



UNIVERSIDAD  
ANA G. MÉNDEZ  
**UAGM**

## **CUPEY CAMPUS CATALOG**

2021-2022

METRO ORLANDO  
SOUTH FLORIDA  
TAMPA BAY



**Volume 1**

**Revised January 2022**

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## Section I: Universidad Ana G. Méndez - Cupey Campus

### Our Profile

The Universidad Ana G. Méndez - Cupey Campus (UAGM-Cupey) is a non-profit, nonsectarian institution of higher education that offers academic programs leading to professional certificates, associate degrees, undergraduate degrees, and graduate degrees in the master's level. UAGM-Cupey Campus is one of the institution members of the Sistema Universitario Ana G. Méndez, Inc. (SUAGM). Its main campus is located in San Juan and its four University Centers are located in the municipalities of Aguadilla, Jayuya, Bayamón, and Comerío. In the mainland, it has four Branch Campuses: Metro Orlando, South Florida, and Tampa Bay Campuses in Florida and Dallas Area Campus in Dallas, Texas.

### Mission

Universidad Ana G. Méndez - Cupey Campus is a private, not for profit higher education institution committed to fulfill a relevant role in the social and economic development of Puerto Rico. Its mission is to provide a diverse student body with opportunities to acquire professional and personal competencies through education, research and community service in order for them to become agents of change, life-long learners and responsible contributors to a globalized and sustainable world.

### Vision

Universidad Ana G. Méndez - Cupey Campus will be recognized globally as a leading higher education institution for its inclusiveness, its excellence and innovation in teaching, outstanding research and community engagement. UAGM-Cupey will be the established leader in environmental affairs and education in Puerto Rico, the Caribbean, and United States promoting policies and best practices for a sustainable and competitive economy.

### Goals

To fulfill its mission, Universidad Ana G. Méndez - Cupey Campus proposes to:

1. Subscribes to a “flexible admissions policy” in order to serve a diverse student body. By “flexible admission” UAGM- Cupey means the availability of total open access to university level education while maintaining more specific and selective admission criteria in some designated academic areas. Admissions policies are nondiscriminatory to any eligible applicant regardless of age, race, color, national origin, religion, gender, marital status, academic or economic disadvantage, or disability.
2. Provides its students with innovative undergraduate, graduate, technical and continuing education programs through different learning modalities in the fields of Social Sciences, Humanities and Communications; Nursing and Allied Health Sciences; Education; Business Administration; Environmental Affairs; and, Sciences and Technology.
3. Fosters undergraduate and graduate academic and scientific research as a critical element for the creation of knowledge, as well as to promote innovation and economic development.
4. Develops local and international internship opportunities; collaborative alliances; student and faculty exchange programs with other prestigious institutions; and, public engagement and community service in order to enrich the student's learning experience.
5. Believes and commits to the enhancement of the “First Year Students' Experience” as a transition period to university life and to provide an optimal, inclusive environment of learning and support at the beginning of students' life until graduation.

6. Provides students the opportunity to develop a world vision and to become members of pluralistic communities by interacting with people with different backgrounds, cultures, ideas and values.
  7. Delivers and implements comprehensive curricular and co-curricular initiatives to engage the students in knowledge acquisition for personal and professional growth and life-long learning; and, to become engaged citizens, leaders and active contributors to society.
  8. Recruits, develops, and retains highly sensitive and qualified faculty members, committed to teaching, academic excellence and the diverse needs of our students.
  9. Develops and implements strategies and support programs geared to enhance student academic achievement to guarantee their persistence, retention and degree completion within a flexible admissions' policy.
  10. Implements systematic and ongoing assessment of the learning process in curriculum and co-curriculum, and overall institutional effectiveness in order to provide input for planning and resource allocation in support of the institutional mission.
  11. Applies the most advanced emerging technologies to enrich the processes of learning, management and student services.
  12. Fosters an inclusive environment; an atmosphere of academic freedom; intellectual challenge; the necessary resources to enable students' development of high cultural and ethical values; intellectual curiosity; information literacy; critical thinking; communication skills in English and Spanish; team work; leadership and decision-making skills; scientific and quantitative reasoning; and technological competencies necessary for their successful participation in today's Global World.
  13. Implements innovative learning modalities in order to fulfill its educational mission, including classroom-based courses, as well as distance learning delivery systems to expand higher education options in Puerto Rico and abroad.
  14. Ensures a campus with adequate, attractive physical and ground facilities; and, a safe environment to guarantee an integral sense of belonging, and professional and personal well-being.
  15. Maintains leadership in the field of environmental affairs and resources preservation, and their sustainable development thus helping solve socioeconomic issues, and contributing to Puerto Rico's global competitiveness.
- ### Core Values
1. Excellence: as the maximum aspiration of all teaching, research, creative activities, and service endeavors.
  2. Freedom: of thought and expression as an indispensable basis in the search and diffusion of knowledge.
  3. Respect: for the diversity and dignity of human beings.
  4. Integrity: in all dealings as an educational, research, and public service entity.
  5. Equality: in recognizing the value of education as an instrument to provide better opportunities and to fully develop the potential of human beings.
  6. Innovation: a constant to guarantee the pertinence and quality of programs and services.
  7. Social Responsibility: regarding the needs of the community, the country and the humanity of which we are part.
- ### Accreditation and Affiliations
- UAGM-Cupey Campus is accredited by Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, telephone:

267-284-5000. MSCHE is a regional accrediting agency recognized by the U.S. Department of Education and has extended this accreditation to the Branch Campuses in Florida and Texas.

Universidad Ana G. Méndez - Cupey Campus is a member in the following professional associations:

- American Association for Adult and Continuing Education
- American Association for Counseling and Development
- American Association of Collegiate Registrars and Admission Officers
- American Association of Higher Education
- American Council on Education
- American Library Association
- American Management Association
- Association for Educational Communications and Technology
- Association for Supervision and Curriculum Development
- Center for Scientific Research
- College Entrance Examination Board
- Council for Adult Experiential Learning
- Florida Association of Post-Secondary Schools and Colleges
- Hispanic Association of Colleges and Universities
- Library Administration and Management Association
- National University Continuing Education
- Phi Delta Kappa
- Puerto Rico Association of Higher Education
- Supervisors Labor Relations Program
- The Association for Institutional Research
- The Society for College and University Planning

### Statement of Licensure

Universidad Ana G. Méndez - Cupey Campus in Florida is licensed by the Florida Commission for Independent Education, Florida Department of Education. Additional information regarding this

institution may be obtained by contacting the Commission at 325 West Gaines Street., Suite 1414 Tallahassee, FL, 32399-0400; toll-free telephone number (888) 224-6684 ([www.fidoe.org/cie](http://www.fidoe.org/cie)).

The Main Campus and additional locations of Universidad Ana G. Méndez - Cupey Campus in Puerto Rico are licensed by the Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education.

### Statement of Policy

This Catalog includes the main terms concerning the formal relationship between students and Universidad Ana G. Méndez-Cupey Campus. Regardless of its effective date, the institution reserves the right to admit, re-admit or register a student only for a semester or session separately. The institution binds itself only during the semester for which the student has enrolled and paid his/her tuition fees.

It is the student's responsibility to know and comply with the content of this Catalog and all the SUAGM: Cupey Campus rules and regulations. This catalog complies with the institution's bylaws, regulations, administrative orders, and duties under Federal Law. The Catalog is subject to subsequent amendments.

It is the responsibility of each student to ascertain current information that pertains to the individual programs, particularly regarding the fulfillment of degree requirements, through frequent reference to the Catalog and its addendum, and by consultation with the academic advisor, counselor, and/or other appropriate office. For programs leading to licensure and/or certification, it is the responsibility of the student enrolled in the program to remain in contact with their academic/program advisor and keep informed of any changes implemented to the program to comply with new state and licensure requirements.



In preparing this Catalog, efforts are made to provide pertinent and accurate information. Universidad Ana G. Méndez assumes no responsibility for Catalog errors or omissions.

The first section and second sections of this catalog contain an overview of the Universidad Ana G. Méndez - Cupey Campus and UAGM. Information that pertains to the Florida Campuses is included in Section III. Section IV details information on the programs offered at the Cupey Campus, Florida Campuses. This catalog is electronically available to students at least one week before enrollment. Students will be informed of any changes or amendments made to the Catalog.

UAGM-Cupey main campus address and telephone numbers are:

Mailing Address:

Universidad Ana G. Méndez - Cupey Campus  
PO Box 21150  
San Juan, PR 00928-1150

Telephone No.: (787) 766-1717

Fax No.: (787) 759-7663

Website: <https://uagm.edu>

### **Universidad Ana G. Méndez - Cupey Campus Administration**

**Dr. Ángel A. Toledo López**  
Chancellor

**Dr. José E. Berríos Lugo**  
Dean of Academic Affairs

**Dr. Patricia Mercado Rivera**  
Dean of Institutional Effectiveness

**Mr. Carlos A. Ortiz Salvá**  
Dean of Student Affairs

**Mrs. Aymée Vega Jusino**  
Director of Human Resources

**Dr. Mariela T. Collazo León**

Director of Planning

**Mrs. Aixa Aldarondo Rivera**  
Director of Analysis and Budget

**Dr. Juan Carlos Sosa Varela**  
Dean of the Business, Tourism, and  
Entrepreneurship Division

**Dr. Evelyza Crespo Rivera**  
Dean of the Liberal Arts Division

**Dr. Vanessa Ortiz López**  
Dean of the Health Sciences Division

**Dr. Karlo Malavé Llamas**  
Dean of the Science and Technology Division

**Mrs. Ana V. Pérez O'Neill**  
Associate Director of Sponsored Programs

**Dr. Zaida Vega Lugo**  
Director of International Affairs

**Dr. Gisselle Tapia Fernández**  
Director of Licensing and Accreditation

**Mrs. Balbina J. Rojas Sánchez**  
Director of the Library

**Mrs. Melissa Guilliani Jiménez**  
Director of Academic Innovation

**Mrs. Saraí Torres Ruiz**  
Director of Assessment

**Mrs. Laura E. Rivera Feliciano**  
Associate Registrar

### **Legislative Boards**

The Administrative Council is the legislative body of Institutional policy of the University in accordance with the by-laws of the Sistema Universitario Ana G. Méndez, Inc., Inc. as established by its Board of Directors.

The Chancellor, the Vice-Chancellor, the Vice-Chancellor of Student Affairs, the Vice-Chancellor of Outreach, the Vice-Chancellor for Information and Telecommunications, the Deans of the Schools, four faculty representatives, and two student representatives, constitute the Administrative Council of the Institution.

The Academic Board regulates all the academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects and other educational innovations.

The Academic Board consists of the Vice-Chancellor, the Associate Deans of the Schools, and the Director of the Library, ten undergraduate faculty representatives, and two student representatives.

### Academic and Student Affairs Commission

The Academic and Student Affairs Commission (A.S.A.C.) consists of fifteen (15) members as follows: eight (8) faculty facilitators and seven (7) administrators. The faculty facilitators include representation from the following areas: one (1) from liberal arts and criminal justice, one (1) from business administration, economics, and hospitality, one (1) from natural and health sciences, one (1) from Education, one (1) from languages, one (1) from Bilingual Education and ESOL, one (1) Campus at Large (South Florida), and one (1) Campus at Large (Tampa Bay Campus). The composition for the administrators is as follows: three (3) Academic Directors, three (3) Directors of Learning Resource Center, and the A.S.A.C. Chair. Special Guests, other officers, and facilitators shall be invited to participate in the meetings of the A.S.A.C. when the agenda includes items that touch on those programs. A.S.A.C. reviews and recommends course and program additions, revisions, and deletions and recommends policy related to academic offerings to the three affiliated universities in UAGM operations in Florida

## Section II: Sistema Universitario Ana G. Méndez

### Profile

The Sistema Universitario Ana G. Méndez (the System) is a not for profit private corporation established under the laws of the Commonwealth of Puerto Rico. It is comprised of four (4) academic institutions, one (1) noncommercial private TV Station for public broadcasting, and a Central Administration, under which all administrative affairs of the institution are managed by a President/CEO. Together, the SUAGM and its four-member institutions are the largest private university system in Puerto Rico.

Continuing with its commitment to provide for quality access alternatives to a university education for Hispanic adult students and its tradition of service and collaboration to meet community needs, SUAGM has established the Metro Orlando, South Florida, and the Tampa Bay Campuses as additional locations in Florida and the Dallas Area Campus in Texas.

Moreover, in establishing SUAGM in the mainland SUAGM furthers its Vision 2020 as a “high-quality, people-centered learning community, of advanced technology, and internationally oriented focus”. The campuses in the mainland will serve its community and serve as a bridge to fulfilling initiatives in serving the needs of Hispanic adults in other communities in the United States and in Latin America.

### Central Administration and Board of Directors

A thirteen (13) -member board of trustees governs the System. Of these, five (5) are permanent members. The other eight (8) members are elected by the board for two term periods of two (2) years each, and two periods of four (4) years, that add up to a maximum of 12 years of service in the board. The board members are distinguished professionals who represent different career paths and fields of work, and/or civic and community leaders.

The chief executive officer (CEO) of Sistema Universitario Ana G. Méndez is the President, and there is also an Executive Vice President. Each of the administrative and academic components has its own CEO. Thus, the Central Administration units are led by Vice Presidents for: Planning and Academic Affairs, Marketing and Student Affairs, Finance Affairs, Administrative Affairs, Human Resources, National Affairs, and International Affairs. There is also a Vice President and General Manager of Sistema TV., the only nonacademic institution the other institutional officers are the Chancellors of the four academic institutions, which are: Universidad Ana G. Méndez-Gurabo Campus, Universidad Ana G. Méndez - Cupey Campus, Universidad Ana G. Méndez-Carolina Campus, and Ana G. Mendez University. All Chancellors and Vice Presidents respond directly to the President/CEO, who appoints them.

The System’s bylaws define the objectives, powers, officers, committees, meetings and the general handling of the financial affairs of the institutions. The Governing Manual describes the way in which the Board of Directors governs all institutional affairs. The Institutional Bylaws specify the way in which each one of the autonomous institutions will be operated and administered.

