6
LDSP 301U	Leadership and Ethical Decision Making, 6
MGMT 345U	Business Literacy, 6
GSCI 301U	Role of Science and Technology in Shaping the Modern Era, 6
ISTY 301U	Understanding the Global Village, 6
SA 310U	The Examined Life – What We Know about the Human Condition, 6

- II. Capstone Course: 6 semester hours

IDST 495U	Capstone Course Senior Seminar, 6
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LIBERAL ARTS

Associate in Liberal Arts

The Associate in Liberal Arts requires 61 semester hours of approved academic credit. Thirty-one hours must be in general education courses in Communication Skills and Areas of Study. The remaining 30 semester hours must be in the major area. The core area within the major requires four courses: HUM 309U, HUM 310U, SA 301U, and SA 302U. The focus area of the major requires 18 semester hours in the Humanities and Social Sciences with at least 12 semester hours at the 300 level.

GENERAL EDUCATION: 31 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

- I. Communication Skills: 13 semester hours

1. ENGL100U/101U	The Research Process/Composition, 1/3
2. ENGL 112U	Professional Communication, 3
3. SPCH 105U	Interpersonal Communication, 3
4. ISYS 203U	Information Technology, 3

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study. At least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. HUM 309U-310U Survey of the Western Traditions in the Humanities I-II, 3/3
2. SA 301U-302U Social Analysis I-II, 3/3

II. Focus Courses: 18 semester hours

Eighteen semester hours in the Humanities and Social Sciences with at least 12 semester hours at the 300 level.

LIBERAL ARTS

Certificate and Post-Baccalaureate in Liberal Arts

The Certificate in Liberal Arts requires 31 semester hours of academic credit and is designed for students wishing to enhance their general educational level. The student must complete 18 semester hours in the focus courses with at least 12 hours at the 300 level. Up to six semester hours may be accepted from approved transfer work. *A student with no prior college work is required to take English 100U/101U.*

I. Core Courses: 12-13 semester hours selected from the following

- | | |
|----------------|--|
| ENGL 100U/101U | The Research Process/Composition, 1/3 |
| ENGL 112U | Professional Communication, 3 |
| HUM 309U/310U | Survey of the Western Traditions in the Humanities I-II, 3/3 |
| ISYS 203U | Information Technology, 3 |
| SPCH 105U | Interpersonal Communication, 3 |
| SA 301U/302U | Social Analysis I-II, 3/3 |

II. Focus Courses: 18 semester hours

Selected from the following areas: anthropology/archaeology, art, communications, history, literature, psychology, sociology or women's studies. Twelve semester hours must be at the 300 level.

Bachelor of Liberal Arts Focus Areas

You may design a "focus area" in the major to meet your needs in consultation with your advisor. To assist you in planning your program, we have outlined below typical focus areas. These are composed of recommended courses, optional electives and prerequisites where appropriate.

Focus on Anthropology/Archaeology*

- | | |
|-----------|---|
| ANTH 205U | Introduction to Cultural Anthropology |
| ANTH 301U | North American Indians |
| ANTH 315U | Introduction to Physical Anthropology |
| ANTH 398U | Selected Topics in Anthropology |
| ARCH 300U | Archaeology of Ancient Civilizations |
| ARCH 301U | Archaeology of Egypt and Mesopotamia |
| ARCH 303U | Archaeology of the Holy Land |
| ARCH 305U | Images of the Past: Introduction to Archaeology |

ARCH 398U	Selected Topics in Archaeology
HIST 308U	Social and Cultural History of Nineteenth and Twentieth Century American Women
SOC 101U	Introduction to Sociology

Focus on Art*

ART 208U	Techniques and Aesthetics of Photography
ART 209U	Photography as Art
ART 212U	Art Appreciation
ART 225U	History of French Art and Architecture
ART 313U	American Art: Colonial to 1890
ART 314U	American Art: 1890 to Present
ART 315U	Art of the Renaissance
ART 317U	Nineteenth-Century Art
ART 318U	Twentieth-Century Art
ART 345U	Philanthropy in the Arts
ART 347U	The Age of Jefferson

Focus on Arts Management*

ART 322U/THTR 312U	Summer Study Abroad, London Seminar in Museum Studies or Approved Substitute
MUS 310U	Managing Performing Arts Organizations
ACCT 300U	Accounting for Non-Accountants
MKT 321U	Principles of Marketing
ART 345U	Philanthropy in the Arts

One course in dance, theatre or music. Student advisor may be consulted for recommendation based on student's area of interest.

Focus on Communications*

SPCH 101U	Principles of Speech Communication
SPCH 206U	Group Communication
SPCH 222U	Business and Professional Speech
SPCH 340U	Cross-Cultural Communications
PBRL 331U	Introduction to Public Relations
HUM 300U	Mediation of Interpersonal Conflicts
HUM 340U	Effective Helping Skills

Focus on History*

HIST 105U-106U	Ideas and Institutions of Western Civilization
HIST 205U	The United States to 1865
HIST 206U	The United States Since 1865
HIST 300U	Women and the American Experience
HIST 301U	Women in European Civilization
HIST 305U	Richmond Across Three Centuries
HIST 308U	Social and Cultural History of Nineteenth- and Twentieth-Century American Women
HIST 310U	An Age of Giants
HIST 312U	Great Issues in American History
HIST 314U	Modern South Africa
HIST 316U	The New South
HIST 317U	The Old South
HIST 318U	The Trans-Atlantic World in the Nineteenth Century
HIST 320U	Virginia History
HIST 321U	Moments in Time: History of Europe
HIST 322U	Moments in Time II: History of the United States
HIST 347U	The Age of Jefferson
HIST 398U	Selected Topics

Focus on Literature*

ENGL 206U	Selected Readings in American Literature
ENGL 207U	Literature and Human Issues
ENGL 222U	Short Fiction
ENGL 225U	Western World Masterpieces
ENGL 229U	The Modern Novel
ENGL 230U	Women in Modern Literature
ENGL 235U	All the World's A Stage
ENGL 326U	Shakespeare and Film I
ENGL 330U	Survey of American Literature
ENGL 331U	Twentieth-Century American Literature
ENGL 334U	Literature of the South
ENGL 337U	Southern Drama
ENGL 338U	Biblical Themes in Literature
ENGL 340U	Black Women Writers
ENGL 342U	The Family in Fiction
ENGL 344U	Major Themes in Literature
ENGL 345U	Gothic Literature
ENGL 346U	To Go on Pilgrimage
ENGL 347U	Edgar Allen Poe
ENGL 350U	The World of Jane Austen

Focus on Psychology*

PSYC 101U	Introductory Psychology
PSYC 190U	Child Psychology
PSYC 222U	Motivation and Emotion
PSYC 230U	Psychology of Women
PSYC 300U	Principles of Psychological Measurements
PSYC 305U	Stress and Its Management
PSYC 313U	Social Psychology
PSYC 327U	Organizational Psychology
PSYC 328U	Personnel Psychology
PSYC 337U	Psychological Development Across the Life Cycle
SOC 305U	Deviance
SOC 322U	Collective Behavior
HUM 301U	Intimate Relationships
HUM 308U	The Contemporary Family

Focus on Sociology*

HUM 308U	The Contemporary Family
HUM 340U	Effective Helping Skills
ANTH 205U	Introduction to Cultural Anthropology
SOC 101U	Introduction to Sociology
SOC 305U	Deviance
SOC 310U	Criminology
SOC 322U	Collective Behavior
SOC 324U	Sociology of Law
SOC 328U	Social Gerontology
SOC 342U	Dying, Death and Grief
SOC 398U	Selected Topics
SOC 309U	Social Problems
SOC 316U	Race and Ethnicity in America

Focus on Women's Studies*

ART 328U	Women in the Arts
ENGL 230U	Women in Modern Literature
ENGL 340U	Black Women Writers
HIST 300U	Women and the American Experience
HIST 301U	Women in European Civilization
HIST 308U	Social and Cultural History of Nineteenth- and Twentieth-Century American Women
HUM 302U	Women and Culture
HUM 308U	The Contemporary Family
HUM 398U	Selected Topics
LAW 310U	Women and the Law
PSYC 230U	Psychology of Women
WMST 201U	Self and Society: The Developing Woman
WMST 303U	Women in Television: Representations, Images and Stereotypes

*NOTE: Any course in this subject area offered in the Evening School or Summer School may be used in this focus area. Courses not designated with a "U" are offered through School of Arts and Sciences.

PARALEGAL STUDIES**Bachelor of Applied Studies**

The legal assistant field is exploding as paralegals carve out their own professional niche. According to the U.S. Labor Department, the demand for paralegals will continue to increase. One of the most exciting aspects of the legal profession is that it is constantly evolving. As new cases are decided, new precedents are set. As new issues develop, new areas of the law are created. The University continually updates and expands its curriculum to ensure that its educational offerings reflect the latest developments in the practice of law. Professional ethics is an integral and crucial component of paralegal education and practice. Ethical conduct in the profession is expected and required at all times. Thus, every course in the Paralegal Studies Program demonstrates the ethical duties, rules, responsibilities, and guidelines that are necessary for paralegal practice.

No more than 30 business hours may be included in the 121 semester hours for the Bachelor of Applied Studies degree. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 46 semester hours**English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.****I. Communication Skills: 13 semester hours**

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 112U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours selected from and representing each of the six areas below with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

GENERAL DISTRIBUTION: 39 semester hours

Selected from courses across the curriculum. No more than 30 business hours may be included in this section.

The following courses are strongly recommended as General Distribution courses for paralegal studies majors:

ACCT 301U-302U	Fundamentals of Accounting, 3/3
ACCT 317U	Tax Accounting, 3
ECON 201U-202U	Principles of Economics (Micro/Macro), 3/3
MGMT 341U	Principles of Management, 3

MAJOR: 36 semester hours

I. Core Courses: 15 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation I, 3

II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3/3
LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LAW 325U	CyberLaw, 3
LA 398U	Selected Topics, 1-6
LAW 398U	Selected Topics, 1-6

III. Capstone Course: 3 semester hours

LA 495U	Paralegal Studies Senior Seminar, 3
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PARALEGAL STUDIES**Associate in Applied Studies****GENERAL EDUCATION: 25 semester hours**

English 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U	The Research Process/Composition, 1/3
2. ENGL 112U	Professional Communication, 3
3. SPCH 105U	Interpersonal Communication, 3
4. ISYS 203U	Information Technology, 3

II. Areas of Study: 12 semester hours

Twelve semester hours from the following areas of study but not more than three semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

MAJOR: 36 semester hours

I. Core Courses: 15 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation I, 3

II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3/3
LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LAW 325U	CyberLaw, 3
LA 398U	Selected Topics, 1-6
LAW 398U	Selected Topics, 1-6

III. Capstone Course: 3 semester hours

LA 495U	Paralegal Studies Senior Seminar, 3
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PARALEGAL STUDIES**Certificate and Post-Baccalaureate Certificate in Applied Studies****MAJOR: 36 semester hours***

I. Core Courses: 15 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation I, 3

II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3/3

LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LAW 325U	CyberLaw, 3
LA 398U	Selected Topics, 1-6
LAW 398U	Selected Topics, 1-6

III. Capstone Course: 3 semester hours

LA 495U	Paralegal Studies Senior Seminar, 3
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*Post-Baccalaureate degree candidates may transfer in up to six hours (two courses) of degree related coursework.

