

UNIVERSITY OF RICHMOND



Evening School



University of Richmond
School of Continuing Studies
University of Richmond, VA 23173
(804) 289-8133
www.richmond.edu/scs

CONTENTS

Dean's Welcome	3	Leadership Studies	34
Academic Calendars	3	Liberal Arts	34
University of Richmond	5	Weekend College	35
Admissions	8	Paralegal Studies	38
Financial Affairs	10	Retail Management Minor	40
Student Services and Academic Support	14	Course Descriptions	41
Academic Procedures	16	Discontinued Programs	68
Programs of Study	23	Board of Trustees	70
Business Minor	24	Staff	71
Disaster Science	24	Faculty	72
Education and Teacher Licensure Program	25	Campus Map	Inside Back Cover
Emergency Services Management	25	Forms	Center of Catalog
Human Resources Management	28		
Information Systems and IT Management	30		



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

2004-05 ACADEMIC CALENDARS

Fall Semester 2005

July 5–Aug. 28.....	Registration
Aug. 16, Tue.....	New Student Orientation
Aug. 29, Mon.....	Classes begin
Aug. 29, Mon.....	Late Fee in Effect
Sept. 5, Mon.....	Labor Day (No class)
Sept. 9, Fri.....	Last day to file for May/August graduation
Oct. 14, Fri.....	Mid-semester
Nov. 21, Mon.....	Thanksgiving break begins after classes
Nov. 28, Mon.....	Classes resume
Dec. 12–17, Mon.–Sat.....	Fall term examination period
Dec. 17, Sat.....	Fall term ends

Spring Semester 2006

Nov. 15–Jan. 15.....	Registration
Jan. 12, Thur.....	New Student Orientation
Jan. 16, Mon.....	Classes begin
Jan. 16, Mon.....	Late Fee in Effect
Mar. 3, Fri.....	Mid-semester
Mar. 3, Fri.....	Spring break begins after classes
Mar. 13, Mon.....	Classes resume
May 1–6, Mon.–Sat.....	Spring term examination period
May 6, Sat.....	Spring term ends
May 13, Sat.....	SCS Commencement
May 14, Sun.....	University 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 2005-2006

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 2005–2006

Christmas	Dec. 25, Sun., 2005
Good Friday	Apr. 14, Fri., 2006
Easter Sunday	Apr. 16, Sun., 2006
Easter Monday	Apr. 17, Mon., 2006

Jewish Holidays 2005-2006

Rosh Hashanah	Oct. 4-5, Tue.-Wed., 2005
Yom Kippur	Oct. 13, Thur., 2005
Sukkot	Oct. 18-24, Tue.-Mon., 2005
Shemini Atzeret/Simchat Torah.....	Oct. 25-26, Tue.-Wed., 2005
Hanukkah**	Dec. 25-Jan. 2, Sun.-Mon., 2005-06
Passover	Apr. 13-14, Thur.-Fri., 2006
Passover (concluding days)	Apr. 19-20, Wed.-Thur., 2006
Shavuot	Jun. 2-3, Fri.-Sat., 2006

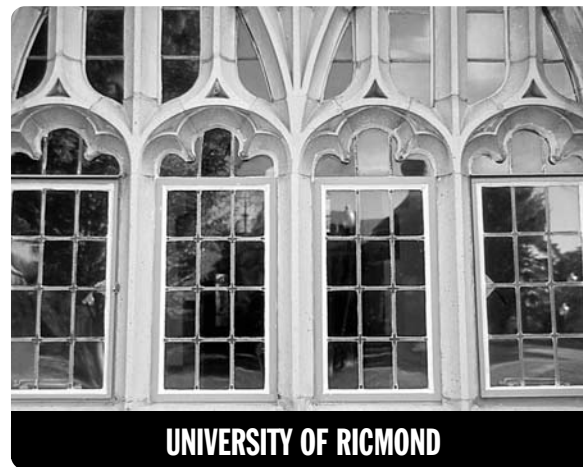
- Jewish holy days, religious festivals, and the weekly Sabbath begin at sunset. On these days, observant Jews do not engage in daily activities or fulfill routine commitments.
- Many Jews who do not observe all holy days prefer to celebrate at their synagogue or at home on Rosh Hashanah, Yom Kippur, and the first two evenings of Passover.

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

Islamic Holidays 2005-2006

Eid-al-Fitr	Nov. 4, Fri., 2005
Eid-al-Adha.....	Jan. 11, Wed., 2006
Islamic New Year.....	Jan. 31, Tue., 2006

- 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.

**MISSION STATEMENT**

The mission of the University of Richmond is to sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge. A Richmond education prepares students to live lives of purpose, thoughtful inquiry, and responsible leadership in a global and pluralistic society.

Approved March 15, 2005 by the Board of Trustees.

NOTE: The University Mission Statement replaces the Statement of Purpose adopted for the previous SACS review in 1997.

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 SERVICES

Library Resources

The University's libraries are the center of intellectual activities outside the classroom. Boatwright Memorial Library, facing Westhampton Lake, is the main library. It is home to the Business Information Center, the Media Resource Center and the Science Information Center. The Parsons Music Library is in the Modlin Center for the Arts. The Law Library in the T.C. Williams School of Law serves the special need of law students and faculty.

The libraries' collections have been developed to meet the needs of students and faculty. Those collections consist of more than 450,000 volumes, more than 11,000 journal subscriptions, more than 200 online databases and a wealth of resources in media such as electronic books, sheet music, DVD, audio CD, microfilm and audiobooks. Since 1900 the University of Richmond has enjoyed status as a depository for U.S. Government publications. Boatwright Memorial Library holds more than 500,000 government documents in print and microform and provides electronic access to thousands more. The Galvin Rare Book room contains nearly 25,000 rare books, first editions, maps, photographs and manuscripts. The online catalog (<http://library.richmond.edu>) provides access to the collections through the Internet.

The libraries offer group and individual instruction in using these resources effectively. Group instruction is offered in the Boatwright Computer Classroom and other locations.

Boatwright Memorial Library offers a mix of study space suitable for individuals working quietly or for group work. AV viewing/listening carrels and rooms and 99 computer work stations. Laptop computers are loaned for in-building use; these connect to the University's wireless network.

The libraries participate in local and state consortia as well as national networks to obtain access to databases and to borrow items not held in the University's collections.

A separate wing of Boatwright Memorial Library houses the Virginia Baptist Historical Society, a memorial to the Virginia Baptists who struggled to secure religious liberty in America. The library holds thousands of books, church records, manuscripts and personal papers related to Virginia Baptist history and heritage. The Society also manages the University's archive, a large collection of books, photos and memorabilia related to the University's rich history.

The libraries are open to the entire campus community.

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. The Microsoft Office XP Suite is the University's standard for personal and enterprise productivity software. All users must have an active University computer account to log into any of the campus machines. Please refer to the Policies for

Responsible Computing posted on the UR WEB.

The University of Richmond provides rich technology and information resources for students, faculty and staff. The ground floor of Jepson Hall houses many computing services. This includes the University Help Desk, a resource that provides assistance with computing related issues for the entire campus. The facilities in Jepson Hall include two general purpose computer labs with a total of 50 PC and Mac workstations; five PC classrooms equipped with full multimedia capabilities; and two computer classrooms designated for use by Math & Computer Science running Linux, Unix and other platforms. When classes are not in session, the Jepson Hall computer equipped classrooms are open for student use.

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

The Technology Learning Center is located on the third floor of Boatwright Memorial Library. It is devoted to servicing the multimedia needs of students, faculty and staff. This

area includes PC and Mac workstations equipped with high-end web development, multimedia, animation, 3-D modeling and audio-video recording and editing software.

Scanners, high-quality printers, large-format plotters, digitizers and digital video and still cameras are available. The space also contains a photography studio and a small recording studio. Most importantly, these areas are professionally staffed, so students not only have access to the hardware and software, but experts who can help them use these specialized tools.

Many departments on campus also have computer labs dedicated to meeting the learning and research needs of their students. These include Art & Art History, the Business School, Chemistry, Classical Studies, Education, the Law School, Modern Languages & Literatures, Music, Physics, Psychology, the School of Leadership Studies and Theater & Dance. A public computer lab is also located in the Gottwald Science Center. Boatwright Memorial Library has an abundance of workstations, as well as laptops available for check-out for use within the building. For more information regarding the discipline specific operation please refer to the University Website 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 Preparation 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/as/education/cmte/.

UNIVERSITY POLICE

The University of Richmond University Police Department, a nationally accredited police department, is committed to providing a safe and secure environment for our students, faculty, staff and visitors. The University of Richmond Police Department provides 24-hour uniformed response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation and performs the investigation of criminal offenses. Additionally, all police officers are Red Cross First Responder/CPR certified. Uniformed security officers also assist with building security and other calls for service as needed. 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. More information

about the police department, including crime statistics, can be found online at <http://oncampus.richmond.edu/administration/police/>.

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

University of Richmond is committed to assisting all members of the university community in providing for their own safety and security. The annual security compliance document is available on the University of Richmond website at <http://www.richmond.edu/administration/police/>.

If you would like to receive a copy of the security report which contains this information, you can stop by the University Police Department at Special Programs Building, #31 UR Drive, University of Richmond, VA 23173 or you can request that a copy be mailed to you by calling (804) 289-8722.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, University police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Richmond and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the University of Richmond 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.

Rules and regulations and vehicle registration information can be found at the Parking Services website: <http://richmond.edu/administration/police/parking>. Parking lots are lighted and patrolled by the University Police Department.

ADMISSIONS

The School of Continuing Studies (SCS) offers courses and programs for credit and noncredit, 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 the Office of Community and Professional Education.

Through the Evening School, the School of Continuing Studies offers master, 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 the 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.

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 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.)
- acted by mail at that time.

ENGLISH PROFICIENCY

Students whose native language is not English, or whose collegiate level or secondary level instruction was not in 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) before admission to and/or enrollment in the University of Richmond School of Continuing Studies. The University may require additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or www.toefl.org. The TOEFL score must be no more than five years old at the time of application.

ADMISSION ACCEPTANCE POLICY

The acceptance of a student for admission into the School of Continuing Studies as a degree-seeking student (master, bachelor, associate, certificate, and 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 TO GRADUATE PROGRAMS

Admission to the Master of Human Resource Management Degree* and the Graduate Certificate in Human Resource Management

Students seeking admission to the Master of Human Resource Management or the Graduate Certificate in Human Resource Management must have the following:

- A baccalaureate degree from a regionally accredited college or university.
- A grade point average of 3.0 or higher on all college or university academic work attempted.
- Students who do not meet these requirements may be considered on a case-by-case basis and be granted conditional admission after demonstrating other significant achievements that make satisfactory completion of the course of study likely. To remain in the program conditionally admitted students must earn a minimum 2.66 grade point average in the first three courses taken following conditional admission.

*Currently open only to applicants employed as public safety officers or civilian employees of public safety agencies. Priority in admission will be given to graduates of the University of Richmond School of Continuing Studies Public Safety University Recommendation of the applicant's supervisor is required.

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 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL). Students with scores at or slightly above the minimum score may also be required to be evaluated for language proficiency through additional testing or individual interviews. The TOEFL score must be no more than five years old at the time of application. Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or www.toefl.org.

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 accompanied by the non-refundable application fee. 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 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

Admission to the Master of Disaster Science Degree and the Graduate Certificate in Disaster Science

Students seeking admission to the Master of Disaster Science degree or the Graduate Certificate 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.

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 15 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.

FINANCIAL AFFAIRS

Evening School Fees: 2005-2006 Schedule

Undergraduate Tuition per semester hour	\$303
Portfolio Application Fee (nonrefundable)	\$100
Tuition for Portfolio (per semester hour granted)	\$150
Teacher Education, off-campus classes (per semester hour)	\$176
Teacher Licensure, 3-credit classes (cost of entire course)	\$909
Teacher Licensure Seminars, 2-credit classes (cost of entire course)	\$606
Teacher Licensure Student Teaching, 12-credit classes (cost of entire course)	\$3,636
Late Registration Fee (per semester)	\$15
Late Payment Fee (Payment is due no later than 5:00 p.m. Friday of the first week of class.)	\$30
Parking Permit, per academic year (through Summer 2006)	\$25
Master's Degree/Graduate Certificate application fee (nonrefundable)	\$50
Master of Disaster Science/Graduate Certificate in Disaster Science (tuition per semester hour)	\$340
Graduate Certificate in Human Resource Management (tuition per semester hour)	\$340

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.

A student will be dropped if payment for classes is not received by 5:00 p.m. on Friday of the first week of classes or if arrangements for payment are not on file with the Student Accounts office. A student is still responsible for meeting all payment deadlines, even if they do not receive a bill. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, they may still be responsible for tuition and fee charges according to the University Refund Policy.

No credit is given for a term's work nor a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, withholding of transcripts and/or referral to a collection agency.

If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

REFUNDS

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 from 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 the published general refund 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 PAYMENTS

Inquiries concerning payments should be directed to the Office of the Bursar, phone (804) 289-8147 or e-mail at bursar@richmond.edu.

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. You are still responsible to meet all payment deadlines, even if you do not receive a bill. Students may view their student account at any time over BannerWeb.

If you are dropped from class due to nonpayment, you may still be responsible for the tuition and fee charges according to the University Refund Policy.

FULL PAYMENT is due by the end of the first week of class.

Payment by Credit Card

If paying by MasterCard, Visa, American Express or Discover. Call PhoneCharge toll free at (877) 237-9734. There is a convenience fee for using this credit card service that is explained in detail during the phone call prior to authorization of the charge.

Payment by Check

If you plan to pay by check, make your check payable to the University of Richmond. You can mail your payment to: Bursar's Office, University of Richmond, VA 23173

You may also make your check payment in person at the Student Accounts Office in Sarah Burnet Hall.

Payment in Cash

Cash payments are accepted at the Student Accounts Office in Sarah Burnet Hall. Please do not mail cash payments.

Tuition Payment Plan

The University offers 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 nonrefundable 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 the cost to budget with AMS is so affordable is that 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 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 12 for the fall semester or December 9 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) 289-8149.

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 an eligible degree or certificate program in order to be eligible for consideration for financial aid. (All SCS degree and certificate programs are eligible for financial aid consideration except the Leadership Studies, Liberal Arts and Performance Coaching Skills pre- and post-baccalaureate certificate programs.) 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 an eligible degree or certificate program (see exception noted above) for at least six credit hours. Annual loan limits vary from \$2,625 to \$10,500 depending on grade level and dependency status. 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 completion 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 from the Financial Aid office, Sarah Brunet Hall, web address: www.oncampus.richmond.edu/financialaid. (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.

Virginia Tuition Assistance Grant

The Virginia Tuition Assistance Grant (TMG) 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 the 2004-05 academic year was \$2,500 for undergraduates and \$1,900 for graduate students.) TMG applications may be obtained online at <http://oncampus.richmond.edu/financialaid/> or from the Financial Aid office. Deadline for applications is July 31.

Satisfactory Academic Progress

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 GPA 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.)

Return of Financial Aid When a Student Withdraws

A student who withdraws during a semester may be entitled to a refund of certain charges as outlined in the Refund Policy (see Financial Information section of this catalog). Withdrawal may also affect a student's financial aid eligibility for the semester as outlined in the federal Return of Title IV Program Funds Policy and the Return of Non-Title IV Program Funds Policy.

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 applications is July 1.

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

Richmond Dry Goods/Children's Wear Digest

Scholarship. Three scholarships were established by the Richmond Dry Goods Company in 1919, 1944 and 1945, and were combined in 1995 into one scholarship for students in the School of Continuing Studies.

Larus and Brother Company Scholarship

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 of Business.

Lawyers Title Insurance Corporation

Scholarship. Established in 1945 by Lawyers Title Insurance Corporation, a leading title insurance company in Richmond, as a scholarship for the Evening School of Business.

Reynolds Metals Company Scholarship

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

Martin I. Shotzberger Scholarship.

Established in 1968 by alumni and friends in recognition of Dr. Shotzberger's years as the first dean of University College, now the School of Continuing Studies, as he left to become president of Catawba College in Salisbury, N.C. Dr. Shotzberger who held B.S. and M.S. degrees in Business Administration from University of Richmond, as well as an honorary Doctor of Laws degree, passed away in 2004.

J. May Reid Scholarship in Retail.

Established in 1999 by Children's Wear Digest, Inc. in appreciation of Mrs. Reid's 20 years of dedicated service to the company, to be awarded to a student in the retail management program of the School of Continuing Studies.

Standard Oil Company of New Jersey

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

Eugene B. Sydnor Scholarship. 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.

Jean H. Proffitt Scholarship. Established in 1996 by alumni, students, and friends in honor of Jean H. Proffitt, who was 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.

Thomas and Doris Pearson Endowed Scholarship. Established in 2002 by Thomas Pearson to support undergraduate students in the School of Continuing Studies who display good citizenship and act in a manner that enhances

the University's program.

School of Continuing Studies 40th Anniversary

Scholarship. Established in 2002 in recognition of the School of Continuing Studies' 40th anniversary.

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 an 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 at the Office of the University Registrar, 804/289-8395.

ALUMNI DISCOUNT POLICY

Alumni who received a bachelor degree from the University of Richmond School of Continuing Studies, University College, Jepson School of Leadership, Robins School of Business or School of Arts and Sciences are eligible for a 50% discount in SCS undergraduate credit classes (except for summer school courses/programs or already discounted programs). Registration is on a space-available basis. Contact the School of Continuing Studies at 804/289-8133 for details before attempting to register.

No discount is granted for the Teacher Licensure Program.

STUDENT SERVICES AND ACADEMIC SUPPORT

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.

DISABILITY ACCOMMODATIONS

The University seeks to comply with all applicable federal, state and local laws regarding the rights of individuals with disabilities. To facilitate such compliance, the Vice President for Student Affairs serves as the University's Disability Coordinator. The University does not discriminate on the basis of disability in admission. Therefore, applicants are not required to provide information about their physical condition or disability status prior to admission. Individuals with disabilities are invited to contact the Disability Coordinator (for the School of Continuing Studies this is the Director of Student Services) regarding any accommodations they may require upon matriculation. The University provides reasonable adjustments or accommodations in its academic programs as necessary for equal opportunity and participation for qualified students with disabilities.

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 carries textbooks for all courses scheduled for a given term at the University. A comprehensive selection of reference books and general reading materials is also available. The store offers academically priced software, computer and office supplies, greeting cards, gifts, clothing and health and beauty aids. Services offered include UPS shipping, faxing and photo developing. The website is www.urspudershop.com.

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.

SOCIETY OF HUMAN RESOURCE MANAGEMENT

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

UNIVERSITY COLLEGE/SCHOOL OF CONTINUING STUDIES ALUMNI ASSOCIATION

The University College/School of Continuing Studies Alumni Association was founded by a group of UC/SCS alumni in 1995. The association is strongly committed to its mission: to benefit the school, students and alumni through the adoption of projects that promote scholarship and assistance to students and provide service and social opportunities for alumni, and its goals are twofold: to provide an ongoing connection to the School and the University and represent the unique experience of evening college students.