The Board is the policy-making, legislative and fiscal oversight body of the System. In addition to appointing the President, the Board is responsible of all corporate affairs and control of the corporation. It approves the institutional mission and vision, the strategic and long-range institutional plans, and its annual and special budgets. The President/CEO, who is also a Board member, is directly responsible to the Board for the administration of all corporate business; including the appointment of VPs and institutional officers; personnel administration and compensation; and recommendation to the Board of academic programs and long-range institutional plans. The Board has four working committees:

- Government
- Academic and Student Affairs
- Finance
- Audit

### Board of Directors

**Dr. René A. Soto Torres**

Chairman of the Board

**Mr. José F. Méndez**

President of SUAGM and Permanent Member

**Mr. Rafael A. Nadal Arcelay, Esq.**

Permanent Member

**Dr. Herminio Martínez-Escudero**

Permanent Member

**Mr. Ramiro Millán Catasús**

Permanent Member

**Mr. Héctor A. Jiménez Ramírez, MA**

**Mr. Manuel Agosto García**

**Mr. Wilfredo Cosme Ortiz**

**Ms. Rita Dendariarena-DiMartino, Esq.**

**Ms. Delia Castillo-Colorado, Esq.**

**Dr. Migdalia Torres Rivera**

**Dr. María J. Rodríguez Martínez**

the laws of the Commonwealth of Puerto Rico and registered as a foreign corporation in the State of Florida. The corporation is governed by its Board of Directors under its systemic bylaws. The Sistema Universitario Ana G. Méndez, Inc. is registered with the Florida Department of State, Division of Corporations, to do business in Florida as UAGM.

### Non-Discrimination Statement

The Sistema Universitario Ana G. Méndez and its institutions do not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, gender, social condition or political, religious, social or trade union beliefs.

### Statement of Legal Control

The Sistema Universitario Ana G. Méndez Inc., is a private not for profit corporation registered under

## Section III: Metro Orlando / South Florida / Tampa Bay Campuses

### Introduction

The Metro Orlando, South Florida, and Tampa Bay campuses represent the continuation of our commitment to provide quality access alternatives to a university education for Hispanic adult students. All campuses will serve its community as a bridge to fulfilling initiatives in serving Hispanic adults in the United States and in Latin America.

### Metro Orlando Campus Administration and Staff

Jonathan D. Martin  
**Campus Director**

Rosa Musi  
**Academic Director**

Luz Perez  
**Director of Admissions (Interim)**

Silquia Vélez  
**Senior Registrar**

Yadira Berrios  
**Bursar Officer**

Pedro Arroyo  
**Bursar**

Gloria Martínez  
**Director of Student Affairs**

### South Florida Campus Administration and Staff

Marcela Munera  
**Campus Director**

Dr. Luis Nodarse  
**Academic Director**

Jorge Báez  
**Bursar**

Cinthia Tineo Vasquez  
**Associate Registrar**

Sandra Martinez  
**Director of Student Affairs**

Dianelys Breijo  
**Associate Director of Learning Resources Center**

### Tampa Bay Campus Administration and Staff

Rupert Acosta  
**Campus Director**

María C. Rodriguez  
**Academic Director**

Miriam Avilés  
**Bursar**

Viviana Barrabia  
**Director of Student Affairs**

Vacant  
**Assistant Director of Learning Resources Center**

Manuel Robayna  
**Learning Assistant Specialist**

Marisabel Quiroga  
**Associate Registrar**

### Physical Facilities

The Metro Orlando Campus is located at 5601 South Semoran Boulevard #55, Orlando, Florida. The campus has 20 classrooms, 1 pharmacy lab, 2 nursing labs, 1 computer lab, 1 language lab, 1 FNP lab, 1 science lab, 1 library, administrative offices, and students and staff lounge. Parking space available for students and administration.

The South Florida Campus is located at 15201 NW 79th Ct., Miami Lakes, Florida 33016. The Campus has 21 classrooms, 1 science lab, 2 nursing labs, 1FNP

lab, 1 pharmacy lab, 2 computer labs, 1 language lab, 1 library, administrative offices, a conference room, and students and staff lounge. Parking space available for students and the administration.

The Tampa Bay Campus is located at 3655 West Waters Ave. Tampa, Florida. The Campus has 14 classrooms, 1 language lab, 1 computer lab, 1 pharmacy lab, 1 nursing lab, 1 library, administrative offices, a conference room, and a student and staff lounge. Parking space available for students and the administration.

### **Campuses Addresses and Telephone Numbers**

#### ***Metro Orlando Campus***

Physical and Mailing Address

5601 South Semoran Blvd.

Suite # 55,

Orlando, FL 32822

Phone: 1-877-647-8246 / 407-207-3363

Fax: (407) 207-3373

Website: <https://usa.uagm.edu/en>

#### ***South Florida Campus***

Physical and Mailing Address

15201 NW 79<sup>th</sup> Ct.

Miami Lakes, FL 33016

Phone: 1-800-774-3030 / 954-885-5595

Fax: (954) 885-5861

Website: <https://usa.uagm.edu/en>

#### ***Tampa Bay Campus***

Physical and Mailing Address

3655 West Waters Ave.

Tampa, Florida 33614

Phone: 1-800-919-1099 / 813-932-7500

Fax: (813) 932-7527

Website: <https://usa.uagm.edu/en>

## Academic Calendars

**UAGM Cupey  
FALL 2021 ACADEMIC CALENDAR  
16, 8, & 5 WEEK COURSES  
ORLANDO/MIAMI LAKES/TAMPA**

ACADEMIC CALENDAR: FIRST SEMESTER 2021-2022 (202211) *					
August 30	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (202212).				
September 15	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second summer semester (202113).				
September 18	Deadline for faculty to make changes or additions of grades and removals of summer semester incompletes (202113).				
October 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first PT (202211 PT 51).				
October 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (202211 PT 51).				
November 22	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second PT (202211 PT 52).				
November 24	Deadline for faculty to make changes or additions of grades and removal of incompletes from the second PT (2022-11 PT 52).				
November 7	Deadline to apply for graduation December 2021.				
16 PT 15 WEEKS AUGUST 23 TO DECEMBER 18, 2021		51 FIRST PT 5 WEEKS AUGUST 30 TO OCTOBER 2, 2021		52 SECOND PT 5 WEEKS OCTOBER 4 TO NOVEMBER 6, 2021	
August 23	Start of classes	August 30	Start of classes	October 4	Start of Classes
September 13	Deadline for faculty to submit Attendance Census	September 9	Deadline for faculty to submit Attendance Census	October 9	Deadline for students to request adjustments to the class schedule (Add/Drop)
September 19	Deadline for students to request course reinstatement.	September 12	Deadline for students to request course reinstatement.	October 10	Deadline for faculty to submit Attendance Census
December 15	Deadline for partial and total withdrawal with "W" notation.	September 29	Deadline for partial and total withdrawal with "W" notation.	November 14	Deadline for students to request a course reinstatement
December 18	Last day of classes and final exams.	October 2	Last day of classes and final exams.	November 26	Deadline to request total or partial withdrawal with a notation of "W"
December 19	Professors enter final grades in Grade Book.	October 3	Professors enter final grades in Grade Book.	November 6	Last day of classes and final exams
				November 7	Deadline for faculty to submit grades
53 THIRD PT 5 WEEKS NOVEMBER 8 TO DECEMBER 18, 2021		81 FIRST PT 8 WEEKS AUGUST 23 TO OCTOBER 16, 2021		82 SECOND PT 8 WEEKS OCTOBER 18 TO DECEMBER 18, 2021	
November 8	Start of Classes	August 23	Start of classes	October 18	Start of Classes
November 13	Deadline for students to request adjustments to the class schedule (Add/Drop)	September 13	Deadline for faculty to submit Attendance Census	October 23	Deadline for students to request adjustments to the class schedule (Add/Drop)
November 14	Deadline for faculty to submit Attendance Census	September 19	Deadline for students to request course reinstatement.	October 31	Deadline for faculty to submit Attendance Census
November 18	Deadline for students to request a course reinstatement	October 13	Deadline for partial and total withdrawal with "W" notation.	November 4	Deadline for students to request a course reinstatement
December 7	Deadline to request total or partial withdrawal with a notation of "W"	October 16	Last day of classes and final exams.	November 30	Deadline to request total or partial withdrawal with a notation of "W"
December 18	Last day of classes and final exams	October 17	Professors enter final grades in Grade Book.	December 18	Last day of classes and final exams
December 19	Deadline for faculty to submit grades			December 19	Deadline for faculty to submit grades

November 20-28 - Thanksgiving Break

September 17, 2021, is the celebration of the U.S. Constitution

Calendar subject to change

This Academic calendar was updated 9/29/2021 for PT 52, 53, & 82 pursuant to University policy

**UAGM Cupey**  
**SPRING 2022 ACADEMIC CALENDAR**  
**16, 8, & 5 WEEK COURSES**  
**ORLANDO/MIAMI LAKES/TAMPA**

ACADEMIC CALENDAR: SECOND SEMESTER 2021-2022 (2022-12)					
January 24	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2022-13).				
February 7	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first semester third PT (2022-11 PT 53).				
February 9	Deadline for faculty to make changes or additions of grades and removals of first semester third PT incompletes (2022-11 PT 53).				
March 14	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first PT (2022-12 PT 51).				
March 16	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-12 PT 51).				
April 19	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second PT (2022-12 PT 52).				
April 21	Deadline for faculty to make changes or additions of grades and removal of incompletes from the second PT (2022-12 PT 52).				
March 31	Deadline to apply for graduation May 2022.				
16 PT 15 WEEKS JANUARY 17 TO MAY 7, 2022		51 FIRST PT 5 WEEKS JANUARY 24 TO FEBRUARY 26, 2022		52 SECOND PT 5 WEEKS FEBRUARY 28 TO APRIL 2, 2022	
January 17	Start of classes	January 24	Start of classes	February 28	Start of classes
January 31	Deadline to report census taking on Web for Faculty	February 3	Deadline to report census taking on Web for Faculty	March 10	Deadline to report census taking on Web for Faculty
February 5	Deadline for students to request course reinstatement.	February 6	Deadline for students to request course reinstatement.	March 13	Deadline for students to request course reinstatement.
May 4	Deadline for partial and total withdrawal with "W" notation.	February 23	Deadline for partial and total withdrawal with "W" notation.	March 30	Deadline for partial and total withdrawal with "W" notation.
May 7	Last day of classes and final exams.	February 26	Last day of classes and final exams.	April 2	Last day of classes and final exams.
May 8	Professors enter final grades in Grade Book.	February 27	Professors enter final grades in Grade Book.	April 3	Professors enter final grades in Grade Book.
53 THIRD PT 5 WEEKS APRIL 4 TO MAY 7, 2022		81 FIRST PT 8 WEEKS JANUARY 17 TO MARCH 12, 2022		82 SECOND PT 8 WEEKS MARCH 14 TO MAY 7, 2022	
April 4	Start of classes	January 17	Start of classes	March 14	Start of classes
April 14	Deadline to report census taking on Web for Faculty	January 31	Deadline to report census taking on Web for Faculty	March 28	Deadline to report census taking on Web for Faculty
April 17	Deadline for students to request course reinstatement.	February 5	Deadline for students to request course reinstatement.	April 3	Deadline for students to request course reinstatement.
May 4	Deadline for partial and total withdrawal with "W" notation.	March 9	Deadline for partial and total withdrawal with "W" notation.	May 4	Deadline for partial and total withdrawal with "W" notation.
May 7	Last day of classes and final exams.	March 12	Last day of classes and final exams.	May 7	Last day of classes and final exams.
May 8	Professors enter final grades in Grade Book.	March 13	Professors enter final grades in Grade Book.	May 8	Professors enter final grades in Grade Book.

Calendar subject to change



**UAGM Cupey  
SUMMER 2022 ACADEMIC CALENDAR  
5 WEEK COURSES  
ORLANDO/MIAMI LAKES/TAMPA**

<b>ACADEMIC CALENDAR: SUMMERSEMESTER 2021-2022 (2022-13)</b>					
May 23	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2023-11).				
June 6	Deadline for students to claim removal of incompletes, grade changes, or grade additions from second semester third PT (2022-12 PT 53).				
June 8	Deadline for faculty to make changes or additions of grades and removal of incompletes from second semester third PT (2022-12 PT53).				
July 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from first PT (2022-13 PT 53).				
July 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-13 PT 53).				
June 30	Deadline to apply for graduation summer 2022.				
<b>51 FIRST PT 5 WEEKS MAY 23 TO JULY 25, 2022</b>		<b>52 SECOND PT 5 WEEKS JUNE 27 TO AUGUST 5, 2022</b>		<b>53 FIRST PR 8 WEEKS MAY 16 TO JULY 16, 2022</b>	
May 23	Start of classes	June 27	Start of classes	May 16	Start of classes
June 29	Deadline to report census taking on Web for Faculty	July 14	Deadline to report census taking on Web for Faculty	May 30	Deadline to report census taking on Web for Faculty
June 5	Deadline for students to request course reinstatement.	July 17	Deadline for students to request course reinstatement.	May 5	Deadline for students to request course reinstatement.
June 22	Deadline for partial and total withdrawal with "W" notation.	August 3	Deadline for partial and total withdrawal with "W" notation.	July 13	Deadline for partial and total withdrawal with "W" notation.
June 25	Last day of classes and final exams.	August 5	Last day of classes and final exams.	July 16	Last day of classes and final exams.
June 26	Professors enter final grades in Grade Book.	August 6	Professors enter final grades in Grade Book.	July 17	Professors enter final grades in GradeBook.

July 4 to 10, 2022 - Summer Break

**Calendar subject to change**

**UAGM Cupey  
SUMMER 2022 ACADEMIC CALENDAR  
6 and 12 WEEK COURSES  
ORLANDO/MIAMI LAKES/TAMPA**

<b>ACADEMIC CALENDAR: SUMMER SEMESTER 2021-2022 (2022-13)</b>					
May 16	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2023-11).				
May 30	Deadline for students to claim removal of incompletes, grade changes, or grade additions from second semester third PT (2022-12 PT 82).				
June 1	Deadline for faculty to make changes or additions of grades and removal of incompletes from second semester third PT (2022-12 PT 82).				
July 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from first PT (2022-13 PT 61).				
July 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-13 PT 61).				
June 30	Deadline to apply for graduation summer 2022.				
<b>61 FIRST PT 6 WEEKS MAY 16 TO JUNE 25, 2022</b>		<b>62 SECOND PT 6 WEEKS JUNE 27 TO AUGUST 13, 2022</b>		<b>12 FIRST PR 8 WEEKS MAY 16 TO AUGUST 13, 2022</b>	
May 16	Start of classes	June 27	Start of classes	May 16	Start of classes
May 27	Deadline to report census taking on Web for Faculty	July 15	Deadline to report census taking on Web for Faculty	May 27	Deadline to report census taking on Web for Faculty
May 29	Deadline for students to request course reinstatement.	July 17	Deadline for students to request course reinstatement.	May 29	Deadline for students to request course reinstatement.
June 22	Deadline for partial and total withdrawal with "W" notation.	August 10	Deadline for partial and total withdrawal with "W" notation.	August 10	Deadline for partial and total withdrawal with "W" notation.
June 25	Last day of classes and final exams.	August 13	Last day of classes and final exams.	August 13	Last day of classes and final exams.
June 26	Professors enter final grades in Grade Book.	August 14	Professors enter final grades in Grade Book.	August 14	Professors enter final grades in Grade Book.