PARALEGAL STUDIES

Minor (18 hours)

I. Core Courses: 12 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3

II. Focus Courses: 6 semester hours

Select six semester hours from the following:

LA 306U	Litigation I, 3
LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3-3
LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LAW 325U	CyberLaw, 3
LA 398U	Selected Topics, 1-6
LAW 398U	Selected Topics, 1-6
LA 495U	Paralegal Studies Senior Seminar, 3

Note: *The Certified Legal Assistant (CLA) exam may be taken after a student has completed: An associate degree in paralegal studies; or A Post Baccalaureate certificate program in paralegal studies; or A paralegal program which consists of a minimum of 60 semester hours of which at least 15 semester hours are substantive legal courses.*

RETAIL MANAGEMENT**Certificate and Post-Baccalaureate Certificate in Applied Studies****Required: 30 hours (following sequence recommended)**

ENGL 104U	Professional Communication in a Retail Environment, 3
RTMT 300U	Developing a High Performing Retail Culture, 3
ISYS 201U	Software Tools for Communication and Research, 3
RTMT 320U	Relationship Marketing, 3
LAW 300U	Business Law, 3
LDSP 305U	Leading Change, 3
RTMT 310U	Retail Information Systems, 3
HRM 342U	People and Organizations, 3
RTMT 330U	Financial Management in the Retail Sector, 3
RTMT 395U	Strategic Retailing, 3

RETAIL MANAGEMENT**Minor (18 hours)**

RTMT 300U	Developing a High Performing Retail Culture, 3
RTMT 310U	Retail Information Systems, 3
RTMT 320U	Relationship Marketing, 3
RTMT 330U	Financial Management in the Retail Sector, 3
RTMT 395U	Strategic Retailing, 3
LAW 300U	Business Law, 3

TRANSPORTATION AND LOGISTICS MANAGEMENT**Certificate and Post-Baccalaureate Certificate in Applied Studies****MAJOR: 30 semester hours***

I. Core Courses: 9 semester hours

ACCT 300U	Accounting for Non-Accountants, 3
MGMT 341U	Principles of Management, 3
HRM 343U	HR/Personnel Management, 3

II. Focus Courses: 21 semester hours

Select 21 semester hours from the following:

PBAD 338U	Decision Making in Public Administration, 3
PSYC 327U	Organizational Psychology, 3
TRAN 316U	Freight Loss and Damage Claims, 3
TRAN 351U	Principles of Transportation, 3
TRAN 352U	Industrial Traffic Management, 3
TRAN 353U	Carrier Management, 3
TRAN 354U	Logistics Management, 3
TRAN 358U	Export/Import Management, 3
TRAN 360U	Current Issues in Transportation, 3
TRAN 361U	Transportation Law and Regulations, 3
TRAN 370U	Logistics Systems, 3
ISTY 249U	International Studies/Global Economics

*Post-Baccalaureate degree candidates may transfer in up to 6 hours (2 courses) of degree-related coursework.

Note: We are no longer accepting new students into this program.

TRANSPORTATION AND LOGISTICS MANAGEMENT**Minor (18 hours)**

I. Core Courses: 12 semester hours

TRAN 351U	Principles of Transportation, 3
TRAN 352U	Industrial Traffic Management, 3
TRAN 353U	Carrier Management, 3
TRAN 354U	Logistics Management, 3

II. Elective Courses: 6 semester hours

Select 6 semester hours from the following:

TRAN 316U	Freight Loss and Damage Claims, 3
TRAN 358U	Export/Import Management, 3
TRAN 360U	Current Issues in Transportation, 3
TRAN 361U	Transportation Law and Regulations, 3
TRAN 370U	Logistics Systems, 3
ISTY 249U	International Studies/Global Economics, 3

NOTE: In all programs, no more than 30 credit hours may be earned in business subjects. Included in that designation are all courses with an accounting, finance, marketing, and management prefix. Additionally, no more than 60 hours may transfer in for the bachelor degree, or 30 hours for the associate degree or six hours in the certificate programs.

Note: We are no longer accepting new students into this program.

COURSE DESCRIPTIONS

Accounting (ACCT)

300U Accounting for Non-Accountants. Analytical and interpretative approach to study of basic accounting. User's approach rather than preparer's approach used, emphasizing effects of transactions on financial statements; interrelationships among financial statements; and interpretation and use of financial statement information. Emphasizes underlying objective of accounting: to assist in making business and economic decisions. *3 sem. hrs.*

301U-302U Fundamentals of Accounting. Basic accounting theory, concepts, and procedures; preparation, analysis, and interpretation of financial statements; management accounting concepts and procedures, including budgets and costs systems. *Prerequisite:* Accounting 301 is a prerequisite to Accounting 302. *3-3 sem. hrs.*

314U-315U Intermediate Accounting. Intensive analysis of assets, liabilities, and owners' equity accounts; preparation, analysis, and interpretation of financial statements. *3-3 sem. hrs.*

317U Tax Accounting. Federal income law with respect to individuals, partnerships, corporations, estates and trusts. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Adult Education (ADED)

100U The Adult Student and College Success. Introduces students to the demands of post-secondary education (including technology currently available at University of Richmond) while strengthening their basic language/writing skills. Focuses on three areas: Reading and Writing Skills, Study Skills and Learning with Technology. *3 sem. hrs.*

200U Experiential Learning and Portfolio Preparation. Exploration of experiential learning, portfolio assessment and other alternative methods of earning college credit. Helps students gain confidence in critical thinking, organizing, and writing and a clearer sense of educational goals. In preparation for submitting a portfolio, demonstrates how to identify and assess learning that has occurred outside of the classroom, develop a narrative, and document their learning. This class is required for students planning to request credit by portfolio assessment. *Prerequisite:* A minimum of 12 sem. hrs. completed in the School of Continuing Studies. *3 sem. hrs.*

201U Portfolio Submission/Assessment. For students who wish to seek credit for prior learning through the Portfolio program. *Prerequisite:* Adult Education 200U. Requires \$100.00 nonrefundable portfolio review fee. *0 sem. hrs.*

299U Independent Study. *1-3 sem. hrs.*

301U The Adult Learning Process. Explores strengths, differences and experiences adult learners bring to classroom. Topics include barriers to learning, motivation, learning theories, and characteristics of adult learners. Provides strong foundation for teachers and trainers of adults as well as adult students. *3 sem. hrs.*

302U The Consultant. Examines many components of consulting process. Topics include client-consultant relationship, multiple roles and functions of consultant, external and internal interventions, and stages of consulting process. Ethical issues for consultants covered. *3 sem. hrs.*

306U Skills for Lifelong Learning. Designed to improve skills of lifelong learning. Major emphasis on development of critical thinking, problem solving and creativity—all essential to success in a knowledge-based economy. *3 sem. hrs.*

350U Training Design and Facilitation. (See HRM 350U) *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

American Sign Language (ASL)

100U American Sign Language. Designed to introduce students to the rich and complex language of the deaf community. Focuses on basic elements and structure of ASL along with exploration of cultural aspects of the deaf community as appropriate. *3 sem. hrs.*

Anthropology (ANTH)

205U Introduction to Cultural Anthropology. Evolution of culture from hunting/gathering bands to modern industrial states. Cross-cultural perspective on social structure, religion, economy, and politics. *3 sem. hrs.*

301U North American Indians. By 1492 Native Americans lived in wide variety of cultures all over North America. Focuses on specific groups in each region from Arctic hunters to Southeastern kingdoms and confederacies. Daily life before European contact discussed, along with what happened when cultures clashed. *3 sem. hrs.*

315U Introduction to Physical Anthropology. Combines research and data from biological and social sciences. Primarily concerned with human beings as biological entities and the relationship between human biology and culture. In addition to basic evolutionary theory and principles of biological inheritance, topics include hominid evolution, primate studies, biological and cultural adaptation to new and/or changing environments, and forensic anthropology. Current issues include cloning, DNA manipulation, Out of Africa vs. Multi-evolution theories, race as a cultural, non-biological construction. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

Archaeology (ARCH)

300U Archaeology of Ancient Civilizations. The rise and fall of ancient civilizations through archaeological investigations. *3 sem. hrs.*

301U Archaeology of Egypt and Mesopotamia. Exploration of these two ancient cultures from anthropology perspective. Includes chronological and thematic elements such as art, ritual, social organization, and daily life; explores how knowledge of these cultures helps us understand aspects of modern world. *3 sem. hrs.*

303U Archaeology of the Holy Land. Explores archaeology of lands that gave birth to three of world's major religions. Focus on early cultures in near East and rise of tribal and state societies, such as Israelites and neighbors Mesopotamia and Assyria. Student initiative required. Preference given to students with previous course in archaeology or anthropology, or students with strong interest. *Prerequisite:* Departmental Approval. *3 sem. hrs.*

305U Images of the Past: Introduction to Archaeology. Around the world - across four million years. Focus on archaeological sites that have had major impact on knowledge of ourselves. Journey begins with origins of human beings and ends with rise of great civilizations in Asia, Europe, Africa, and the Americas. Investigation of how archaeologists have interpreted artifacts and bones to tell story of human prehistory. *3 sem. hrs.*

398U Selected Topics. 1-6 sem. hrs.

399U Independent Study. 1-6 sem. hrs.

Art (ART)

208U Techniques and Aesthetics of Photography.

Hands-on explanation of technical process involved with black and white photography from exposure to finished print with detailed instruction of processing and printing, classroom critique of students' and other professional work, and introduction to different types of photography. Students encouraged to express desires, emotions, and intentions visually through photographic medium. 3 sem. hrs.

209U Photography as Art. Basic black and white darkroom techniques emphasizing development of aesthetic sensibilities. History of photography through exposure to work of past and contemporary photographers. (Adjustable camera required.) 3 sem. hrs.

212U Art Appreciation. Introduction to the arts, designed to broaden students' background. 3 sem. hrs.

225U History of French Art and Architecture. French art and architecture from Romanesque to modern period, specifically styles from early ninth century to 20th century. 3 sem. hrs.

299U Independent Study. 1-3 sem. hrs.

300U Color Photography. Introduction to technical considerations and development of artistic expression with color materials. Student work discussed in context of larger aesthetic history of color photography. Focus placed on new media and electronic darkroom. 3 sem. hrs.

313U American Art: Colonial to 1890. North American art from colonial beginnings. Folk art and crafts, regionalism, romanticism. 3 sem. hrs.

314U American Art: 1890 to Present. From 1890s through present day, course includes regionalism, abstract expressionist pop art, and contemporary trends. 3 sem. hrs.

315U Art of the Renaissance. Italian and Northern Renaissance Art. 3 sem. hrs.

317U Nineteenth-Century Art. Major art trends during 19th century. 3 sem. hrs.

318U Twentieth-Century Art. Major movements and developments on Continent through current United States trends. 3 sem. hrs.

320U Great American Landscapes. Nineteenth- and twentieth-century American artists' interpretations of landscape theme. Emphasis on Winslow Homer and American impressionists. Required field trips. Seminar format with limited enrollment. 3 sem. hrs.

322U Summer Study Abroad. London Seminar in Museum Studies.

324U Impressionism, Post Impressionism. Major European impressionists and post impressionists from 1860-1900. 3 sem. hrs.

326U Baroque: Art in the Age of Rembrandt. Emphasis on understanding concepts, interrelationships and artistic methods/techniques of this period. Work of selected major artists and its impact on Baroque time period, as well as on development of western art explored. 3 sem. hrs.

328U Women in the Arts. From Renaissance through twentieth century, course focuses on relationship of female artists to society and culture in which they lived and worked. While emphasis is on female artists, male artists' images related to women explored. 3 sem. hrs.

345U Philanthropy in the Arts. Survey of strategies, tools and techniques involved in generating contributed income for arts organizations from private individuals, foundations, cor-

porations, businesses and government agencies. Central issues addressed include the underlying psychological and practical bases of fundraising in the arts and exposure to the research methods involved in developing donor prospects. Students will learn a variety of techniques for soliciting contributions, including direct mail, telemarketing, grant writing, personal appeals, major gift solicitations, special events, capital campaigns, endowment campaigns, sponsorships and planning. *Prerequisite:* MUS 310U or permission of the instructor. 3 sem. hrs.

347U The Age of Jefferson. (See HIST 347U) 3 sem. hrs.

398U Selected Topics. 1-6 sem. hrs.

399U Independent Study. 1-6 sem. hrs.

Studio Art (ARTS)

198U Selected Topics. 1-3 sem. hrs.

ST: Art for Non-Majors. Begins with introduction to drawing materials and techniques. Covers basics of two-dimensional design, including a brief introduction to color theory. Semester will culminate in execution of a three-dimensional work of art. No previous art experience will be assumed. This will be a hands-on "lab-style" course. 3 sem. hrs.

Astronomy (ASTN)

101U Astronomy. Survey including solar system, the stars, galaxies, cosmology, etc. Historical background with emphasis on current theories, observations, and topics of special interest. Observations of night sky. 3 sem. hrs.

Banking (BNKG)

301U Analysis of Financial Statements. Survey of quantitative and qualitative financial analysis techniques focusing on industry and business risk, and financial statement performance. Development of analytic methods from viewpoints of manager, investor, and creditor. 3 sem. hrs.