Current School of Continuing Studies students benefit from the association's efforts to obtain information about careers and increase financial assistance, particularly through the promotion and support of the Jean H. Proffitt Scholarship, which awards scholarships annually to selected students.

STUDENT IDENTIFICATION NUMBER

In an effort to better protect the privacy of each member of the University of Richmond community, the University has discontinued the use of social security numbers as the primary identification for University records. In summer 2004,

the University began using randomly generated ID numbers for each student, employee, faculty member and alumnus.

Each student is assigned a University of Richmond ID number as the primary identification for University records when he/she enters the University. This eight-digit number is sent by mail to new SCS students and is printed on each student's One-card (unless the student requests it not be printed). This UR ID number is also used in conjunction with a confidential PIN for students to register for classes and access their academic records through the Web using the University of Richmond's Student Information System (BannerWeb).

A social security number is still required to be on file with the University to fulfill IRS and Federal reporting requirements.

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 or come by the Center to schedule an appointment.

CAREER DEVELOPMENT RESOURCES

Ready Minds

A pilot program for the current academic year, Ready Minds is a distance career counseling organization. Eligible students are those who:

- are admitted to a pre or post-baccalaureate certificate, graduate certificate, associate, bachelor or master's degree-seeking program,
- have completed 12 semester hours at the University of Richmond and
- are in good academic standing.

More information about Ready Minds is available on the School of Continuing Studies website www.richmond.edu/scs/.

Career Development Center (CDC)

SCS students within two semesters of completing their degree program (associate or bachelor degree), may establish an eRecruiting account through the Career Development Center. This provides access to job listings, employer contacts, and on-campus interviews. Account activation forms are available on the CDC website cdc.richmond.edu. Students enrolled in the Teacher Licensure Program may establish an eRecruiting account as part of their teacher credential file.

The Career Development Center Resources Library, located in Room G-18, Richmond Hall contains a wide variety of books on resume writing, career paths in various fields, and interviewing skills. Hours of operation: Monday through Friday, 8:30 a.m. - 5:00 p.m.

SCS students also have access to valuable resources, sample resumes, cover letters, and job search advice available online. Information about annual Career Fairs and upcoming events is also available on the website.

THE SPEECH CENTER

The Speech Center serves the entire University community in the pursuit of speaking proficiency. Closely associated with the Department of Rhetoric and Communication Studies, 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 website <http://speech.richmond.edu> or visit the Speech Center on the fourth floor of Weinstein Hall.

THE WRITING CENTER

The Writing Center provides individual tutoring in writing for undergraduate and graduate students in any course or academic discipline. For information visit the Center's Web site at writing.richmond.edu.

ACADEMIC PROCEDURES

The University of Richmond School of Continuing Studies has, for each academic program, procedures and degree requirements that must be satisfied before the degree can be granted. The student is responsible for knowing the specific requirements and planning appropriately to allow for the completion of these requirements. SCS provides, depending on the program, either or both academic advisors and administrative personnel to assist students with their plans. In any case, the final responsibility for following procedures and meeting degree requirements rests solely with the student.

The following sections describe academic policies, regulations, and 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. College-Level Examination Program (CLEP), American Council on Education (ACE), Advanced Placement Program, independent study, or through portfolio assessment of prior learning. Consult your academic advisor for details.

College Level Examination Program (CLEP)

The School of Continuing Studies awards credit based on acceptable performance on specified tests of the College Level Examination Program. 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 general and subject examinations, contact the School of Continuing Studies.

American Council on Education (ACE)

ACE's College Credit Recommendation Service (CREDIT) reviews and offers college-level credit recommendations for many training courses, apprenticeship programs and examination. An official ACE Credit Recommendations Transcript must be submitted directly to the School of Continuing Studies for review of the equivalency and transfer. For more information on ACE or to order a transcript contact the web site at <http://www.acenet.edu>.

Advanced Placement Program (AP)

The School of Continuing Studies participates in the Advance Placement program of the College Board. A student that successfully completed AP examinations prior to their entry in a college-level program may have official scores submitted to the University for review. Scores submitted

within ten years of completion of the examination will be considered for the equivalency and transfer of credit. To order test scores contact www.ETS.org.

Independent Study

An independent study 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. Consult with your academic advisor before applying to earn credit by independent study.

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 course work is completed. A grade of or equivalent to C (2.0) or better must have been earned in the particular course. Course work accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Continuing Studies. Transfer work will be accepted during the final semester of a program only with prior approval. CLEP exams are considered transfer credits.

The School of Continuing Studies generally does not accept credits earned with a Pass/No Pass designation. Credit in English Composition is not automatically transferred. If an admitted student earned a C or better in a composition course at another institution, he or she may take the CSE English Challenge Exam. If passed, academic credit for English 101U will be transferred pending completion of English 100U. The Research Process with a grade of C or better.

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 course work. If course work is being transferred from more than one institution, a transcript must be received from each institution. It is the responsibility of the student to be aware of the unit of credit awarded when enrolling at another institution for the purpose of transferring credits. Transferable work completed on the quarter hour system will be accepted at two-thirds of a semester hour.

Transfer credits will be accepted during the semester prior to graduation only with prior approval.

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 course work 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;
- 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 of 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 210U Portfolio Submission and Assessment during the regular registration period 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 fall semester, portfolios must be submitted by October 15.

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.

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 revising 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 POLICIES

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 website 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 a total of 18 credit hours during the entire Summer Term without the Dean's approval.

Changes (Add/Drop, Withdrawal)

Changes in registration (Add/Drop, withdrawal) must be initiated by the student within the deadlines specified in the academic calendar. Ordinarily, a student may not withdraw from a course after the end of the seventh week of classes except for medical reasons.

Course Drop (using BannerWeb) before the end of the second week of classes is not shown on the academic record. Withdrawal after the end of the second week through the seventh week of classes carries the grade of W on the academic record.

All withdrawals after the second week of class must be requested in writing to the School of Continuing Studies.

The withdrawal date will be the date the written request is received.

Students who stop attending class without notifying the School of Continuing Studies 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 any fees due.

Audit

Normally, courses are taken for grade and academic credit; however, a student may take a course as 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. Students who took a course as audit (grade of Z) may not later take the same course for a standard grade.

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 course work 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,
- demonstrated ability to succeed in course work 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 course work for graduate credit, provided they meet the following criteria:

- satisfactory completion (including transfer) of at least 100 semester hours of course work toward the baccalaureate degree;
- an overall GPA of 3.30 or above; and,
- acceptance into a graduate certificate program as a reg-

ular student by its standard procedures.

Until a student has completed a baccalaureate degree, no more than three courses may be taken for graduate credit and no more than two courses may be

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, the 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 Azzarit 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 <http://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 exami-

nations 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 are included as such in the grade point average by F, M (withdrew from a course with a failing average) and V (failure because of excessive absences). The X indicates that the grade is not available from the instructor. The assignment of grades is the sole right and responsibility of 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.

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.

ENGL 100U/10IU and ENGL 112U Requirement

For those programs in which ENGL 100U/10IU and 112U are a required, a passing grade of C or better is necessary to satisfactorily meet the requirement.

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 or visit the website at <http://oncampus.richmond.edu/academics/registrar>. Requests must be made in writing.

Residency Requirement

Most of the bachelor 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/10IU and 112U within the first 13 hours. Students who were previously enrolled in another school of the University of Richmond must com-

plete 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.

Most associate degrees require 61 semester hours. At least 30 semester hours must be completed in the School of Continuing Studies including English 1000/1011 and English 112U within the first 13 hours. The last 12 hours must be taken in the School of Continuing Studies.

Certificates in Information Systems and Liberal Arts require 30 or 31 semester hours. Twenty-four semester hours must be completed in the School of Continuing Studies.

In Human Resource Management and Leadership Studies, the certificates require 21 semester hours and post-baccalaureate certificates require 22 semester hours. All course work must be completed with the School of Continuing Studies.

In Education, the post-baccalaureate certificate in Teacher Licensure Preparation requires 30-35 hours depending on credentialing requirements.

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, the Certificate in Applied Studies in Business Continuity and the Certificate in Applied Studies in Homeland Defense all require 18 semester hours, which must be completed in the School of Continuing Studies.

Note: Transfer work will be accepted during the final semester of any program only with prior approval.

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+	2.5	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 demoted 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.

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 Declaration of Minor 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 concerning 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, Graduate Certificate or Master degree 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 ceremony as prospective August graduates. (Note:

Transfer work will be accepted during the semester prior to graduation only with prior approval. CLEP examinations are considered transfer credits.) **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 only 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.

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

At times the university may elect to discontinue a degree program or focus area. Officially admitted students will be given five years from the from the date a program is discontinued to complete graduation requirements.

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

OFF CAMPUS LOCATIONS 2005-2006

The University of Richmond School of Continuing Studies has been granted permission to operate in the following locations which includes offering its degree programs and scheduling classes. Not all locations listed have programs currently available.

Public Safety University

Northern Virginia
Fairfax County Criminal Justice Academy
14601 Lee Road • Chantilly, VA 20151

Richmond

Richmond Police Training Academy
11202 W. Grafton Road • Richmond, VA 23220
Public Safety Training Center
6610 Public Safety Road • Chesterfield, VA 23852

Henrico Training Center
7701 E. Parham Road • Richmond, VA 23294
Virginia State Police
7700 Midlothian Turnpike • Richmond, VA 23235

Roanoke
Virginia Western Community College
3095 Colonial Avenue • Roanoke, VA 24018
Roanoke Higher Education Center
108 N. Jefferson Street • Roanoke, VA 24016

Tidewater
Chesapeake Sheriff's Office
304 Albemarle Drive • Chesapeake, VA 23322
Norfolk Fire-Rescue Training Center
7120 Granby Street • Norfolk, VA 23505

Tidewater Community College—Chesapeake Campus
1428 Cedar Road • Norfolk, VA 23508

Virginia Beach Fire Training Center
927 S. Birdneck Road • Virginia Beach, VA 23451

Weekend College
Fredericksburg
Germana Community College
1000 Germana Point Drive • Fredericksburg, VA 22408

Roanoke
Virginia Western Community College
3095 Colonial Avenue • Roanoke, VA 24018
Roanoke Higher Education Center
108 N. Jefferson Street • Roanoke, VA 24016

Southwest Virginia
Southwest Virginia Higher Education Center
Virginia Highlands Community College
Route 372 • Abingdon, VA 24212

CONFIDENTIALITY/PRIVACY RIGHTS/RIGHTS TO KNOW

University of Richmond procedures and Family Educational Rights and Privacy Act of 1974 (PL 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. Directory information includes: name; address; permanent, campus, local (off-campus), email and campus computer network (IP) address; associated telephone numbers; date and place of birth; school or college; major and/or minor fields of study; degree sought, expected date of completion of degree requirements and graduation; degrees conferred; awards and honors (e.g. Dean's list); full or part time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of athletic team members; photographs. A full list of information considered directory information is available on the Office of the University Registrar's web page at <http://oncampus.richmond.edu/academics/registrar/ferpapolicy.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 Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review their records within 45 days of the date the University receives a request for access. Students should submit to the University Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place 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 of Richmond 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 him or her of the 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 education interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the

- University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, 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 20302-4605

The University of Richmond's complete FERPA Policy Statement is available as part of the Office of the University Registrar's web page at <http://oncampus.richmond.edu/academics/registrar/> or by contacting the Office of the University Registrar.

RIGHT TO KNOW

In accordance with the Student Right to Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, the University of Richmond will make graduate rates available to all current and incoming students, before enrolling or making any financial obligation to the University. These figures can be found on the Office of the Registrar's web page at <http://oncampus.richmond.edu/academics/registrar/policy/stu/dicon.html> and on page 17 of the 2003 "FACTBOOK," which is available in offices across campus.

PROGRAMS OF STUDY

Business	24	Information Systems	30
• Minor		• Bachelor of Applied Studies	
Disaster Science	24	• Associate in Applied Studies	
• Master of Disaster Science		• Post-Baccalaureate Certificate in Applied Studies	
• Graduate Certificate in Applied Studies		• Minor in Information Systems	
Education	25	• Minor in Law and Technology	
• Certificate in Applied Studies in Teacher Licensure Preparation		Leadership Studies	34
• For Post-Baccalaureate and current Bachelor of Liberal Arts (BLA) students		• Certificate and Post-Baccalaureate Certificate in Applied Studies	
Emergency Services Management.....	25	• Minor	
• Bachelor of Applied Studies with a minor in Emergency Management or Business Continuity or Homeland Defense		Liberal Arts	34
• Associate in Applied Studies with a track in Emergency Management or Business Continuity or Homeland Defense		• Bachelor of Liberal Arts	
• Certificate and Post-Baccalaureate Certificate in Applied Studies in Emergency Management		• Weekend College (Accelerated Bachelor of Liberal Arts)	
• Certificate and Post-Baccalaureate Certificate in Applied Studies in Business Continuity		• Associate in Liberal Arts	
• Certificate and Post-Baccalaureate Certificate in Applied Studies in Homeland Defense		• Certificate and Post-Baccalaureate Certificate in Liberal Arts	
• Minors – Emergency Management, Business Continuity or Homeland Defense		Paralegal Studies	38
Human Resource Management	28	• Bachelor of Applied Studies	
• Master of Human Resource Management		• Certificate and Post-Baccalaureate Certificate in Applied Studies	
• Graduate Certificate in Human Resource Management		• Certificate and Post-Baccalaureate Certificate in Applied Studies	
• Bachelor of Applied Studies		• Minor	
• Associate in Applied Studies		Retail Management	40
• Certificate and Post-Baccalaureate Certificate in Applied Studies		• Minor	
• Minor			

BUSINESS**The Business Minor 18 hours**

Select 18 semester hours from the following:

- ACCT 3000** Accounting for Non-Accountants, 3
- ACCT 300U-302U** Principles of Accounting (Financial/Managerial), 3-3
- FIN 305U** Corporation Finance, 3
- LAW 300U** Business Law, 3
- MGMT 341U** Principles of Management, 3
- MGMT 342U** Operations Management, 3
- MKT 321U** Principles of Marketing, 3

To complete the minor in business, ECON 2011U-2021U must be taken in the Areas of Study as a Social Science and Cultural Studies requirement. Accounting and economics should be completed before enrolling in any other business courses.

Note: Credit will not be given for both ACCT 300U and ACCT 3011U-3021U. Students preparing for graduate studies in business should review specific admission requirements and recommendations for MBA programs of interest.

DISASTER SCIENCE**Available Degrees**

- Master of Disaster Science
- Graduate Certificate in Disaster Science

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

**Master of Disaster Science
33 semester hours**

A maximum of six semester hours of transfer work may be accepted into the Master of Disaster Science.

Required: 9 semester hours

- ESM 503U** Research Practicum, 3
- ESM 505U** Disasters, Characteristics and Physical Impacts, 3
- ESM 540U** The History of Emergency Management Organizations and Theory, 3

Electives

Choose twelve (12) semester hours from the courses listed

below.

- ESM 509U** Social Dimensions of Disasters, 3
- ESM 541U** The Politics of Disaster, 3
- ESM 542U** Economic Impacts of Disaster, 3
- ESM 543U** Religion in Disaster, 3
- ESM 544U** The Law of Disaster, 3
- ESM 549U** Comparative International Disasters, 3
- ESM 595U** Hazards and Threats for the Future, 3

Concentration: 6 semester hours

- ESM 546U** Concentration I, 3
- ESM 547U** Concentration II, 3

Thesis: 6 semester hours

- ESM 548U** Thesis, 6

Degree Requirements

To qualify for the Master of Disaster Science, a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.0 grade point average on all applicable course work and the completion of the curriculum requirements within five years of starting the program.

**Graduate Certificate in Disaster Science
12 semester hours**

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

Required

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

- ESM 503U** Research Practicum, 3
- ESM 505U** Disasters, Characteristics and Physical Impacts, 3
- ESM 509U** Social Dimensions of Disasters, 3
- ESM 540U** The History of Emergency Management Organizations and Theory, 3
- ESM 541U** The Politics of Disaster, 3
- ESM 542U** Economic Impacts of Disaster, 3
- ESM 543U** Religion in Disaster, 3
- ESM 544U** The Law of Disaster, 3
- ESM 549U** Comparative International Disasters, 3
- ESM 595U** Hazards and Threats for the Future, 3

Students who have taken ESM 305U may not take ESM 505U, and students who have taken ESM 309U may not take ESM 509U.

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 course work and the completion of the curriculum requirements within three years of starting the program.

Note: Students wishing to earn 18 semester hours of

Disaster Science courses to meet concentration requirements for university teaching in emergency management or for other reasons may complete six courses listed in the curriculum.

EDUCATION**Post-Baccalaureate Certificate in Applied Studies in
Teacher Licensure Preparation****Program Scope and Sequence**

Group I. Must be completed by elementary and secondary Teacher Licensure students before taking classes from Group II.

- EDUC 317U** Introductory Seminar, 2
- EDUC 310U** Curriculum Methods, 3
- EDUC 358U** Classroom Management, 3
- EDUC 318U** Seminar in Special Education, 2

Group II. Courses from Groups II and III may be taken concurrently.

Elementary ONLY:

- EDUC 324U** The Teaching of Reading, 3
- EDUC 327U** The Teaching of Mathematics, 3

Secondary ONLY:

- EDUC 350U** Content Area Reading, 3

Group III

- EDUC 338U** Instructional Technology Integration, 3

Group IV. Courses from Group IV must be taken in the Fall or Spring Semester immediately before completion of the program.

- EDUC 475U** Student Teaching, Elementary (Præf-6), 12 or
- EDUC 477U** Student Teaching, Secondary (6-12), 12 or
- EDUC 478U** Student Teaching Comprehensive (Præf-12), 12
- EDUC 485U** Student Teaching Seminar, 2

All course work must be completed prior to Student Teaching (EDUC 475U, 477U or 478U) and the accompanying Student Teaching Seminar (EDUC 485U).

Passing scores on Praxis I and II are required for admission to the Teacher Licensure Preparation program.

Transfer Courses

Because of the nature of course work in the Teacher Licensure Preparation program, many college courses might not be acceptable for transfer to the Program. All requests to transfer courses into the TLP must include the course description and be submitted to the Director of the Teacher Licensure Preparation program at least four weeks prior to the student beginning the program. No more than two courses, not to exceed six semester hours, may be transferred into the program.

Grade Requirements

A grade point average of 3.0 must be achieved for completion of the Teacher Licensure Preparation program and before applying for a Virginia teaching license. No more than one "C" grade will be permitted in classes taken for credit in the program at the University of Richmond.

Exit Requirements

All candidates for an Elementary Education Teaching License must complete the Virginia Reading Assessment before applying for an elementary education license.