July 4 to 10, 2022 - Summer Break  
Calendar subject to change

UAGM Cupey  
SUMMER 2022 ACADEMIC CALENDAR  
8 WEEK COURSES  
ORLANDO/MIAMI LAKES/TAMPA

ACADEMIC CALENDAR: SUMMER SEMESTER 2021-2022 (2022-13)	
May 16	Deadline to apply for program, concentration or major reclassification effective first semester 2023- 11
June 16	Deadline for students to remove incompletes and claim grades summer 2022-12 PT 82.
June 18	Deadline for teachers to remove incompletes and claim grades for 2022-12 PT 82.
June 18	Deadline to apply for graduation, student candidates for graduation summer 2022.

81 2022-23 SUMMER PT (8 WEEKS) May 16 to July 16, 2022	
May 16	Start of classes
May 16 to 21	Late registration, cancellations, relocations and adjustments to the class schedule.
May 23-24	Cancellation of enrollment with 100% refund to students who were admitted during late registration.
May 30	Deadline for teachers to complete Attendance Census.
June 5	Deadline for students to reinstate courses.
July 13	Deadline to request total or partial withdrawal with a notation of "W".
July 16	Last day of classes and final exams.
July 17	Deadline to Faculty registered final grade on the web.

July 4 to 10, 2022 - Summer Break  
Calendar subject to change

## Students' Academic Requirements, Regulations and Services

### Admissions

#### ***Non-Degree Programs***

Applicants to UAGM US Branch Campuses must provide evidence of a standard high school diploma or its equivalent. If enrolling in a bilingual program, before enrolling in any course, applicants may be required to take a language proficiency assessment. Please refer to UAGM US Placement Protocol.

#### ***Undergraduate General Admission***

General Requirements for Admission:

1. The applicant must provide evidence of a standard high school diploma or its equivalent.
2. Applicants who have completed previous college level coursework must provide evidence of a standard high school diploma or its equivalent and an official transcript from the transferring institution (this means a document issued by the institution which includes an official seal, generally with a stamp stating "official transcript").
3. If the applicant is enrolling in a bilingual program, before enrolling in any course, applicant may be required to take a language proficiency assessment. Please refer to the UAGM US Placement Protocol and the Transfer Credit Policy.

Applicants that do not meet one or more of the above-mentioned requirements can apply for admission. They will be interviewed by the Campus Director (or his designated representative). The Director or his authorized representative will determine if the applicant can be admitted.

*Additional requirements may apply to specific academic programs including but not limited*

Every applicant to the UAGM institutions in the State of Florida can demonstrate compliance with the admissions requirements related to prior academic

experience and/or achievement by presenting the original of any of the following documents:

- Evidence of previous credits, courses or studies documenting graduation from secondary school
- A General Education Diploma (GED) or other diploma or graduation document
- Certification prepared by a secondary institution or appropriate government agency, board, etc. confirming completion of secondary school or equivalent
- Grade report prepared by a secondary institution or appropriate government agency, board confirming completion of secondary school or equivalent

Applicants should present one or more of the original documents to the authorized institutional officer. The officer shall examine the document(s) to corroborate, in his best judgment, that it is original and has no visible alterations. If the applicant cannot leave the original document for his admission record, the officer will make a copy and certify with his initials that it is a copy from the original.

#### ***Graduate General Admission***

*General Requirements for Admission:*

1. The applicant must submit an official transcript, as defined above, providing evidence of an earned baccalaureate degree with a minimum cumulative grade point average (CGPA) of 2.25.
2. Applicants with a CGPA of less than 2.25 may be admitted to the institution at the discretion of the Campus Director via a documented personal interview. If the applicant is enrolling in a bilingual program, before enrolling in any course, applicant may be required to take a language proficiency assessment. Please refer to the UAGM US Placement Protocol and the Transfer Credit Policy.

### ***Specific Program Admission Requirements***

All Students must contact the Integrated Services Director or an Integrated Services Officer for specific requirements that the chosen program may have. Students must attend the orientation session.

The Technical Studies AS program has as an admission requirement that the student had completed satisfactory a minimum of 27 credits at the post-secondary level with a GPA of 2.00.

Additional disclaimer of admission in this program:

1. A minimum grade of C is required for coursework to transfer.
2. Transfer Course may be completed at the Diploma (Non-Degree) level, or undergraduate level.
3. The maximum number of credits to transfer is subject to the evaluation of an official academic record, following the transfer credit policy of UAGM, with the exception of 16 semester credits, which must be completed at the institution.

### ***Appeals of Admission Decisions***

Undergraduate and graduate applicants may appeal admission decisions to the Campus Director. The Director will request from the student any information needed to evaluate the appeal. The Campus Director's decision may be appealed in meritorious cases to the Chancellor or Vice-president of National Affairs.

### ***Readmission***

Once admitted to a program, it is expected that a student will register each term consecutively (except summer) and maintain satisfactory academic progress. Students with a satisfactory academic progress that wish to resume their studies after an interruption of one semester or more must apply for readmission and:

1. Have a cumulative GPA that meets the retention index.

2. Complete the required percentage of credits of the total attempted credits.
3. Have completed the period of suspension due to academic reasons, accumulated credits or for disciplinary reasons, if applicable.
4. Fulfill the current existing requirements of the program of study applied to, and all other general admissions requirements that apply

Each student applying for readmission to the Institution will be subject to the current curriculum in effect for the program of study to which he or she is admitted. Each candidate for readmission may be subject to an interview with the Integrated Services Director or Associate Registrar.

### ***Admission Validity***

1. Students can only enroll in programs offered at the time of their admission or readmission.
2. Admission or readmission to UAGM-Cupey Campuses will be valid for one semester of the academic year, beginning on the date it is granted.
3. Students must fulfill the admission requirements by the dates established in the academic calendar. Applications that are not accompanied by the required documents or that do not meet the established requirements will be considered provisional applications. If the documentation is not received within the semester for which the application is submitted, the Institution may invalidate the student's provisional admission and cancel his or her provisional application.

### ***Transfer Students from Other Programs or Universities***

Students from other fully accredited universities may be admitted. Transfer credits will be considered attempted credits (T grade) and will not

be considered for the calculation of the retention or graduation index.

#### *Residency Requirements*

1. Each student who transfers to the Accelerated Studies Programs must observe the following rules to establish residency and be eligible for graduation:
  - a. Complete a minimum of thirty (30) credits, six (6) of which must be in the major or concentration courses of the bachelor degree programs offered at the University.
  - b. Complete a minimum of (24) master degree credits offered at the University.

#### *Validation of Transfer Credit for Courses*

1. Validating transfer credits assumes that the student was admitted to the university as a transfer student.
2. The validation will take into consideration each of the classes approved and their equivalency with a corresponding subject offered at the University.
3. Undergraduate courses approved with a grade or equivalent of “C” or higher at the other institution will be considered for transfer credit. Graduate courses approved with a grade of “B” or higher at other institution will be considered for transfer credit.
4. The Associate Registrar as applicable will establish equivalencies for the courses, consulting with the Faculty Director and if necessary with the faculty specialized in the area and use the transferring institution’s catalog and official course description as a base.
5. The Associate Registrar’s Office, as applicable to the Campus, will inform the student of the courses officially accepted for transfer.

6. Courses taken at the three institutions of UAGM are generally accepted for transfer to other system institutions. However, the transferability of credits is solely at the discretion of the accepting institution. It is the student’s responsibility to confirm whether Universidad del Este or any other system institution will accept credits.

#### ***International Students***

1. All requirements for admission, readmission, and transfer will apply to international students.
2. Admission for international students will be subject to the immigration laws and regulations in effect.
3. UAGM-CC at all Branch Campuses is authorized to receive international students. Interested applicants must contact the Director of Integrated Services at each campus for the specifically related processes.

#### **Dual Language Model**

##### ***Dual Language Nature of Degree Programs***

Degree programs at the UAGM Branch Campuses are bilingual (English/Spanish) following the dual language 50/50 approach in which courses are taught 50% in English and 50% in Spanish. English and Spanish courses do not follow the 50/50 approach. All students will be tested for placement in the appropriate level of English and Spanish courses required for the degrees. Applicants, who do not demonstrate basic knowledge in English or Spanish, as determined by test results, must complete additional language courses.

A graduate of UAGM Campuses is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in English and in Spanish.

##### ***Language Placement Tests and Developmental Courses***

All admitted students are required to take our English and Spanish language placement examinations. These tests help to place students in the most appropriate language level and courses. According to their results, students may be required to register for developmental language courses. Developmental courses considered non-credit hours do not count towards graduation on any specific career program.

Students may have taken these examinations prior to being admitted as part of their orientation or application process. The test scores and placement results are considered valid for enrollment if they are not older than one year. Placement test scores and placement results are valid for one calendar year. Students are advised to come prepared. Placement exams may take between 2 to 4 hours, depending on their proficiency in both languages.

#### *Undergraduate Developmental Courses*

The undergraduate English language developmental courses are ENGL 050-O and ENGL 102-O. Students are required to take both as a sequenced order or only ENGL 102-O, depending on their placement exam score. These courses must be taken during the student's first semester of enrollment as they are designed to prepare students for rigorous academic work.

The undergraduate Spanish language developmental courses are SPAN 100-O and SPAN 102-O. Students are required to take both or only SPAN 102-O, depending on their placement exam score. These courses must be taken during the student's first semester of enrollment as they are designed to prepare students for college-level academic work.

#### *Testing Out of Developmental Courses (Undergraduate)*

Undergraduate students who are proficient in either English or Spanish, as demonstrated by attaining a predetermined score on the placement exam may not need to enroll in developmental courses. These students will be asked to complete and pass a

written essay examination and an oral interview. If successful, students may start taking language credit courses and begin working towards their degree from the start. Otherwise, students must enroll in the corresponding language developmental course.

#### *Graduate Developmental Courses*

The graduate English language developmental courses are ENGL 500-O, ENGL 501-O, and ENGL 502-O. Students are required to take one, two or the three developmental courses as a sequence, depending on their placement exam score. These courses must be taken consecutively during the student's first semester of enrollment as they are designed to prepare students for rigorous academic work.

The graduate Spanish language developmental courses are SPAN 500-O, SPAN 501 and SPAN 502-O. Students are required to take one, two or the three developmental courses, depending on their placement exam score. These courses must be taken during the student's first semester of enrollment as they are designed to prepare students for college-level academic work.

#### *Testing Out of Developmental Courses (Graduate)*

Graduate Students who are proficient in either English or Spanish, as demonstrated by a high score on the placement exam, may not need to enroll in developmental courses. These students will be asked to complete and pass a written essay examination and an oral interview. If successful, students will not need to take language courses at the graduate level and begin working towards their degree from the start.

#### *Graduates from Bilingual Bachelor's Degrees*

Graduate students from a bilingual bachelor degree received in any of the United States Campuses are not required to take developmental language courses

#### *Method of Instruction*



### *The Accelerated Studies Program Course Format*

The Accelerated Studies Program is offered in semester courses that are scheduled in five (5), eight (8), ten (10) and fifteen (15) week sessions. Classes meet once a week for four (4) hours Monday through Friday from 6:00pm - 10:00pm. On Saturday, classes are from 8:00am - 12:00pm and 1:00pm – 5:00pm. Each Campus reserves the right to schedule classes in another time slot.

The students will be required a minimum of 10 hours of individual or teamwork outside the classroom per week per class. Faculty and students will have access and interact through Blackboard for coursework outside the classroom.

### ***Course Modules and Language of Delivery***

UAGM Branch Campuses follow the Discipline-Based Dual Language Immersion Model® developed by Sistema Universitario Ana G. Méndez for its courses. This model provides for the development of English and Spanish language skills while equally exposing all students to the general education and professional content in both languages. The model seeks to develop students who can function professionally in both English and Spanish.

The rigorously selected and certified faculty community at all mainland campuses utilizes a wide variety of educational materials and resources as well as course modules as part of the teaching-learning processes. The instructional modules contain the information on course objectives, topics, assignments, and most importantly serve as study guides for teachers and students by including rigorous learning activities to be carried out in class. Each instructional module also serves as a content planning guide that complements (not substitutes) course materials and textbooks. The modules divide the course into weekly workshops with their own specific objectives and recommended activities to meet the objectives.

Modules are prepared by program facilitators who received specialized training on module development. In order to prepare modules, faculty must be trained and certified as Module Developer Specialist and Dual Language Professional. All modules are available to students and faculty electronically through the Learning Management System: Blackboard® and can be accessed remotely through the Internet.

Modules for the Campuses also specify the percentages of instruction in English and Spanish used each week, ensuring equal exposure to both languages in the content area. Content courses are taught in the proposed dual-language format. Each lesson within a module contains specific information about the instructional language to be used. This can be controlled, for example, by specifically listing reading for a specific week in English, while assignments and/or student presentations are required in Spanish. Modules include texts, references and hyperlinks in both languages and students will be engaged in classroom activities in both languages. The modules developed, allow the students to be exposed and to facilitate their use of both languages in order to promote the development of bilingual professionals. All modules are presented with the dual language format, except English and Spanish courses that are entirely in the corresponding language.

### ***Language Support and E-Lab***

A Language Lab and an E-Lab that provides students with the resource to improve their proficiency in English and Spanish are available to support students in order for them to reach the desired level of bilingualism. One of the functions of the Language Lab is to offer preparatory courses for students who do not meet the language requirements to enroll in a degree-granting program. Various rigorous and challenging software programs at different proficiency levels are used. Net Tutor® online tutoring services are available in both English and Spanish. Other online resources such as the UAGM's Virtual Library, E-Books, E-Libros, Tell Me More



(Rosetta Stone), and Wimba Voice. Students may request the E-Lab informative brochure from the Integrated Services Office at any time.

The goal is to provide students with a high-quality education in both languages (English and Spanish) and offer them tools to ensure success in their university and professional lives.

COMPLETING A COURSE OR PROGRAM IN ANOTHER LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

### Registration

#### **Registration Validity**

1. The Branch Campus Registrar will determine the registration dates and will include them on the Academic Calendar.
2. The receipt of the official notice of admission will be required to begin the registration process.
3. Students will be required to register according to the calendar and times announced. Any student may register on the day and time assigned, and during the specified late registration period set and notified on the academic calendar.
4. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.