309U Money and Banking. Study of money, financial markets, and financial structure with emphasis on commercial banks and Federal Reserve System. *Prerequisites:* Economics 201U and 202U. 3 sem. hrs.

313U International Banking. Focus on both theory and practice of banking in international bank, economic role and operations of international financial markets, strategies and activities of international banks and managerial problems encountered by international banks. 3 sem. hrs.

NOTE: See Finance 365, 368, Real Estate 375 and International Studies 249.

Biology (BIOL)

221U Environmental Biology. Humankind's position in and influence on ecosystems of world viewed biologically and physically. 3 sem. hrs.

222U Plants and Humankind. Survey of botanical aspects of plants used as sources of food, fiber, medicine, drugs and various industrial raw materials, emphasizing structure, relationships, origins and chemical constituents. 3 sem. hrs.

223U Basics of Biology. Nonlaboratory course for more mature student concerning major aspects of basic biological principles, behavior, genetics, reproduction, evolution, and diversity. 3 sem. hrs.

224U Hormone Biology. Focuses on gaining new insight into workings of one's own body through specific topics

selected by class and may include diabetes, stress, growth, breast-feeding, endorphin and other brain hormones, steroids, metabolism, conception and contraception, in vitro fertilization, aging, and certain cancers. *3 sem. hrs.*

299U Independent Study. *1-3 sem. hrs.*

300U Conservation: Agenda for the Future. Selected topics in conservation facing world today. Includes endangered species, protection of rain forests, genetics of population, and others. *3 sem. hrs.*

301U Environmental Ethics. Examination of complexities of environmental relationships and issues including scientific knowledge, economic, political, social, and moral values within the U.S. and between countries of the world. Will explore alternative solutions to environmental problems from multiple perspectives through various value/moral systems. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

Counseling (CNSL)

301U Principles of Counseling. Introduction to field of counseling and general understanding of principles relevant to this discipline to include history of, careers in, and applications of counseling. *3 sem. hrs.*

303U Understanding Life Crisis and Diversity. Overview of typical life adjustments across the life span. Students will gain awareness and appreciation of diverse populations, as well as their personal values and comfort levels in working with individuals who are different from them. *3 sem. hrs.*

Economics (ECON)

201U-202U Principles of Economics. Microeconomics (201U); Macroeconomics (202U). Analysis of consumer and business behavior, money and banking, public finance, public utilities, and economic systems. *Prerequisite:* Economics 201U is prerequisite to Economics 202U. *3-3 sem. hrs.*

380U Economics for Teachers. Focuses on developing understanding of basic economic principles and how various economic systems work, with emphasis on market economy. *3 sem. hrs.*

381U Public Budget and Finance. Introduction to theory and practice of public finance in areas of budgeting, revenues, and expenditures. *3 sem. hrs.*

385U Selected Topics. *3 sem. hrs.*

386U Macroeconomics for Teachers. *3 sem. hrs.*

387U Microeconomics for Teachers. Focuses on developing basic understanding of microeconomic principles, including laws of supply and demand, consumer and business behavior, and role of government in economic decision making. *3 sem. hrs.*

Education (EDUC)

200U Foundations of Education. Social and philosophical foundations of education from historical and contemporary perspectives; overview of roles and responsibilities of teachers and schools of present and future. *Meets the criteria for a licensure class and is provided for current K-12 teachers and teacher with expired teaching licenses to renew their Virginia Teaching License.* *3 sem. hrs.*

301U ESL Assessment. Introduction for prospective ESL teachers to assessment tools available for determining a student's language proficiency. Assist ESL teachers in selection of appropriate commercially available classroom materials to ensure intended learning outcomes. One of series of courses required for ESL endorsement. *3 sem. hrs.*

310U Curriculum Methods. Comprehensive introduction to pedagogy to include principles of learning; application of skills

in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. *3 sem. hrs.*

315U Introductory Internship. Involves extended observation experiences of teachers and students in the classroom. (Graded pass/fail.) *2 sem. hrs.*

317U Introductory Seminar. Series of forums for discussion and examination of critical issues related to teaching profession. Topics include Orientation to the Profession; Microteaching (using the Speech Center); Child Development; Teaching Diverse Learners; Legal Issues in Education; and Special Education. *2 sem. hrs.*

324U Reading in the Elementary School. In-depth examination of developmental nature of language and reading ability and its link to literacy development. Study of methods and materials associated with reading instruction. *3 sem. hrs.*

330U Midterm Internship. Involves practical experience in interacting with teachers and students in the classroom. (Graded pass/fail.) *2 sem. hrs.*

332U Elementary Seminar. Series of forums for discussion and examination of critical issues related to the teaching and learning of elementary mathematics, science, social studies and language arts. *2 sem. hrs.*

334U Secondary Seminar. Series of forums for discussion and examination of critical issues related to the teaching and learning of secondary English, social studies, mathematics, science, foreign languages, or computer science. *2 sem. hrs.*

338U Instructional Technology Integration. Theory and pedagogy of integrating common and practical instructional technologies within the teaching and learning environment and across the curriculum. Includes current practice, skill building and exploration of resources to better prepare educators to fully understand the potential, the consequences and future uses of instructional technology to address the needs of all learners. *Pre- or Corequisite:* EDUC 310U, Curriculum Methods. *3 sem. hrs.*

340U Teaching of Phonics. Will provide students with an opportunity to examine most current theories and instructional strategies of teaching phonics. Emphasis on relationships between letters, sounds, spelling, and speech. The role of the teacher in formulating strategies of phonics instruction is explored. *Meets the criteria for a licensure class and is provided for current K-12 teachers and teacher with expired teaching licenses to renew their Virginia Teaching License.* *3 sem. hrs.*

345U Instructional Strategies for Inclusion. Will include material on resources and knowledge needed to work with teachers in inclusive settings. Objectives include developing knowledge base for teaching exceptionalities in inclusive classrooms and describing different techniques for modifying instruction and assignments for all grade levels (K-12). In addition, will attempt to cover areas of assessment, grade reporting, and support services. *Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License.* *3 sem. hrs.*

346U Instructional Theory and Strategies in Differentiated Instruction. Focus on developing methods and materials to meet special needs of gifted, talented, and creative students, pre-K-12. Includes strategies for individualization of assignments, modifications of standard curriculum, design of instructional materials, and classroom organization. *Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License.* *3 sem. hrs.*

350U Content Area Reading. Reading and critical thinking in secondary school content areas. Specific strategies are ex-

plored that enhance comprehension, concept development, and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas. *3 sem. hrs.*

358U Classroom Management. Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior. *3 sem. hrs.*

360U Computers in the Classroom. Theory and pedagogy of using technology for instruction in all areas of K-12 curriculum. Demonstrates how Internet resources can be used effectively in classroom instruction. Some effort spent on learning "Powerpoint," a presentation tool. *Meets the criteria for a licensure class and is provided for K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.*

380U General Education Seminar. Series of forums for discussion and examination of critical issues related to teaching and learning. Topics may include: Using Cooperative Learning in the Classroom; Promoting Higher-Level Thinking; Alternative Assessment; Working with ESL Students; Working with Gifted and Talented Children; Learning Styles; IEP Planning; Multiculturalism; Writing Across the Curriculum; Advanced Technology; and Standardized Testing. *2 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

460U Student Teaching. Involves working directly with students in classroom on full-time basis under direction of cooperating teacher and University supervisor; student assumes full teacher responsibility for all instructional periods and school activities. Graded pass/fail; however, a comprehensive evaluation is completed for each student teacher. *Prerequisites:* Cumulative grade point average of at least 2.70 and formal application to student teach must be submitted to Field Placement Director. *6 sem. hrs.*

NOTE: See PSYC 190U, Child Psychology

Emergency Services Management (ESM)

199U Emergency Knowledge and Technology in Emergency Services. Offered at selected major emergency services educational conferences to provide students exposure to new and developing theories, practices, and technology in the emergency services. Students who complete a minimum of 15 hours in conference presentations document their learning in a reflective workbook. Completion of the workbook provides insights into the most effective ways to learn from professional symposia. *1 sem. hr.*

300U Integrated Emergency Services in the Community. Basic overview of roles and functions of emergency services. Explores major issues in their management. *3 sem. hrs.*

301U Technologies for Emergency Management. For emergency services managers. Demonstrates how to select, implement, manage, and employ technology systems (including Internet applications) to increase the effectiveness of incident detection and location, response management, and recovery. *Prerequisite:* Information Systems 203U. *3 sem. hrs.*

302U Emergency Planning. Exposes students to basic emergency planning concepts at federal, state, local, and business level. Also introduces students to design and use of exercises to test and refine plans. *3 sem. hrs.*

303U/503U Research Practicum. Introduction to formal research in emergency services, including guided research project. *3 sem. hrs.*

304U Current Issues in Emergency Services Management. Examination of current issues in field, such as volunteers, emergency communications, grants and fund raising, staffing levels, etc. *Prerequisite:* Emergency Services Management 300U or per-

mission of ESM Academic Program Director. *3 sem. hrs.*

305U/505U Disasters, Characteristics and Physical Impacts. Overview of characteristics of disasters, their impact on population, infrastructure, and economy, and disaster management cycle. *3 sem. hrs.*

306U Law and Ethics for the Emergency Services Manager. Current legal principles and ethical issues which impact emergency services, including both provision of care and services and management of service. *3 sem. hrs.*

307U Managing Emergency Operations. Covers management of complex emergency operations in field using incident management systems and role of emergency operations centers in directing disaster response. *3 sem. hrs.*

308U Terrorism. Examines political basis for terrorism and identifies potential motivations of terrorists and their operational implications. Explores terrorist weapons and tactics. Discusses courses of action for terrorism prevention, detection, and response. *3 sem. hrs.*

309U/509U Social Dimensions of Disaster. Examines how populations respond to disasters including such areas as response to warnings, evacuation reactions, and looting. Suggests strategies for management of formal and emergent organizations and disaster stressors on individuals, organizations, and groups. Discusses development of effective programs for management of community change to increase disaster resistance. *3 sem. hrs.*

310U Business Continuity Planning. Explores the role, organization, and management of business continuity planning in surviving the impact of disaster, continuing to operate to serve clients or customers, and rapidly recovering to full operations. *3 sem. hrs.*

311U Advanced Planning Practicum. Focus on complete planning process for an organization or community resulting in the drafting of a complete agency or jurisdiction emergency operations plan or business continuity plan. *Prerequisite:* ESM 302U or instructor permission. *3 sem. hrs.*

312U Emergency Management Systems and Theory. Examines the structure and missions of local, state, national and international emergency management agencies and their relationship with public safety and voluntary organizations and other government departments. Relates structure and processes to legal requirements for disaster management. Discusses current theoretical approaches to disasters and to emergency management program management. Based on structure, legal requirements, and theory, suggests courses of action for effective local program management. *3 sem. hrs.*

313U Disaster Exercises. Examines the role of disaster exercises and tests in an emergency management or business continuity program and addresses how to design and conduct exercises for training and for evaluation. Identifies strategies for use of lessons learned to improve operations and teaches principles of management of an exercise program. *3 sem. hrs.*

314U Defending Communities – Integrating Mitigation, Preparedness and Recovery. The integration of mitigation, preparedness and recovery activities is critical to protecting communities from disaster impacts. Addresses value of each phase of emergency management and discusses strategies for effective plans and linkages in building community disaster resistance. *3 sem. hrs.*

315U Business Community Program Management. Addresses management of business continuity programs and activities in both the corporate and public sector environments. Discusses components of a business continuity program and their relationships to the overall enterprise. Identifies the role of business continuity as a key component of strategy, and highlights areas of concern in ensuring a busi-

ness continuity program supports the entire organization in its response to disaster. *3 sem. hrs.*

316U Information Technology Disaster Recovery. Information technology applications now routinely handle hundreds of millions of dollars in commerce in large corporations. Addresses the issues of information technology risk and examines the technical alternatives to protect critical data and information services from loss or disruption in disasters. *3 sem. hrs.*

317U Risk, Hazard and Impact Analysis. Identification of the impacts of disaster events is critical to understanding how an organization can survive the impact and continue to operate. Examines the business impact analysis process, how to manage it, and how to use the analysis as the first step in continuity plan development. *3 sem. hrs.*