Note: Students who have earned a bachelor degree from a regionally accredited college or university and desire admission to the Post-Baccalaureate 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 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**Available Degrees and Certificates**

- Bachelor of Applied Studies (degree completion)
- Associate of Applied Studies
- Certificate and Post-Baccalaureate Certificate of Applied Studies in Emergency Services Management (on-line only)
- Certificate and Post-Baccalaureate Certificate of Applied Studies in Business Continuity (on-line only)
- Certificate and Post-Baccalaureate Certificate of Applied Studies in Homeland Defense (on-line only)

**Bachelor of Applied Studies in Emergency Services
Management with a minor in Emergency Management,
Business Continuity or Homeland Defense On-line Degree
Completion Program**

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 the student 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, Business Continuity and Homeland Defense give the student an opportunity to spe-

cialize 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 program allows students to complete from 60-64 semester hours of on-line course work toward a Bachelor of Applied Studies in Emergency Services Management with a Minor in Emergency Management, Business Continuity or Homeland Defense.

General Education: 48-49 semester hours

I. Communication Skills 16 semester hours

- ISYS 101U** Online Learning and Teaching, 1*
- ENGL 101U** Composition or equivalent and pass the English Challenge Exam, 3
- ESM 303U** Research Practicum, 3
- ENGL 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.

II. Areas of Study 33 semester hours

Thirty-three hours selected from and representing each 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

General Distribution: 41-45 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.

The 18 semester hour minor will be completed in this area. Students will choose one of the following three 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

Business Continuity Minor

18 semester hours

- ESM 315U** Business Continuity Program Management, 3
- ESM 310U** Business Continuity Planning, 3
- ESM 307U** Managing Emergency Operations, 3
- ESM 313U** Disaster Exercises, 3
- ESM 316U** Information Technology Disaster Recovery, 3
- ESM 305U** Disaster, Characteristics and Physical Impacts, 3
- ESM 317U** Risk, Hazard and Impact Analysis, 3
- PBR1 331U** Introduction to Public Relations, 3

Homeland Defense Minor

18 Semester Hours

- ESM 331U** Homeland Defense Policy and Programs, 3
- ESM 302U** Emergency Planning, 3
- ESM 307U** Managing Emergency Operations, 3
- ESM 308U** Terrorism, 3
- ESM 318U** Weapons of Mass Destruction, 3
- LAW 330U** Terrorism Law, 3

II. Core Courses: 15 semester hours

- ESM 300U** Integrated Emergency Services in the Community, 3
- PBAD 330U** Decision Making in Public Administration, 3
- ECOM 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 315U** Voluntary Agency Disaster Response and Recovery, 3

IV. Capstone Course: 3 semester hours

- ESM 495U** Hazards and Threats for the Future, 3

Note: Students may transfer up to 60 semester hours into the degree with a maximum of 6 semester hours transferred into the major.

Associate of Applied Studies in Emergency Services Management

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

General Education: 34 semester hours

Students are required to choose one of three tracks.

English 101U, English 112U must be completed with a grade of C or better. ENGL 101U, ENGL 112U, ESM 303U and ISYS 101U must be completed within the first 16 semester hours of the program.

I. Communication Skills: 16 semester hours

- ISYS 101U** Online Learning and Teaching, 1*
- ENGL 101U** Composition or equivalent and pass the English Challenge Exam, 3
- ESM 303U** Research Practicum, 3
- ENGL 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.

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: 27 semester hours

Note: Students will choose one of the following three tracks: Emergency Management, Business Continuity or Homeland Defense.

Emergency Management Track: 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

Business Continuity Track: 18 semester hours

- ESM 315U** Business Continuity Program Management, 3
- ESM 310U** Business Continuity Planning, 3
- Choose one of the following:
 - ESM 307U** Managing Emergency Operations, 3
 - ESM 313U** Disaster Exercises, 3
 - ESM 316U** Information Technology Disaster Recovery, 3
- ESM 305U** Disaster Characteristics and Physical Impacts, 3
- ESM 317U** Risk, Hazard and Impact Analysis, 3
- PBR1 331U** Introduction to Public Relations, 3
- ESM 499U*** Post-Baccalaureate Practicum, 1

Homeland Defense Minor: 18 Semester Hours

- ESM 331U** Homeland Defense Policy and Programs, 3
- ESM 302U** Emergency Planning, 3
- ESM 307U** Managing Emergency Operations, 3
- ESM 308U** Terrorism, 3
- ESM 318U** Weapons of Mass Destruction, 3
- LAW 330U** Terrorism Law, 3

II. Core Course: 3 semester hours

- ESM 300U** Integrated Emergency Services in the Community, 3

III. Focus Courses: 6 semester hours

Select 6 semester hours from the following:

- ESM 301U** Technologies for Emergency 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 313U** Disaster Exercises, 3
- ESM 315U** Voluntary Agency Disaster Response and Recovery, 3

Certificate and Post-Baccalaureate Certificate in Applied Studies in Emergency Management (on-line only)

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19* semester hours (post-baccalaureate certificate)

- ESM 302U** Emergency Planning, 3
- ESM 305U** Disasters, Characteristics and Physical Impacts, 3
- ESM 307U** Managing Emergency Operations, 3
- ESM 312U** Emergency Management Systems and Theory, 3
- ESM 313U** Disaster Exercises, 3
- ESM 314U** Defending Communities-Integrating Mitigation, Preparedness and Recovery, 3
- ESM 499U*** Post-Baccalaureate Practicum, 1

Certificate and Post-Baccalaureate Certificate in Applied Studies in Business Continuity (on-line only)

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19* semester hours (post-baccalaureate certificate)

- ESM 305U** Disasters, Characteristics and Physical Impacts, 3
- Choose one of the following:
 - ESM 307U** Managing Emergency Operations, 3
 - ESM 313U** Disaster Exercises, 3
 - ESM 316U** Information Technology Disaster Recovery, 3
- ESM 310U** Business Continuity Planning, 3
- ESM 315U** Business Continuity Program Management, 3
- ESM 317U** Risk, Hazard and Impact Analysis, 3
- PBR1 331U** Introduction to Public Relations

ESM 4990* Post-Baccalaureate Practicum, 1

Certificate and Post-Baccalaureate Certificate in Applied Studies in Homeland Defense (on-line only)

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19* semester hours (post-baccalaureate certificate)

- ESM 302U Emergency Planning, 3
- ESM 307U Managing Emergency Operations, 3
- ESM 308U Terrorism, 3
- ESM 318U Weapons of Mass Destruction, 3
- ESM 331U Homeland Defense Policy and Programs, 3
- LAW 330U Terrorism Law, 3
- ESM 4990* Post-Baccalaureate Practicum, 1

Emergency Management Minor (18 hours)

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

Business Continuity Minor (18 hours)

- ESM 305U Disasters, Characteristics and Physical Impacts, 3
- Choose one of the following:
 - ESM 307U Managing Emergency Operations, 3
 - ESM 313U Disaster Exercises, 3
 - ESM 316U Information Technology Disaster Recovery, 3
- ESM 310U Business Continuity Planning, 3
- ESM 315U Business Continuity Program Management, 3
- ESM 317U Risk, Hazard and Impact Analysis, 3
- PRRL 331U Introduction to Public Relations
- ESM 4990* Post-Baccalaureate Practicum, 1

Homeland Defense Minor (18 hours)

- ESM 302U Emergency Planning, 3
- ESM 307U Managing Emergency Operations, 3
- ESM 308U Terrorism, 3
- ESM 318U Weapons of Mass Destruction, 3
- ESM 331U Homeland Defense Policy and Programs, 3
- LAW 330U Terrorism Law, 3
- ESM 4990* Post-Baccalaureate Practicum, 1

HUMAN RESOURCE MANAGEMENT

The Master of Human Resource Management and the Graduate Certificate (HRM Graduate Certificate) consist of graduate level courses covering organizational psychology, human resource law, quantitative methods and strategic

management. Both programs are designed for individuals working in the Human Resource (HR) field who may not have a formal education in HR, individuals who want to stay current in HR and/or who want to enhance career prospects in HR.

Master of Human Resource Management: 33 semester hours

A maximum of six semester hours of transfer work may be accepted into the Master of Human Resource Management.

The following courses must be completed:

- PSYC 300U Organizational Psychology, 3
- HRM 531U Human Resource Management, 3
- HRM 532U Legal Issues in Human Resource Management, 3
- HRM 533U Research in Human Resource Management, 3
- HRM 534U Strategic Human Resource Development, 3
- HRM 535U Managing Compensation and Benefits, 3
- HRM 536U Development and Training, 3
- HRM 537U Developing High-Performance Organizational Teams, 3
- HRM 538U HRM Leadership in Changing Times, 3
- HRM 539U Recruitment and Retention, 3
- HRM 540U Thesis, 3

Note: The Master of Human Resource Management program is open only to Public Safety University graduates, public safety officers and civilian employees of public safety agencies.

Degree Requirements

To qualify for the Master of Human Resource Management degree, a candidate must complete the curriculum satisfactorily, including a grade of C or better in every course, a cumulative grade point average of 3.0, acceptance of the thesis project and the completion of the curriculum requirements within five years of starting program. Students enrolled in this program are required to maintain a portfolio of their major works created as a result of the classes taken, e.g., project papers, presentations, etc. This portfolio will be made available to the Thesis advisor prior to graduation and will be used along with the thesis to assist in documenting the quality of the total program by an evaluation team.

Graduate Certificate in Human Resource Management:

15 semester hours

No transfer hours will be accepted into the HRM Graduate Certificate. The following courses must be completed:

- HRM 531U Human Resource Management, 3
- HRM 532U Legal Issues in Human Resource Management, 3
- HRM 533U Research in Human Resource Management, 3
- HRM 534U Strategic Human Resource Development, 3
- PSYC 300U Organizational Psychology, 3

Degree Requirements

To qualify for the HRM Graduate Certificate, a candidate

must complete the curriculum satisfactorily, including the achievement of a 3.0 grade point average on all applicable work and the completion of the curriculum requirements within three years of starting program.

Human Resources 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 21 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 semester hours with a maximum of 6 hours toward the major.

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

- ENGL 100U/101U The Research Process/Composition, 1/3
- ENGL 112U Professional Communication, 3
- SPCH 105U Interpersonal Communication, 3
- ISVS 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: 42 semester hours

The following non-business 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 in the degree program.]

Note: Students in the BAS in HRM may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Information Systems, Law and Technology, Paralegal Studies or Retail Management.

The minor(s) will be used in general distribution.

- 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: 33 semester hours

I. Core Courses: 15 semester hours

- ACCT 300U Accounting for Non-Accountants, 3
- HRM 343U HR/Personnel Management, 3
- LAW 322U Employment Law and Policy, 3
- NMGT 341U Principles of Management, 3
- MKT 321U Principles of Marketing, 3

II. Focus Courses: 15 semester hours

- Select 15 semester hours from the following:
- HRM 250U 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 321U Organizational Psychology, 3
 - LAW 322U Employment Law and Policy, 3

III. Capstone Course: 3 semester hours

- HRM 495U Capstone Seminar in Human Resource Management, (PHR Course), 3

Human Resources 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. (A student may transfer up to 30 semester hours into this program with a maximum of six hours toward the major.)

General Education: 31 semester hours

English 100U/101U and English 112U must be completed with a grade of C or better within the first 15 semester hours of the program.

I. Communication Skills: 13 semester hours

- ENGL 100U/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 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

- ACCT 300U Accounting for Non-Accountants, 3
 MGMT 301U Principles of Management, 3
 MKT 321U Principles of Marketing, 3
 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

III. Capstone Course: 3 semester hours

- HRM 495U Capstone Seminar in Human Resource Management, (PHR course), 3

Human Resources Management

Certificate and Post-Baccalaureate Certificate in Applied Studies

Required: 21 semester hours (certificate), 22 semester hours (post-baccalaureate certificate)

I. Core Courses: 15 semester hours

- HRM 343U HR/Personnel Management, 3
 HRM 345U Organizational Development, 3
 HRM 348U Application of Critical HR Issues, 3
 HRM 354U Compensation and Benefits, 3
 HRM 360U HR in an IT World, 3

II. Focus Courses: 3 semester hours

- Select one 3-hour course from the following:
 HRM 350U Training Design and Facilitation, 3

- HRM 352U Quality Management and Process Improvement, 3
 HRM 388U Internship, 3

III. Capstone Course: 3 semester hours

- HRM 495U Capstone Seminar in Human Resource Management, (PHR Course), 3

IV. Post-Baccalaureate Practicum: 1 semester hour

- HRM 4990* Post-Baccalaureate Practicum, 1

Human Resources Management

Certificate and Post-Baccalaureate Certificate in Applied Studies in Performance Coaching Skills

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate), 19 semester hours (post-baccalaureate certificate)

- HRM 301U Theory of Coaching -- Application Skills, 3
 HRM 302U Foundations of Coaching -- Self-Mastery, 3
 HRM 303U Performance Coaching Skills/Using Exemplary Communication for Great Coaching, 3
 HRM 304U Performance Skills/Organizational Diversity, 3
 HRM 305U Performance Coaching/Ethics and Legalities of Coaching, 3
 LDSP 304U Leading Groups and Building Teams, 3
 HRM 4990* Post-Baccalaureate Practicum, 1

Human Resources 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

INFORMATION SYSTEMS

Bachelor of Applied Studies in Information Technology Management

There are two alternative bachelor degrees offered in Information Systems. The Bachelor of Applied Studies in IT Management provides interdisciplinary studies in information systems, business, and applied mathematics. The Bachelor of Applied Studies in Information Systems provides an opportunity to prepare for careers in information systems within a strong liberal arts context.

The Bachelor of Applied Studies in IT Management educates students in the development, implementation and management of information technologies with additional core business management and quantitative methods. Strong analytical skills are the foundation for the design, implementation and administration of database management systems, e-business applications and networks. Oral

and written communication skills, quantitative and analytical abilities are emphasized. Interdisciplinary courses in law and technology and disaster recovery expose students to related applications.

Up to 50 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours into the bachelor degree with a maximum of six semester hours in the major.

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

- ENGL 100U/101U The Research Process/Composition, 1/3
 ENGL 121U Professional Communication, 3
 SPWH 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.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
 - a. ECON 201U-202U (required)
5. Math and/or Logic
 - a. MATH 260U (required)
 - b. MATH 265U (required)
 - c. MATH 270U (required)
6. The Arts

General Distribution: 29 Semester Hours

Selected from courses across the curriculum. No more than 9 hours of business courses may be included in this section. It is recommended that students in the IT Management major include 3 to 6 semester hours of a foreign language as part of this General Distribution area. Note: Students in the BAS in IT Management may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources Management, Law and Technology, Paralegal Studies or Retail Management. The minor(s) will be used in general distribution.

Major: 46 semester hours

The following courses are recommended as foundations before starting the major, if needed. They may count under General Distribution but not toward the major. All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses

in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience.

- ISYS 201U Software Tools for Communication and Research, 3
 ISYS 202U Software Tools for Data Management and Analysis, 3

I. Core Courses: 21 semester hours

- ACCT 301U-302U Principles of Accounting (Financial-Managerial), 3-3
 FIN 360U Corporation Finance, 3
 LAW 300U Business Law, 3
 MGMT 341U Principles of Management, 3
 MGMT 342U Operations Management, 3
 MKT 321U Principles of Marketing, 3

II. Focus Courses: 19 semester hours

Students considering graduate school in Information Systems are advised to check the entrance requirements for several programs when making selections from the following list of courses.

Required: 19 semester hours

- ISYS 204U Hardware and Operating Systems, 3
 ISYS 301U Telecommunications, 3
 ISYS 306U Systems Analysis and Design, 3
 ISYS 311U Database Design, 3
 ISYS 355U Computer Programming in Java, 4
 ISYS 490U Managing in an Information Age, 3

III. Electives: 6 semester hours selected from the following:

- ISYS 302U Local Area Networks, 3
 ISYS 307U Information Technology, Evaluation and Selection, 3
 ISYS 351U Web Design and Development, 3
 ISYS 352U Web Design and Development with Scripting, 3
 ISYS 353U Web Design and Development with Connectivity, 3
 ISYS 356U Advanced Computer Programming in Java, 4
 ISYS 360U Electronic Commerce on the Internet, 3
 ISYS 388U Internship in Information Systems, 3
 ISYS 398U Selected Topics, 1-6
 ISYS 450U Project Management, 3
 ESM 316U Information Technology Disaster Recovery, 3
 LAW 252U CyberLaw, 3

Information Systems

Bachelor of Applied Studies in Information Systems

The alternative degree offered in Information Systems, the Bachelor of Applied Studies in Information Systems, provides an opportunity to prepare for careers in information systems within a strong liberal arts context. The Bachelor of Applied Studies in IT Management provides interdisciplinary studies in information systems, business, and applied mathematics.

The Information Systems major educates students in the development, implementation and management of information technologies, allowing the student flexibility to take

desired courses in the liberal arts as well as information systems. Strong analytical skills are the foundation for the design, implementation and administration of database management systems, e-business applications and networks. Oral and written communication skills and analytical abilities are emphasized. Interdisciplinary courses in law and technology and disaster recovery expose students to related applications.

Up to 30 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours into the bachelor degree with a maximum of six semester hours in the major.

General Education: 46 semester hours

English 100U/101U and English 112U must be completed with a grade of "C" or better within the first 15 semester hours of the program.

I. Communication Skills: 13 semester hours

- ENGL 100U/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.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
 - a. MATH 103U, discrete mathematics, precalculus or calculus is required for Information Systems majors (MTH 151 or higher in the Virginia Community College System)
 - b. MATH 104U or business statistics is required for Information Systems majors
6. The Arts

General Distribution: 39 semester hours

Selected from courses across the curriculum. No more than 21 hours of business courses may be included in this section. Note: Students in the BAS in ISYS may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources Management, Law and Technology, Paralegal Studies or Retail Management. The minor(s) will be used in general distribution.

MAJOR: 36 semester hours

The following courses are recommended as foundations before starting the major, if needed. They may count under General Distribution but not toward the major. All ISYS

majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience.

- ISYS 201U Software Tools for Communication and Research, 3
- ISYS 202U Software Tools for Data Management and Analysis, 3

I. Core Courses: 12 semester hours

- ACCT 300U Accounting for Non-Accountants, 3
- MGMT 341U Principles of Management, 3
- MKT 321U Principles of Marketing, 3
- ISYS 204U Hardware and Operating Systems, 3

II. Focus Courses: 21 semester hours

Students considering graduate school in Information Systems are advised to check the entrance requirements for several programs when making selections from the following list of courses.

Students must take at least 9 semester hours from the following:

- ISYS 205U Problem Solving with Programming, 4
- ISYS 301U Telecommunications, 3
- ISYS 302U Local Area Networks, 3
- ISYS 306U Systems Analysis and Design, 3
- ISYS 307U Information Technology Evaluation and Selection, 3
- ISYS 311U Database Design, 3

Select the remaining courses from the following. Courses numbered 355 and higher should be taken after all other math and core course requirements are met.