#### ***Maintaining the Academic Offerings, Programming of Courses, Closing and Eliminating Sections***

The Institution will follow the UAGM Manual of Norms and Procedures for Programming, Closing, and Elimination of Courses for maintaining academic offerings: programming of courses, closing and elimination of sections. This manual is available at each Branch Campus.

#### ***Credit for Prior Learning, Challenge Examination or Portfolio***

Students may obtain credit for prior learning through passing challenge examinations or the evaluation of portfolios by Faculty. A challenge examination is an assessment of the student's mastery of course content prepared by a certified faculty member of the institutions. A portfolio is an assessment with supporting documentation that demonstrates a student's mastery of course content.

The following policies and procedures will apply:

1. The student must be registered (full or part-time) and must have demonstrated consistent satisfactory academic progress during his or her studies. The student must receive academic advisement as to the process that is required with student services staff.
2. For **Challenge Examination** Option:
  - a. The student must obtain related documents from the Integrated Services Office. The student will receive a general orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to an academic subject specialist for final analysis.
  - b. Upon approval, the student will be notified of the corresponding payment to be made. The Academic Director and/or its representative will issue a permit for the exam and provide an exam study guide to the student.
  - c. The student will take the examination on the advertised date.
  - d. A certified faculty member with expertise in the area of the exam will grade the examination and award the correspondent grade based on the test results. Appropriate documentation will be submitted to the Registrar.
3. For the Portfolio Option:
  - a. The student must obtain the related documentation from the Integrated Services Office. The student will receive a

general orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to an academic subject specialist for final analysis.

- b. After a recommendation from the advisor, the students register for EXPL101, a one-credit course that prepares students for the preparation of portfolios according to standards.
  - c. Once the course is completed, the student will register for portfolio evaluation and make the corresponding payment.
  - d. The portfolio will be presented to the Academic Director, who will submit it for evaluation and award of credit to a certified faculty member in the area of expertise. If applicable, the faculty member will award a grade of "P" for the course.
  - e. Appropriate documentation will be submitted to the Registrar.
4. No more than 25% of total program credits may be awarded for prior learning. Credit awarded through challenge examinations or portfolio cannot be counted towards meeting residency requirements.

#### ***Transferability of Institutional credits to Other Institutions***

Courses taken at the three institutions are generally accepted for transfer to other institutions. However, the transferability of credits is solely at the discretion of the accepting institution. It is the student's responsibility to confirm whether Universidad del Este or any other institution will accept credits.

#### ***Program Changes, Withdrawals, and Special Permits***

##### ***Re-classification of Program or Major***

Active students may apply for reclassification to a program or major by applying for reclassification to

his Academic & Student Service Counselor before the dateline established in the Academic Calendar. The Academic Counselor will contact the student during the next three (3) working days to schedule an appointment and discuss the academic requirements for the program. The student will be required to present his/her Financial Aid Report (NSLDS) at the meeting. The petition will be evaluated by the Academic Counselor and presented to the pertinent program director for approval according to program requirements and space availability.

##### ***Withdrawals***

1. To apply for a partial or total withdrawal, students will provide official notification of intent to withdraw, in writing or orally, to the Integrated Services Office or Associate Registrar at the UAGM Universidad del Este branch campuses. The campuses will record and document the reasons and date of the student petition.
2. Withdrawals with Reimbursements: Courses in which the student applies for partial or total withdrawal during the first week of the class will be reimbursed. Partial withdrawal may affect the classification of the student for financial aid purposes.
3. Withdrawals without Reimbursements: When students request a partial or total withdrawal from a course, after the due date established by the Institution for withdrawals with reimbursement, will affect the student's academic progress.
4. The Institution may drop a student on the recommendation of the Discipline Committee or the Campus Director, following the provisions established in the Student's Regulations Handbook.

##### ***Special Permits***

1. Students will have the opportunity to take courses at other accredited institutions of higher education if the courses are not

offered at the and are required to continue coursework in subsequent semesters.

2. To apply for a special permit, the student will submit the corresponding application form to the Associate Registrar at the UAGM-CC applicable branch Campus. The Associate Registrar will present the petition to the Academic Director and will notify the student of the approval or disapproval of his petition.
3. The special permit will be given for a specific semester or summer session.
4. Courses approved with a grade of "C" or higher for bachelors or "B" or higher for a Master at the institution will be accepted. The credits will be recorded as attempted credits and will not be considered for the retention index.

### ***Academic Load, Class Attendance, and Academic Advising***

#### ***Academic Load per Term***

Courses are scheduled in semester terms. Each semester is divided into five to fifteen weeks parts of terms.

1. The regular academic load for a full-time bachelor's student is twelve (12) credits and for a Master's is six (6) credits per semester.
2. For an academic load of more than eighteen (18) credits per semester or enrollment in more than two (2) classes per partial term, the student will need authorization from the Academic Director or Campus Director.

#### ***Class Attendance***

Regular attendance and participation in class discussion and activities are expected. It will enhance and enrich the experience for the entire class. If the student expects to miss class for any reason, it is the student's responsibility to notify the professor by email or telephone prior to class. Professors may take student attendance into consideration when

grading and should explain the possible impact of absences on the student's grades. Professors are not required to allow students to make up work. Students are responsible for all material covered during the course, regardless of whether they are present in class. Thus, attendance is strongly recommended to better facilitate student achievement of academic goals.

A census is made during the first two (2) weeks of each part of term to determine whether the student attended at least once during the period of enrollment.

### ***Evaluation of Student's Academic Achievement***

#### ***Evaluation System***

Credit Value:

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences composed of hours of instruction and individual or group activities as indicated in the course module under the guidance of a qualified instructor.

#### ***Partial and Final Evaluations:***

1. Each part of term (PT), professors will evaluate students based on the competencies required of the course where there will be at least three (3) partial evaluations and a final evaluation.
2. The weight of each evaluation will depend on the judgment and evaluation method of each professor. These evaluations may consist of exams, projects, cases or other appropriate activities in the judgment of the professors and depend on the nature of the course.
3. It will be the responsibility of the students to clarify with the professor any situation related to their evaluations.
4. If the student has been absent for justified reasons, the professors may give the student an opportunity for make-up exams or other means of evaluation.

- Students must complete the work required for the evaluations by the last day of class as established in the academic calendar. Otherwise, they will receive zero (0) for each work not completed.

*Responsibility of the Professors:*

- It will be the responsibility of the professors to inform the students of at least one partial evaluation before the last date established for partial withdrawals.
- It will be the responsibility of the professors to comply with the academic calendar and to inform the students, at the beginning of the course, of the course objectives and content, exams and other work that will be required for their evaluation.

*Grade System*

Letter grade system and grade points per credit:

- For the purpose of computing the students average, the number value of the grades in the courses will be:

Points	Grade	Honor Point
(100-90)	A	4
(89-80)	B	3
(79-70)	C	2
(69-60)	D	1
(59-0)	F	0

- The following system of letters will be applied in special cases; they will not be considered for student's average, except for the WF.

W	Official Withdrawal
WF	Stopped attending the course without applying for withdrawal at the Registrar's Office
I	Incomplete (IA, IB, IC, ID, IF)
IP	Incomplete in Progress
WN	Administrative Withdrawal. Student registered but did not

	attend classes on the first day, (no grade points)
WA	Administrative Withdrawal. The Campus Director or designated representative approves a student withdrawal due to validated reasons.
T	Transfer Course
P	Pass
F	Fail

A minimum 2.00 average is required for all undergraduate degrees and 3.00 average for all graduate degrees, except for degrees requiring a different minimum average.

A course with a "W" indicates a withdrawal from a course.

A "WN" Indicates no assistance to a course within the first few days after classes begin (no grade points). This is reported in the official census.

A course with an "I" indicates that a student, who is absent from the final examination or does not satisfy all financial obligations to the University, will receive an incomplete as a provisional grade.

A course with "WA" indicates an administrative withdrawal approved by the Campus Director given for one of the following reasons:

- The possibility of danger to the health of the student or that of other students if enrollment were to be continued.
- Refusal to obey regulations or serious misconduct on the part of the student.
- Deficient academic work (below required academic standards).
- New admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution's calendar.

Once assigned by the professor, the grades are final and certified by the Registrar's Office in the students' official evidence. Nevertheless, a student has the

right to appeal his/her grade to the Appeals Committee.

A course with a “P” indicates that the student met the minimum expectations of the course. A “P” grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

A course with an “F” indicates that the student did not meet the minimum expectations of the course. An “F” grade is not calculated into the CGPA but is considered in the determination of Satisfactory Academic Progress.

### ***Changes, Grade Objections, and Additions***

These are the specifications regarding changes, grade objections, and additions.

1. In the event of a student grade objection, the student is obligated to present the objection at the Integrated Services Office or Associate Registrar at Metro Orlando, Associate Registrar at South Florida and Associate Registrar at Tampa Bay Campuses, as applicable to the campus, within thirty (30) calendar days of the first day of class of the term following the objected grade.
2. The professor must submit to the Academic Director any request for a grade change or addition, within a period of time not to exceed one term since the grade was given. The proper form will be provided. The Academic Director of the Campus will submit the form to the Associate Registrar as applicable to the campus, who will be responsible for making the change or addition in the Official Grade Register.
3. Changes made outside the established calendar must be justified in writing and approved by the Academic Director.
4. Special cases on grade objections or changes will be resolved by an Appeals Committee composed by the Chancellor or his/her representative, who shall preside, the Academic Director, a professor, the

Associate Registrar or his/her representative, and a student appointed by the Director, at the beginning of each academic year. The decisions of the Committee will be final as decided by the majority of its members. The Academic Director and/or Campus Director will authorize grade changes. The Committee will make its decisions within 30 calendar days of the date the student's objection was submitted.

### ***Incompletes***

Conditions:

1. The student will receive a provisional grade of Incomplete only for a justified absence to an exam or final work and if he or she has a minimum of partial grades.
2. The final exam will be offered, or the final work will be accepted only for students who have the opportunity of obtaining a minimum final grade of “D.”
3. It will be the student's responsibility to make the necessary arrangements with the Professor and the Academic Director of each campus to determine how to take the exam or turn in the final work and remove the Incomplete.
4. The Incomplete (I) may be removed if the student completes the work required in the academic session within (1) one academic semester of the first day of class of the following session and according to the dates established in the academic calendar.
5. If a student who has received an Incomplete in one or more courses does not achieve academic progress once the Incomplete is removed, according to institutional policies, financial aid will be reinstated, only if it is within the dates established by the Federal Government for assigning aid.

### ***Responsibility of Professors***

1. It will be the responsibility of the professors, at the end of each academic term, to submit to their Associate Registrar the Incomplete Form, Grade Register, indicating each case the partial grades obtained and with a blank space for the pending grade. The professors will also submit exams with corresponding answer keys or will indicate the work or assignments each student has pending.
2. Upon completion of the term specified to complete the students' academic work, professors will have thirty (30) additional days to hand in the documents for removal of Incompletes to the Associate Registrar's or Registrar's Office where the Official Grade Register will be completed, and final grades will be awarded.
3. When completing the Grade Register, the professors will specify the partial grades received by the students. In those cases where the student did not complete the academic work during the established period, the Associate Registrar's, as applicable to the Campus, will compute the final grade, inserting a grade of zero (0) for the pending work.
- 3.0 it will be compulsory to repeat the course(s).
- c. Students who obtain a final grade of D, F or W at the graduate level must repeat such course(s).
2. The Institution will allow a student who has obtained a C, D, F, W, or WN in a course to repeat it using financial aid if he or she has not exceeded 150% of attempted credits.
3. Students who repeat a course will receive the highest grade obtained for purposes of their academic average.
4. If the grades obtained are the same as the previous ones, they will be counted for the GPA and only once for the graduation average.
5. In the case of Practice/Practicum/ Internships courses, the student may repeat the course a maximum of twice. He or she will only be able to repeat the course the second and last time with the approval and recommendation of the Academic Director and the practice supervisor.
6. No student will repeat a specified course until he or she has received a grade for it.
7. Repeated courses will be considered to determine the student's academic progress.

### ***Repeating Courses***

1. A student who wishes to repeat a course will have the liberty to do so. When a student obtains a D, F, or W in core professional, major and / or concentration courses that are required for graduation at the undergraduate level and that must be passed with a minimum of C, it will be compulsory to repeat the course (as it applies to specific programs, refer to program outline).
  - a. It is recommended that all graduate courses be passed with a minimum of B; and that students maintain a grade point average of 3.0.
  - b. If a student obtains a final grade of C and it lowers the GPA to less than

### ***Independent Study***

Courses in this category must comply with the four hours of weekly instruction. Independent study courses will be offered as an alternative for those students who require a course that is not programmed in their graduation year be it the first or second semester. These courses will be offered through independent study if they meet the following specific criteria:

1. The course content cannot be substituted for another.
2. The course is not being offered in the division the student is enrolled in, and the student cannot attend the section offered in another division.



3. The course is required for the student's major.

The Academic Director of each campus will consider special cases individually on their own merits.

### ***Academic Progress***

Students pursuing an academic degree must achieve or exceed the minimum standards of satisfactory academic progress (SAP). These standards shall apply to all students, regardless of the methods by which they fund their studies. Failure to meet SAP requirements may result in the suspension of Title IV eligibility and/or the student may not continue in the program.

SAP is measured at the end of each academic semester through minimum qualitative and quantitative benchmarks. Further, all students must successfully complete their program of study within 150 percent of the normal timeframe. All students must meet the minimum standards of academic achievement and successful course completion percentage while enrolled at the Universidad Ana G. Méndez - Cupey Campus, US Branch campuses. Specific programs may mandate higher academic standards to meet SAP. It is the responsibility of the students to adhere to the academic standards for their program of study. Students who fail to maintain specific academic requirements will not be permitted to continue in their program of study.

### ***Reviewing Satisfactory Progress***

#### **Minimum CGPA and Rate of Course of Completion**

The progress of all students will be reviewed at the end of each semester and at the end of each academic year. Students' satisfactory academic progress is reviewed using two measures, which must both be achieved to meet SAP: cumulative grade point average (CGPA) and rate of course completion percentage. Students who fail to earn the minimum required cumulative grade point average and/or earn the minimum required rate of course completion percentage will be placed on

Financial Aid Warning status for one semester. While on Financial Aid Warning, the student will remain eligible for federal financial assistance.