350U Externship. Basis for student's entry into the emergency management workforce as a recognized professional. Through development of a professional portfolio, certification, professional training series completion, active participation in professional organizations, and a professional reading program, the student develops and reflects on specific skills and knowledge required by working emergency managers. New students should enroll in this course immediately upon acceptance and declaration of the major, as it is designed to take two or more years to complete. *3 sem. hrs.*

351-352 Internships in the Emergency Services. Provides student opportunity to learn from significant new work or volunteer experiences in emergency services. Students complete a minimum of 250 hours of work in the internship setting with focus on performing management or staff duties appropriate to operation of the organization. Demonstrates ways students can evaluate and document their own learning on the job. *Prerequisite:* Completion of half of degree and 18 hours of ESM course work. *3-3 sem. hrs.*

353U Voluntary Agency Disaster Response and Recovery. Provides managers of voluntary agencies with disaster roles examination of current issues in identification of agency roles and missions, the influence of evolving characteristics of disasters, government and public response to disasters, and resource planning and management. *3 sem. hrs.*

354U Management and Organization of Public Agencies. Examines why and how public agencies operate the way they do. Studies the forces acting upon public safety agencies and how those forces shape agencies' internal and external practices in their political environment. *3 sem. hrs.*

355U Management by Fact. When faced with a critical decision how do you separate fact from fantasy, determine what is relevant to your problem, and decide when you have enough information to make a choice? Examines the critical analysis of information and its use as the basis for administrative and operational decisionmaking. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

495U Capstone. Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic and social change. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. *3 sem. hrs.*

540U The History of Emergency Management Organizations and Theory. Will examine how organizations have

evolved to protect people, infrastructure, and the environment from war and disasters, and how changes in organization and threat have related to changes in the theory of how to respond to such events. *3 sem. hrs.*

541U The Politics of Disaster. Will examine how disasters have shaped political process and institutions, and how political considerations at the organizational, national, and international level have influenced disaster responses. *3 sem. hrs.*

542U Economic Impacts of Disaster. Will examine impact of disasters on economy of impacted areas and relative costs and benefits of various strategies for disaster mitigation, response, and recovery. *3 sem. hrs.*

English (ENGL)

Note: To promote academic success in all courses through writing proficiency, a passing grade of C or better is required for ENGL 100U/101U

100U The Research Process. Introduction to modern online library skills and research techniques needed for a successful academic experience. Includes work with online library catalogs, indexes, and Internet research, and requires a directed research paper. *Corequisite:* English 101U. *1 sem. br.*

101U Composition. Elements of composition, grammar, rhetorical strategy, and reading. Particular emphasis on actual practice in writing, with one documented research paper. *Corequisite:* English 100U. *3 sem. hrs.*

104U Professional Communication in a Retail Environment. Communication in the retail environment, with emphasis on memorandum, report, and business letter. (Retail Certificate only) *3 sem. hrs.*

112U Professional Communication. Communication for professional world, with emphasis on memorandum, report, and business letter. *Prerequisites:* English 100U and 101U. *3 sem. hrs.*

205U Selected Readings from Recent Literature in the English Language. Ideological, moral, social, and aesthetic concerns of representative authors in the English-speaking community. *3 sem. hrs.*

206U Selected Readings in American Literature. Primarily for adult student. Readings and discussion topics include influence of religion, work ethic value, developing role of women, and importance of individualism in American literature. *3 sem. hrs.*

207U Literature and Human Issues. Major issues as treated by Western literature, past and present. *3 sem. hrs.*

222U Short Fiction. Analysis of short story from various critical perspectives. *3 sem. hrs.*

225U Western World Masterpieces. Survey of major literary works of western world emphasizing their importance in development of our civilization. *3 sem. hrs.*

229U The Modern Novel. Selected works of 20th century including modern novelists' treatment of family life, rejection of traditional values, sense of alienation, and attempt of artist to create his or her own vision of modern world. *3 sem. hrs.*

230U Women in Modern Literature. Modern woman's search for identity and struggle for self-realization through study of selected figures from 19th- and 20th-century literature. *3 sem. hrs.*

325U All the World's A Stage. Study of Shakespeare's development as playwright through reading and analysis of selected comedies, histories, and tragedies. *3 sem. hrs.*

326U Shakespeare and Film I. Students will read *Hamlet*, *Much Ado About Nothing*, *Romeo and Juliet*, and *A Midsummer Night's Dream* and analyze alternative film versions of the plays. *3 sem. hrs.*

330U Survey of American Literature. Development of major patterns in American literature from colonial period to present. *3 sem. hrs.*

331U Twentieth-Century American Literature. Development of literary form and thought from American experience. *3 sem. hrs.*

334U Literature of the South. Representative poetry and prose of Southern states, with attention to cultural, social, and political backgrounds. *3 sem. hrs.*

337U Southern Drama. Study and comparative analysis of plays and films set in South, written by Southerners. Focus on William Faulkner, Tennessee Williams, Carson McCullers, Beth Henley, and Robert Harling. *3 sem. hrs.*

338U Biblical Themes in Literature. Examines selected texts from *Paradise Lost* to the modern novel. *3 sem. hrs.*

340U Black Women Writers. Exploration of literary careers of Zora Neale Hurston, Alice Walker and Toni Morrison. *3 sem. hrs.*

342U The Family in Fiction. Students explore representation of family life from variety of genres and literary periods. *3 sem. hrs.*

344U Major Themes in Literature. Study of fiction, poetry and drama with emphasis on basic literary themes of innocence and experiences, conformity and rebellion, love and hate, and presence of death. *3 sem. hrs.*

345U Gothic Literature. Overview of Gothic classics and their connection to gender politics, depth psychology, and the anti-realistic character of both romantic and modernist writings. *4 sem. hrs.*

346U To Go on Pilgrimage. Literature of quests, pilgrimages and search to include *The Canterbury Tales*, and *The Blue Bird*. *3 sem. hrs.*

347U Edgar Allen Poe. Examines the work of a writer who, although one of the remarkable rationalists of his time, has become a popular symbol of the deranged and depraved. Focuses on Poe's fiction, poetry, and criticism and explores roots of Poe's art, as well as the interplay between rational and irrational forces in that art. Central questions: Within the world of a given Poe tale or poem, which things actually exist and which things are only illusions? Within Poe's created worlds, what are the true sources of knowledge? What can be known with certainty? What must be doubted and why? *4 sem. hrs.*

348U The Legend of King Arthur. Examines evolution of the legend from medieval times to present, with special emphasis on Malory, Tennyson, and the modern novel. *3 sem. hrs.*

350U The World of Jane Austen. Examines Jane Austen as a woman and a writer without ruining one's love for her novels by overindulging in "analysis paralysis." Students will read *Pride and Prejudice* and *Persuasion* together, and explore the other four novels through reports and film *3 sem. hrs.*

368U Creative Writing: Fiction. *3 sem. hrs.*

369U Creative Writing: Poetry. *3 sem. hrs.* Examines characteristics and functions of artistic invention and poetic form through analysis of literary models and students' own poetry.

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Finance (FIN)

365U Corporation Finance. Forms of business organization, financing of firms, capital markets, techniques of financial management. *Prerequisite:* Accounting 300 or Accounting 301U-302U. *3 sem. hrs.*

366U Personal Financial Management. General survey focusing on core elements of personal financial management: developing financial objectives; managing personal finances;

evaluating investments and insurance decisions; and controlling financial future through retirement and estate planning. Additional subject areas include evaluating long-term purchases; managing consumer credit; evaluating educational funding alternatives; sourcing career information; and understanding individual taxation. Will utilize a six-step process for development, evaluation, implementation and review of personal financial objectives and subjects outlined above. *3 sem. hrs.*

368U Applied Personal Investments. Focuses on practical applications of investment theory. Investment theory presented in context of real-world applications of securities analysis and valuation, investment vehicles, investment strategies, and portfolio management. Will use Internet to perform practical tasks of stock and bond analysis, portfolio construction and monitoring, and mutual fund evaluation as well as gaining exposure to how and why events of the day impact investments. *Prerequisite:* Finance 366U. *3 sem. hrs.*

French (FREN)

101-102U Introductory French. Introduction to French language and culture with emphasis on developing basic reading, writing and oral communication. (Must be taken in sequence.) *3-3 hrs.*

398U Selected Topics. *1-6 sem. hrs.*

General Science (GSCI)

301U The Role of Science and Technology in Shaping the Modern Era. The opportunities and perils of scientific inquiry. Required for accelerated BLA. *Limited space available for non-Weekend College students. 6 sem. hrs.*

Geography (GEOG)

201U World Geography. Study of world by regions, with emphasis on cultural differences among nations. *3 sem. hrs.*

299U Independent Study. *1-3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Health Care Administration (HCA)

398U Selected Topics. *3 sem. hrs.*

History (HIST)

105U-106U Ideas and Institutions of Western Civilization. Topical study of European heritage. First semester: Classical Greek through Reformation. Second semester: Age of Absolutism to present. *3-3 sem. hrs.*

205U The United States to 1865. Survey of American history from colonies through Civil War. *3 sem. hrs.*

206U The United States Since 1865. Survey of American history from Reconstruction to present. *3 sem. hrs.*

300U Women and the American Experience. Survey of unique experience of women in history of U.S. from colonial times to present; attitudes held by and toward them; varied roles they have played in nation's development. *3 sem. hrs.*

301U Women in European Civilization. In-depth study of place of women in European civilization and how ideas, institutions and practices of civilization determined and/or changed that place. *3 sem. hrs.*

305U Richmond Across Three Centuries. Survey of history of city of Richmond as it developed between 1660 and 1960. *3 sem. hrs.*

308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women. Place and role of women in family, religion, education, reform movements, entertainment, literature and the arts. Impact of institution of

slavery in women's lives. Particular attention given to work of women writers and artists in their historic context. *3 sem. hrs.*

310U An Age of Giants. Washington, Adams, Jefferson, Madison, Marshall, Hamilton, and Franklin as representative of their age and its ideas and their roles in shaping a new nation. Topical approach includes such issues as structure of society, women, slavery, the Constitution, and development of political parties. *3 sem. hrs.*

312U Great Issues in American History. Introductory course explores three central issues in American history: revolution and formation of constitutional government, causes of Civil War and process of Reconstruction; and rise of United States to role of world power. *3 sem. hrs.*

314U Modern South Africa. Survey of South African history to present with emphasis on political change. *3 sem. hrs.*

316U The New South. Growth of New South from Reconstruction to present. Examines life in South under Reconstruction, economic, social, and political developments that created New South. Race relations, Jim Crow laws, segregation, civil rights and integration examined historically as well as the changing role of women. Works of Southern writers examined as sources of norms and values and as agents for changing them. *3 sem. hrs.*

317U The Old South. Historical examination of South from colonial days through Civil War. The Southern family, role of women, importance of religion in region, literature, arts, and architecture as both expression of values and tastes and as agent to form them. Political life. Development and impact of slavery. *3 sem. hrs.*

318U The Trans-Atlantic World in the Nineteenth Century. Explores interrelationships between North and South America, Europe, and Africa during 19th century. Focusing on economics, migration of peoples, and great power politics, explores how Atlantic world developed through colonialism and mercantilism. *3 sem. hrs.*

320U Virginia History. Social, cultural, and political history of Virginia from Colonial period to present. *3 sem. hrs.*

321U Moments in Time: History of Europe. Using important events in European history, explores both content and method of historical study. Generally following teaching principle underlying public radio program *A Moment in Time*, allows student to examine events such as the Titanic sinking, English Civil War, Enlightenment, and Renaissance in their historical context, and take first steps toward becoming historian. *3 sem. hrs.*

322U Moments in Time II: History of the United States. Using important events in American history, exploring both content and method of historical study. Generally following teaching principle underlying public radio program *A Moment in Time*, examines events such as Age of Exploration, American Revolution, slavery, Civil War, Scopes Monkey Trial, and Trail of Tears and demise of George Armstrong Custer in their historical context. *3 sem. hrs.*

323 Westward Ho! Forging westward was part of American experience from colonial times. Examines causes, course, and results of drive West through events and developments including Lewis & Clark's Expedition, Manifest Destiny, Gold Rush, railway building, and conflict with Indian tribes. Popular literature on West and classic "Westerns" used to assess commonly held views of Americans on the Great West. *3 sem. hrs.*

337U Tudor England. Political, institutional, social, and cultural study emphasizing reigns of Henry VIII and Elizabeth I. *3 sem. hrs.*

338U Stuart England. Emphasis on conflict between Stuarts and Parliament. Cromwell and the Civil War, the Restoration and Revolutionary settlement. *3 sem. hrs.*

347U The Age of Jefferson. Comprehensive study of life and times of Thomas Jefferson including historical perspective of him as statesman, politician, and writer as well as study of him as architect and planner. Includes field trips to Monticello, University of Virginia, and Virginia State Capitol. *3 sem. hrs.* (Same as ART 347U).