- ISYS 351U Web Design and Development, 3
- ISYS 352U Web Design and Development with Scripting, 3
- ISYS 353U Web Design and Development with Advanced Database Connectivity, 3
- ISYS 355U Computer Programming in Java, 4
- ISYS 356U Advanced Computer Programming in Java, 4
- ISYS 360U Electronic Commerce on the Internet, 3
- ISYS 388U Internship in Information Systems, 3
- ISYS 389U 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

To be taken after all other math, core and ISYS requirements are met:

- ISYS 490U Managing in an Information Age, 3

Information Systems Associate in Applied Studies

General Education: 31 semester hours

A student may transfer up to 30 semester hours with a maximum of 6 semester hours in the major.

English 100U/101U and English 112U must be completed with a grade of C or better within the first 15 semester hours of the program.

I. Communication Skills: 13 semester hours

- ENGL 100U/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
 - a. Math 103U, discrete mathematics, precalculus or calculus is required for Information Systems majors (MTH 151 or higher in the Virginia Community College System)
 - b. Math 104U or business statistics is required for Information Systems majors
6. The Arts

Major: 30 semester hours

The following courses are recommended as foundations before starting the major, if needed, but they will not count in the Associate Degree. All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience.

- ISYS 201U Software Tools for Communication and Research, 3
- ISYS 202U Software Tools for Data Management and Analysis, 3

I. Core Courses: 12 semester hours

- ACCT 300U Accounting for Non-Accountants, 3
- MGMT 341U Principle of Management, 3
- MKT 321U Principles of Marketing, 3
- ISYS 204U Hardware and Operating Systems, 3

II. Focus Courses: 18 semester hours

Students must take at least 9 semester hours from the following:

- ISYS 205U Problem Solving with Programming, 4

- ISYS 301U Telecommunications, 3
- ISYS 302U Local Area Networks, 3
- ISYS 306U Systems Analysis and Design, 3
- ISYS 307U Information Technology Evaluation and Selection, 3
- ISYS 311U Database Design, 3

Select the remaining courses from the following. Courses numbered 355U and higher should be taken after all other math and core course requirements are met.

- ISYS 351U Web Design and Development, 3
- ISYS 352U Web Design and Development with Scripting, 3
- ISYS 353U Web Design and Development with Advanced Database Connectivity, 3
- ISYS 355U Computer Programming in Java, 4
- ISYS 356U Advanced Computer Programming in Java, 4
- ISYS 360U Electronic Commerce on the Internet, 3
- ISYS 388U Internship in Information Systems, 3
- ISYS 389U Selected Topics, 1-6
- ISYS 450U Project Management, 3
- ESM 316U Information Technology Disaster Recovery, 3
- LAW 325U CyberLaw, 3

Information Systems Post-Baccalaureate Certificate in Applied Studies

Required: 30 semester hours

Post-Baccalaureate candidates may transfer up to six semester hours (two courses) of degree-related course work. The following courses are recommended prior to taking the focus courses, but will not count towards the certificate.

- ISYS 201U Software Tools for Communication and Research, 3
- ISYS 202U Software Tools for Data Management and Analysis, 3

I. Focus Courses: 27 semester hours

Students considering graduate school in Information Systems are advised to check the entrance requirements for several programs when making selections from the following list of courses.

- ISYS 203U Information Technology, 3 (required)
- ISYS 204U Hardware and Operating Systems, 3 (required)
- ISYS 205U Problem Solving with Programming, 4
- ISYS 301U Telecommunications, 3
- ISYS 302U Local Area Networks, 3
- ISYS 306U Systems Analysis and Design, 3
- ISYS 307U Information Technology Evaluation and Selection, 3
- ISYS 311U Database Design, 3
- ISYS 351U Web Design and Development, 3
- ISYS 352U Web Design and Development with Scripting, 3
- ISYS 353U Web Design and Development with Advanced Database Connectivity, 3

ISYS 355U Computer Programming in Java, 4
ISYS 356U Advanced Computer Programming in Java, 4
ISYS 360U Electronic Commerce on the Internet, 3
ISYS 388U Internship in Information Systems, 3
ISYS 398U Selected Topics, 1-6
ISYS 450U Project Management, 3
ISYS 490U Managing in an Information Age, 3
ESM 316U Information Technology Disaster Recovery, 3
LAW 325U CyberLaw, 3

II. Capstone Courses: 3 semester hours

To be taken after all ISYS requirements are met:
ISYS 499U Post-Baccalaureate Capstone Research, 3 (required)

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 Problem Solving with Programming, 4
ISYS 301U Telecommunications, 3
ISYS 302U Local Area Networks, 3
ISYS 306U Systems Analysis and Design, 3
ISYS 307U Information Technology Evaluation and Selection, 3
ISYS 311U Database Design, 3
ISYS 351U Web Design and Development, 3
ISYS 352U Web Design and Development with Scripting, 3
ISYS 353U Web Design and Development with Advanced Database Connectivity, 3
ISYS 355U Computer Programming in Java, 4
ISYS 356U Advanced Computer Programming in Java, 4
ISYS 360U Electronic Commerce on the Internet, 3
ISYS 398U Selected Topics, 1-6
ISYS 450U Project Management, 3
ESM 316U Information Technology Disaster Recovery, 3
LAW 325U CyberLaw, 3

Information Systems

Minor in Law and Technology (18 hours)

ISYS 204U Hardware and Operating Systems, 3
ISYS 301U Telecommunications, 3
ISYS 302U Local Area Networks, 3
LAW 300U Business Law, 3
LAW 325U CyberLaw, 3
LAW 327U Cybercrimes, 3

LEADERSHIP STUDIES

Certificate and Post Baccalaureate Certificate in Applied Studies

Required: 21 semester hours (certificate), 22 semester hours (post-baccalaureate certificate)

I. Core Courses:

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 and Building Teams, 3
LDSP 305U Leadership in a Time of Change, 3

II. Capstone Seminar: 3 semester hours

LDSP 495U Philosophy of Professional Leadership, 3

III. Post-Baccalaureate Practicum: 1 semester hour

LDSP 499U* Post-Baccalaureate Practicum, 1

Leadership Minor (18 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 and Building Teams, 3
LDSP 305U Leadership in a Time of 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 121 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 no more than 60 semester hours with a maximum of 6 semester hours in the major.)

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.

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

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

Note: Students in the BLA may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources, Information Systems, Law and Technology, Paralegal Studies or Retail Management. The minor(s) will be used in general distribution.

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

HUM 309U-310U Survey of the Western Tradition in the Humanities I-II, 3-3
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.

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 45 - 60 transferable 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.

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

I. Communication Skills: 4 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 grade of "C" or better within the first twelve semester hours of the program, or
3. ENGL 210-Advanced Composition from a Virginia Community College.

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

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: 24 semester hours

Selected from all courses across the curriculum.

Weekend College (Accelerated) Bachelor of Liberal Arts in Interdisciplinary Studies: 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
ADED 300U Knowledge Management-Methods of Learning and Thinking, 6
HUM 345U The History of Ideas, 6
LDSF 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

- IST 495U** Capstone Course Senior Seminar, 6

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 focus 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. Students may transfer 30 semester hours into the degree with no more than 6 semester hours into the major.

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

- ENGL 100U/101U** The Research Process/Composition, 1/3
ENGL 112U Professional Communication, 3
SPCH 105U Interpersonal Communication, 3
ISTY 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**

- HUM 309U-310U** Survey of the Western Traditions in the Humanities I-II, 3-3
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.

Certificate and Post-Baccalaureate in Liberal Arts

These programs are 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 semester 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.

The Certificate in Liberal Arts requires 31 semester hours of academic credit and the Post-Baccalaureate Certificate in Liberal Arts requires 32* semester hours.

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
ISTY 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.

III. Post-Baccalaureate Practicum: 1 semester hour

- HUM 499U*** Post-Baccalaureate Practicum, 1

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 285U Historical Archaeology and the Truth About the Past
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/Cultural History of 19th and 20th 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 300U Color Photography
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 320U Twentieth-Century Art
ART 320U Great American Landscapes
ART 324U Impressionism, Post Impressionism
ART 326U Baroque, Art in the Age of Rembrandt
ART 328U Women in the Arts
ART 345U Philanthropy in the Arts
ART 347U The Age of Jefferson
ART 360U Victorian England/Whistler, Ruskin and the Nature of Truth
ART 398U Selected Topics

Focus on Arts Management*

- ART 322U/INTR 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 is also required. Student advisor may be consulted for recommendation based on student's area of interest.

Focus on History*

- HIST 105U-106U** Ideas and Institutions of Western Civilization I-II
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 the 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 334U Modern South Africa
HIST 315U Great Disasters and Their Impact in the History of

- the U.S.: 1861-2001
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 I: History of Europe
HIST 322U Moments in Time II: History of the United States
HIST 323U Westward Ho!
HIST 327U Belles, Steel Magnolias and Good Ol' Gals
HIST 337U Tudor England
HIST 338U Stuart England
HIST 347U The Age of Jefferson
HIST 360U Victorian England/Whistler, Ruskin and the Nature of Truth
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 325U All the World's A Stage
ENGL 326U Shakespeare and Film I
ENGL 327U Shakespeare and Film II
ENGL 330U Survey of American Literature
ENGL 331U Twentieth-Century American Literature
ENGL 332U The American Short Story
ENGL 334U Literature of the South
ENGL 335U Selected Short Fiction of William Faulkner
ENGL 336U Selected Works of Tennessee Williams
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 Allan Poe
ENGL 348U The Legend of King Arthur
ENGL 350U The World of Jane Austen
ENGL 360U Women of the Bible
ENGL 365U Creative Writing/Fiction
ENGL 369U Creative Writing/Poetry
ENGL 398U Selected Topics

Focus on Psychology*

- PSYC 101U** Introductory Psychology
PSYC 190U Child Psychology
PSYC 198U Selected Topics
PSYC 222U Motivation and Emotion
PSYC 230U Psychology of Women
PSYC 298U Selected Topics

PSYC 300U Principles of Psychological Measurements
PSYC 303U Psychology of Gender
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
PSYC 398U Selected Topics
SOC 305U Deviance
SOC 309U Social Problems
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 309U Social Problems
SOC 310U Criminology
SOC 316U Race and Ethnicity in America
SOC 322U Collective Behavior
SOC 324U Sociology of Law
SOC 328U Social Gerontology
SOC 342U Dying, Death and Grief
SOC 398U Selected Topics

Focus on Women's Studies*

ART 328U Women in the Arts
ENGL 230U Women in Modern Literature
ENGL 340U Black Women Writers
ENGL 360U Women of the Bible
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
HIST 327U Belles, Steel Magnolias and Good Ol' Gals
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

*Note: Any course in this subject area offered in the Evening School or Summer School may be used in this focus area. Course numbers 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 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours with a maximum of 6 semester hours into the major.

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

ENGL 100U/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.

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 hours of business courses 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
ECOW 201U-202U Principles of Economics (Micro-Macro), 3-3

MGMT 341U Principles of Management, 3

Note: Students in the BAS in Paralegal Studies may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources, Information Systems, Law and Technology or Retail Management. The minor(s) will be used in general distribution.

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, 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 Evidence, 3
LA 314U Creditors' Rights and Bankruptcy, 3
LA 315U Torts, 3
LA 316U Contract Law, 3
LA 317U Securities Law, 3
LA 318U Administrative Law, 3
LA 320U Environmental Law, 3
LA 321U Criminal Law, 3
LA 323U Interviewing and Investigation, 3
LA 324U Trial Practice and Techniques, 3
LA 328U Advanced Legal Research, 3
LA 329U Computerized Legal Research, 3

LA 335U Product Liability Law, 3
LA 398U Selected Topics, 1-6
LAW 300U Business Law, 3
LAW 302U Law and Economics, 3
LAW 303U Constitutional Law, 3
LAW 304U First Amendment Law, 3
LAW 305U Consumer Law, 3
LAW 321U Land Use Law, 3
LAW 325U CyberLaw, 3
LAW 326U Intellectual Property, 3
LAW 327U Cybercrimes, 3
LAW 335U Sports Law, 3
LAW 398U Selected Topics, 1-6

III. Capstone Course: 3 semester hours

LA 495U Paralegal Studies Senior Seminar, 3

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. A student may transfer a maximum of 30 semester hours with a maximum of 6 semester hours into the major.

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: 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, 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 Evidence, 3
LA 314U Creditors' Rights and Bankruptcy, 3
LA 315U Torts, 3
LA 316U Contract Law, 3
LA 317U Securities Law, 3
LA 318U Administrative Law, 3
LA 320U Environmental Law, 3
LA 321U Criminal Law, 3
LA 323U Interviewing and Investigation, 3
LA 324U Trial Practice and Techniques, 3
LA 328U Advanced Legal Research, 3
LA 329U Computerized Legal Research, 3

LA 335U Product Liability Law, 3
 LA 398U Selected Topics, 1-6
 LAW 300U Business Law, 3
 LAW 302U Law and Economics, 3
 LAW 303U Constitutional Law, 3
 LAW 304U First Amendment Law, 3
 LAW 305U Consumer Law, 3
 LAW 321U Land Use Law, 3
 LAW 322U Employment Law and Policy, 3
 LAW 325U CyberLaw, 3
 LAW 326U Intellectual Property, 3
 LAW 327U Cybercrimes, 3
 LAW 335U Sports Law, 3
 LAW 398U Selected Topics, 1-6

III. Capstone Course: 3 semester hours

LA 495U Paralegal Studies Senior Seminar (Capstone), 3

Paralegal Studies

Certificate and Post-Baccalaureate Certificate in Applied Studies

REQUIRED: 31 semester hours

Post-Baccalaureate degree candidates may transfer up to six semester hours of degree-related course work.

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 1, 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 Evidence, 3
 LA 314U Creditors' Rights and Bankruptcy, 3
 LA 315U Torts, 3
 LA 316U Contract Law, 3
 LA 317U Securities Law, 3
 LA 318U Administrative Law, 3
 LA 320U Environmental Law, 3
 LA 321U Criminal Law, 3
 LA 323U Interviewing and Investigation, 3
 LA 324U Trial Practice and Techniques, 3
 LA 328U Advanced Legal Research, 3
 LA 329U Computerized Legal Research, 3
 LA 335U Product Liability Law, 3
 LA 398U Selected Topics, 1-6

LAW 300U Business Law, 3
 LAW 302U Law and Economics, 3
 LAW 303U Constitutional Law, 3
 LAW 304U First Amendment Law, 3
 LAW 305U Consumer Law, 3
 LAW 321U Land Use Law, 3
 LAW 322U Employment Law and Policy, 3
 LAW 325U CyberLaw, 3
 LAW 326U Intellectual Property, 3
 LAW 327U Cybercrimes, 3
 LAW 335U Sports Law, 3
 LAW 398U Selected Topics, 1-6

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, 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

III. Capstone Course: 3 semester hours

LA 495U Paralegal Studies Senior Seminar (Capstone), 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 at least 15 semester hours of which are substantive legal courses.

RETAIL MANAGEMENT

Minor (18 hours)

RTMT 300U Developing a High Performing Retail Culture, 3
 RTMT 320U 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

COURSE DESCRIPTIONS

Selected Topics (ST) courses may be offered in various disciplines. Consult the SCS Schedule of Classes for specific departments and prerequisites. 1-6 sem hrs.

Independent Study (IS) may be available. Departmental approval and formal learning contract are required. 1-6 sem. hrs.

Accounting (ACCT)

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.

ACCT 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.

ACCT 314U-315U Intermediate Accounting

Intensive analysis of assets, liabilities and owners' equity accounts; preparation, analysis and interpretation of financial statements. 3-3 sem. hrs.

ACCT 317U Tax Accounting

Federal income law with respect to individuals, partnerships, corporations, estates and trusts. 3 sem. hrs.

ACCT 388U Selected Topics

1-6 sem. hrs.

ACCT 399U Independent Study

1-6 sem. hrs.

Adult Education (ADED)

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.

ADED 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, organiz-

ing 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.

ADED 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.

ADED 299U Independent Study

1-3 sem. hrs.

ADED 300U Knowledge Management—Methods of Learning and Thinking

Exploring techniques of learning and developing access skills and opportunities for critical thinking. Required for accelerated B.A. Limited space available for non-Weekend College students. 6 sem. hrs.

ADED 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.

ADED 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.

ADED 305U 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.

ADED 350U Training Design and Facilitation

See HRM 350U. 3 sem. hrs.

ADED 388U Selected Topics

1-6 sem. hrs.

ADED 399U Independent Study

1-6 sem. hrs.

American Sign Language (ASL)**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)**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.

ANTH 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.

ANTH 310U 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.

ANTH 398U Selected Topics

1-6 sem. hrs.

Archaeology (ARCH)**ARCH 285U Historical Archaeology and the Truth About the Past**

Examination of the nature of historical truths using the disciplines of historical archaeology, history and ethno-history. Primary focus will be on the history of people who are infrequently written about—"people without history." 3 sem. hrs.

ARCH 300U Archaeology of Ancient Civilizations

The rise and fall of ancient civilizations through archaeological investigations. 3 sem. hrs.

ARCH 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.

ARCH 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 courses in archaeology or anthropology, or students with strong interest. *Prerequisite:* Departmental Approval. 3 sem. hrs.

ARCH 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.

ARCH 398U Selected Topics

1-6 sem. hrs.

ARCH 399U Independent Study

1-6 sem. hrs.

Art (ART)**ART 280U 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.

ART 299U Photography as Art

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

ART 212U Art Appreciation

Introduction to the arts, designed to broaden students' background. 3 sem. hrs.

ART 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.

ART 299U Independent Study

1-3 sem. hrs.

ART 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.

ART 313U American Art: Colonial to 1890

North American art from colonial beginnings. Folk art and crafts, regionalism, romanticism. 3 sem. hrs.

ART 314U American Art: 1890 to Present

From 1890s through present day, course includes regionalism, abstract expressionist pop art and contemporary trends. 3 sem. hrs.

ART 315U Art of the Renaissance

Italian and Northern Renaissance Art. 3 sem. hrs.

ART 317U Nineteenth-Century Art

Major art trends during 19th century. 3 sem. hrs.

ART 318U Twentieth-Century Art

Major movements and developments on Continent through current United States trends. 3 sem. hrs.

ART 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.

ART 322U Summer Study Abroad

London Seminar in Museum Studies.

ART 324U Impressionism, Post Impressionism

Major European impressionists and post impressionists from 1860-1900. 3 sem. hrs.

ART 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.

ART 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.

ART 345U Philanthropy in the Arts

Survey of strategies, tools and techniques involved in generating contributed income for arts organizations from private individuals, foundations, corporations, 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.

ART 347U The Age of Jefferson

See HIST 347U. 3 sem. hrs.