At the end of the Financial Aid Warning period, the student's cumulative grade point average and rate of course completion percentage are again reviewed. If the student's cumulative grade point average and rate of course completion percentage equal or exceed the minimum, the student is removed from Financial Aid Warning because the student is meeting SAP. If the student's cumulative grade point average and/or rate of course completion percentages are below the required minimum for SAP, the student will be deemed not making satisfactory academic progress, and the student will lose eligibility for federal financial assistance.

### ***SAP Appeal Process***

If the student loses federal financial aid assistance because of not meeting the minimum SAP requirements following a semester on Financial Aid Warning, he/she may apply for Appeal to the Director of the Student Success Center or Director of Nursing (for students majoring in Nursing) explaining and documenting the basis for an appeal including his/her injury or illness, the death of a relative, or other special circumstances. The appeal must also explain why he/she failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation. The appeal is submitted to the Appeals Committee or Director of Nursing. If the Committee or Director of Nursing determines that the student will make SAP at the end of the next evaluation, the student will be placed on Financial Aid Probation for one semester and remain eligible to receive federal financial assistance. If the Committee or Director of Nursing determines that, based on the appeal, the student will require more than one semester to meet SAP, the student may be placed on Financial Aid Probation, and an academic plan must be developed for the student. If the student meets the minimum SAP requirements at the end of the semester of Financial Aid Probation or after the semester when the student was on an

Academic Plan, the student will be considered meeting the SAP standards. If not, the student will no longer be eligible for federal financial assistance and may no longer continue in their program of study. The student shall be referred to the Center of Student Success to explore alternate academic options.

#### Academic Plan

Once a student is placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his or her SAP goal within a specified time and method. The plan is designed by the Center for Student Success and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. An Academic Plan may span multiple evaluation periods, so long as the Academic Plan allows for graduation from the program within the maximum time frame (MTF), and the student stays in compliance with the terms of the Academic Plan.

#### Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period may be terminated from the University. Students may continue their studies in an extended enrollment status to attempt to earn eligibility for reentry. Students on an extended enrollment status will be charged the appropriate tuition and fees and will not be eligible for any Title IV financial aid. While on this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the Center for Student Success. The Appeals Committee reviews and approves requests for extended enrollment.

#### Appeals Committee

The Appeals Committee is composed of a representative of the following offices: Academic Advisor, Registrar, Financial Aid, and the Academic Director. It is presided by the Campus Director or his/her representative.

#### Impact of Certain Grades on the CGPA and Rate of Course Completion Percentage

- **Incompletes:** A student with a grade of "I" must complete the coursework within the allotted time as published in the Catalog. The faculty member will assign a final grade if the student does not complete the course within the allotted time. The final grade will be included in the cumulative grade point average and the credits will count as credits attempted.
- **Withdrawals:** All course withdrawals will count as credits attempted but will not be included in the cumulative grade point average.
- **Repetitions:** Students are permitted to repeat courses. All credits count as credits attempted. The grade for the repeated course will count in the cumulative grade point average.
- **Transfer Credits:** All transfer credits count as credits attempted and credits earned in the rate of course completion percentage. Transfer credits do not count in the cumulative grade point average.

#### ***Graduation Requirements***

##### *Eligibility to Obtain an Academic Degree*

1. Students must have approved the courses required for the degree as specified by the Institution in the Catalog and comply with all academic requirements for their degrees including but not limited to tests, practicums, and internships.
2. Students must have approved the total number of credits required for the degree



with a minimum GPA of 2.00 for undergraduate programs and 3.00 for the graduate programs.

3. For master's degrees, students must complete the degree's final Requirements.
4. Transfer students must meet residency requirements.
5. When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
6. All students admitted to the Institution will be subject to the graduation requirements in effect the year of their admission. Nevertheless, when the curricula of the programs have been modified, the student may opt to take the program in effect at the time of graduation, but never a combination of both.
7. Have applied for Graduation to the Integrated Services Office Associate Registrar at the Branch Campuses by the date established in the academic calendar.
8. No document will be given certifying that the student has completed the graduation

requirements until evidence of having no financial debts with the institution have been presented.

9. All students applying for readmission to the institution will be subject to the graduation requirements in effect the year they are readmitted.
10. Commencement will be held only once a year, at the end of the second academic semester. Students who fulfill their graduation requirements at the end of any semester or at the end of the summer session may apply and obtain a certification of completion of graduation requirements from the Registrar's Office at the corresponding Branch Campus, before Commencement.
11. Two degrees may be conferred if they are from different programs or different majors when it is the same program.

## Financial Information

### ***Fees and Tuition Costs***

The information contained in this document regarding fees, tuition costs, deposits, reimbursements, etc., applies to all undergraduate and graduate students. The Board of Directors approves tuition costs at all levels.

The information included in this document does not represent a contract between the University and the student. Due to changing situations, it may be necessary to alter the fees and tuition costs before the publication of the next catalog.

Once a year, the Financial Office publishes a brochure with information about the tuition costs for all the academic programs, as well as other fees that apply.

### ***Cost***

The cost per credit is:

Diploma & Non-degree	\$300.00
Undergraduate	\$411.00
Graduate	\$480.00

The cost of credit awarded for prior learning is equal to 50% of the cost per credit.

### ***Laboratory Fees***

All Courses with Labs	\$125.00
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\*Laboratory Fees include other elements including but not limited to Laboratory Supplies, Electronic Simulation Tools, among others

### ***Technology Fee***

In addition, the institution has a technology fee for each academic term. The fee amount is described as follows:

- Fall Term: \$260.00
- Spring Term: \$260.00
- Summer Term: \$130.00

\*Fees are non-refundable

The Technology Fee provides students with adequate technology experiences through these objectives:

- Broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum;
- Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors;
- Increase the integration of technology into the curriculum.
- The technology fee for each academic term is not refundable.

### ***Additional Expenses***

Please note that in attending any institution, you will need to allow for other expenses, such as books and supplies, transportation, meals, and other personal needs. A variety of financial aid packages are available.

### ***Graduation Fee:***

The student will apply for Graduation to the Integrated Services Office Associate Registrar at the Branch Campuses by the date established in the academic calendar, along with a \$90.00 graduation fee, non-refundable.

### ***Payment Methods***

Tuition, fees and service charges must be paid in full during registration or at the time student requests services. Payments can be made online or by cash, personal check, certified or manager's check, money order, or credit cards such as American Express, Visa

or Master Card. Receipts for all transactions must be requested and retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts. **All tuition, general fees and service charges are subject to change during the life-term of this catalog.**

### ***Partial Withdrawal: Course Drop/Add Period***

Students may cancel a course before the first day or during the first week of the part of term (PT) without costs or charges.

### ***Non-Attendance***

Students who do not attend the courses they are registered in will be reported as NP by the professor. The administration will record an administrative withdraw (WP), and the student withdrew administratively and charge 25% of the course tuition cost.

### ***Identifications***

The Institution issues an identification card to each student. The cost of replacing a lost, misplaced or stolen identification card is \$5.00. The identification card is necessary at several offices within the institution and will be the property of the institution.

### ***Copies of Credit Evidence***

Evidence may be obtained at the Registrar's Office. Payment must be made at the Bursar's Office. The cost of each evidence will be \$6.00 per copy.

### ***Other Fees***

Returned check \$15.00  
Diploma Duplicate \$25.00  
Graduate Certification \$5.00  
Challenge Exam 50% Credit cost

### ***Cancellation and Refund Policy***

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be processed according to the following refund guidelines:

1. Cancellation can be made in person, by email, by Certified Mail, or by administrative action.
2. No charge will be made for applying for admission. If the student is admitted and enrolled and the student cancels within three (3) business days after signing the student enrollment agreement and making initial payment all funds will be refunded.
3. If cancellation occurs prior to the drop/add period (first week of the term), the school will refund 100% of the tuition and fees, as well as any funds paid for supplies, books, or equipment which can be returned to the institution.
4. Students who do not attend the courses during the established Census period will be reported by the professor. The administration will record an administrative withdrawal, and the student will be charged 25% of the course tuition cost. Federal Aid cannot be used to pay the 25%.
5. Termination Date: In calculating the refund due to a student, the last date of participation in class by the student is used in the calculation, unless earlier written notice is received.
6. Refunds will be processed within 30 days of termination of student's enrollment or receipt of Cancellation Notice from the student.

### **Refund Formula**

Any student who requests a total withdrawal of courses, after the drop-add period, but through 60% of the semester registered, will be reimbursed according to the following formula:  $\text{Total days elapsed} / \text{total semester days} = \% \text{ total cost}$ . After 60% of the total days of the semester has elapsed, the student will be responsible for 100% of total costs.

### **Financial Aid**

UAGM – Cupey Campus makes every effort to help its students obtain government financial aid for those who qualify and are unable to begin or continue their university education without such aid.

Financial aid is made up of three components. First, scholarships that are given and thus do not have to be repaid. Second, student money loans made available at a low interest with reasonable conditions of repayment. Third, the work and study program permits students to acquire experience that is related to their program of studies and at the same time receives compensation for the work being done, thus helping with his costs of education.

The student can be eligible to receive financial aid of all three components if they qualify according to applicable federal regulations.

### **Grant-Scholarship Programs**

#### *Federal Pell Grant*

This grant helps undergraduate students to pay for their first post-secondary education. Students must be enrolled at least on three credits to receive the benefit. The maximum award varies every year. Information may be obtained from the Integrated Services Office and the Financial Aid Officer.

#### *Federal Supplemental Educational Opportunity Grant (SEOG)*

This grant helps undergraduate students with exceptional financial need. The amount of the awards is contingent to availability of funds.

#### *State of Florida Grants*

The Universidad del Metropolitana is eligible to participate in the following scholarships:

- Florida Bright Futures Scholarship Program - Students must apply in their last year of high school.
- Robert C. Byrd Honors Scholarship Program - Students must apply in their last year of high school.

- Scholarships for Children/Spouses of Deceased or Disabled Veterans - Students must apply in their last year of high school, or the next year if they have never applied and are between the ages of 16 to 22.
- Jose Marti Scholarship Challenge Grant - Students must apply in their last year of high school.
- Access to Better Learning and Education (ABLE) - Student must be a Florida resident and a U.S. citizen or eligible non-citizen. Meet the standards of Satisfactory Academic Progress. Must enroll for a minimum of 12 credits hours per term. Not owe a repayment or be in default. Not have a previously a baccalaureate degree. Have a minimum institutional cumulative grade point average (GPA) of 2.0. Do not consider the EFC of FAFSA.
- Florida Student Assistance Grant Program (FSAG) - Student must be a Florida resident and a U.S. citizen or eligible non-citizen. Meet the standards of Satisfactory Academic Progress. Must enroll for a minimum of 12 credits hours per term. Not owe a repayment or be in default. Not have a previously a baccalaureate degree. Have a minimum institutional cumulative grade point average (GPA) of 2.0. Must not exceed the maximum EFC of FAFSA.

To apply for these scholarships, students must go to the Florida Department of Education web page - <http://www.floridastudentfinancialaid.org/SSFAD/home/uamain.htm>, to print an application and submit it. Students qualifying for the scholarships will be notified by mail.

### ***Loan, Work-Study, and Veterans Programs***

#### ***Federal Direct Loan***

Federal Direct Loans are offered at a variable interest rate, with a cap of 8.25% for undergraduate and 9.50% for graduate programs. For “Subsidized-Direct” the government pays the interest while

students are in school; for “Unsubsidized Direct” students are responsible for paying the interest while they are in school. If they choose not to pay the interest, it will accrue and be capitalized (added on the principle). This loan must be repaid; the repayment should begin six (6) months after the student graduates or ceases to study.

#### ***Federal Direct Parent Loan for Undergraduate Students (FDPLUS)***

“PLUS” loans are borrowed by parents for dependent students. The interest rate is variable, with a cap of 10.5%. Repayment begins 60 days after the first disbursement.

#### ***Federal Work-Study Program (FWSP)***

A program that requires the student work a maximum of 20 hours per week. The student is paid a competitive wage and is able to gain experience in his/her area of study.

### **Veterans’ Educational Benefits**

UAGM Branch Campuses in the United States are approved for Veterans Training and higher education degrees.

Veteran’s Education Benefits are provided by the Department of Veterans Affairs, students interested in Veterans’ Educational Benefits should contact branch campus officials.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

### ***How to apply for Federal Financial Aid***

To be considered for federal student aid, a student must complete a Free Application for Federal Student Financial Aid (FAFSA). The FAFSA collects financial and other information used to calculate the expected family contribution (EFC) and to determine a student's eligibility through computer matches with other agencies. The FAFSA is the only form students must fill out to apply for federal financial aid.

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or Renewal FAFSA to the U.S. Department of Education at [www.fafsa.gov](http://www.fafsa.gov).

The amount of financial aid award may vary each year according to the student's need, the type of aid they are eligible, their academic performance and available funding.

### ***Eligibility Requirements***

In order to meet the eligibility requirements, students must:

- Have financial need
- Must be enrolled as a regular student in an eligible program
- Be working toward a degree or certificate
- Be a U.S. citizen or eligible non-citizen

- Have a valid Social Security Number
- Not owe a refund on a Federal Grant or be in default on a Federal Educational loan
- Be making Satisfactory Academic Progress
- Be registered with Selective Service (if required)
- Be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment
- Not have received a Bachelor's Degree for Pell and FSEOG
- Provide documentation of any information requested by the Office of Admission and Financial Aid

**Important Note:** The Institution complies fully with the Privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility. The release of such records provided that such institutions must furnish parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate. Institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

## **Student Affairs and Services**

### ***Student Services***

Universidad Ana G. Méndez Cupey Campus Branch Campuses reflect the commitment of the System, its member institutions and the School for Professional Studies to student service. The service offered is characterized for being personalized and individualized, where the student and the program

representative together go through the steps from admission to registration, according to the particular needs of each student. Due to the integration of the different student services into a one-stop student service model, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, and program planning and academic progress audits through an appointment with the Student Integrated Services Staff.

The School for Professional Studies personnel also offers orientation about other services available and acts as a liaison to other offices of the System and its member institutions. The Director of Integrated Services, Financial Aid Staff, Registrar, and Integrated Services Officers will be cross-trained to perform these services in an integrated manner. All Branch Campuses have Academic Advisors to meet the counseling and job placement needs of its students.

The School has not made and will not make any guarantees of employment or salary upon graduation. The School will provide with placement assistance, which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize opportunities.

Integrated Student Services are provided in an extended schedule to accommodate the demands of working adults:

Monday through Thursday: 9:00 a.m. - 8:00 p.m.

Friday: 9:00 a.m. - 6:00 p.m.