398U Selected Topics. 1-6 sem. hrs.

Human Resource Management (HRM)

342U People and Organizations. Practical course on people in organizational settings, providing theory, skills, and applications to real problems. Emphasis on reaching optimal use of human resources to achieve organizational effectiveness. *3 sem. hrs.* NOTE: HRM majors may not receive credit for this course.

343U HR/Personnel Management. Survey of traditional human resources functions and their relation to effective personnel and organizational results. Examines recruitment and selection, performance appraisal, collective bargaining, labor relations, training, human resource and management development, salary administration, and promotions and their relationship to communication, motivation, and leadership in organization. *3 sem. hrs.*

345U Organizational Development. Organization's purpose and effectiveness; identifies influencing variables, diagnostic techniques, strategies for planned change, and development of supportive systems; explores large- and small-group processes. *3 sem. hrs.*

348U Application of Critical Human Resource Issues. Study of current critical human resource issues in today's business with focus on how to comply with legal requirements and how to apply best practices toward implementation of real-world solutions. Students' actual needs are considered as class explores role of HR in issues such as mergers and acquisitions, today's unions, Equal Employment Opportunity Commission issues, The Family Medical Leave Act, performance management, diversity, harassment, and more. *Prerequisite:* Human Resource Management 343U or permission of instructor. *3 sem. hrs.*

350U Training Design and Facilitation. Design, implementation, and evaluation of adult training programs, with emphasis on increasing individual and organizational effectiveness. Includes adult learning theory, presentation methods, and techniques to measure trainer's effectiveness. *3 sem. hrs.* (Same as ADED 350U)

352U Quality Management and Process Improvement. History and origin of quality movement explored, along with basic tools and hands-on techniques necessary for successful quality and process improvement. *3 sem. hrs.*

354U Compensation and Benefits. Provides thorough grounding in theory and working knowledge of employment compensation and benefits. *3 sem. hrs.*

360U HR in an IT World. Overview of integration of human resource management with information technology. Provides insight and hands-on experience in evaluation, design, and implementation of use of automation with major functional areas of HR. Additionally, exploration of various resources such as software, platforms, intranet, and Internet will be included. Will use a practical versus theoretical approach. *Prerequisite:* HRM 343U. *3 sem. hrs.*

388U Internship Applied experience in Human Resource Management in an organizational setting for students enrolled in the HRM certificate program of the AAS/BAS degree programs. Working closely with an assigned faculty member and a site supervisor, student will be assigned projects or duties that are outside of his or her normal job. Intent is to offer the student opportunities to gain new knowledge or skills in the field of HRM. Students may receive credit for only one (1) internship while enrolled in the School of Continuing Studies. At the discretion of the student, this course may be credited as a focus course or as an elective. *Prerequisite:* Student must have completed the HRM Core Courses (12 credits) prior to being considered for this course. *3 sem. hrs.*

398U Selected Topics, *3 sem. hrs.*

495U Capstone Seminar in Human Resource Management. Provides HRM majors opportunity to integrate wide

spectrum of coursework they have completed. Allows students to pursue in-depth examination of previous learning and apply this knowledge to the "real world." Reflective in nature, focusing on integration of students' learning and service to the community. Students will play a major role in directing their own learning in areas such as process improvement, employee advocates, understanding yourself, and other topics. *3 sem. hrs.*

531 Human Resource Management. Uses an HR development point of view in which employees are considered assets to be developed rather than costs to be minimized. Topics include recruiting, hiring, training, retaining, rewarding, and promoting employees; employment planning, performance management systems, and succession planning; and managing outsourced relationships. Special attention is given to quality of working life issues; the balance between work and non-work; traditional and nontraditional incentives; and generational, cultural, and ethnic differences in employees' needs and values. *3 sem. hrs.*

532 Legal Issues in Human Resource Management. Covers the legal, regulatory, and ethical context of the HR function. Recognizing the importance of these issues in the management of human resources, builds on the previous courses and lays foundation for subsequent courses to allow HR managers to undertake their job responsibilities within both the letter and the spirit of the law. Topics include employment law, pension and benefits, privacy and intellectual property, and labor relations. *3 sem. hrs.*

533 Research in Human Resource Management. HR professionals must be able to gather appropriate data, analyze it, and present it to line managers in a convincing way if they are to be strategic partners in the organization. Includes an overview of the design, delivery, and analysis of employee and client satisfaction surveys; use of market analysis and benchmarking data; and understanding the statistical profile of the workforce. Students with no background in basic statistics will be offered a self-paced tutorial prior to this course. *3 sem. hrs.*

534 Strategic Human Resource Development. Capstone Course. Includes an overview of business strategy and emphasizes the role of human resource management and development for effective strategy implementation. Models of organizational diagnosis and change, transformational leadership, reengineering, divesting, merging, acquiring, and downsizing are examined from a strategic and operational HR perspective. Students will examine project management skills and integrate their course work by undertaking a major company-based project. *3 sem. hrs.*

NOTE: See MBA 530, Organizational Behavior.

Humanities (HUM)

201U Introduction to Iconology. Introductory approach to understanding symbols, allusions, and metaphors in art and literature. *3 sem. hrs.*

202U The World of Enchantment: Legends, Romances, and Tales. Exploration of folklore from many lands, from medieval romances to popular worlds of J.R.R. Tolkien and C.S. Lewis. *3 sem. hrs.*

205U Travel Through Literature. Vicarious travel through famous descriptions of journeys, explorations, and voyages, with writings from Marco Polo to Rudyard Kipling, Mark Twain, and Paul Theroux; supplemented by slide presentations and films. *3 sem. hrs.*

208U Career and Life Development. Exploration of adult development and career topics to help students better understand how to successfully plan their lives. Focuses on stages of

adulthood and transitions, skills assessments, career management strategies, lifebalance, and goal setting. *3 sem. hrs.*

212U Applied Ethics. Study of ethics and ethical decision making in professional world. Examination of current ethical issues such as privacy and information systems, workplace ethics, responsible journalism, and trends in corporate and governmental ethics. Particular emphasis on how individual decision making can have broad ethical consequences, both positive and negative. *3 sem. hrs.*

299U Independent Study. *1-3 sem hrs.*

300U Mediation of Interpersonal Conflicts. Basic principles and process of mediation as cooperative model to resolve disputes. Focuses on historical development and various models of mediation, practical application to case studies, and factors affecting negotiations in personal and professional encounters. *3 sem. hrs.*

301U Intimate Relationships. Basic concepts and ideas in marriage and family to help students understand better their individual attitudes, behavior, socialization experiences, and present and future life options as they relate to their particular families and general social order. *3 sem. hrs.*

302U Women and Culture. Survey of varieties of gender roles played by people in wide range of cultures. Special emphasis on effect these roles have had upon women's power and status. *3 sem. hrs.*

308U The Contemporary Family. Contemporary family has many new forms, e.g., dual-career, step, blended, single-parent and gay and lesbian families. Examines unique and shared aspects of each of these emerging family forms in light of current research on family health. Helps students better understand and appreciate challenges of contemporary family in its many forms. *3 sem. hrs.*

309U-310U Survey of the Western Traditions in the Humanities I-II. Interdisciplinary course designed to introduce student to panorama of Western civilization. Literature, art, music and history combined to present "Man's great adventure" from Stone Age to Jet Age. (Must be taken in sequence.) *Prerequisites: ENGL 100U and 101U. 3-3 sem. hrs.*

311U Advanced Iconology. Further investigate signs, symbols, metaphors and allusions that pervade Western culture. Integrates class readings and independent research. Humanities 201 not required, but highly desirable. *3 sem. hrs.*

312U Introduction to Future Studies. Exploration of possible, probable and preferable futures. Analysis of current data to determine trends which are predictive of future. Emphasis placed on development of global perspective and understanding of relationships between various seemingly unrelated events. *3 sem. hrs.*

314U Issues in Aging. Overview of aging process with respect to oneself, one's associates and loved ones. Emphasis on theories and allusions that pervade Western culture. Integrates class readings and independent research. Humanities 201 not required, but highly desirable. *3 sem. hrs.*

335U Aspects of Southern Culture. Focus on exploring various perspectives on Southern society, its development, social strata, and ethnic groups through the study of literature, food, art, architecture, and music. *Prerequisite: ENGL 101U. 3 sem. hrs.*

340U Effective Helping Skills. To improve both personal and professional communication and helping skills, with integration of theories, methods, and techniques. Includes helping strategies, verbal and nonverbal communication, values, stress management, and use of community resources. *3 sem. hrs.*

345U The History of Ideas. Exploring the intellectual development within the western tradition. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

346U The History of Human Expression. Examination of the arts in their wide variety: visual, literary, plastic and melodic. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

398U Selected Topics. 1-6 sem. hrs.

Information Systems (ISYS)

100U PC Basics. For novice end users. Hardware basics; file management and customizing settings in the Windows 95 operating system; basic use of Microsoft Word (word processing) for simple letters, memos, and reports. Computer assignments required. *1 sem. hr.*

101U Online Learning and Teaching. An intensive seven session, two-week course that explains in depth the software and technology used in the university's online courses. Discusses how changes in learning methods and styles relate to changes in the way we work, address intellectual property issues, and examines the future of online learning. Strongly recommended for students with no previous online course experience. *1 sem. hr.*

110U Spreadsheets in Excel. Use Microsoft Excel for entering/formatting text and numeric data, formulas and calculations, simple functions, customized graphs, sorting data, including macros to facilitate repetitive tasks. Computer assignments required. *Prerequisite:* Information Systems 100U or equivalent proficiency. *1 sem. hr.*

111U Word Processing Using Microsoft Word. Basic and enhanced formatting of documents in Microsoft Word; enhancing documents and Web and clip art; newsletters; outlines, tables, styles, and sections; creating HTML documents; object linking and embedding; and mail merge. *Prerequisite:* Information Systems 100U or equivalent proficiency. *1 sem. hr.*

198U Selected Topics. 1-3 sem. hrs.

201U Software Tools for Communication and Research. Develop oral and written communication skills, using technology tools commonly required in the classroom and workplace. Use e-mail and online conferencing software for classroom communications. Comprehensive coverage of Microsoft Word and Power Point for writing papers and developing presentations. Use Internet browsers, search engines, and online library databases for research. Build simple Web sites presenting information in an accessible format. Computer assignments required. *3 sem. hrs.*

202U Software Tools for Data Management and Analysis. For experienced personal computer users. Develop skills in data organization, analysis, and reporting, using spreadsheet and database software. Use Microsoft Excel to format data, use calculations and functions, perform basic statistics, produce customized graphs and charts for reports. Use Microsoft Access to build multitable databases with input forms, queries, and reports. *Prerequisite:* ISYS 201 or equivalent proficiency is recommended. Computer assignments required. *3 sem. hrs.*

203U Information Technology. Study of use of information technology in organizations to facilitate decision making and to achieve competitive advantage. Specification of user requirements for development and enhancement of effective information systems. Computer assignments required. *3 sem. hrs.*

204U Hardware and Operating Systems. Overview of computer systems hardware and operating systems. Includes overview of digital logic, basics of large-scale and very large-scale integration, and components necessary to create a functioning computer. Operating systems reviewed from primitive functions and interprocess communications through basic program loading, task control, and input/output operations. Computer assignments re-

quired. *Prerequisites:* Information Systems ISYS 202U and 203U. (*Math 103U or equivalent is strongly recommended prior to taking this course.*) *3 sem. hrs.*

205U Introduction to Problem Solving with Programming. Introduction to computer programming concepts applicable to any programming language. Development of analytical and problem-solving skills for programming. Includes top-down design and building blocks of structured programming. *3 sem. hrs.*

300U Computer Programming in C++. Structured programming using C++, including data types, control structures, functions, arrays, strings, file operations. Introduction to classes and object-oriented programming in C++. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment. *Prerequisite:* Information Systems 204U or permission of instructor (*Information Systems 202U and Math 103U are strongly recommended*). *3 sem. hrs.*