ART 360U Victorian England: Whistler, Ruskin and the Nature of Truth

See HIST 360U. 3 sem. hrs.

ART 398U Selected Topics

1-6 sem. hrs.

ART 399U Independent Study

1-6 sem. hrs.

Studio Art (ARTS)**ARTS 105U Art for Non-Majors: Introduction to Drawing**

An introduction to the basic elements of drawing, including materials and techniques, two dimensional design and color theory. The execution of a three dimensional work of art will be required. The course is a hands-on, lab-style. No previous experience will be assumed. 3 sem. hrs.

ARTS 115U Art for Non-Majors: Introduction to Painting

Students will explore the traditional use of oil paints and techniques through still life and abstract painting assignments. Lectures on art history and technical demonstrations will be included. Some previous drawing experience is suggested but not required. 3 sem. hrs.

ARTS 125U Art for Non-Majors: Introduction to Design

An introduction to the basic elements of design (line, shape, value, texture, and hue), the principles of design (unity and variety, balance, repetition, rhythm, movement, and emphasis), the elements of color (hue, value, and saturation), and the basics of drawing (proportion and tone) through lectures, demonstrations and assignments. 3 sem. hrs.

ARTS 198U Selected Topics.

1-3 sem. hrs.

Astronomy (ASTRN)**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)**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.

BNKG 300U 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.

BNKG 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.

See FIN 365U, 368, RE 375U and ISTY 249U.

Biology (BIOL)

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

BIOL 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.

BIOL 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.

BIOL 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.

BIOL 299U Independent Study

1-3 sem. hrs.

BIOL 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.

BIOL 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.

BIOL 398U Selected Topics

1-6 sem. hrs.

Counseling (CNSL)

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.

CNSL 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)

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. 5-5 sem. hrs.

ECON 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.

ECON 381U Public Budget and Finance

Introduction to theory and practice of public finance in areas of budgeting, revenues and expenditures. 3 sem. hrs.

ECON 386U Macroeconomics for Teachers

Focuses on the full spectrum of economic activity, including issues of growth, inflation, unemployment, productivity and national economic policy relating to these issues. 3 sem. hrs.

ECON 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)

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.

EDUC 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.

EDUC 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 SOEs and national curriculum standards; and evaluation of student performance. 3 sem. hrs.

EDUC 324U Methods for Teaching ESL

Focuses on understanding the method of teaching conversational English, the International Phonetic Alphabet, application of target language groups, essentials of English, methods of instruction (includes drills, activities, lesson resources), application of knowledge through guided prac-

tice in developing skills. 3 sem. hrs.

EDUC 315U Introductory Internship

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

EDUC 317U Introductory Seminar

Series of discussion and examination of critical issues related to the teaching profession. Topics include orientation to the profession; microteaching (using the Speech Center); child development; teaching diverse learners and legal issues in education. 2 sem. hrs.

EDUC 318U Seminar in Special Education

Provides students with historical and contemporary perspectives on the critical issues, professional practices and state and federal laws influencing the education of exceptional students; and an understanding of the characteristics and needs of children in the most prevalent disability categories. 2 sem. hrs.

EDUC 320U Reading Instruction and Classroom Applications

Focus on practical teaching strategies that will accelerate a student's progress in reading. Phonemic awareness, phonics, fluency, vocabulary and comprehension will be emphasized with the teacher using, in part, his/her own curricular materials to develop lessons that can be used in the classroom the next day. Needs of the reader will be explored with a comprehensive review of skills needed as student moves from primary grades to upper grades and how instruction changes to meet needs of a diverse student population. 3 sem. hrs.

EDUC 324U The Teaching of Reading

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.

EDUC 327U The Teaching of Mathematics

Examination of the strategies and methodologies of teaching elementary mathematics integrating state and national standards, problem solving, manipulatives, current research and learning theories. 3 sem. hrs.

EDUC 330U Midterm Internship

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

EDUC 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.

EDUC 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.

EDUC 337U Technology in Today's Classroom

Focuses on appropriate integration into K-12 curriculum. Project-based learning and class activities will focus on utilization of various technologies to positively affect teaching and learning. Participants will produce numerous items including SOL-focused lesson plans for use in their own classrooms. Topics will include evaluating web resources, creating web pages and Webquests, using various online resources including Blackboard and Beyond Books, using digital cameras, scanned images and digital authoring software and research and defining best practices in technology integration. 3 sem. hrs.

EDUC 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 Conquisite:* EDUC 310U, Curriculum Methods. 3 sem. hrs.

EDUC 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.

EDUC 342U The Magic of Educational Data in Age of Accountability

For principals and aspiring principals to understand myriad of data in schools and how to disaggregate and use it to have impact on student performance, teacher performance and, ultimately, school improvement. Will research current trends and current debates on the use of data, participate in discussion on the significance of the politics of data use and engage in hands-on manipulation of data as a must-use tool to improve student achievement, to affect teacher performance and to change culture of a school into a learning community. 1 sem. hr.

EDUC 343U Using Data for Instructional Improvement

Purpose is to help teachers use various kinds of data to improve the teaching and learning process. Questions to be examined include the following: Where does the data come from? How do we organize and collect meaningful information? How should data be used? What does the data really mean? Multiple experiences will be provided to actually

input, manipulate and interpret sample data. Time will be spent understanding some of the leading and relevant researchers. Emphasis will be on analyzing data related to the SOIs and how the data can be made useful to the classroom teacher. 1 sem. hr.

EDUC 3450 Instructional Strategies for Co-Teaching and 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.

EDUC 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.

EDUC 347U Characteristics of Students with Disabilities.

Focuses on nature and educational implications of serving students with disabilities. Participants will study various categories of disabilities covered under the federal law, the Individuals with Disabilities Act (IDEA). Emphasis will be on providing participants skills necessary to understand eligibility criteria for special education and related services, function as members of eligibility committees and compose the implement effective Individualized Education Programs (IEPs) for students with special needs in grades K-12. In addition, will address interaction of the IDEA, Virginia state regulations and local policy and procedure. 3 sem. hrs.

EDUC 348U Emergent Reading Instruction

Designed for teachers who want to learn how best to nurture emerging reading and writing abilities of young learners and how crucial early intervention of at-risk readers is for children who demonstrate need. Will examine developmental process of early reading and writing in children. Will also focus on sound educational practices for beginning readers and writers, intervention techniques for children who need more support and what research says about the developmental nature of reading and writing. 3 sem. hrs.

EDUC 349U Legal Aspects of Students with Disabilities

Focus on legal aspects of special education at national and state levels. Classroom teachers will be exposed to theory and

application of regulatory requirements associated with the identification, education and evaluation of students with disabilities. 3 sem. hrs.

EDUC 350U Content Area Reading

Reading and critical thinking in secondary school content areas. Specific strategies are explored 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.

EDUC 358U Classroom Management

Behavioral principles and procedures for reducing classroom problems, increasing motivation and strengthening desired classroom behavior. 3 sem. hrs.

EDUC 360U Teaching with Technology

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.

EDUC 368U Selected Topics

3 sem. hrs.

EDUC 475U Student Teaching, Elementary (PreK-6)

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. *Prerequisite:* Completion of all Core courses. *Corequisite:* EDUC 485U. 12 sem. hrs.

EDUC 477U Student Teaching, Secondary (6-12)

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. *Prerequisite:* Completion of all core courses. *Corequisite:* EDUC 485U. 12 sem. hrs.

EDUC 478U Student Teaching, Comprehensive (PreK-12)

Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail, however, a comprehensive evaluation is completed for each student teacher. *Prerequisite:* Completion of all core courses. *Corequisite:* EDUC 485U. 12 sem. hrs.

EDUC 465U Student Teaching Seminar.

This weekly seminar for student teachers provides a forum for discussion and examination of critical issues related to students' teaching responsibilities and competence. Also provides guidance in the preparation of the Teacher Work Sample. *Prerequisite:* Completion of undergraduate teacher preparation coursework. *Corequisite:* EDUC 475U, 477U or 478U. 2 sem. hrs. See PSYC 190U, Child Psychology

Emergency Services Management (ESM)

ESM 199U Emerging 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.

ESM 301U Technologies for Emergency Management.

Explores 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.

ESM 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.

ESM 303U/503U Research Practicum

Introduction to formal research in emergency services, including guided research project. 3 sem. hrs.

ESM 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 permission of ESM Academic Program Director. 3 sem. hrs.

ESM 305U/505U Disasters, Characteristics and Physical Impacts

Overview of characteristics of disasters, their impact on pop-

ulation, infrastructure and economy and disaster management cycle. 3 sem. hrs.

ESM 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.

ESM 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.

ESM 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.

ESM 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.

ESM 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.

ESM 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.

ESM 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.

ESM 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.

ESM 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.

ESM 315U Business Continuity 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 business continuity program supports the entire organization in its response to disaster. 3 sem. hrs.

ESM 316U Information Technology Disaster Recovery.

Information technology applications now routinely handle hundreds of millions of dollars in commerce in large corporations. Address 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.

ESM 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.

ESM 318U Weapons of Mass Destruction

Nuclear, biological and chemical weapons offer both terrifying and rogue states a powerful selection of tools to varying the correlation of forces in their direction. Understanding range and characteristics of these weapons, how they are most effectively employed and potential impacts are critical to defending communities against them. Provides detailed look at history, capabilities and tactics and explores options available to both attacker and defender. 3 sem. hrs.

ESM 331U Homeland Defense Policy and Programs

Describes evolution of homeland defense as policy, programmatic and organizational issue. Identifies current policies and programs, suggest evaluation measures and assesses their effectiveness against potential threats. Examines role of governmental and voluntary citizen organizations in creating an effective homeland defense. 3 sem. hrs.

ESM 350U Extenship

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.

ESM 351U-352U 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.

ESM 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.

ESM 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.

ESM 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 decision making. 3 sem. hrs.

ESM 398U Selected Topics

1-6 sem. hrs.

ESM 399U Independent Study

1-6 sem. hrs.

ESM 495U/595U Hazards and Threats for the Future

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.

Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.

ESM 499U Post-Baccalaureate Practicum

This practicum is an integrated directed study in the subject of the certificate program. Under the supervision of a faculty member, students will explore a common theme present in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use. 1 sem. hr.

ESM 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.

ESM 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.

ESM 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.

ESM 543U Religion in Disaster

Examines the role of disasters in shaping religious beliefs, how modern religions transmit memories of ancient disasters and the role of religion in preparing for, responding to and recovering from disaster events. 3 sem. hrs.

ESM 544U The Law of Disaster

Examines the structure and sources of national and international law and identifies major trends affecting both. Case studies will be used to examine significant incidents and their legal outcomes. Students will be presented with sources and methods for research applicable to disaster laws and the impact of law on governmental service delivery. 3 sem. hrs.

ESM 546U-547U Concentration I—Concentration II

Review of current literature, theory, management practices and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Areas of concentration may include governmental emergency management, business continuity, health care contingency planning and voluntary agency disaster response. *Prerequisites:* ESM 546U is prerequisite to ESM 547U. 3-3 sem. hrs.

ESM 548U Thesis

Individual research and writing of a thesis representing original research in the field of disaster science under the supervision of a director and two committee members from the SCS graduate studies faculty. 3 sem. hrs.

ESM 549U Comparative International Disasters

Examines and compares disasters in the developing world with those in the developed world. Focus on the impacts infrastructure and transportation systems, hazardous industries, natural disasters in resource poor nations, famine, war, genocide and climate change. 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 and ENGL 112U.

ENGL 100U The Research Process

Introduction to modern on-line library skills and research techniques needed for a successful academic experience. Includes work with online library catalogs, indexes and Internet research. A directed research paper is required. *Corequisite:* English 101U. 1 sem. hr.

ENGL 101U Composition

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

ENGL 104U Professional Communication in a Retail Environment

Communication in the retail environment, with emphasis on memorandum, report and business letter. (Retail minor only) 3 sem. hrs.

ENGL 112U Professional Communication

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

ENGL 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.

ENGL 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.

ENGL 207U Literature and Human Issues

Major issues as treated by Western literature, past and present. 3 sem. hrs.

ENGL 222U Short Fiction

Analysis of short story from various critical perspectives. 3 sem. hrs.

ENGL 225U Western World Masterpieces

Survey of major literary works of western world emphasizing their importance in development of our civilization. 3 sem. hrs.

ENGL 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.

ENGL 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.

ENGL 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.

ENGL 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.

ENGL 327U Shakespeare in Film II

Students will read Shakespearean drama, screen alternative film approaches to the plays, explore film analysis techniques and work in groups on a film project. 3 sem. hrs.

ENGL 330U Survey of American Literature

Development of major patterns in American literature from colonial period to present. 3 sem. hrs.

ENGL 335U Twentieth-Century American Literature

Development of literary form and thought from American experience. 3 sem. hrs.

ENGL 332U The American Short Story

Students will read selected short stories by American writers. Through these readings the development of the short story and the unfolding of the social and cultural history of our country will be examined. Writers may include Hawthorne, Irving, Poe, Twain, Gilman, Wharton, London, Hemingway, Faulkner, Hughes, Hurston, Bradbury, Walker, Silko and Leavitt. 3 sem. hrs.

ENGL 334U Literature of the South

Representative poetry and prose of Southern states, with attention to cultural, social and political backgrounds. 3 sem. hrs.

ENGL 335U Selected Short Fiction of William Faulkner

Focuses on life and achievement of Nobel Prize winning writer William Faulkner and explores Faulkner's south through his representative short fiction. 3 sem. hrs.

ENGL 336U Selected Works of Tennessee Williams

Readings and analysis of selected major plays by Tennessee Williams and a comparative study of the plays adapted into

screenplays and film. 3 sem. hrs.

ENGL 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.

ENGL 338U Biblical Themes in Literature

Examines selected texts from Paradise Lost, to the modern novel. 3 sem. hrs.

ENGL 340U Black Women Writers

Exploration of literary careers of Zora Neale Hurston, Alice Walker and Toni Morrison. 3 sem. hrs.

ENGL 342U The Family in Fiction

Students explore representation of family life from variety of genres and literary periods. 3 sem. hrs.

ENGL 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.

ENGL 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.

ENGL 346U To Go on Pilgrimage

Literature of quests, pilgrimages and search to include The Canterbury Tales and The Blue Bird. 3 sem. hrs.

ENGL 347U Edgar Allan 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.

ENGL 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.

ENGL 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.

ENGL 360U Women of the Bible

This examines how women of the Bible transcended the tra-

ditional roles of wives, mothers, and daughters. Students will examine the depiction of women in the Old and New Testaments and how they have contributed to gender construction in western religion and society. 3 sem. hrs.

ENGL 368U Creative Writing: Fiction

Examines general principles of creative writing; analysis of literary models and students' own writing. *Prerequisite:* English 101U. 3 sem. hrs.

ENGL 369U Creative Writing: Poetry

Examines characteristics and functions of artistic invention and poetic form through analysis of literary models and students' own poetry. 3 sem. hrs.

ENGL 398U Selected Topics

1-6 sem. hrs.

ENGL 399U Independent Study

1-6 sem. hrs.

Finance (FIN)**FIN 365U Corporation Finance**

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

FIN 366U Applied Personal 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.

FIN 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)**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.

FREN 398U Selected Topics

1-6 sem. hrs.

General Science (GSCI)**GSCI 301U The Role of Science and Technology in Shaping the Modern Era**

The opportunities and perils of scientific inquiry. Required for accelerated BIA. Limited space available for non-Weekend College students. 6 sem. hrs.

Geology (GEOI)**GEOI 320U The Geology of Disaster**

An overview of how basic geological principles may be applied to help predict the occurrence and impact of natural disasters. Students will be encouraged to consider the application of basic scientific principles to earth science. Exploration of the impact of the earth's varied internal processes is intended to give students a new perspective on environmental change and human evolution. 3 sem. hrs.

Geography (GEOG)**GEOG 201U World Geography**

Study of world by regions, with emphasis on cultural differences among nations. 3 sem. hrs.

GEOG 202 Introduction to Geo-Politics

Current and emerging issues at the confluence of geography and international relations are examined. Emphasis on areas in transition or which pose a threat to global peace. Issues covered are globalization, terrorism, Fundamentalism, multi-lateral organizations, modern warfare, economic development, cultural and ethnic conflict. 3 sem. hrs.

GEOG 215U Urban Geography

Global pattern of increased urbanization and the features and structure of selected major cities are examined. Contrasts differences between cities in richer vs. poorer countries. Issues may include: overcrowding, slums and urban poverty, mass transportation, traffic congestion, segregation, environmental problems, culture, urban planning, gentrification, and urban sprawl. 3 sem. hrs.

GEOG 299U Independent Study

1-6 sem. hrs.

GEOG 399U Independent Study

1-6 sem. hrs.

Health Care Administration (HCA)**HCA 398U Selected Topics**

3 sem. hrs.

History (HIST)**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.

HIST 205U The United States to 1865

Survey of American history from colonies through Civil War. 3 sem. hrs.

HIST 206U The United States Since 1865

Survey of American history from Reconstruction to present. 3 sem. hrs.

HIST 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.

HIST 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.

HIST 305U Richmond Across the Centuries

Survey of history of city of Richmond as it developed between 1660 and the present. 3 sem. hrs.

HIST 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.

HIST 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.

HIST 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.

HIST 314U Modern South Africa

Survey of South African history to present with emphasis on political change. 3 sem. hrs.

HIST 315U Great Disasters and Their Impact in the History of the U.S.: 1861-2001

This course examines the impact of certain terrible catastrophes/disasters that America suffered from 1861 to 2001. The influence of the presentation of the disasters by the media, art forms, literature and government action will be analyzed. 3 sem. hrs.

HIST 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 change role of women. Works of Southern writers examined as sources of norms and values and as agents for changing them. 3 sem. hrs.

HIST 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.

HIST 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.

HIST 320U Virginia History

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

HIST 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.

HIST 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, Trail of Tears and demise of George Armstrong Custer in their historical context. 3 sem. hrs.

HIST 323U 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.

HIST 327U Belles, Steel Magnolias and Good Ol' Gals

This course examines class and regional differences, the institution of slavery, the Civil War, emancipation,

Reconstruction, and modern issues of race, class, gender and other topics that uniquely affect Southern women. 3 sem. hrs.

HIST 327U Tudor England

Political, institutional, social and cultural study emphasizing reigns of Henry VIII and Elizabeth I. 3 sem. hrs.

HIST 338U Stuart England

Emphasis on conflict between Stuarts and Parliament. Cromwell and the Civil War, the Restoration and Revolutionary settlement. 3 sem. hrs.

HIST 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).

HIST 360U Victorian England: Whistler, Ruskin and the Nature of Truth

Focuses on opposing concepts of truth in Victorian England as exemplified and espoused by two major cultural figures of the time, John Ruskin and James McNeill Whistler. (Same as ART 360U) 3 sem. hrs.

HIST 388U Selected Topics

1-6 sem. hrs.