Saturday: 8:00 a.m. - 5:00 p.m.

### ***Academic Advising***

All students will have a staff member assigned as an academic advisor. They must complete all the procedures and schedules for academic advising. In addition, they must meet periodically with their

academic advisor to work a schedule for academic success.

### ***Students Feedback and Complaints***

Students in each course section will select a student representative that will meet with the Campus Director or its representative during the second or third week of class. Student representatives will provide feedback to staff on course, faculty, program, services, and facilities. Student representatives will also have responsibility for administering end of course evaluations.

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Campus. They may also e-mail the campus staff with service requests or complaints. These requests will be reviewed at least every week by the Director of Integrated Services or the Student and Registrar Services Coordinator for referral or resolution. In the event of any unresolved conflict, students can contact the Florida Commission for Independent Education at (850) 245-3200 or 325 W. Gaines St, Suite 1414, Tallahassee, FL 32399.

### ***Student Conduct and Disciplinary Actions***

#### ***Disciplinary Regulations:***

All students will observe and comply with all the institutional policies, rules and procedures and will follow a code of exemplary conduct. Each student should be familiar with the institutional policies regarding plagiarism. Also, coursework cannot be used to complete the requirement of more than one course. Any violation of discipline will be referred to the Dean of the School of Professional Studies or the Campus Director.

Disciplinary rules and regulations are ratified by the Sistema Universitario Ana G. Méndez Board of Directors. The students at UAGM, are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules, and regulations are clearly stated in the college by-laws,



the Student Handbook, and in the other regular or periodic publications of the Administration.

#### *Important Notification-Grounds for Termination*

The student agrees to comply with the rules and policies and understand that the School shall have the right to terminate my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and regulation and that I will be advised of any and all modifications.

Due to the importance of the Disciplinary Regulations, each student is required to obtain a copy of the Student's Regulations Handbook from the institution internet page, the Integrated Services Office or Associate Registrar at the Florida Branch Campuses; and signs a receipt for it, and commit himself to read and become familiar with the Handbook's contents and the Student's Regulations. These requirements cannot be waved or omitted under any circumstances, and a digital copy is available at each Branch Campus website.

### **General Provisions**

#### **Course Numbering System**

The following course numbering system is used by the UAGM-Cupey Campus:

- 050, 100 and 200 coded courses are lower level bachelor's degree courses
- 300 and 400 coded courses are upper division bachelor's degree courses
- 500, 600 and 700 coded courses are master's degree level courses

#### **The Course Prefix**

The course prefix is a four-letter designator for a major division of an academic discipline, subject-matter, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

ACCO – Accounting  
ARTS – Arts  
BIOL – Biology  
BIOT-Anatomy and Physiology-Technical Studies  
CH - Community Health  
COIS, COMP – Computer Information System  
CONS- Construction  
COMM- Communications  
CRAN-Computer Repair and Network  
CRIM – Criminal Justice  
ECED – Education  
ECON – Economy  
ENTR – Entrepreneurship  
EDUG – EDAG – Graduate Education Courses  
ENGL – English  
ENMA-Entrepreneurship  
FINA – Finance  
FORS- Forensic Sciences  
HADM-Health Administration  
HESM – Health Services Management  
HIST – History  
HS – Health Science  
HUMA – Humanities  
ITHM – International Tourism and Hospitality Management  
LIAR – Liberal Arts  
MANA – Management  
MARK – Marketing  
MATH – Mathematics  
MANC-Management  
MEDA-Medical Assistant  
MIBC-Medical Billing and Coding  
NURS - Nursing  
OFAS – Office Systems  
PHAT-Pharmacy Technician  
POSC – Political Science  
PSYC – Psychology  
PUHE – Public Health  
SBOT-Principle of Selling  
SCIE – Integrated Sciences  
SOCI – Sociology  
SONO -Sonography  
SOSC – Social Sciences  
SOWO – Social Work  
SPAN – Spanish  
SPED – Special Education  
STMG – Strategic Management

### ***Separateness***

The provisions of this document are separable; declaring one or more void will not affect the other provisions that may be applied independently of those voided.

### ***Amendments***

Universidad Ana G. Méndez-Cupey Campus has the authority to amend this catalog at any time that it deems necessary.

### ***False information***

Any candidate who submits false information to attain admission to the Institution will be immediately disqualified for admission.

If, after admission, it is discovered that a student furnished false information, he or she will be subject to the appropriate disciplinary measures, including canceling his or her enrollment and losing the credits completed satisfactorily.

### ***Student's Responsibility***

It will be the responsibility of the students to know and comply with all the academic and institutional norms. The Institution will not accept a declaration of ignorance of a norm to avoid complying with it.

### ***Institution's Responsibility***

This Institution does not exclude participation, does not deny benefits, nor does it discriminate against any person by race, sex, color, birth, social origin or condition, physical handicap, or for political, religious, social or syndicate ideology.

### ***Reserved Rights***

The Institution, to safeguard its goals and objectives, reserves the right to admit, readmit or enroll any student in any semester, session or class. For the same reason, it reserves the right to temporarily, partially; totally or permanently suspend any student before a hearing, in accordance with the Rules of Discipline.

### ***FERPA***

The Institution faithfully complies with the dispositions of the Family Educational Rights and Privacy Act of 1974, known as FERPA. This act is designed to protect the privacy of the academic records and to establish to right of the students to inspect and review them.

### ***Anti-Hazing Policy***

Sistema Universitario Ana G. Méndez-Universidad Ana G. Méndez - Cupey Campus (UAGM- CC) Branch Campuses do not recognize sororities, fraternities or similar student's organizations. UT does not allow hazing for any reason whatsoever. Students engaging in any potentially harmful activities will be disciplined and may be subject to suspension or termination.

### ***Change of Name and/or Address***

It will be the responsibility of the student to notify the Registrar and/or Director of Integrated Services of any change of name or address while he or she is an active student at the Institution.

### ***Minimum Student Enrollment per Session***

Universidad Ana G. Méndez establishes, as an institutional policy, that the minimum enrollment for online courses will be of 6 students per session, and a maximum of 30 students. An exception to this rule is to schedule courses for students with research project or thesis in progress. In these cases, the Policy for Allocation of Students for Research will apply. The maximum enrollment for online courses is established according to the course content, the technology to be used and the technical support that the student needs. Also, to be considered is the time that the professor needs to interact with each student.

### ***Internship/externship and practicum requirements***

Students must abide with the required hours, procedures and policies set by the state and local agencies for internship/externship and practicum



experiences. Also, students must comply with state and local certification requirements for the academic program, as applicable. Furthermore, students must comply with all requirements established by the internship/externship and practicum centers.

### Section III: Faculty

The Faculty of the UAGM-Cupey Campus Metro Orlando, South Florida and Tampa Bay Campuses have a minimum of a master's degree in their area of expertise and a minimum of three years of professional experience. In addition, faculty members must demonstrate and be certified to have the aptitude and ability to facilitate courses in an accelerated program for adults. An updated list of certified faculty is available in the administrative office at each campus. The Faculty, although assigned to a specific campus, may be shared between the three campuses.

#### Faculty Listings

Academic Year 2021-2022

<b>Faculty Listing</b> <b>Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Abraham, Leticia	Spanish	Master of Science in Spanish Language Education, Nova Southeastern University, 2014
Alomar, Maricelly	Counseling/Student Development	Master of Arts in Education Guidance & Counseling, Universidad Interamericana de Puerto Rico, 1992
Andrade, Pablo F.	Economy	Master of Arts in Applied Economics, University of Central Florida, FL 2000
Aponte, Bianca	Criminal Justice	Juris Doctor, Florida A&M University, 2021
Aponte, Carmen M.	Information Systems	Master of Science in Computer Information Systems, University of Phoenix, 2006
Attia, Maryana	Pharmacy	Certified Pharmacy Tech
Avilés, José J.	Mathematics	Master in Public Health-Biostatistics, Universidad de PR, 2007 Master in Business Administration in Quantitative Methods, Universidad de PR, 2014
Barbarossa, Marco	Management	Master in Engineering Management, Crummer School of Business, Rollins College, 2015
Barber, Deborah	Accounting, Finance	Master's in Business Administration, Major in Finance, Universidad Ana G. Méndez in Orlando, 2018
Bonet, Byron	Medical Assistant	Master of Science of Nursing/Medical Surgical, National University College, 2019
Bóssolo, Ivette	Criminology, Social Sciences	Juris Doctor / Florida State University, Tallahassee, FL, 2005
Brisolla, Aysha	Healthcare Administration	Master of Healthcare Administration and Logistics, University of Phoenix,
Buleje, Miguel	Information Systems, Business	Doctor of Philosophy in Information Systems, Nova Southeastern University, FL 2014 Master of Business Administration, NTU School of Applied Science, Walden University, Colorado, 2005
Burgos, Abimael	Management	Bachelor of Business Administration, Management, Pontificia Universidad Católica de PR, 2004
Burgos, Luis	Management, Human Resources	Doctor in Education Educational Administration, Interamerican University, 1996
Castillo, Maria	Pharmacy	BA Health Sciences Management, Webster University, 1998

<b>Faculty Listing</b> <b>Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Cert Pharmacy Tech
Castro, Dianabell	Sciences	Master of Environmental Sciences, Universidad del Turabo, Gurabo PR, 2013
Chaparro, Carlos	Criminal Justice	Master Criminal Justice, Public Affairs, Ana G.Mendez, Universidad del Turabo, 2013
Colón, Chalie	Management	Master of Business Administration in International Business Everest University, 2006
Colón, Ismabel	Psychology	PhD Research & Academic Psychology, UPR 2017
Colón, Victor	Finance	Doctor of Philosophy in Entrepreneurial Management and International Business Universidad Interamericana, Puerto Rico, 2012 Master of Business Administration in Finance Universidad Interamericana, Puerto Rico, 1998
Correa, Rafael	Human Resources	Master of Arts in Human Resources Management, Webster University, 2006
Cortés, Gretel	Health Sciences	Doctor of Medicine Ibero-American University Dominican Republic, 2008
Cravener, Marilyn	Accounting, Finance	Master of Accounting and Financial Management DeVry University, FL, 2008
De Jesús, Edwin	Counseling/Student Development	Master of Education Guidance and Counseling, Universidad del Turabo, Orlando FL, 2010
Del Río, Rafael	Management	Master of Business Administration, University of Phoenix, 2012
Deliz, Tania	Counseling/Student Development	Master in Guidance & counseling, Universidad del Turabo, 2014 PhD in progress 55 credits completed, Capella University
Diaz, Sharon	English	Master of Arts in English Education, Universidad de Puerto Rico, RUM, PR, 2011
Eguia, Marco	Information Systems	Master of Science in Computing in Open Information, Universidad Interamericana de Puerto Rico, 2007
Espino, Yudelissa	Medical Assistant	Medical Assistant Diploma, Sanford Brown Institute, 2011
Fagundo, Carlos	Accounting, Management	Master of Science in Logistics Management, Georgia College and State University, GA 1995 Master of Business Administration in General Business Administration, Georgia College and State University, GA 1993 (18 Credits in Accounting at the Master Level)
Fontanez, Suheily	Medical Billing	Bachelor's in business administration Interamerican University, PR 2007
Gabauer, Carola	Management	Master of Business Administration in Management and Strategic Leadership, Ana G. Méndez, 2018
Gamboa, Ronald	Information Systems	Master in Management, IESA Valencia, Carabobo, 2015 / Master in Industrial Engineering, Universidad de Carabobo, Valencia, Carabobo, 1998

<b>Faculty Listing</b> <b>Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Gil, Bernardo	Management	Master of Business Administration in Global Management, University of Phoenix, PR 2002
Henricy, Josefina	Mathematics	Educational Specialist in Mathematics Education, NOVA Southeastern University, Florida, 2009  Master of Arts in Education in Administration and Supervision of Schools, Universidad Interamericana, PR 2000
Herrera, Miguel	Social Sciences	Master of Arts in Social Administration in Social Work, Temple University, Pennsylvania, 2004
Hurtado, Miguel	Pharmacy	Doctorate in Medicine University of Sciences, Arts & Technology Montserrat, 2018  Master in Public Health in Medical Sciences, School of Public Health, 2017  Pharmacy Technician Certificate Ponce Paramedical College, PR, 2008
Humphrey, Carmen	Mathematics	MA Curriculum and Instruction, Secondary MATH, Univ. of Southern Mississippi, 1999
Jacome, Olga	Spanish	Doctorate in Education Science, Major in Spanish and Literature, Universidad de Guayaquil, Ecuador, 2004
Leduc, José R.	Health Sciences	Doctor of Medicine, Universidad Central Del Este (UCE), DR.
Lopez Cynthia	ENGL 331	Master in Education, English major, University of PR, 2000
López, Antonio S.	Spanish	Ph.D. Romances Languages-Spanish, University of Central Florida, 2015  Master of Arts in Hispanic Studies, Pontifical Catholic University of Puerto Rico, 2010
Lopez Marciano, Carlos	English	Ed.D Teaching, Curriculum and Learning Environment, Universidad Ana G. Méndez University, PR, 2013 / MS Bilingual Education Leadership, Bank Street College, 1993
Malonda, Diana	Finance	Master in Civil Engineering, University of Central Florida, 2015  Master of Science in Management and Finance, Gran Mariscal de Ayacucho, Venezuela, 1998
Martínez, José A.	Accounting, Finance	Master of Business Administration in Finance Wake Forest University, North Carolina, 1994  (Over 18 credits in Accounting at the Master Level)
Martinez, Gloria	Counseling/Student Development	Ed.D Education with concentration in Orientation and Counseling, University of PR, 2017 / Master in Education, Inter PR, 2007