301U Telecommunications. Foundation knowledge in computer connectivity concepts, data communication standards, telecommunication methods, and serial data communication. Topics include: asynchronous and synchronous data transmission; modems, OSI model, PC communication hardware and software, telephone systems, wide area networks, and introduction to local area networks. *Prerequisite:* Information Systems 204U. *3 sem. hrs.*

302U Local Area Networks. Concepts of shared media local area networking including Ethernet, Token Ring, and Fiber Distributed Data Interface (FDDI). Topics include LAN definition, use, topology, media, standards, network interface cards (NIC), protocols (layer 2, 3, 4), repeaters, hubs, bridges, switches, and routers. Discussions include network design, design rules, administration, management and TCP/IP. Students present research projects on various networking topics. (Internet access required for current technology research.) *Prerequisite:* Information Systems 204U. *3 sem. hrs.*

303U Computer Programming in Visual Basic. Concepts of structured and object-oriented programming, including data types, control structures, functions, arrays, strings, file operations. Development of graphical user interfaces. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment. *Prerequisite:* ISYS 205 or departmental approval. *3 sem. hrs.*

304U Computer Programming in COBOL. Structured programming using COBOL, including data types, control structures, subprograms, tables, file operations. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment. *Prerequisite:* Information Systems 201U or 202U or equivalent knowledge. *3 sem. hrs.*

306U Systems Analysis and Design. Methods and techniques necessary for conducting systems project from preliminary investigation of project through system implementation and evaluation. Includes participation in one or more systems design projects. *Prerequisites:* Information Systems 201U or 202U, and 203U. *3 sem. hrs.*

307U Information Technology Evaluation and Selection. Guidelines and techniques for selection of computer hardware and software. Methods of system performance evaluation, vendor selection, and development of system support requirements for both hardware and software, from management perspective as well as information systems professional. *Prerequisite:* Information Systems 204U. *3 sem. hrs.*

308U Managing in an Information Age. In-depth look at how organizations are coping with challenges of managing in information age. Using case study method, management issues related to the Internet, electronic commerce, information for competitive advantage, designing and managing IT archi-

ecture, and approaches to IT implementation. *Prerequisite:* Information Systems 203U. 3 sem. hrs.

310U Advanced Computer Programming in C++. Object-oriented programming in C++. Techniques for program and object design, evaluation and selection of data structures and algorithms, and the standard template library. Windows environment. *Prerequisite:* Information Systems 300U. 3 sem. hrs.

311U Database Design. Logical and physical design of database systems: rules of normalization in data modeling, SQL programming, and physical design issues impacting the I/O performance of commercial-level databases. Oracle relational database platform. Computer assignments required. *Prerequisites:* ISYS 202U and 204U. (ISYS 306U is also recommended.) 3 sem. hrs.

351U Web Design and Development. Focus on planning and development of Web sites using proper design techniques, with design elements such as page layouts, graphics, color, lists, tables, frames, formatting, links, simple CSS styles, and basic forms. Learn graphics techniques and editing modification of digital pictures. HTML coding and Microsoft FrontPage 2000 will be used. *Prerequisites:* ISYS 201U or equivalent preparation. 3 sem. hrs.

352U Web Design and Development with Scripting. Use advanced CSS styles and JavaScript programming for designing and creating dynamic and interactive Web sites. Code mouse rollovers, HTML form validation and verification, client/server-side scripts with programming elements like variables, loops, arrays, if statements, functions, and string manipulation. Learn advanced multimedia, virtual reality concepts, web font control, and database connectivity using FrontPage database components. *Prerequisites:* ISYS 202U, ISYS 203U, and ISYS 351U, or equivalent preparation in both Web design and database. 3 sem. hrs.

353U Web Design and Development with Advanced Database Connectivity. Program client/server Web-based database applications for e-commerce and other uses with VBScript, JavaScript and SQL. Learn advanced database connection concepts using ASP to view, add, delete, query and edit database records from a Web site. Pass values with cookies. hidden form fields, query strings, and session variables. Microsoft FrontPage, Microsoft Access, and any text editor. *Prerequisite:* ISYS 202U, ISYS 203U, and ISYS 352U, or equivalent preparation in both Web design and database. 3 sem. hrs.

355U Computer Programming in Java. Concepts of structured and object-oriented programming, including data types, control structures, functions, arrays, strings, file operations, classes and inheritance. Emphasis on effective programming skills to promote software reusability, reliability and maintainability. Windows environment. *Prerequisite:* ISYS 204U and ISYS 205U, or permission of the instructor. (ISYS 202 and MATH 103U are strongly recommended.) 3 sem. hrs.

360U Electronic Commerce on the Internet. Examines current uses of electronic commerce, planning and preparation for assessing electronic commerce solutions for business, and effective implementation of an electronic business Web site. *Prerequisites:* Information Systems 201U or 202U, and 203U. 3 sem. hrs.

370U Decision Support Systems for Operations Management. Principles of production and service operations in corporate, government and non-profit organizations. Explore information technologies supporting decision-making in the areas of forecasting, process design, quality management, inventory management, waiting lines, transportation and distribution. Apply spreadsheet models, database and data mining, online analytical processing *Prerequisites:* ISYS 202U, ISYS 203U or departmental permission. *Pre- or corequisite:* MATH 104 or Statistics. 3 sem. hrs.

388U Internship in Information Systems: Applied Experiences in Information Systems in a Company Setting.

For ISYS majors or minors; must have 12 credit hours completed in Information Systems course at ISYS 202 or higher, including at least six credits in 300-level ISYS courses; GPA 3.0 in Information Systems major, 2.75 overall. Students may receive credit for only one internship while enrolled in the School of Continuing Studies. Departmental permission required. 3 sem. hrs.

398U Selected Topics. 1-6 sem. hrs

399U Independent Study. 1-6 sem. hrs.

450U Project Management. Practical and theoretical foundation for IT project management. Concepts and techniques for evaluating project proposals as well as managing technical and behavioral aspects of systems development projects. Project planning and estimation, scheduling, staffing and teamwork, costing and budgeting, managing change. Use of computerized tools (Microsoft Project and Excel) for project management, resource tracking, and reporting. *Prerequisite:* ISYS 306U. *Pre- or Co-requisite:* MATH 104U or equivalent college-level statistics. 3 sem. hrs.

495U Directed Study and Senior Seminar. Intended for senior Information Systems students. Directed study and seminar course in which each student conducts preliminary research, prepares for approval research proposal for topic in information systems, research in depth, and prepare both written and oral presentations of results of research. *Prerequisite:* 15 semester hours of 300-level courses in Information Systems. 3 sem. hrs.

Interdisciplinary Studies (IDST)

495U Capstone Course: Senior Seminar. Capstone course for Weekend College. Required for accelerated BLA. Admission permitted to Weekend College students only. 6 sem. hrs.

International Studies (ISTY)

149U International Studies/Global Economics. Focuses on providing an overview of basic economic principles and their application to analyzing the world's economic order. *By special admission only.* 3 sem. hrs.

249U International Studies/Global Economics. Introduces student to world of international studies and global economics. Covers such factors as U.S. and foreign trade policies, sociocultural factors, international marketing, and impact of international trade on domestic economy. 3 sem. hrs.

301U Understanding the Global Village. Interdisciplinary course focusing on the trends in an increasingly interdependent yet fragmented world. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

Japanese (JAPN)

101U-102U Elementary Japanese. Introduction to Japanese language. *Prerequisite:* Japanese 101U is prerequisite to 102U. 3-3 sem. hrs.

Journalism (JOUR)

205U Photojournalism. Theory and practice of news and feature photography, darkroom technique, and properties of light and film. (Student must have a 35mm single lens reflex camera.) 3 sem. hrs.

Law (LAW)

300U Business Law. Principles of law relating to legal problems encountered in work environment, including contracts, business organizations, and secured transactions. 3 sem. hrs.

301U Elder Law. Overview of unique problems of elderly and possible alternatives for resolution. Topics include financial planning; powers of attorney and advance medical directives; living facilities of elderly, pre-need contracts, viatical settlements, elder abuse and social security. *3 sem. hrs.*

309U Personal Law. Introduction for layman as it pertains to everyday life, business, and activity in our society. *3 sem. hrs.*

310U Women and the Law. Law as it pertains to today's women in their everyday lives and activities in society. Covers subject matter for all women—working woman, professional woman, homemaker, widow, single woman, married woman, single parent woman, and divorced woman—and their rights as individuals under law. *3 sem. hrs.*

320U Law of Real Property. Methods of acquiring property: deeds, wills, inheritance; creating estates: fee simple, life, term of years; cotenancy: joint, in-common; liens: common law, mechanics; incorporeal interest in land, profit and easements; licenses; landlord and tenant; examination of title. *3 sem. hrs.*

322U Survey of Personnel Law. Survey of federal and state statutes and laws which govern the employment relationship. Covers topics such as establishing the employment relationship, discharge of employees, employee discrimination, wages, hours, and benefits, conditions of employment, occupational safety and health, and other topics. *3 sem. hrs.*

325U CyberLaw. Overview of federal and state laws, regulations and policies regarding operation and security of the Internet. Includes copyright, e-commerce and privacy issues. (May be used as a focus course for Information Systems and Paralegal Studies majors.) *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Leadership Studies (LDSP)

200U Introduction to Leadership Studies. Introduction to history and theory of leadership, to critical thinking and methods of inquiry as they bear on subject of leadership, to ethics of leadership, to basic leadership competencies, to relevant leadership contexts, and to leading groups and individuals. *3 sem. hrs.*

301U Leadership and Ethical Decision Making. The role of the leader in commerce and service is examined. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

302U Leadership and Ethical Action and the Law. Examines current ethical issues such as privacy, legal dilemmas, work place ethics, and trends in corporate and governmental ethics. Applied ethics course where students will attempt to resolve ethical dilemmas faced by leaders in specific situations common to various work place environments. Focus on understanding ethical meanings, contexts, paradigms, and models associated with executive decision making. Emphasizes critical thinking, and oral and written communication skills as students read, analyze, debate in small groups, and make formal presentations. *3 sem. hrs.*

303U Skills for Leading Individuals. Applied course designed to assist students in making transition from theory to application. Focus on what a leader does when leading individuals in the work environment. Emphasis on leader/employee interactions and effective leader behavior in that interaction. *3 sem. hrs.*

304U Leading Groups. To help students develop practical understanding of how groups function and to further develop leadership skills in the context of groups. Will introduce several methods of observing groups and analyzing group processes and apply these methods to consideration of leadership within groups. Will demonstrate how to facilitate group discussions and allow students opportunity to hone their skills in this area. *3 sem. hrs.*

305U Leading Change. Focuses on leaders as change agents as they initiate change, guide those who are affected by change, and use change to attain personal and corporate goals, strategies, systems, standards, and values. Will analyze planned change process and identify change strategies and tactics. Will identify techniques used by leaders to help their organizations manage change. Course is intended to be a learning laboratory in change. *3 sem. hrs.*

315U Police Executive Leadership Studies. Conducted in conjunction with the Management Institute for participants in the Police Executive Leadership School sponsored by the Virginia Association of Chiefs of Police. Use of a reflective workbook addresses the application of themes from the class presentations, the implications of these for police practice, and how the individual student may consider these implications in his or her own professional practice and in the context of his or her department. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

495U Capstone Seminar: Philosophy of Professional Leadership. Integrating seminar giving students opportunity to explore various philosophical/applied leadership orientations, select one, and then integrate previous coursework taken in that orientation. Affords opportunity to integrate current theory and practice with own leadership approach while also expanding knowledge through a thorough examination of selected leadership topics. Offers a reevaluation and reconceptualization of areas of interest and concern. *3 sem. hrs.*

Legal Assistant (LA)/Paralegal Studies

301U Introduction to Paralegalism. Orientation and introduction to corporations, estate planning and administration of decedents' estates, real property, domestic relations, criminal law, and role of paralegal. *3 sem. hrs.*

302U The Judicial System. Structure and meaning of courts and their jurisdiction, procedure, and appeal; history and introduction to judicial process. *3 sem. hrs.*

303U Legal Research and Library Use. Law libraries and basic legal research methods; where and how to gather information. *3 sem. hrs.*

304U Legal Writing. Legal terminology and writing styles, development of analytical skills, exercises in legal composition and drafting. *3 sem. hrs.*