Human Resource Management (HRM)

HRM 301U Theory of Coaching—Application Skills

The personal coaching contract and mission are discussed along with elements of coaching conversation skills, performance issues and the effective ways to assess coaching performance. 3 sem. hrs.

HRM 302U Foundations of Coaching—Self-Mastery

Focuses on the elements of self-mastery and its role in the coaching experience. Assessment instruments will assist in identifying personal strengths and weaknesses and their integration. *Prerequisite:* HRM 301U or permission of the instructor. 3 sem. hrs.

HRM 303U Performance Coaching/Using Exemplary Communication for Great Coaching

An interactive course that provides practice of coaching skills under the guidance of faculty. Students will complete assignments and review effective coaching strategies. *Prerequisites:* HRM 301U and HRM 302U. 3 sem. hrs.

HRM 304U Performance Skills/Organizational Diversity

Examines the many of the aspects that affect the diversity of the organization. Includes definitions of diversity and facets of how diversity affects individuals and team members.

Prerequisites: HRM 301U and HRM 302U. 3 sem. hrs.
HRM 305U Performance Coaching/Ethics and Legalties of Coaching Focuses on the ethical and legal aspects of coach-

ing with emphasis on the role of the coach in identifying ethical and moral obligations to both employee and employer. *Prerequisites:* HRM 301U and HRM 302U. 3 sem. hrs.

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. (HRM majors may not receive credit for this course.)

HRM 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.

HRM 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.

HRM 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:* HRM 343U or permission of instructor. 3 sem. hrs.

HRM 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)

HRM 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.

HRM 354U Compensation and Benefits

Provides thorough grounding in theory and working knowledge of employment compensation and benefits. 3 sem. hrs.

HRM 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.

HRM 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.

HRM 389U Selected Topics

3 sem. hrs.

HRM 390U Independent Study

1 - 6 sem. hrs.

HRM 495U Capstone Seminar in Human Resource Management

(PHR Review Course) This course is designed as a review and preparation for the Professional in Human Resource Management (PHR) certification exam and will cover the test specifications set forth by the Human Resource Certification Institute. Topics include a review of strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations; and health, safety and security.

Prerequisites: HRM 343U and all required HRM core courses or a minimum of two years of HR experience. HRM 495U may be taken concurrently with any focus courses. 3 sem. hrs.

HRM 499U Post-Baccalaureate Practicum

This practicum is an integrated directed study in the subject of the certificate program, Coaching or Human Resource Management. Under the supervision of a faculty member, students will explore a common theme present in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use. 1 sem. hr.

HRM 531U Human Resource Management

This course in human resources 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, succession planning and man-

aging 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.

HRM 532U Legal Issues in Human Resource Management

Every manager and HR professional will face numerous legal challenges to managing people in a workplace. In fact, employment-related litigation is one of the greatest financial risks facing any organization. This class will explore in a practical way the federal and state laws associated with hiring, firing and discipline, medical leave (including FMLA, ADA and worker's compensation), discrimination, harassment, immigration, labor law, unemployment compensation, religion in the workplace and state law torts including defamation and privacy. The course will also explore workplace investigations, workplace violence and employment-related legal processes, including EEOC Charges and lawsuits. 3 sem. hrs.

HRM 533U Research in Human Resource Management.

Human Resource 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. This course 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. 3 sem. hrs.

HRM 534U Strategic Human Resource Development

This 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 human resource perspective. Students will learn project management skills and integrate their course work by undertaking a major company-based project. 3 sem. hrs.

HRM 535U Managing Compensation and Benefits.

Examines the goals of the organization in its employment of human resources. Use of reward systems (especially monetary) in the motivation of goal-oriented behavior as a major factor in influencing behavior. The effects of reward systems on recruiting, performance, satisfaction and tenure are examined. Explores pay system components such as: entry position rates, job evaluation systems, merit pay plans and employee income security systems. Legal aspects such as federal wage and hour laws and the Employee Retirement Income Security Act are included. 3 sem. hrs.

HRM 536U Development and Training

Introduction to behavioral concepts and organization prac-

tices related to training and developing human resources and organizational psychology. Emphasis will be placed on the investigation and development of proactive strategies in alignment with the organization's strategic mission. 3 sem. hrs.

HRM 537U Developing High-Performance Organizational Teams

Strategies to assist in the development of high-performing organizational teams through design and development.

Topics may include characteristics of high performing teams, managing team composition, monitoring stages of team growth, developing strategies for effective group decision-making, team-focused organizational cultures, tasks for teams, managing cooperation and conflict within and across teams and superior team leadership. 3 sem. hrs.

HRM 538U HRM Leadership in Changing Times

Approaches for recognizing and dealing with rapid change in organizations. Focus on proactive methods of coping with, learning from or preventing disruptive situations. 3 sem. hrs.

HRM 539U Recruitment and Retention

Various methods for recruiting, selecting and retaining employees are examined. Topics may include equal employment opportunity, human resource planning, determination of staffing needs, internal and external recruitment strategies, selection interviews, tests and assessment procedures, placement, promotion, transfer policies and retention strategies. 3 sem. hrs.

HRM 540U Thesis

Students who have completed their HRM graduate course work are required to write a thesis. *Prerequisite:* Completion of all program requirements and grade-point average (G.P.A.) of 3.0. Departmental permission required. 3 sem. hrs.

Humanities (HUM)

HUM 201U Introduction to Iconology. Introductory approach to understanding symbols, allusions and metaphors in art and literature. *Prerequisites:* ENGL 100U and ENGL 101U. 3 sem. hrs.

HUM 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.

HUM 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.

HUM 222U 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 trend in corporate and governmental ethics. Particular emphasis on how individual decision making can have broad ethical consequences, both positive and negative. 3 sem. hrs.

HUM 299U Independent Study

1-3 sem. hrs.

HUM 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.

HUM 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.

HUM 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.

HUM 303U Partners in the Arts Summer Institute

Directs teachers through a guided discovery of the arts and its incorporation into the traditional K-12 curriculum (e.g., math, science, language arts, history, etc.). Involves a combination of lectures, workshops, hands-on activities, field trips to arts resources and lesson plan development. Departmental approval required. 3 sem. hrs.

HUM 305U Bridge to Business

Designed specifically for liberal arts students. Topics may include key concepts and principles in Accounting, Finance, Marketing, Economics and Management. Classroom instruction, team projects and guest lectures by various business executives will be utilized. Students will be required to develop and deliver a business presentation. 6 sem. hrs.

HUM 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.

HUM 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.

HUM 311U Advanced Iconology

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

HUM 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.

HUM 313U 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, life balance and goal setting. 3 sem. hrs.

HUM 314U Issues in Aging

Overview of aging process with respect to oneself, one's associates and loved ones. Emphasis on theories and skills necessary to embrace and maximize aging process. 3 sem. hrs.

HUM 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.

HUM 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.

HUM 345U The History of Ideas

Exploring the intellectual development within the western tradition. Required for accelerated B.A. Limited space available for non-Weekend College students. 6 sem. hrs.

HUM 346U The History of Human Expression

Examination of the arts in their wide variety: visual, literary, plastic and melodic. Required for accelerated B.A. Limited space available for non-Weekend College students. 6 sem. hrs.

HUM 398U Selected Topics

1-6 sem. hrs.

HUM 495U Post-Baccalaureate Practicum

This course is designed as an integrated directed study in the Liberal Arts. Supervision by a faculty member designated by the Liberal Arts Program Director is required. 1 sem. hr.

Information Systems (ISYS)

ISYS 101U Online Learning and Teaching

Intensive short 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, addresses intellectual property issues and examines the future of online learning.

Strongly recommended for students with no previous online course experience. 1 sem. hr.

ISYS 198U Selected Topics

1-3 sem. hrs.

ISYS 201U Software Tools for Communication and Research

Helps 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.

ISYS 202U Software Tools for Data Management and Analysis

For experienced personal computer users. Helps 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 and produce customized graphs and charts for reports. Use Microsoft Access to build multi-table databases with input forms, queries and reports. *Prerequisite:* ISYS 201U or equivalent proficiency is recommended. Computer assignments required. 3 sem. hrs.

ISYS 203U Information Technology

Studies use of information technology in organizations to facilitate decision-making and achieve competitive advantage. Overview of computer hardware, operating systems, application software, networks and combinations of these components into common computer "architectures." Technological trends will be covered, impacting business and personal purchasing decisions. Communicate clear user requirements for development and enhancement of effective information systems. Computer assignments required. 3 sem. hrs.

ISYS 204U Hardware and Operating Systems

Study 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 inter-process communications through basic program loading, task control and input/output operations. Computer assignments required. *Prerequisite:* ISYS 203U, MATH 103U or equivalent. 3 sem. hrs.

ISYS 205U Problem Solving with Programming

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. Introduces the Java programming language and object-oriented concepts. Lecture, lab and online assignments. 4 sem. hrs.

ISYS 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:* ISYS 204U. 3 sem. hrs.

ISYS 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:* ISYS 204U. 3 sem. hrs.

ISYS 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:* ISYS 203U. 5 sem. hrs.

ISYS 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:* ISYS 204U. 3 sem. hrs.

ISYS 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, or equivalent, and ISYS 204U. (ISYS 306U is also recommended.) 3 sem. hrs.

ISYS 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, templates and basic forms. Topics include graphics techniques and editing modification of digital pictures. HTML coding, Dreamweaver MX and Java applets will be used to develop a website. *Prerequisites:* ISYS 2011U or 202U, or equivalent proficiency. 3 sem. hrs.

ISYS 352U Web Design and Development with Scripting

Use advanced CSS styles, VBScript and JavaScript 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. Topics include advanced multimedia, string reality concepts, web font control and database connectivity using Dreamweaver and FrontPage database components. Dreamweaver MX, Microsoft FrontPage and Access are used. *Prerequisites:* ISYS 202U, ISYS 203U and ISYS 351U, or equivalent preparation in both Web design and database. 3 sem. hrs.

ISYS 353U Web Design and Development with Advanced Database Connectivity

Focus on program client/server Web-based database applications using ColdFusion. Students will develop reusable ColdFusion scripts and SQL statements for Web-to-database interaction and Dreamweaver MX 2004 interface to query and edit database records. Oracle database connectivity will be explored. *Prerequisites:* ISYS 311U and ISYS 352U, or equivalent preparation in both web design and database. 3 sem. hrs.

Note: ISYS courses numbered 355U and higher require completion of all math requirements as well as all business and ISYS core courses for the major.

ISYS 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 MATH 260U (or higher). Lecture, lab and online assignments. 4 sem. hrs.

ISYS 356U Advanced Computer Programming in Java

Algorithm development and object-oriented concepts are expanded to develop applications, taking advantage of the Java Applications Programming Interface class libraries. Graphical User Interface (GUI) programs, exception handling, handling files and data streams, network connectivity, string handling and exception handling. *Prerequisite:* ISYS 355U. Lecture, lab and online assignments. 4 sem. hrs.

ISYS 360U Electronic Commerce on the Internet

Examines strategic uses of electronic commerce, planning and preparation for assessing electronic commerce solutions

for business and effective implementation of an electronic business Web site. *Prerequisites:* ISYS 203U; 3 sem. hrs.

ISYS 389U 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 202U 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.

ISYS 398U Selected Topics

1-6 sem. hrs.

ISYS 399U Independent Study

1-6 sem. hrs.

ISYS 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; 3 sem. hrs.

ISYS 490U Managing in an Information Age

Capstone course with an in-depth look at how organizations cope with the challenges of management in an information age. Using the case study method, management issues related to the internet, electronic commerce, information for competitive advantage, design and management of IT architecture and approaches to IT implementation are explored. *Prerequisite:* Completion of all business and all other Information Systems courses in the major are required. Departmental permission required. 3 sem. hrs.

ISYS 499U Post-Baccalaureate Capstone Research

Guided formal research in the field of information systems, including development of the research proposal, literature review, selection of methodology, data collection, analysis and written report. Presentation of final research paper to faculty and expert practitioners required. *Prerequisites:* 18 semester hours of ISYS. Departmental permission required. 3 sem. hrs.

Interdisciplinary Studies (IDST)

IDST 495U Capstone Course: Senior Seminar

Capstone course for Weekend College. Required for accelerated B.A. Admission permitted to Weekend College students only. 6 sem. hrs.

International Studies (ISTY)

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.

ISTY 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.

ISTY 301U Understanding the Global Village

Interdisciplinary course focusing on the trends in an increasingly interdependent yet fragmented world. Required for accelerated B.A. Limited space available for non-Weekend College students. 6 sem. hrs.

Japanese (JAPN)

JAPN 101U-102U Elementary Japanese

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

Journalism (JOUR)

JOUR 205U Photojournalism

Theory and practice of news and feature photography, dark-room technique and properties of light and film. *Student must have a 35mm single lens reflex camera.* 3 sem. hrs.

Law (LAW)

LAW 300U Business Law

Principles of law relating to legal problems encountered in work environment, including contracts, business organizations and secured transactions. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 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.

LAW 302U Law and Economics

The study of the effect of economic policy on the legal system. Review of legal topics including property, contracts and torts. Particular emphasis on product liability claims and the economic policies that have shaped product liability jurisprudence. *This course may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 303U Constitutional Law

Examination of the U.S. Constitution, the U.S. Supreme Court and the major decisions of the Court rendered on issues including free speech, search and seizure and other

police powers, right to bear arms, commerce, separation of church and state, separation of powers among the branches of the federal government, impeachment and other focus-credit areas. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 304U First Amendment Law

An overview and analysis of the laws protecting freedom of speech, religion, the press and privacy. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 305U Consumer Law

Overview of consumer protection, privacy, credit and banking laws. Special focus on Internet/E-commerce issues and the elderly, disabled and military as the "special classes of consumers." *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 309U Personal Law

Introduction to law 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.

LAW 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 interests in land, profit and easements; licenses; landlord and tenant; examination of title. 3 sem. hrs.

LAW 321U Land Use Law

A study of comprehensive plans and the planning process of land. Topics will include land use control by zoning, including history, power and purposes of zoning, types of zoning and uses. Types of zoning relief, historic and agricultural preservation, private land use controls and eminent domain will also be discussed. Particular emphasis will be placed on Virginia law and procedure and field trips to local Planning Commission and Board of Zoning hearings may be included. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 322U Employment Law and Policy

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. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 324U Privacy Law

History and development of the Fourth Amendment of the U.S. Constitution. Federal and state statutory protection for various types of informational privacy, including computer and Internet will be discussed. Topics may include Common Law tort privacy rights and protection for personality, identity and reputation as well as the impact of federal Homeland Defense legislation on privacy. 3 sem. hrs.

LAW 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.

LAW 326U Intellectual Property

Focus on building an understanding of trademarks, copyrights, patents and trade secrets and ownership thereof. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 327U Cybercrimes

Provides an overview of cybercrimes, computer-related crime, computer security and law enforcement's response. Includes a study of the evolving aspects of cyber laws, search and seizure of digital evidence and the enactment of post-September 11 laws and policies. *This class is a course in the Law and Technology minor and may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 330U Terrorism Law

Examines current state of national and international law on terrorism, including aviation and maritime law as applicable. Considers practical issues involved in enforcing laws on terrorism, and studies the interaction of law and policy in the context of protection of society from its enemies while preserving the essential fabric of law. 3 sem. hrs.

LAW 335U Sports Law

An overview of the law, policy and ethics of sports, including amateur status, contracts and negotiations, the player-agent relationship, drug testing, player misconduct, team management and NCAA rules and regulations. *This class may be used as a focus course for Paralegal Studies majors.* 3 sem. hrs.

LAW 398U Selected Topics

1-6 sem. hrs.

LAW 399U Independent Study

1-6 sem. hrs.

Leadership Studies (LDSP)

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 com-

petencies, to relevant leadership contexts and to leading groups and individuals. 3 sem. hrs.

LDSP 301U Leadership and Organizational Culture

Examines both cultural principles and practicing underlying leadership. Focuses on parameters of culture and relates it to leader's capacity to lead. Major emphasis on (1) role of trust in both culture formation and leadership success, (2) leader's role in culture creation/maintenance and (3) leadership implications of multiculturalism. 3 sem. hrs.

LDSP 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.

LDSP 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.

LDSP 304U Leading Groups and Building Teams

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.

LDSP 305U Leadership in a Time of 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.

LDSP 310U Leadership and Ethical Decision Making

Role of leader in commerce and service is examined. Required for accelerated BIA. Limited space available for non-Weekend College students. 6 sem. hrs.

LDSP 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.

LDSP 398U Selected Topics

3 sem. hrs.

LDSP 495U Philosophy of Professional Leadership

Integrating seminar giving students opportunity to explore various philosophical/applied leadership orientations, select one and then integrate previous course work 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.

Prerequisite: All Leadership Core Courses and required Focus Courses. LDSP 495U may be taken concurrently with any Focus Course. 3 sem. hrs.

LDSP 499U Post-Baccalaureate Practicum

This practicum is an integrated directed study in the subject of the certificate program. Students will explore a common theme present in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use under the supervision of a faculty member. 1 sem. hr.

Legal Assistant (LA)/Paralegal Studies

LA 310U 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.

LA 320U The Judicial System

Structure and meaning of courts and their jurisdiction, procedure and appeal; history and introduction to judicial process. 3 sem. hrs.

LA 303U Legal Research and Library Use

Law libraries and basic legal research methods; where and how to gather information. 3 sem. hrs.

LA 304U Legal Writing

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

LA 306U Litigation

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.

LA 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.

LA 308U Estate Planning

Study of laws governing wills, trusts, gifts, intestacy, probate administration, Federal and state taxation, insurance, property and employee benefits with the purpose of being able to identify, preserve and expand or increase the assets owned by an individual and to provide for distribution of those assets, with the least possible tax expense, to those persons and charities the owner wishes to benefit during life and after death. Course content also includes an overview of crucial aspects of elder law. 3 sem. hrs.

LA 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.

LA 310U-311U Real Estate

Land and its elements; law of fixtures; types of easements and how they are created; acquisition of title and other interests 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:* LA 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.

LA 312U Domestic Relations

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

LA 313U Evidence

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

LA 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.

LA 315U Torts

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

LA 316U Contract Law

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

LA 317U Securities Law

An overview of the evolution and development of securities laws, including the interplay between federal and state securities laws, the regulatory enforcement process, arbitration and litigation, insider trading, restricted securities and exemptions from registration. 3 sem. hrs.

LA 318U Administrative Law

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

LA 320U Environmental Law

Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. 3 sem. hrs.

LA 321U Criminal Law

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

LA 323U Interviewing and Investigation

Study of interviewing and investigation skills for paralegals in both criminal and civil cases. Includes interview techniques for children of varying ages or individuals from diverse cultures. 3 sem. hrs.

LA 324U Trial Practice and Techniques

Intensive trial practices and techniques using case-simulation. Strategies and practices for winning methods in voir dire, motions practice, direct and cross examination, oral arguments and jury instructions. *Prerequisite:* LA 306U. 3 sem. hrs. 3 sem.