<b>Faculty Listing Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Masmela, Paola	English	Master in Education, Universidad Sergio Arboleda, 2013
Mendez, Jessica	Medical Assistant	Medical Assistant Certificate
Méndez, Cecilia	English	Master of Education in Teaching English as a Second Language (ESOL), Universidad del Turabo, FL 2005
Molinares, Fernando	Humanities	Master in Fine Arts, Savannah College of Art and Design, 2021 / BA Fine Arts, University of Central FL, 2008
Morales, Albert	Social Sciences	Master of Arts, History, American Public University, 2017
Morales, Mayra	Psychology	Educational Specialist – School Psychology UCF, 2002  Master of Education, Educational Media & Technology, Boston University, 1992
Natalizio, Nicholas	Management, Project Management, Strategic Management	MBA in Logistics, Turabo University, 2009
Nevarez, Carla	Information Systems	Master of Sciences in Educational Technology, DeVry University,
Neuman, Maria I	Information Systems	PhD Human Science, Universidad del Zulia, Venezuela, 2008 / MS Technology Management, Universidad del Zulia, Venezuela, 1995
Nieves, Victor	Medical Assistant	Family Nursing Practitioner Keiser University, 2019  Master's degree of Sciences of Nursing Keiser University, 2017
Nieves, Zitszurie	Accounting, Finance	Masters Degree, Polytechnic University of Puerto Rico Major in Finance, 2020
Ortiz, Ely Ann	Management	Master of Business Administration in Management, University of Phoenix, 2008
Ortiz-Torres, Irma	English	Master of Education in Curriculum and Instruction: Reading/TESOL  Over 50 credits in Education at the doctorate level.
Ortiz, Rafael	Mathematics	Master in Math Education, Inter American University, 2006
Orozco, Cirilo	Mathematics	PhD: Curriculum & Instruction major Math Education, Master in Pure Mathematics
Pacheco, Magaly	Counseling/Student Development	Doctorate of Education in Counseling and Guidance, Universidad Interamericana, Puerto Rico, 1994  Master of Public Administration, Universidad de Puerto Rico, 1982
Pagán, Angel	Humanities, Social Sciences	MA Philosophy, Cleveland State University,
Patiño, Adriana	Spanish	MS Spanish Language Education, Nova Southeastern University, Fort Lauderdale, FL, 2015
Pereira, Yordy	Health Sciences	Licensed in Bioanalysis degree (Bachelor) University of Carabobo of Venezuela, 2003

<b>Faculty Listing</b> <b>Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Pérez, Esther	English	Master of Science in Teaching English to Speakers of Other Languages (TESOL), Nova Southeastern University, 2002
Perez, Lysbeth	Sciences	BS Industrial Microbiology, UPR, 2011
Pérez-Segnini, Héctor	Management	Master of Business Administration, Instituto de Estudios Superiores de Administracion, Caracas Venezuela Masters of Arts, Psychology –organizational, Columbia University
Pijuan, Alexander	Computer Technology	MBA. Business Administration, Leadership in Project Management, Universidad Ana G. Méndez System, Metro Orlando 2019 B.S. Business Administration, Information Systems Management, 2007
Puerta, María I.	Social Sciences	Doctor of Philosophy in Social Sciences, Universidad Carobobo, Venezuela, 2012  Master in Political Sciences, Universidad Central de Venezuela, 2002
Ramirez, Heidi	English	Mater in Education in TESOL, Universidad del Turabo-FL, 2010
Ramos, Damaris	Marketing	DBA, Marketing, Walden University, 2021 / Master in Industrial Organizational Psychology, Carlos Albizu University, PR 2001
Ricardo Rubio, Michael	Computer Technology	Bachelor's Degree in Computer and General Electronic, Osvaldo Herrera, Habana, Cuba, 2000
Rios, Abigail	Public Administration	Master in Public Administration, University of Puerto Rico, 1996  Ph.D. (in Progress, 24 credits) Instructional Design Keiser University
Rios, Nayabel	Business Administration	MBA University of Phoenix,
Rios McConnell, Rafael	Public Health	Master of Sciences in Public Health, Health Systems Administration, UPR, 2019  Doctor of Medicine Iberoamerican University School of Medicine, DR., 2011
Rivera, Carmen	Spanish	Master of Arts in Spanish University of Central Florida, FL, 1999
Rivera, Erica	English	M.A. English Education, University of Puerto Rico, 2014
Rivero, Giovanna	Spanish	Ph.D. in Hispanic Literature, University of Florida, Gainesville, FL., 2015
Rocafort, Héctor	Marketing	Master of Business Administration, Major: Marketing, Universidad de Puerto Rico, PR, 2004
Rodriguez, Alejandro	Quality Control	Doctor Engineering Management, The George Washington University, 2019
Rodríguez, Ibis	Spanish	Ph.D in Caribbean and Hispanic Literature, Centro de Estudios Avanzados de Puerto Rico y el Caribe, 2011

<b>Faculty Listing</b> <b>Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		MA in Spanish Language, InterAmerican University, 1990
Roldán, Violeta	Mathematics	Master of Arts in Middle School MATH, University of Central Florida, FL 2007
Rosado, Sasha	Pharmacy	Pharmacy Technician, Technical Education Center, 2011
Sanabria, Jeniffer	English	M.A. in English Education, University of Puerto Rico, Mayaguez, PR. 2010
Sanchez Arquer, Beatriz	Pharmacy	Pharmacist, Santa Maria University, Caracas Venezuela, 1994 Pharmacy Technician, Dep of Health, 2018
Sanchez Perez, Pedro	Computer Technology	MS Master of Science in E-Commerce Inter-American University of Puerto Rico, 2007 BA Management Information Systems (MIS) Inter-American University of Puerto, 2004
Santana, Daniel	Computer Technology	Bachelor in Computer Sciences, Inter American University, PR 2005
Santiago, Gladys	Pharmacy	Doctor in Pharmacy, Nova Southeastern University, 2015
Santiago Jennifer	Mathematics	M.ED Curriculum and Instruction in Mathematics, University of Texas at Arlington
Serrano, Ricardo	Criminal Justice	Juris Doctor, Universidad de Puerto Rico, PR 2006 Master of Engineering Management, Universidad Politécnica de Puerto Rico, PR 1996
Soler, Jackeline	Mathematics	Mater of Education, Teaching Curriculum in Mathematics, Inter American University, 2009
Soto, Sherly	English	Master of Education in ESOL, Universidad del Turabo, PR, 2004
Speener, Ronald	Humanities	Mater in Ars in English, University of Wisconsin Bachelor of Arts in Theology/Philosophy St. Francis Seminary
Squillaro, Graciela	Spanish	Master of Arts in Spanish, University of Central Florida 2000
Tirado Acevedo, Alex	Medical Billing	Doctorate in Business Administration, Columbia Southern University, 2017 Master's in Management Metropolitan University, 2008
Torrealba, Glenda	Criminal Justice	Master of Arts in Criminal Justice, Boston University, 2010
Torres, Nelson	Psychology	Doctor of Educational Leadership, University of Central Florida, FL, 2006 Master of Education in Elementary Education, Marymount University, VA 1994 Master Business Administration in Logistics Management, Florida Institute of Technology, 1980



<b>Faculty Listing</b> <b>Metro Orlando Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Master of Arts in Educational Psychology, Ball State University, IN 1977
Torres, Ramon	Psychology	MS Psychology, Purdue University, 2018
Valedón, Joanverónika	Criminal Justice	Juris Doctor, University of Florida Levin College of Law, 2002
Vargas, Luis	Health Sciences	Bachelor Health Science, Pre-Clinical Track University Central of Florida, 2013
Vasquez Tavaréz, Yoreidy	Psychology	Ph.D Clinical Psychology, Carlos Albizu University, 2015
Vázquez, María E.	Project Management	Master of Business Administration in Material Management and Control, Universidad del Turabo, Puerto Rico, 2000
Vélez, Myra	English	Master of Arts in English University of Central Florida, FL 1993
Villafañe, Omar	Criminal Justice	JD: Law, University of PR, 2016
Villalobos, Mario	Finance	Doctor of Philosophy in BA/Spec. Financial Management, Northcentral University, 2017  Master of Business Administration, Spec. Financial Management, Rutgers University, NJ 1983

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Abreu, Johanes	Economic Accounting Finances	Ph.D. in Economics University of Havana, Cuba, 2013 Master in Business Administration Accounting-Finance University of Havana, Cuba, 2008
Agueverre, Gonzalo	Mathematics	Master of Science in Math Education Nova Southeastern University, FL 2009
Aldana, Luis Enrique	Mathematics	Master of Science in Math Education Nova Southeastern University, FL 2010
Andino, Marcelino	Computer Sciences	Doctor of Philosophy in Information Technology Universidad de la Havana Cuba, 1981  Master of Automatic Control Universidad de la Havana, Cuba 1974
Araujo, Ricardo	Management	Master of Business Administration-International Business University of Miami, FL 2007
Arcelay Vargas, Nancy	Public Health	Doctor of Health Science Keiser University, FL 2014

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
	Instructional Technology  Education	Master of Education in Instructional Technology American Intercontinental University Florida 2004  Master of Public Health in Maternal and Child Health Universidad de Puerto Rico, 1994  (18 credits in Education at Master Level)
Arroyo, Marylind	English	Doctorate in Education Teaching Universidad Ana G. Méndez, PR 2014 Master Arts Education, Curriculum English Caribbean University PR, 2003
Bedú, Lisette	Business Administration  Marketing	Doctorate of Business Administration Argosy University, FL 2010  Master of Business Administration in Marketing Argosy University, FL 1993
Buitrago, Vivian	TESOL	Master of Education in English as a Second Language University of Turabo, 2011
Buchanan, Vielka	Business Administration	Master of Business Administration in Management, Kaplan University FL 2008
Calcador, Carlos	Management Accounting	Master in Business Administration in Accounting Universidad Ana G. Méndez - Cupey Campus PR 2011
Campos, Carlos	Mathematics	Master of Science in Electrical Engineering University of Kansas, KA 1985  (18 credits in Math at the Master's Level)
Capote-Cobián, José	Mathematics	Master of Science in Math Education Nova Southeastern University, FL 2006
Carlson, Karen	Counseling	Master of Counseling in Marriage and Family University of Phoenix, PR 2001
Céspedes, Yamilet	Mathematics	Master of Science in Math Education Nova Southeastern University, FL 2008
Cianciulli, Vittoria	Psychology	Master of Science Psychology & Mental Health Counseling Nova Southeastern University Fort Lauderdale, 2017
Cintrón, José	Accounting	Master of Business Administration in Accounting Universidad Ana G. Méndez - Cupey Campus, FL 2010
Colón, Deborah	Criminal Justice	Juris Doctor School of Law Pontificia Universidad Católica, PR 2011
Collado, Juan	ESOL	Doctor of Education in Organizational Leadership Nova Southeastern University, FL 2010 Master of Science – TESOL

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Nova Southeastern University, FL 2006
Cornejo, Edward	Counseling History	Doctor of Philosophy-History The City University of NY, 2010  Master of Philosophy-History The City University of NY, 2006  Master of Arts in Counseling Manhattan College, NY 1991
Cruz Carmona, Carlos	Public Administration	Master of Public Administration Universidad de Puerto Rico 1978
Del Negro, María	Science	Master in Science in Medical Science Central University of Venezuela 1991  Medical Doctor Universidad Central de Venezuela 1985
Díaz, Ivía	Pharmacy	Pharmacy Technician National School of Technology, FL 2001
Easdale, Alexander	Social Sciences	Master of Arts in Latin American and Caribbean Studies Florida International University, FL 1999
Estrada, Wilfredo	Education TESOL	Master of Education in Teaching English as a Second Language Universidad del Turabo, FL 2012
Farrel, Gryselle	Education TESOL	Doctor of Education Curriculum and Teaching University of Puerto Rico, PR 2016  Master of Arts-TESL University of Puerto Rico, PR 2006
Fernández, Beatrice	Guidance & Counseling Pharmacy	Master of Education Guidance & Counseling Universidad del Turabo, FL 2010  Pharmacy Technician Certification Board
Fernandez, Henry	Nursing	Doctoral Degree in Education Leadership University Central of Ashdod Golda Mier College of Education Chicago, Illinois 2013  Master of Science, Math Education NOVA University, Fort Lauderdale, 2013  Master of Arts in Education Argosy University Phoenix, AZ 2010  Master Health Service Administration

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Florida National University Miami, FL 2015
Forteza, Bárbaro	Spanish	Master of Science in Spanish Language Education Nova Southeastern University, FL 2006
Francis, María	Spanish	Master of Linguistics & Master of ESOL and Spanish (Online) University of Basque County, Spain 1993  Master of Psychology Universidad de Barcelona, Spain 1990
García, Mariano	Marketing	Master in Marketing and Communication University of Havana, Cuba 2002
Godínez, Félix	Criminal Justice  Social Sciences	Juris Doctor School of Law Case Western Reserve University Cleveland, OH 2000  Master of Philosophy in Economics and Political in Latin American Studies University of Oxford, UK 1998
Guadalupe, Jorge	Accounting	Master Business Administration in Accounting Universidad Metropolitana, FL, 2014
Jimenez, Dulnia	English	Master Degree in Foreign Language and Literature English Universidad de la Habana, Cuba 1990
Jaen, Bladimir	Business Administration  Human Resources	Master of Business Administration in Human Resources Universidad Ana G. Méndez - Cupey Campus, FL 2003
Kouri, Juan H.	Health Administration	Master of Health Services Administration George Washington University Washington DC 1988
Kravetz, Isaac	Business Administration  Sciences	Master of Business Administration in Management, University of Phoenix 2004.  Doctor of Medicine National Autonomous University of Mexico, 1982
Landis, David Henri	Spanish	Master of Arts in Spanish Middlebury College, VT 1989  Master of Science in Linguistics Georgetown University, WA DC 1983
Lima, Alexander	Computer Technology	Master of Science Industrial Engineering University of Missouri Columbia, 1994
Lopez, Angel	Accounting	Master of Business Administration-MBA Andrews University Berrien Spring, Michigan 1983

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Certified Public Accountant CPA-State of Florida
López, Fernando	Spanish	Master of Science in Spanish Language Education Nova Southeastern University, FL 2006
López, Mario Alberto	Management	Master of Business Administration Management and Strategic Leadership Universidad del Este, FL 2011
López, Reinaldo	Chemistry	Ph.D. in Chemistry Comisión Nacional de Grados Científicos Habana Cuba 1981
López, Steven	Management	Master of Business Administration in Management Southern New Hampshire University Manchester, NH 1996
Lorenzo, Elías	Social Sciences	Ph.D. of Philosophy in Portuguese Indian University, IN 2005  Master of Arts in Latin American & Caribbean Studies Indian University, IN 1995
Lozano, Bellaida	Science Education Health Management	Master of Science-Education NOVA University, FL 2016  Medical Doctor-Surgeon University of Carabobo, Venezuela, 1980 33 Credits in Health Management
McCarthy, Michael	Management	Master of Business Administration in Management Central Institute of Business Administration (INCAE) Managua, Nicaragua 1977
Martinez, Armando	Medical Assitant	Medical Doctor and Surgeon National University of Trujillo Peru, 1985  Master of Science in Occupational Medicine London University, 1987  Master of Business Administration-Health Administration Miami University FL, 2007
Martínez, Broderick	Accounting	Doctorate of Business Administration in Accounting Argosy University, FL 2009  Master of Business Administration in Accounting Nova Southeastern University, FL 1999
Martínez, Gustavo	Engineering Technology	Master of Certificate in Project Management George Washington University Washington DC 1999