306U Litigation I. Basic elements of substantive law; investigation of facts, discovery and preparation for trial, commencement of law suit and trial, decision and settlement, file maintenance, and docket control. *3 sem. hrs.*

307U Corporate Law. Types of businesses or organizations, formation and structure of corporations, shareholders' and directors' meetings, bylaws, corporate distributions and securities. *3 sem. hrs.*

308U Estate Planning. Estate planning and drafting; will and trust drafting; planning for estate taxes. *3 sem. hrs.*

309U Administration of Decedents' Estates. Probate and administration of decedents' estates, preparation of federal and state death tax returns, and maintenance of fiduciary records. *3 sem. hrs.*

310U-311U Real Estate. Land and its elements; law of fixtures; types of easements and how they are created; acquisition of title and other interest in real estate property by deed, will, inheritance and adverse possession; co-ownership and marital rights; the legal and practical matters of real estate contracts for residential, commercial and construction transactions; plats of survey and legal descriptions; form and substance of deeds; recording priorities; title examination and title insurance; mortgage financing for residential, commercial and construction closings; the secondary mortgage market; foreclosure, settlements and actual closing exercises; condominium; property

law with other areas of law, such as domestic relations, corporate, partnership, limited liability company, tax, will and estates, equity remedies, litigation, and bankruptcy. *Prerequisite:* Legal Assistant 310U is prerequisite to 311U. NOTE: Both courses must be completed to count in the "Focus Courses" requirement for certificate, associate or bachelor degree. *3-3 sem. hrs.*

312U Domestic Relations. Domestic problems requiring legal assistance: marriage, divorce, separation agreements, child custody, and financial obligations; ramifications of legal action. *3 sem. hrs.*

313U Litigation II. In-depth study of selected Rules of Evidence and overview of Code of Professional Responsibility (Ethics). *Prerequisite:* Legal Assistant 306U. *3 sem. hrs.*

314U Creditor's Rights and Bankruptcy. Legal processes for enforcing creditors' rights including warrants-in-debt, motions for judgment, liens, levies, attachments and garnishments. Debtor exemptions such as homestead. Bankruptcy law including Chapter 7 (Liquidation), Chapter 11 (Business Reorganization), and Chapter 13 (Wage Earner Plans). *3 sem. hrs.*

315U Torts. Survey of three traditional categories of torts: intentional, negligence, and strict liability. *3 sem. hrs.*

316U Contract Law. Law of formation, legal construction, execution, and enforcement of and remedies under contracts. *3 sem. hrs.*

318U Administrative Law. Federal and Virginia Administrative agencies, with emphasis on agency history, structure, and function; adjudication and appeals processes. *3 sem. hrs.*

320U Environmental Law. Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. *3 sem. hrs.*

321U Criminal Law. Addresses substantive knowledge, practical skills and competencies and ethical guidelines needed to work in criminal law area. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

495U Paralegal Studies Senior Seminar. Provides Paralegal Studies majors the opportunity to integrate the wide spectrum of course work they have completed through individual or group research projects that will result in written and oral presentations. "Real world" focus with students playing a major role in directing their own learning. *3 sem. hrs.*

Management (MGMT)

341U Principles of Management. Fundamentals of management emphasizing application of scientific methods to solution of business problems; illustrations from various types of organizations, including manufacturing and service industries, government, charitable, and other social institutions. *3 sem. hrs.*

345U Business Literacy. Providing an overview of the issues facing those involved in domestic and international commerce. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

Marketing (MKT)

321U Principles of Marketing. Institutions involved, functions performed, and problems encountered in getting goods and services from producers to consumers. *3 sem. hrs.*

331U Marketing on the Internet. Apply concepts of marketing to the Internet. Integrates lecture, individual and group exercises to develop and enhance students' analytical, problem solving, creative thinking, writing, communication, and presentation skills as applied to e-marketing principles. *3 sem. hrs.*

Master of Business Administration (MBA)

530 Organizational Behavior. The prerequisite to the HR certificate/concentration. It is an introduction to human behavior in the workplace. Topics include perception, attribution, motivation, interpersonal communication, negotiations, leadership, teams and teambuilding, managing change, organizational culture, and cross-cultural management. *3 sem. hrs.*

Mathematics (MATH)

102U-103U Finite Mathematics. Topics in finite mathematics designed to demonstrate the power of mathematical reasoning. *3-3 sem. hrs.*

104U Elementary Probability and Statistics. Probability sufficient to provide introduction to statistics, descriptive statistics, binomial and normal distributions, and hypothesis testing. *3 sem. hrs.*

Music (MUS)

100U Listening Live. Focuses on music being performed by Richmond Symphony Orchestra at three Double Exposure Concerts. Selected topics such as musical genre or works of specific conductors emphasized. Students attend selected live concerts/musical events. *1 sem. hr.*

111U Appreciation of Music. For general student. Introduction to listening; present-day repertory and its historical development. *3 sem. hrs.*

310U Managing Performing Arts Organizations. Reviews topics essential for successful management of performing arts organizations. Studies will include organizational structure, budget development and management, strategic planning, trustee development, trustee/staff relations, marketing, audience development, development of outreach programming, box-office management, mailing list and membership management, human resource management, union labor relations and contract negotiation. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

Philosophy (PHIL)

301U Knowledge Management – Methods of Learning and Thinking. Exploring techniques of learning and developing access skills and opportunities for critical thinking. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

Political Science (PLSC)

205U Introduction to American Government. A multimedia, high-tech approach to the study of basic roles, structures, and functions of American political institutions; and introduction to American political process. *3 sem. hrs.*

207U Virginia Government and Politics. A multimedia, high-tech approach to the study of Virginia government at state, county, municipal, and special district levels emphasizing legislative, executive, and judicial organization; and state politics and intergovernmental relations. *3 sem. hrs.*

209U Introduction to Public Administration. Structural, functional, and human aspects of formal organization emphasizing relationship between public administration and policy-making process. *3 sem. hrs.*

301U The Rights and Responsibilities of Citizenship. Exploring the history and importance of civic participation in the American tradition. Service learning component. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

303U Metropolitan Problems and Politics. Analysis of and practical involvement with major issues affecting metropolitan governments. *3 sem. hrs.*

310U Public Administration: Intergovernmental Relations. Administration of policy approached from intergovernmental perspective emphasizing relationship of cities to state and federal governments. *3 sem. hrs.*

Psychology (PSYC)

101U Introductory Psychology. Scientific principles of behavior. Survey emphasizing psychological methods and research involved in understanding human behavior. Research participation or equivalent required. *3 sem. hrs.*

190U Child Psychology. Introduction to biological, social, cognitive, and emotional processes of development during prenatal to preadolescent developmental periods. *3 sem. hrs.*

199U Independent Study. *1-3 sem. hrs.*

222U Motivation and Emotion. Explanations of behavior and its likelihood of occurrence as well as physiological, cognitive, and social-interactive responses which have tendency to facilitate or obstruct that behavior. *3 sem. hrs.*

230U Psychology of Women. Analysis of gender as function of biological and environmental forces. Emphasis on traditional and modern roles, developmental patterns of women, and psychological problems unique to women. *3 sem. hrs.*

300U Principles of Psychological Measurements. Introduction to basics of testing and measurement, including statistics necessary to interpret test data and meaning of various concepts of testing. Determination of reliability and validity with emphasis on appropriate and ethical use of tests. *3 sem. hrs.*

303U Psychology of Gender. Overview of current theory and empirical research on gender, exploring origins of gender identity and impact of gender on systems, individuals, attitudes, and behavior. *3 sem. hrs.*

305U Stress and Its Management. Physiological and psychological aspects of stressors and the stress response. Review of principles, research, and methods of stress management. *3 sem. hrs.*

313U Social Psychology. Critical overview of current theory and research in social psychology, with emphasis on conceptual and empirical work on social cognition, social influence, affective processes, attraction, altruism, aggression, and group dynamics. *3 sem. hrs.*

327U Organizational Psychology. Examination of industrial/organizational theories and psychological principles as applied to the workplace. Will examine job analysis, the screening, selection, training and development of employees, the performance appraisal process, motivation and job satisfaction, stress, leadership, and organizational development. *3 sem. hrs.*

328U Personnel Psychology. Intensive study of psychological problems of personnel management emphasizing tests, ratings, incentives, emotional factors, and morale. *3 sem. hrs.*

337U Psychological Development Across the Life Cycle. Developmental changes and psychobiosocial processes from adolescent through adult life. *3 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Public Administration (PBAD)

301U Increasing the Productivity of Government. Growth, development, and characteristics of bureaucracy; its strengths and advantages; its particular weaknesses; and strategies for improving performance of bureaucracy. *3 sem. hrs.*

338U Decision Making in Public Administration. Assists student to recognize decision-making process in public management/administration and to develop techniques to ensure timely

decisions with accountability for action. Emphasis on determining methods of controlling administrative decisions within an organization while fostering atmosphere that allows decision making at appropriate level of organization. *3 sem. hrs.*

Public Relations (PBRL)

309U Public Relations in Government. Public relations as legislative tool in political campaigns. Role of public relations at all government levels. Case histories of how governments and governmental agencies promote issues and bring about legislation through effective public relations. *3 sem. hrs.*

330U Introduction to Mass Media. Identification of the media, development of print and the press, broadcasting, television, public relations and advertising, and restraints on the media. *3 sem. hrs.*

331U Introduction to Public Relations. History, principles, and practice of public relations in business, social welfare, governmental agencies, and education; responsibilities and demands on public relations practitioner; how practitioner relates to employer, media, and public. *3 sem. hrs.*

332U Copy Editing. Basics of editing copy for print media and electronic media; preparation of copy with emphasis on style, grammar, clarity, and reader interest. *3 sem. hrs.*

334U Advanced Public Relations. Analysis of public relations procedures, organizing campaigns, solving company public relations problems, corporate identity, preparation of annual reports, and SEC regulations. *3 sem. hrs.*

335U Graphics. Variations in printing, type design and harmony, printing practices, copy fitting, usage of color, and theme carry-over. *3 sem. hrs.*

Real Estate (RE)

375U Real Estate Finance. Survey of financial and economic theory, actual business techniques, public and private financial institutions, and various instruments involved in financing real estate development. *3 sem. hrs.*

Religion (RELG)

200U Patterns in Religion. Methodologies for study of religion, recurring themes and issues, religious expression in both individual and communal focus. *3 sem. hrs.*

201U Introduction to Religion. Religious dimensions of human existence with special attention to basic Jewish-Christian religious motifs, their historical development, and their subsequent impact on Western culture. *3 sem. hrs.*

240U Introduction to the New Testament. Cultural milieu, development, and thought of the New Testament. *3 sem. hrs.*

356U Reformation Thought and the Contemporary Church. Contemporary church and its concern about religious authority. The Reformation and its link with present, with emphasis on Luther and Calvin. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

Retail Management (RTMT)

300U Developing a High Performing Retail Culture. Survey of current environmental trends and retail strategies and the impact these factors have on role of the retail store manager. Emphasis will be placed on the building and maintaining of a high performance work environment that can successfully compete in the 21st century. *3 sem. hrs.*

310U Retail Information Systems. Review of technology applications being utilized by the retail industry. Examines how information systems support strategic and day-to-day operation of retail environments. Programs such as frequent shopper, shelf management, time and attendance, product decision

support, and shrink management will be analyzed. Hands-on experience with several programs will be offered. *3 sem. hrs.*

320U Relationship Marketing. Focus on techniques used to build long-lasting relationships with customers. Managing and measuring customers' shopping experiences, analyzing shopping behavior, establishing points of differentiation, goodwill marketing, and methods of customer communication will be reviewed. *3 sem. hrs.*

330U Financial Management in the Retail Sector. Introductory finance course designed to help students develop basic understanding of financial management concepts and practices as they apply to the retail sector. *3 sem. hrs.*

395U Strategic Retailing. Comprehensive review of retail market segmentation and positioning. Emphasis given to analyzing the strategies used to build brand image and market image to consumer. In addition, will review techniques used to select store sites, create market entry and defender strategies, and evaluate the success or failure of strategies. Numerous case studies will be used. *3 sem. hrs.*

Social Analysis (SA)

300U Current Domestic and International Issues. Survey covering issues of greatest concern to American public and its decision makers. Topics include: new world order, crime, welfare, education, social problems, workplace and other topics chosen by students. *3 sem. hrs.*