LA 328U Advanced Legal Research

Advanced library research in federal case and statutory law, federal and state regulatory law and international law. Continuation of skills developed in Legal Research and Library Use course through in-depth research of complex legal issues. *Prerequisite:* LA 303U. 5 sem. hrs.

LA 329U Computerized Legal Research

Comprehensive review of computerized legal research resources available to the paralegal, including Internet resources, online legal research databases and CD-ROM mini-libraries. Exposure to resources available by legal subject matter and the crafting successful searches. *Prerequisite:* LA 303U. 3 sem. hrs.

LA 335U Product Liability Law

The study of the types of product liability claims and how they have evolved over time. Review of negligence, breach of warranty and strict liability claims. The elements of each claim, how they are applied to different scenarios and the common defenses to each type of product liability case will be discussed. 3 sem. hrs.

LA 398U Selected Topics

1-6 sem. hrs.

LA 399U Independent Study

1-6 sem. hrs.

LA 495U Paralegal Studies Senior Seminar (Capstone)

Integration of course work completed through individual or group research projects that will result in written and oral presentations. Post-baccalaureate students are required to write a longer "thesis-quality" research paper and give a longer oral presentation on that paper. *Prerequisite:* Completion of all Paralegal Studies Core Courses and 18 sem. hrs. of Focus Courses. 3 sem. hrs.

Management (MGMT)**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.

MGMT 342U Operations Management

An overview of the management of production and service operations in corporate, government and non-profit organizations. Topics include implementation and interpretation forecasting, statistical process control, inventory control and waiting line models. Internet architectures, enterprise resource planning systems and other current technologies supporting supply chain activities in an organization will be explored. *Prerequisite:* ISYS 205U and MATH 265U, or departmental permission. 3 sem. hrs.

MGMT 345U Business Literacy

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

Marketing (MKT)**MKT 321U Principles of Marketing**

Institutions involved, functions performed, and problems encountered in getting goods and services from producers to consumers. 3 sem. hrs.

MKT 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, writ-

ing, communication and presentation skills as applied to e-marketing principles. 3 sem. hrs.

Mathematics (MATH)**MATH 102U-103U Finite Mathematics**

Topics in finite mathematics designed to demonstrate the power of mathematical reasoning. 3-3 sem. hrs.

MATH 104U Elementary Probability and Statistics

Probability sufficient to provide introduction to statistics, descriptive statistics, binomial and normal distributions and hypothesis testing. 3 sem. hrs.

MATH 130U Topics in Geometry

Presents the fundamentals of plane and solid geometry and introduces non-Euclidean geometries and current topics. Departmental approval required. 3 sem. hrs.

MATH 140U Algebra with Applications

Sets, functions, exponents, logarithms, matrix algebra, systems of linear equations, inequalities, binomial theorems, sequences, series, complex numbers and linear programming. Departmental approval required. 3 sem. hrs.

MATH 150U Pre-calculus and Trigonometry

Concepts and applications of algebra and trigonometry. Topics include graphics, transformations and inverses of functions, linear, exponential, logarithmic, power, polynomial, rational and trigonometric functions. *Prerequisite:* College algebra or departmental permission. 3 sem. hrs.

MATH 260U Discrete Mathematics

Introduction to the use of abstract reasoning skills for computer programming. Content includes sets, functions, elementary propositional and predicate logic, Boolean algebra, elementary graph theory, matrices, proof techniques and random numbers with applications to computing. *Prerequisite:* College algebra or departmental permission. 3 sem. hrs.

MATH 265U Applied Statistics

Theory, methodology, and application of statistics to contemporary business problems. Includes descriptive statistics, probability theory, Bernoulli and Poisson processes, sampling distributions and one and two-population statistical inference. *Prerequisite:* Pre-calculus or permission of the instructor. 3 sem. hrs.

MATH 270U Applied Calculus

Course content includes limits, continuity, differentiation, partial differentiation and integration of single and multi-variable functions with applications to managerial, life and social sciences. *Prerequisite:* Pre-calculus or departmental permission. 3 sem. hrs.

Music (MUS)**MUS 111U Appreciation of Music**

For general student. Introduction to listening, present-day

repertory and its historical development. 3 sem. hrs.

MUS 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.

MUS 398U Selected Topics

1-6 sem. hrs.

Physics (PHYS)**PHYS 198U Selected Topics**

1-3 sem. hrs.

PHYS 398U Selected Topics

1-3 sem. hrs.

Political Science (PLSC)**PLSC 205U Introduction to American Government**

A multimedia, high-tech approach to the study of basic roles, structures and functions of American political institutions; an introduction to American political process. 3 sem. hrs.

PLSC 2207U 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.

PLSC 2300U Introduction to Public Administration

Structural, functional and human aspects of formal organization emphasizing relationship between public administration and policy-making process. 3 sem. hrs.

PLSC 2301U The Rights and Responsibilities of Citizenship

Exploring the history and importance of civic participation in the American tradition. Service learning component. Required for accelerated BIA. Limited space available for non-Weekend College students. 6 sem. hrs.

PLSC 2303U Metropolitan Problems and Politics

Analysis of and practical involvement with major issues affecting metropolitan governments. 3 sem. hrs.

PLSC 2310U 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)**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.

PSYC 190U Child Psychology

Introduction to biological, social, cognitive and emotional processes of development during prenatal to preadolescent developmental periods. 3 sem. hrs.

PSYC 198U Selected Topics

3 sem. hrs.

PSYC 199U Independent Study

1-3 sem. hrs.

PSYC 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.

PSYC 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.

PSYC 298U Selected Topics

3 sem. hrs.

PSYC 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.

PSYC 303U Psychology of Gender

Overviews 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.

PSYC 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.

PSYC 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.

PSYC 327U Organizational Psychology

Examination of industrial/organizational theories and psy-

chological 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.

PSYC 328U Personnel Psychology

Intensive study of psychological problems of personnel management emphasizing tests, ratings, incentives, emotional factors and morale. 3 sem. hrs.

PSYC 337U Psychological Development Across the Life Cycle

Developmental changes and psychosocial processes from adolescent through adult life. 3 sem. hrs.

PSYC 389U Selected Topics

3 sem hours.

PSYC 399U Independent Study

1-6 sem. hrs.

PSYC 530U Organizational Psychology

The Organizational Psychology class will allow students to gain a broad understanding of many areas critical to effective human resource management. Further, the graduate level course will allow an in-depth understanding of many social sciences grounded theories and practices as applied to the real world business setting. The course will help students when faced with real world decisions including: determining selection strategies and selecting valid tools, how to drive performance and development with a performance appraisal tool, how to assess needs and train for results, how to develop and select effective leaders, how to design teams and deal with conflict, how to impact morale through satisfaction and motivation strategies and how to manage and cope with work-related stress. The ultimate intention of the course is to equip students with the knowledge and tools they will need to positively impact their organizations. 3 sem hrs.

Public Administration (PBAD)

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.

PBAD 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)

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.

PBRL 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.

PBRL 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.

PBRL 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.

PBRL 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.

PBRL 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)

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)

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.

RELG 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.

RELG 240U Introduction to the New Testament

Cultural milieu, development and thought of the New Testament. 3 sem. hrs.

RELG 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.

RELG 398U Selected Topics

1-6 sem. hrs.

Retail Management (RTMT)

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.

RTMT 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.

RTMT 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.

RTMT 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.

RTMT 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)

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.

SA 303U 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.

SA 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.

SA 320U How to Be a Skeptic: Critical Thinking for Critical Times

Techniques to separate the probable from the unlikely and to acquire and interpret the information necessary to think logically. Addresses current issues, urban legends, invented traditions and ancient "mysteries." *Prerequisites:* ENGL 100U/101U. 3 sem. hrs.

SA 310U The Examined Life -- What We Know About the Human Condition

Exploring human behavior and the uniqueness of the human condition. Required for accelerated B.A. Limited space available for non-Weekend College students. 6 sem. hrs.

SA 398U Selected Topics

1-6 sem. hrs.

SA 399U Independent Study

1-6 sem. hrs.

Sociology (SOC)

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.

SOC 305U Deviance

Social distance 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.

SOC 309U Social Problems

Personal-social disorganization and maladjustment: physical and mental handicaps; economic inadequacies; programs and methods of social treatment and control. 3 sem. hrs.

SOC 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.

SOC 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. 3 sem. hrs.

SOC 320U Alternative Lifestyles and Contemporary Families

Changes in the family as a social institution and the impact on society. Blended families, inter-racial and same-sex mar-

riages, gender roles and divorce and divorce are among the topics to be examined. 3 sem. hrs.

SOCL 322U Collective Behavior.

ocial interaction in mass behavior; structure and functioning of crowds, audiences, publics and mass movements. 3 sem. hrs.

SOCL 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.

SOCL 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.

SOCL 342U Death, Dying 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.

SOCL 398U Selected Topics

1-6 sem. hrs.

SOCL 399U Independent Study

1-6 sem. hrs.

Spanish (SPAN)

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.

SPAN 101U-102U Elementary Spanish

Introduction to Spanish language with special emphasis on skills of reading, writing, speaking and understanding. 3-3 sem. hrs.

SPAN 198U Selected Topics

3 sem. hrs.

SPAN 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:* SPAN 101U or equivalent. 3 sem. hrs.

Speech Communication (SPCH)

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.

SPCH 105U Interpersonal Communication

Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles. 3 sem. hrs.

SPCH 206U Group Communication

Modern theory and methodology; student participation in group discussion relating theory to specific communication problems. 3 sem. hrs.

SPCH 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.

SPCH 299U Independent Study

1-3 sem. hrs.

SPCH 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.

SPCH 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.

SPCH 398U Selected Topics

1-6 sem. hrs.

SPCH 399U Independent Study

1-6 sem. hrs.

Theatre (THTR)

THTR 312U Summer Study Abroad

London Seminar in Museum Studies.

THTR 398U Selected Topics

1-6 sem. hrs.

Transportation and Logistics Management (TRAN)

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.

TRAN 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.

TRAN 352U Industrial Traffic Management

Management of inbound and outbound transportation of manufacturing or similar operations to control transporta-

tion expenses and enhance competitive position. Selection of sales terms, planning, controls, and carrier rate and service negotiation are included. 3 sem. hrs.

TRAN 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.

TRAN 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.

TRAN 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.

TRAN 360U Current Issues in Transportation

Topics include antitrust laws, cost-based pricing, government agency interaction and current topics of concern to transportation industry. 3 sem. hrs.

TRAN 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 intro-

duction to federal agency interaction. 3 sem. hrs.

TRAN 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)

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.

NOTE: See ART 328U Women in the Arts; ENGL 230U Women in Modern Literature; ENGL 340U Black Women Writers; ENGL 350U The World of Jane Austen; ENGL 360U Women of the Bible; 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; HIST 327U Belles, Steel Magnolias and Good '01 Gals; LAW 310U Women and the Law; PSYC230U Psychology of Women

Selected Topics (ST)

Selected Topics (ST) courses may be offered in various disciplines. Consult the SCS Schedule of Classes for specific departments and prerequisites. 1-6 sem. hrs.

Independent Study (IS)

Independent Study (IS) may be available. Departmental approval and formal learning contract are required. 1-6 sem. hrs.

DISCONTINUED PROGRAMS

EMERGENCY SERVICES MANAGEMENT

Emergency Services Management Certificate and Post-Baccalaureate Certificate in Applied Studies

Required: 30 semester hours

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

I. Core Courses: 12 semester hours

- ESM 300U** Integrated Emergency Services in the Community, 3
 - EDON 381U** Public Budget and Finance, 3
- Choose one of the following:
- HRM 342U** People and Organizations, 3
 - LDSP 200U** Introduction to Leadership Studies, 3
 - 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

Note: We are no longer accepting new students into the Emergency Management certificate, post-baccalaureate cer-

tificate, or minor, or the certificate in Crisis Management.

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 up to six hours (two courses) of degree-related course work. 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 the Emergency Management certificate, post-baccalaureate certificate, or minor, or the certificate in Crisis Management.

Emergency Services Management Minor (18 hours)

I. Required: 12 semester hours

- ESM 300U** Integrated Emergency Services in the Community, 3
- ESM 302U** Emergency Planning, 3
- ESM 305U** Disaster, Characteristics and Physical Impacts, 3

- 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 the Emergency Management certificate, post-baccalaureate certificate, or minor, or the certificate in Crisis Management.

INFORMATION SYSTEMS

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 310U** 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

Note: We are no longer accepting new students into the Information Systems certificate program. For current programs in Information Systems, see page 40.

RETAIL MANAGEMENT

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** Leadership in a Time of 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

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 B.A. (The College of William and Mary), M.Ed., Ph.D. (University of Virginia), Teacher, Loudon County Public Schools
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 B.S. (Fordham University), J.D. (The T.C. Williams School of Law, University of Richmond), Attorney and Counselor at Law
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 B.A. (Augustana College), Ph.D. (DePaul University), Psychologist
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 B.A., M.A.L.S. (The State University of New York), Assistant Professor of English, Tidewater Community College
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 B.S.E. (University of Central Florida), M.S.E. (University of Central Florida), Ph.D. (Virginia Commonwealth University), Army Logistics Management College
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 B.A. (University of Texas-Austin), M.A. (Central Michigan University), Certificate (National War College), Consultant
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 B.S. (Old Dominion University), M.Ed. (University of Richmond), Beginning Teacher Advisor Coordinator, Virginia Commonwealth University
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 B.S., M.S., Ph.D. (Clemson University), Senior HR Analyst for Circuit City
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 B.S. (University of Richmond), M.B.A. (Virginia Commonwealth University), President, Cultural Arts Center of Glen Allen
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 B.A. (Radford University), M.Ed. (University of North Carolina, Charlotte), Director of Human Resources, Williamsburg-James City County Public Schools
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 B.S. (Louisiana State University), M.B.A. (University of Richmond), Information Systems Consultant
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 B.A. (The George Washington University), M.A. (University of North Carolina, Charlotte), Adjunct Instructor, Germanna Community College
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 B.S. (University of Georgia), M.S. (University of Maryland), Instructor, The Steward School
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 B.S. (Michigan State University), M.S. (Indiana University), Ed.D. (Virginia Polytechnic Institute and State University), Associate Dean, School of Continuing Studies, University of Richmond
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 B.A. (West Virginia Wesleyan College), M.Ed. (Virginia Commonwealth University), Chief Learning Office and University Dean, Chesterfield County
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 B.A. (Lanahan Valley College), M.A. (Eastern Kentucky University), Ed.D. (The College of William and Mary) Director of Exceptional Education and Support Services, Henrico County

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 B.S. (Bloomberg State University), M.P.S. (Western Kentucky University, Principal, Henrico County Public Schools
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 B.A. (Duke University), M.Ed. (Virginia Commonwealth University), Administrator of Homebound Instruction, Chesterfield County Public Schools
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 B.A. (University of Richmond), J.D. (T.C. Williams School of Law, University of Richmond), Attorney, Hancock, Daniel, Johnson and Nagle
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 B.A. (University of Richmond), J.D. (T. C. Williams School of Law, University of Richmond), Vice President and Assistant General Counsel, Wachovia Securities
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 B.A., M.A. (Vanderbilt University), Economic Education Coordinator, St. Catherine's School
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 B.S. (The College of William and Mary), J.D. (T. C. Williams School of Law, University of Richmond), Deputy Attorney General of Technology
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 B.S. (Longwood College), M.S. (Virginia Commonwealth University), Founder and President, Workforce Strategies, LLC
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 B.A. (Wake Forest University), J.D. (Cumberland School of Law, Samford University), Attorney/Partner, Bowen, Champlin, Carr, Foreman and Rockecharlie
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 B.S. (James Madison University), M.Math (University of South Carolina), Ed.D. (University of Virginia), Assistant Dean, School of Math and Science, J. Sargeant Reynolds Community College
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 B.A. (University of South Carolina), M.A. (University of Richmond), Ph.D. (Virginia Commonwealth University), Adjunct Professor of Education, Virginia Commonwealth University
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 B.A. (Longwood College), M.S. (Ed. (Virginia Commonwealth University), Deputy State Coordinator, Virginia Department of Emergency Management
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 B.A. (Virginia Polytechnic Institute and State University), M.A. (Whitworth College), Vedere Consulting

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 B.S., M.A. (Eastern Michigan University), Chief Information Officer, RAPID
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 B.S. (University of Alabama), J.D. (T. C. Williams School of Law, University of Richmond), Attorney, Butler and Cook
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 B.A. (Virginia Polytechnic Institute and State University), M.Ed. (Virginia Commonwealth University), Director of Instruction, Chesterfield County Public Schools
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 B.S. (North Carolina State University), M.S. (Virginia Polytechnic Institute and State University), Learning Tree International
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 B.S., M.S., (Bloomberg University), Ph.D. (George Mason University), Elementary Science Curriculum Specialist, Fairfax County Public Schools
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 B.A. (Georgetown College), J.D. (T. C. Williams School of Law, University of Richmond), Senior Assistant Attorney General, Chief, Commonwealth of Virginia
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 B.S. (SUNY-Oswego), M.S., Certificate of Specialist in Curriculum-Instruction, Ed.D. (SUNY-Albany), Principal, St. Mary's Catholic School
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 B.A. (The College of William and Mary), M.Ed. (University of Virginia), Instructor, J. Sargeant Reynolds Community College
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 B.S. (James Madison University), M.B.A. (University of Richmond), Manager of Commercial Lending, Peoples Bank of Virginia
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 B.S. (Pennsylvania State University), M.B.A. (Loyola University), Riverside Logistics

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B.S. (James Madison University), M.Ed. (Virginia Commonwealth University), Ed.D. (Virginia Polytechnic Institute and State University), Retired Director of High School Education, Henrico County Public Schools
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B.A. (University of Massachusetts), MA. (Wake Forest University), Instructional Specialist, World Languages, Chesterfield County Public Schools
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B.A. (DePaul University), M.S., Ed.S. (Northern Illinois University), Strategic Planning Assistant, School of Continuing Studies
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B.S. (Longwood University), M.Ed. (Virginia Commonwealth University), Educational Specialist, Instructional Technology Department of Instruction, Elementary Education, Henrico County Public Schools
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B.S., M.S. (Old Dominion University), Dean of Social Sciences and Public Services, Tidewater Community College
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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.A. (Virginia Polytechnic and State University), J.D. (The T.C. Williams School of Law, University of Richmond), Assistant Commonwealth's Attorney, Henrico County
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B.A. (University of Virginia), J.D. (The College of William and Mary), Assistant Attorney General, Director of the Computer Crime Unit, Office of the Attorney General
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B.A. (Florida State University), M.Ed. (Virginia Commonwealth University), Ed.D. (The College of William and Mary), President and Principle Consultant, Pure Culture Consulting, Inc.
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B.A. (The College of William and Mary), M.B.A. (University of Richmond), Director, Client Solutions, Information Resources, Inc.
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B.S., Ph.D. (Queen's University, Belfast), Assistant Dean and Director of Summer Programs, School of Continuing Studies
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B.M.US. (Westminster Choir College), M.A. (Trenton State College), Organist and Choirmaster, All Saints Episcopal Church
- Krickovic, Wendy C.**, *Adjunct Assistant Professor*, 2005
B.S. (Old Dominion University), M.Ed., Ed.D. (The College of William and Mary), Principal, Henrico County Public Schools
- Lane, Andrew**, *Adjunct Instructor*, 2002
B.A. (University of Miami), Directing Artist-in-Residence, North Carolina School of the Arts
- Lane, Kelley**, *Adjunct Assistant Professor*, 2000
B.A. (Williams College), M.F.A. (The School of the Art Institute of Chicago), Adjunct Instructor, J. Sargeant Reynolds Community College
- Lanham, James W., III**, *Adjunct Assistant Professor*, 2004
B.S. (The University of Virginia), M.Ed. (Virginia Commonwealth University), Ed.D. (Virginia Polytechnic Institute and State University), Senior Licensure Specialist, Virginia Department of Education
- Lapinski, Steven H.**, *Adjunct Instructor*, 2004
B.S. (Pennsylvania State University), M.Ed. (Beaver College), Educational Specialist for Mathematics, Henrico County Public Schools
- Larkin, Linda E.**, *Adjunct Assistant Professor*, 2005
B.A. (College of State Island), M.S. (Columbia

- University), Ph.D. (Virginia Commonwealth University), Dean of Learning Resources, Germanna Community College
- Lauziere, Leslie E.**, *Adjunct Instructor*, 2002
B.A. (University of Maryland), B.S. (New Jersey City University), Criminal Investigator, Computer Crime Unit, Office of the Attorney General
- Leatherman, Richard W.**, *Adjunct Associate Professor*, 1996
B.S., M.E., Ph.D. (Virginia Commonwealth University), Retired C.E.O., International Training Consultants, Inc.
- Lemacks, Jodi E.**, *Adjunct Associate Professor*, 2001
B.A. (Randolph-Macon College), J.D. (T. C. Williams School of Law, University of Richmond), Independent Contractor
- Leonard, Jana Price**, *Adjunct Assistant Professor*, 2001
B.A. (Valparaiso University), J.D. (University of Kansas), Private Law Practice
- Leonard, Russell L., Jr.**, *Adjunct Assistant Professor*, 1991
B.A. (University of Richmond), M.A., Ph.D. (The Ohio State University), Senior Vice President, Career Management Group
- Levy, Donna K.**, *Adjunct Assistant Professor*, 2004
B.A. (University of Richmond), M.A. (Virginia Commonwealth University), Instructor, J. Sargeant Reynolds Community College
- Lowe, William A.**, *Adjunct Associate Professor*, 2001
B.S. (Shorter College), B.S. (University of Cincinnati), M.B.A. (Brenau University), D.B.A. (Nova SE University), Captain, Clayton County, GA, Fire Department
- Lovery, Michael H.**, *Adjunct Instructor*, 2003
B.B.A. (James Madison University), M.B.A. (Virginia Commonwealth University), Controller, HealthCare Management Systems
- Loy, Beth**, *Adjunct Assistant Professor*, 2002
B.S., M.S., M.S., Ph.D. (West Virginia University), Human Factors Consultant, Job Accommodation Network, Morgantown, WV
- Mahon, Sue**, *Adjunct Instructor*, 2002
B.S., M.A. (The College of William and Mary), Partner, CNS Company
- Massie, Mary E.**, *Adjunct Assistant Professor*, 2001
B.S. (Radford University), M.Ed. (Virginia Commonwealth University), Retired Educational Specialist, Henrico County Public Schools
- Matheson, Cameron S.**, *Adjunct Assistant Professor*, 2005
A.B. (Dartmouth College), J.D. (Boston College), Partner, Securities Litigation and Regulatory Practice Group, LeClair Ryan
- Matthews, Bonnie G.**, *Adjunct Assistant Professor*, 2000
B.S. (James Madison University), Instructional Technology Integrator, Chesterfield County
- Maurakis, Eugene G.**, *Adjunct Associate Professor*, 1996
B.A., M.S. (University of Richmond), Ph.D. (George Washington University), Staff Scientist, Science Museum of Virginia
- Mayo, Brenda R.**, *Adjunct Assistant Professor*, 2005
B.S. (St. Paul's College), M.Ed. (The University of Virginia), Ed.D. (Bowling Green State University), Principal, Chesterfield County Public Schools
- McCafferty, Linda**, *Adjunct Instructor*, 2004
B.A. (Oregon State University), M.A. (University of Oregon), M.A. (George Washington University), Senior Instructional Designer, Computer Sciences Corp., Inc.
- McFarlane, Walter A.**, *Adjunct Professor*, 1977
B.A. (Emory and Henry College), J.D. (T.C. Williams School of Law, University of Richmond), Superintendent, Department of Correctional Education, Commonwealth of Virginia
- McGinnis, Suzanne R.**, *Adjunct Assistant Professor*, 2001
B.A. (S.U.N.Y. at Geneseo), M.S. (S.U.N.Y. at Buffalo), Academic Technology Liaison, University of Richmond
- Meinhard, Charlyne A.**, *Adjunct Assistant Professor*, 2000
B.F.A. (Virginia Commonwealth University), M.A. (George Washington University), Chief Innovation Officer, Next Level Consulting
- Michael, Karen I.**, *Adjunct Associate Professor*, 2001
B.A. (James Madison University), J.D. (T. C. Williams School of Law, University of Richmond), Vice President of Employee Relations, SunTrust Bank
- Mittelderfer, Shirley J.**, *Adjunct Professor*, 1997
B.S., M.Ed. (Virginia Commonwealth University), Instructional Technology Consultant, Chesterfield County Public Schools
- Moore, David P.**, *Adjunct Assistant Professor*, 2002
B.S. (North Carolina State University), M.Ed. (University of Virginia), Ed.D. (Virginia Polytechnic Institute and State University), Director of Field Placement, Education Department, University of Richmond
- Moorefield, Jean A.**, *Adjunct Professor*, 1989
B.S. (East Carolina University), M.A.T. (Duke University), Ph.D. (University of Virginia), Retired Transition Counselor, Virginia Department of Correctional Education, Commonwealth of Virginia
- Morgan, Anne Marie**, *Adjunct Associate Professor*, 1998
B.A. (The College of William and Mary), M.A. (University of Richmond), State Capitol Correspondent for Virginia Public Radio
- Morris, Diana C.**, *Adjunct Instructor*, 2004
B.S. (Southern Connecticut State University), M.S. (Virginia Polytechnic Institute and State University), Special Placement Coordinator, Chesterfield County
- Mutchnick, Sheldon**, *Adjunct Assistant Professor*, 1999
B.S., M.A. (University of Alabama), Consultant, Business Leadership Development
- Myers, Thomas A.**, *Adjunct Assistant Professor*, 1998
B.A., M.S., D.P.A. (Virginia Commonwealth University), Visiting Associate Professor of Marketing, Robins School of Business, University of Richmond
- O'Brien, Debra**, *Adjunct Assistant Professor*, 2001
B.S. (Pennsylvania State University), M.B.A. (New York University Stern School of Business)
- Olson, Mildred E.**, *Adjunct Instructor*, 2005
B.A. (Mary Washington College), M.S. (University of Tennessee), Reading/Resource Specialist, Chesterfield County Public Schools
- Pace, Kelly A.**, *Adjunct Instructor*, 2004
B.A. (University of Richmond), M.A. (Virginia Commonwealth University), Teacher, Henrico County Public Schools
- Paciocco, Pamela G.**, *Adjunct Assistant Professor*, 2001
B.S. (Longwood College), M.Ed. (Virginia Commonwealth University), General Resource Teacher, Henrico County Public Schools
- Parrott, Patricia S.**, *Adjunct Instructor*, 2000
B.S. (University of Delaware), M.Ed. (The College of William and Mary), Learning Disabilities Teacher, Chesterfield County Public Schools
- Perry, Samuel E., Jr.**, *Adjunct Assistant Professor*, 2000
B.A., M.Ed. (University of Richmond), Ed.D. (Virginia Polytechnic Institute and State University), Retired Program Director, Teacher Licensure Preparation Program, School of Continuing Studies
- Peters, Deborah L.**, *Assistant Professor and Program Director, Human Resource Management and Leadership Studies*, 2004
B.S., M.A., J.D. (University of Minnesota)
- Petrovovich, Robert L.**, *Adjunct Associate Professor*, 1997
B.S. (Virginia Commonwealth University), M.B.A. (University of Richmond), Senior Group Manager, Capital One
- Poindexter, Maria**, *Adjunct Assistant Professor*, 2004
B.S. (Temple University), M.Ed., Ph.D. (Pennsylvania State University)
- Presley, John C.**, *Adjunct Assistant Professor*, 2005
A.B. (University of North Carolina, Chapel Hill), M.A., Ph.D. (The University of Virginia)
- Prior, William F., III**, *Adjunct Assistant Professor*, 1997
B.S. (College of Charleston), Director of IT Support Services, Markel Corporation
- Reilly, Rosalind B.**, *Adjunct Professor*, 1993
B.A. (Adelphi University), M.A., Ph.D. (University of Tennessee), Adjunct Faculty, Department of English, University of Richmond
- Richie, Scott A.**, *Adjunct Professor*, 1988-1999, 2005
B.A. (Jacksonville University), J.D. (The College of William and Mary), Counsel for the Clerk's Office, U.S.
- Roberts, Daniel M.**, *Associate Professor and Program Director, Liberal Arts*, 1996
B.A. (Presbyterian College), M.Div. (Princeton Seminary), M.A. (University of Richmond), Ph.D. (The University of Virginia)
- Roberts, William L.**, *Adjunct Instructor*, 2003
B.A. (Furman University), M.Ed. (James Madison University), Owner, WHAN Radio, Ashland, Virginia
- Rockwell, Lisa L.**, *Adjunct Instructor*, 2004
B.A. (University of the Pacific), M.Ed. (Virginia Commonwealth University), Assistant Principal, Chesterfield County Public Schools
- Sanders, Jr., Elwood E.**, *Adjunct Assistant Professor*, 2001
B.A. (Wright State University), J.D. (University of Alabama), Attorney, Framme Law Firm
- Schmitz, Virginia S.**, *Adjunct Assistant Professor*, 2000
B.G.S., M.A. (Virginia Commonwealth University), English Instructor, Virginia Commonwealth University
- Schneider, David A.**, *Adjunct Professor*, 1982
B.A. (Virginia Military Institute), J.D. (The T.C. Williams School of Law, University of Richmond), Right of Way and Utilities Manager, Richmond District, Virginia Department of Transportation
- Scott, Elizabeth S.**, *Adjunct Professor*, 1982
B.A. (Longwood College), M.H., M.A. (University of Richmond), Free-lance writer and editor
- Scott, Ernestine H.**, *Adjunct Associate Professor*, 1997
B.S. (Virginia State University), M.A.E. (Virginia Commonwealth University), Ed.D. (Virginia Polytechnic Institute and State University), Richmond Public Schools
- Selby, Talbot H.**, *Adjunct Assistant Professor*, 1995
B.A. (University of Richmond), Tax Compliance Advisor, Alcoa Consumer Products
- Shapiro David M.**, *Adjunct Assistant Professor*, 2005
B.A. (Virginia Commonwealth University), J.D. (Washington and Lee University), Attorney
- Shumate, Donna M.**, *Adjunct Assistant Professor*, 2000
B.A., M.Ed. (Virginia Commonwealth University), Human Resources Manager, Virginia Retirement System

- Siebers, Elizabeth A.**, *Adjunct Instructor*, 2001
B.S. (University of Wisconsin), M.A. (University of California)
- Singleton, Harold G., Jr.**, *Adjunct Instructor and University Supervisor for Student Teachers*, 2000
B.A. (Lynchburg College), M.Ed., (University of Virginia), Retired Principal, Henrico County Public Schools
- Smith, James R.**, *Adjunct Assistant Professor*, 1997
B.A., M.A., M.H. (University of Richmond), M.F.A. (Virginia Commonwealth University), Writer-in-Residence, St. Christopher's School; Free-lance Writer
- Snyder, James M.**, *Adjunct Assistant Professor*, 2003
B.A. (Mary Washington College), J.D. (Indiana University School of Law), Attorney, Bowman and Brooke
- Spence, Aaron C.**, *Adjunct Assistant Professor*, 2005
B.A., M.T., Ed.D. (The University of Virginia), Principal, Henrico County Public Schools
- Stavredes, Thomas C.**, *Adjunct Instructor and University Supervisor for Student Teachers*, 2002
B.A. and M.S. (University of Richmond), Retired, Principal, Henrico County Public Schools
- Stevens, Lee K.**, *Adjunct Associate Professor*, 1999
B.A. (University of Richmond), M.A. (University of Virginia), M.S.L.S. (Catholic University), Reference Librarian, University of Richmond
- Stroman, Sabet**, *Adjunct Associate Professor*, 1990-1997, 1999
B.S. (University of South Carolina), M.A. (University of Virginia), Sole Proprietor, Sabet Stroman and Associates
- Taber, Daniel E.**, *Adjunct Instructor*, 2004
B.S. (American University), M.P.A. (George Mason University), Assistant Chief, Prince William County Police Department
- Taylor, Porcher L., III**, *Associate Professor and Program Director, Paralegal Studies*, 1996
B.S. (United States Military Academy at West Point), J.D. (University of Florida College of Law)
- Tennent, Wayne T.**, *Adjunct Associate Professor*, 1999
B.A. (Hampden-Sydney College), M.S. (Virginia Commonwealth University), Lee Hecht Harrison
- Thomas, Kaye M.**, *Adjunct Assistant Professor*, 2005
B.S., M.S. (Longwood College), Ed.S. (Appalachian State University), Ed.D. (Virginia Polytechnic Institute and State University), Principal, Henrico County Public Schools
- Thompson, Katharine Beidleman**, *Adjunct Professor*, 1995
A.B. (Smith College), M.A. (University of Florida-Gainesville)
- Thompson, Patricia L.**, *Adjunct Assistant Professor*, 1999
B.S. (Virginia Commonwealth University), M.B.A. (University of Richmond), Marketing Services
- Thornton, Linda F.**, *Adjunct Instructor*, 2000
B.A. (University of Virginia), M.A. (George Washington University), Fisher Thornton Consulting
- Tucker, Carson L.**, *Adjunct Instructor*, 1999
B.A. (Virginia Military Institute), M.A. (The College of William and Mary), M.A. (George Washington University), HR Consultant
- Turner, Amy C.**, *Adjunct Associate Professor*, 2000
B.S. (James Madison University), J.D. (The T.C. Williams School of Law, University of Richmond), Assistant Commonwealth's Attorney for Henrico County
- Turpin, J. Christopher**, *Adjunct Instructor*, 2001
B.A.S. (University of Richmond), M.S. (American University), Director of Human Resources, Virginia Eye Institute
- vonBechmann III, Jaques**, *Adjunct Instructor*, 2004
B.A. (University of Virginia), M.B.A. (The College of William and Mary), CEO/President, Core Competencies
- Walk, Ellen M.**, *Assistant Professor and Program Director, Information Systems*, 1997
B.S. (The College of William and Mary), M.B.A. (University of Richmond), Ph.D. (Virginia Commonwealth University)
- Walker, Daniel B.**, *Adjunct Instructor*, 1995
B.S. (Virginia Polytechnic Institute and State University), M.B.A. (Virginia Commonwealth University), Manager, Supply Chain, MeadWestvaco
- Warmke, Dennis**, *Adjunct Associate Professor*, 1980-1991, 1998-1999, 2003
B.A. (University of Florida), M.A., Ph.D. (The Ohio State University), HR Consultant, Center for Organizational Effectiveness, Sargeant Reynolds Community College
- Warner, Koko**, *Adjunct Assistant Professor*, 2002
B.A. (Brigham Young University), M.A. (George Washington University), Ph.D. (University of Vienna), Research Scholar
- Weimer, Keith**, *Adjunct Assistant Professor*, 2001
B.A. (Allegheny College), M.A., M.L.I.S. (University of Pittsburgh), Government Information Librarian, University of Richmond
- West, Patricia A.**, *Adjunct Assistant Professor*, 2005
B.S. (University of Missouri), M.Ed. (The University of Virginia), Ed.D. (Virginia Polytechnic Institute and State University), Headmaster, North Star Academy
- Westin, R. Barry**, *Adjunct Professor*, 2003
B.A. (Grove City College), M.A., Ph.D. (Duke University), Professor Emeritus of History, University of Richmond
- Weston, David J.**, *Adjunct Assistant Professor*, 2003
B.A., M.A., Ph.D. (University of South Florida), President, Hire2Win, LLC
- Wheeler, William A.**, *Adjunct Instructor*, 2003
M.S. (Kansas State University), M.A. (Webster University), M.B.S. (Florida Institute of Technology), Project Manager, Multimedia Training, Computer Science Corporation
- Winston, Diana D.**, *Adjunct Associate Professor and University Supervisor for Student Teachers*, 2001
B.S., M.Ed. (Virginia Commonwealth University), Retired Principal, Henrico County Public Schools
- Witcher, Ronald B.**, *Adjunct Assistant Professor*, 1997
B.S., M.S. (Virginia Polytechnic Institute and State University), President, Profiles of Virginia
- Witter, Susan E.**, *Adjunct Assistant Professor*, 1999
B.A. (Randolph-Macon Woman's College), M.A. (George Washington University), Human Resources Director, Virginia Information Technologies Agency
- Wray, Elisabeth E.**, *Adjunct Professor, Coordinator, Liberal Arts and Academic Coordinator, Weekend College*, 1978
B.A., M.A. (University of Richmond), Adjunct Faculty, Department of History, University of Richmond; Free-lance writer and editor
- Wright, Delmar P.**, *Adjunct Assistant Professor*, 2000
B.S., M.S., Ph.D. (Virginia Commonwealth University)
- Wright, Harold S., Jr.**, *Adjunct Assistant Professor*, 2005
B.A. (Randolph-Macon College, M.Ed., Ph.D. (Virginia Commonwealth University)
- Wright, Sarah Bird**, *Adjunct Associate Professor*, 1990
A.B. (Bryn Mawr College), M.A. (Duke University), Ph.D. (The College of William and Mary), Free-lance writer and editor
- Wriston, Michael J.**, *Adjunct Professor*, 1980
B.A. (University of Delaware), M.Ed. (University of Vermont), Ed.D. (University of Tennessee), President, The Competitive Edge
- Yamada, Anne C.**, *Adjunct Instructor*, 2004
B.A. (Westhampton College, University of Richmond), M.A. (Virginia Commonwealth University), Assistant Principal, Chesterfield County Public Schools

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