301U Social Analysis I. Systematic study of individual and group behavior involving conscious examination of assumptions underlying nature of social life. Necessarily multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover patterns of meaning in human life. *3 sem. hrs.*

302U Social Analysis II. Multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover relationships in and between economic theory, international relations and political science. *3 sem. hrs.*

310U The Examined Life – What We Know about the Human Condition. Exploring human behavior and the uniqueness of the human condition. *Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Sociology (SOC)

101U Introduction to Sociology. Fundamental concepts and principles of sociology; culture, socialization, social structure, stratification, social control, institutions, population, and social change. *3 sem. hrs.*

305U Deviance. Social deviance at microsociological level, sociological explanations for and current methods of dealing with such behavior. Drug and alcohol abuse, sexual deviance, suicide, mental illness, and child and spouse abuse. *3 sem. hrs.*

309U Social Problems. Personal-social disorganization and maladjustment: physical and mental handicaps; economic inadequacies; programs and methods of social treatment and control. *Prerequisite:* Sociology 101. *3 sem. hrs.*

310U Criminology. Laws, prevalence and distribution of crime; theories of crime; types of criminal behavior; police actions; court actions; the penal system. *3 sem. hrs.*

316U Race and Ethnicity in America. Native peoples; immigration and settlement of U.S.; racial and ethnic groups; prejudice and discrimination; race relations in racially and culturally diverse society. *Prerequisite:* Sociology 101. *3 sem. hrs.*

322U Collective Behavior. Social interaction in mass behavior; structure and functioning of crowds, audiences, publics, and mass movements. *3 sem. hrs.*

324U Sociology of Law. Introduction to development of laws within societies, including philosophy and development of U.S. Court System. Laws regarding both criminal and civil proceedings, legal terms and concepts, and issues within legal system today. Strongly recommended for students planning career in law or criminal justice. *3 sem. hrs.*

328U Social Gerontology. Processes of aging and problems of aged; social adjustment, retirement, mobility, living arrangements, and public and private programs of finance and care. *3 sem. hrs.*

342U Dying, Death and Grief. Analysis of current American attitudes toward death and dying. Social/emotional responses of dying patient, relatives, friends, and various helping professionals. Meaning and function of grief. Cross-cultural data included where possible. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Spanish (SPAN)

100U Practical Everyday Spanish. Multifaceted course designed to appeal to individuals interested in using Spanish language for business or for travel. *3 sem. hrs.*

101U-102U Elementary Spanish. Introduction to Spanish language with special emphasis on skills of reading, writing, speaking and understanding. *3-3 sem. hrs.*

198U Selected Topics. *3 sem. hrs.*

300U Culture and Conversation. Study of Hispanic civilization with emphasis on Spanish America, through readings in Spanish and discussion in both English and Spanish. Students should expect gradual increase in use of Spanish in classroom. *Prerequisite:* Spanish 101 or equivalent. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

Speech Communication (SPCH)

101U Principles of Speech Communication. Confidence in delivering public speeches. Logical structure of ideas, effective use of language, application of evidence to arguments. Classroom speeches and critiques. *3 sem. hrs.*

105U Interpersonal Communication. Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles. *3 sem. hrs.*

206U Group Communication. Modern theory and methodology; student participation in group discussion relating theory to specific communication problems. *3 sem. hrs.*

222U Business and Professional Speech. Making business presentation and giving corporate advocacy speech. Application to workplace of skills in listening, problem solving, interviewing, conducting meetings. *3 sem. hrs.*

299U Independent Study. *1-3 sem. hrs.*

328U Gendered Relationships—An Overview. Investigation of relatively informal interpersonal and social relationships between same and opposite genders in friendships, romantic relationships, families and the workplace. Central organizing theory base is that of interpersonal communication theory. Seminar style where student participation maximized. *3 sem. hrs.*

340U Cross-Cultural Communications. Studies dynamics of cross-cultural communication. Emphasis on familiarizing students with issues relating to diversity and improving student's skills in communication across cultural barriers. *3 sem. hrs.*

398U Selected Topics. *1-6 sem. hrs.*

399U Independent Study. *1-6 sem. hrs.*

Theatre (THTR)

312U Summer Study Abroad. London Seminar in Museum Studies.

398U Selected Topics. 1-6 *sem. hrs.*

Transportation and Logistics Management (TRAN)

316U Freight Loss and Damage Claims. Covers legal basis for carrier liability, processing claims, limitation of carrier liability, and programs to prevent loss and damage. *3 sem. hrs.*

351U Principles of Transportation. Examines roles of carriers, shippers, and government in transportation. Includes service pricing, carrier operations, government regulation, and current issues in transportation. *3 sem. hrs.*

352U Industrial Traffic Management. Management of inbound and outbound transportation of manufacturing or similar operations to control transportation expenses and enhance competitive position. Selection of sales terms, planning, controls, and carrier rate and service negotiation are included. *3 sem. hrs.*

353U Carrier Management. Covers the management decision processes used by an individual to evaluate an existing distribution system involving motor operations. This will include private as well as for-hire alternatives and will examine the cost implications of each choice. *3 sem. hrs.*

354U Logistics Management. Relationship of materials management and physical distribution in planning, implementing, and controlling efficient, cost-effective flow and storage of raw materials, in-process inventory, finished goods, and related information from point of origin to point of consumption for purpose of conforming to customer requirements. *3 sem. hrs.*

358U Export/Import Management. Mechanics of exporting and importing in international trade including roles of

exporter, importer, carriers, freight forwarders, and customs house brokers. Covers all aspects of international documentation, trade terms, tariffs, transportation, export licenses, insurance, financing, and customs requirements. *3 sem. hrs.*

360U Current Issues in Transportation. Topics include anti-trust laws, cost-based pricing, government agency interaction, and current topics of concern to transportation industry. *3 sem. hrs.*

361U Transportation Law and Regulations. Includes recent and pending revisions in transportation law and the Department of Transportation, both inter- and intrastate regulations, legal elements of contracts, and introduction to federal agency interaction. *3 sem. hrs.*

370U Logistics Systems. Overview of information systems to handle logistics, including transportation management, software applications and Web technology. *3 sem. hrs.*

See ISTY 249U, International Studies and Global Economics.

Women's Studies (WMST)

201U Self and Society: The Developing Woman. Physical, psychological, and social development of women with emphasis on confronting one's own identity and determining future directions. *3 sem. hrs.*

303U Women in Television: Representations, Images and Stereotypes. *3 sem. hrs.*

NOTE: See

ART 328U Women in the Arts

HIST 300U Women and the American Experience

HIST 301U Women in European Civilization

ENGL 230U Women in Modern Literature

ENGL 340U Black Women Writers

LAW 310U Women and the Law

PSYC 230U Psychology of Women

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 B.A. (University of Richmond), M.A. (George Mason University), M.F.A. (Virginia Commonwealth University), Instructor, The Steward School
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 B.A. (The College of William and Mary), M.Ed. (University of Virginia), Teacher, Loudon County, Va., Public Schools
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 B.A. (Augustana College), Ph.D. (DePaul University), Psychologist
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 B.A. (University of Richmond), M.Ed. (Virginia Commonwealth University), Independent Consultant and Trainer
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 B.S. (University of Georgia), M.S. (University of Maryland), Instructor, The Steward School
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 B.S., M.Ed. (Virginia Commonwealth University), Director, Blue Ridge Virtual Governor's School
Brown, Patricia Joy Johnson, *Associate Professor*, 1995
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B.S.B.A. (Georgetown University), M.B.A. (University of North Carolina, Chapel Hill), General Manager, Eastern Virginia, The Pepsi Bottling Group
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B.A. (University of Richmond), M.Ed. (University of Virginia), Instructional Technology Consultant, University of Richmond
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B.A. (Vanderbilt University), M.A. (George Peabody College, Vanderbilt University), Economic Education Coordinator, St. Catherine's School
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B.S. (Radford College), M.L.S. (University of Maryland), Systems and Technical Services Librarian, Henrico County, Va., Public Schools
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B.S. (Longwood College), M.S. (Virginia Commonwealth University), Founder and President, Workforce Strategies, LLC
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B.S. (Regional Engineering College, India), M.B.A. (Faculty of Management Studies, India), Ph.D. (Virginia Commonwealth University), Associate Professor, Virginia State University
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B.A. (Wake Forest University), J.D. (Cumberland School of Law, Samford University), Attorney/Partner, Bowen, Champlin, Bryant & Carr
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B.S. (University of Connecticut), J.D. (University of Miami School of Law), Attorney, Chaplin, Papa & Gonet
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B.S. (James Madison University), M.Math (University of South Carolina), Ed.D. (University of Virginia), Professional teacher of mathematics
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B.A. (Longwood College), M.Ed. (Virginia Commonwealth University), Director of Public Affairs, Virginia Department of Emergency Management
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B.S., M.A. (Michigan State University), Division Director, Virginia Department of Emergency Services
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B.S., M.A. (Eastern Michigan University), Manager of Systems Development and Electronic Commerce, MIS Corporate Services
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B.S. (The College of William and Mary), M.Ed. (Virginia Commonwealth University), Ed.D. (The College of William and Mary), Retired Superintendent of Schools, Goochland County, Va., Public Schools
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B.S. (University of Richmond), Director, Virginia Center for Entrepreneurial Programs, Inc.
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B.S. (James Madison University), J.D. (The T.C. Williams School of Law, University of Richmond), Associate Attorney, Bowen, Bryant, Champlin and Carr
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B.S. (North Carolina State), M.S. (Virginia Polytechnic Institute and State University), Technical Staff, AT&T Microelectronics
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B.S. (Campbell University), M.B.A., Ph.D. (Virginia Commonwealth University), Senior Project Leader, Philip Morris U.S.A.
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B.A. (Gettysburg College), J.D. (The T.C. Williams School of Law, University of Richmond), Assistant Attorney General, Commonwealth of Virginia
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B.S. (SUNY-Oswego), M.S., Certificate of Specialist in Curriculum-Instruction, Ed.D. (SUNY-Albany), Director of Planning, Budget & Research, Virginia Department of Correctional Education
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B.A. (The College of William and Mary), M.Ed. (University of Virginia), Professional teacher of mathematics
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B.S. (Ball State University), M.S. (Clemson University), Consultant, Broughton Systems, Inc.
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B.S. (Virginia Commonwealth University), M.B.A. (Virginia Commonwealth University), President, Structured Systems Maintenance
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B.S. (Virginia Commonwealth University)
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B.A. (Hampden-Sydney College), J.D. (The T.C. Williams School of Law, University of Richmond), Partner, Kane, Jeffries, Foreman and Gayle
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B.A. (DePaul University), M.S., Ed.S. (Northern Illinois University), Director of Corporate Consulting, The Center for Organizational Effectiveness, J. Sargeant Reynolds Community College
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B.A. (Cleveland State University), M.A. (University of Virginia), Division of Legislative Services, Commonwealth of Virginia
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B.A. (University of Richmond), M.A. (Webster University), M.S. (Virginia Commonwealth University), Senior Vice President, First Union Bank
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B.A. (Duke University), M.P.A. (University of West Florida), M.B.A.A. (Embry Riddle Aeronautical University), Ph.D. (Capella University)
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B.S.B.A. (University of Richmond), J.D. (The T.C. Williams School of Law, University of Richmond), Attorney, Hairfield and Morton, PLC
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B.A. (Old Dominion University), Master of Interdisciplinary Studies, Ph.D. (Virginia Commonwealth University), Assistant Dean, Averett College
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B.S. (University of Virginia), M.S., Ph.D. (Virginia Commonwealth University), Founding Partner, The Westwood Group
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B.F.A. (Virginia Commonwealth University), M.A. (George Washington University), Vice President, Human Resources and Employment Manager, Wachovia Bank, N.A.
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B.A. (The College of William and Mary), M.A. (University of Richmond), Journalist, Capital News Network
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B.S. (Embry-Riddle Aeronautical University), M.S. (Chapman College), Manager, Human Resources, White Oak Semiconductor
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- Perry, Samuel E., Jr.**, *Assistant Professor and Academic Program Director, Teacher Licensure Program*, 2000
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B.A. (The College of William and Mary), M.S. (Virginia Commonwealth University), President, PRADA Analytics Research/Capital Management
- Petrohovich, Robert L.**, *Assistant Instructor*, 1997
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