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
	Project Management	Master of Engineering & Technology Cornell University, NY 1996
Medina, Fernando	Accounting Taxation	Master of Accounting Taxation Nova Southeastern University, FL 2006
Méndez, Gustavo Adolfo	Spanish	Master of Science in Spanish Language Education Nova Southeastern University, FL 2014
Mercader, José Luis	Business Administration	Master of Business Administration in Business Administration University of South Carolina, Columbia 1985
Mercado, Reylbeck	TESOL	Master of Science in Teaching English as a Second Language (TESL) Florida International University, FL 2008
	Spanish	Master in Teaching/Learning of the Spanish Language and its Culture University of Granada, Spain 2006
	Management	Master of Business Administration in Medical Management Nova Southeastern University, FL 1999
	Science	Ph.D.-Doctor & Surgeon MD Xavier Pontifical University Colombia 1976
Moreno, Cynthia	Psychology	Master of Science in Psychology Carlos Albizu University Miami, FL 2010
Nieves, Anibal	Computers and Software	Doctor of Philosophy Computer Technology in Education. NOVA University FL, 1993 Master of Science Microcomputer Appl. Management. NOVA University, FL 1993
Noguerol, Luis	Organizational Leadership	PhD. Of Management in Organizational Leadership & Information Technology University of Phoenix AZ, 2016
	Computer	University of Holguin Oscar Lucero Moya Master in Mathematics Cuba, 1998
Núñez, María Eleana	Accounting	Master of Science in Taxation University of Miami, FL 2010
Núñez, Pedro E.	Finance	Master of Business Administration in Finance University of Denver, CO 1982
Otero, Janet	Spanish	Doctor of Philosophy in Spanish Florida International University, FL 2011
Páez, Pablo	Business Administration	Master of Business Administration University of Pennsylvania, PA 1975
Pelosi, Giancarlo	Criminal Justice	Master of Science

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Administration of Justice and Security University of Phoenix AZ, 2014
Perez, Antonio Mijail	Biology	Doctor of Philosophy in Biological Sciences University of the Basque Country Spain, 1999
Petrash, Vilma	Social Science	Master of Public & International Affairs University of Pittsburgh, PA 1988
Pinzón, Luis Felipe	Public Administration	Master of Public Administration Nova Southeastern University, FL 2014
Polanco, Jose	Psychology	Master of Science School Counseling Carlos Albizu University Miami, FL 2016
Ponce, Liliana	Spanish	Master of Science Fischer School of Education and Human Resources Spanish Language Education Nova University FL 2009  Master of Arts in Social Anthropology in the Faculty of Social Sciences University of Kent at Canterbury 1983
Porta, Saidi	Management	Master of Business Administration in Management Nova Southeastern University, FL 2004
Ramos, Javier	Mathematics	Master of Science in Mathematics Nova Southeastern University, FL 2006  Master of Education in Special Education San Buenaventura University Colombia 192
Roqueta, Luis	Medical Assistant	Doctor of Medicine Higher Institute of Medical Science of Villa Clara Cuba, 1983  Master of Business Administration-Leadership for Manager Keiser University, FL 2016
Salme, David J.	Mathematics	Master of Science in Mathematics Education Nova Southeastern University, FL 2006
Sánchez, Isabel	Elementary Education	Master of Science in Elementary Education Nova Southeastern University, FL 1987
Santiago, Eric	Education  Management	Ph.D. in Management Keiser University, FL 2014  Master of Science in Education Keiser University, 2011



<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Santiago, Zoraida	Education	Doctor of Education in Special Education Interamerican University of PR 2009  Master of Arts in Special Education Interamerican University of PR 2001
Slutz, David	Elementary Education Reading	Master of Education in Curriculum and Instruction Reading Grand Canyon University, CO 2008
Torres, Alejandro	Psychology Counseling Management Spanish	Doctor of Ministry Barry University, FL 2015  Master of Business Administration in Management & Strategic Leadership Universidad del Este, FL 2010  Master of Science in Psychology in Marriage and Family Therapy Carlos Albizu University, FL 2001  Master of Arts in Spanish St. John's University, NY 1998
Torres, Marcelo	Medical Billing	Doctor of Medicine Catholic University of Santiago de Chile Guayaquil, 1992
Torres, Sandra	Pharmacy Accounting	Master's in finance Universidad Metropolitana PR, 2016  Pharmacy Technician Centro de Estudios Multidisciplinarios PR, 2006
Túa, Olga Vanessa	Human Resources	Master of Business Administration in Human Resources Universidad Ana G. Méndez - Cupey Campus, PR 2003
Tudela, María Elena	Spanish	Master of Science in Spanish Language Education Nova Southeastern University, FL 2008
Tracanelli, Silvio	Management	Doctor of Management Sciences Rafael Belloso Chacin Private University Cuba, 2007
Valverde, Lourdes	Mathematics	Doctor of Philosophy in Education Mathematics National Board of Scientific Degrees, Cuba 1998
Vázquez, Elizabeth	English	Master of Arts in Education in ESOL University of Phoenix, PR 2006
Vega, Arturo	Spanish	Master of Spanish Literature and Cultures Universidad de Salamanca, Spain 2001
Vega, Hernan	Psychology	Doctor in Psychology Health Psychology/Behavioral Medicine North Central University AZ, 2018

<b>Faculty Listing</b> <b>South Florida Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
		Master of Science Counseling Psychology Nova Southeastern Florida, 1986
Vélez, Gustavo	Management Computers	Master of Business Administration in Technology Management University of Phoenix, AZ 2001
Vélez, Michelle	Finance	Master of Business Administration in Finance Universidad de Puerto Rico, 2003
Vélez, Gustavo	Management Computers	Master of Business Administration in Technology Management University of Phoenix, AZ 2001
Velez, Michelle	Economy	Master in Business Administration-Finance University of Puerto Rico, PR, 2003
Velis, Evelio	Health Sciences	Doctor of Medicine The Higher Institute of Medical Science Havana, Cuba 1983  Doctor of Philosophy in Biostatistics European-American University Havana, Cuba 1990  Master of Science in Health Services Administration Barry University, FL 2000
Zender, Irma	Education Technology  Business Administration	Master's in educational technology National University of California 2003/ B.A. Business Administration, EAFIT, Colombia 1979

<b>Faculty Listing</b> <b>Tampa Bay Campus</b>		
<b>Faculty Member:</b>	<b>Subject Area:</b>	<b>Degrees/Diplomas Held &amp; Awarding Institution:</b>
Álvarez, Pedro	Spanish	Master of Science in Spanish Language Education Nova Southeastern University, FL 2014
Arroyo, Juan E.	Human Resources	Master of Arts in Labor Relations Universidad Interamericana de PR 2006
Bangerter, Travis	Management	Master of Business Administration University of Phoenix, FL 2016
Barajas, Francisco	Healthcare, Medical Assistant, Sciences	Healthcare Professional Registry, Medical Assistant, Washington DC, 2019  Doctor of Medicine and Surgery, Universidad de los Andes, Venezuela, 2016
Barnes, Denise	English	Master of Arts in English Curriculum Caribbean University PR 2007
Bernuil Quintanar, Jose L	Biology	Doctor in Medicine, Universidad Autónoma de México, Guadalajara, MX 1979
Betancourt, Luisa	Education	Master of Education in Counseling, Universidad Ana G. Mendez, Tampa FL 2017
Bolívar, Marga	Statistics Mathematics	Master of Science in Engineering Management University Of South FL, 2004
Borrero, Omayra	Pharmacy	Pharmacy Technician, Centro de Estudios Multidisciplinarios, Humacao, PR, 1983
Caballero, Wanda Y.	Guidance & Counseling	Master of Education in Guidance and Counseling Universidad Del Turabo, FL 2012
Cádiz, Yvonne R.	TESOL	Master of Arts in TESOL New York University, NY 1978
Carvalho, Kathalin	Criminology	Juris Doctor, Stetson University School of Law, Tampa FL 2004. Master of Arts in Criminology, University of South Florida, Tampa FL 2001
Carbajal, Florence	TESOL	Master of Education in English as A Second Language Universidad del Turabo, FL 2010
Carmona-Torres, Lorraine	English	Master of Arts in Curriculum and Instruction of English Universidad Del Este, PR 2014
Castillo, Marta	ESOL English	Master of Education, English Second Language Minor in Counseling, Universidad Ana G. Méndez, Orlando FL 2019
Castro Ricardo	Marketing	Master of Business Administration, Marketing, University of Phoenix, Az, 2001
Collins, Glenda	Social Work	Master of Social Work Florida State University, FL 2012
Colon-Colon, Hector	Humanities, Social Sciences	Master of Divinity, Eastern Baptist Theological Seminary, Philadelphia, PA, 1985

Conde, Julianna	Business Administration	Master of Business Administration, Management, Minor in Mathematics, Universidad Ana G. Méndez, Cupey Campus, Puerto Rico, PR, 2014
Crespo, Sonia V.	Sciences	Doctor of Biology Central University of Quito Ecuador, 2006
Cruz-Garcia, Kimberly	Accounting	Master of Business Administration, Accounting, Universidad Metropolitana, Puerto Rico, 2016
Cruz-Monge, Verónica	English	Master of Education in English Curriculum Caribbean University, PR 2010
Engel Peñalosa, Luz Marina	Spanish Education	Master of Arts in Education Language Arts Carthage College, WI 2003
Estévez, Oribel	Life Sciences	Master of Science Nova Southeastern University, FL 2010
Fabian, Jose L.	Accounting	Master of Business Administration, Accounting, Universidad Ana G. Méndez, Tampa, FL 2020
Fret, Juan	Accounting	Master in Business Administration in Accounting Interamerican University, PR 1980
Fuentes Jaiman, Rafael E.	Psychology	Master in Science in Human Services Springfield College, FL 2006
Harper, María Del C.	Computer Information Systems	Master of Media Design Management Sanford Brown College, FL 2010
Hernández, Adriana	Statistics Mathematics	Master of Science in Industrial Engineering & Management University of South Florida, FL 1994
Hernández, Marian	Mathematics	Doctor of Philosophy Science and Engineering Tulane University, LA 2008
Irizarry, Hilda E.	TESOL	Master of Education in TESOL Grand Canyon University Phoenix, AZ 2011
Jiménez Gómez, Amílcar	Marketing	Master in Business Administration in Marketing Interamerican University of PR 1999
Jimenez, Edda	Pharmacy	Doctorate in Pharmacy, Nova Southeastern University, San Juan, PR 2014
Landaeta, Maria	Criminal Justice	Bachelor's Degree in Law, Rafael Bellosó Chacín University, Venezuela, 2002
Landron, Martha Lucia	Spanish	Master of Arts in Spanish, Universidad de León, España, 2009
Linares, Giannina	English	Master of Arts Teaching Education, University South Florida, 2014
López, Ricardo	Mathematics	Master of Arts College of Education and College of Natural Sciences University of South Florida, FL 1993
Lugo Rosa, Orlando	Project Management Management	Master of Project Management DeVry University, FL 2003
Malave, Gilbert	Project Management Management	Master of Business Administration in Project Management, Universidad Ana G. Méndez, Orlando FL 2018
Martin, Anthony	Computer	Bachelor's in Information System, PR 2014
Martinez, Lucia	Mathematics	Industrial Engineer, Universidad Distrital Francisco José de Caldas, Bogotá, Colombia, 1998 Master of Education, Universidad Latinoamericana de Ciencia Y Tecnología, San Jose, Costa Rica, 2009

Martínez, Pablo L.	International Relations	Master of Arts in International Business Troy University, FL 2012
Mateu, Maria de los Angeles	Business Administration	Master of Business Administration, Management and Strategic Leadership, Universidad Ana G. Méndez, Tampa, 2012
Matos, Samuel	Health Sciences	Doctor of Medicine, Venezuela Doctor of Philosophy in Public Health, University of South Florida, Tampa FL 2020
Melendez, Brenda C	Marketing	Master of Business Administration, Marketing, University of Phoenix, San Juan, PR 2002
Melendez, Lory	Education Psychology	Master of Arts, Psychology/Counseling, Interamerican University, San Juan, PR 2014
Melendez, Miguel	English	Master of Arts Humanities General. Universidad de Puerto Rico, San Juan PR 2019
Mena, Nelson	Computer Information Systems	Master of Business Administration University Of South Florida, FL 2008
Mena, Rosmer	Social Sciences	Master of Social Work University of South Florida, FL 2011
Millán, Lillianie	Spanish English	Master of Arts Curriculum Instruction and English Universidad Del Este, PR 2011
Moleiro, Alfredo	Management	Master of Business Administration, Global Management, University of Phoenix, AZ, 2015
Morales, Edna	Pharmacy	Bachelor in Pharmacy Massachusetts College of Pharmacy MA 1992
Ocasio-Pérez, Lissette	Accounting	Master of Business Administration in Accounting Universidad Ana G. Méndez - Cupey Campus, FL 2012
Ortiz Sustache, Giovanni	ESOL	Master of Education in TESL, Universidad del Turabo, Tampa FL 2015
Ortiz, Nereida	Health Sciences	Master of Science in Nursing, University of Puerto Rico, San Juan, PR, 2014
Otero, Zaylee	Psychology	Doctor of Psychology Pedro Albizu University, PR 2014
Penna, Víctor	Biology	Doctor in Medicine Universidad Central del Este San Pedro de Macorís, Dominican Republic 1985
Perera, Carmen	Spanish	Master of Arts in Spanish Language University of South Florida, FL 2010
	Pharmacy	Doctor of Pharmacy Universidad de Santa María Venezuela, 1993
Perez, Silvia X.	Social Work	Master of Social Work, University of Nebraska NE, 2016
Pernia, Javier	Medical Assistant	Florida Registry of Medical Assistant Certificate, 202105166842, 2021
Prieto, Ignacio	Criminal Justice	Master of Science in Criminal Justice, South University, Tampa FL 2019
Puello, Pablo A.	History, Humanities, Social Sciences	Doctor of Philosophy in History, Inter American University, San Juan, PR, 2018
Ramos, Simon E.	Mathematics, Education	EdD/DBA Nova Southeastern University Ft. Lauderdale, FL 2005
Ravelo, Elein	Pharmacy	Doctor of Pharmacy, Lake Erie College of Osteopathic Medicine, 2018

Reveron, Joan	Spanish, Education	Master of Arts in Education, Curriculum Spanish, Caribbean University, San Juan, Puerto Rico 2015
Reyes, René	Humanities	Master of Arts in History Education University of Puerto Rico, PR 1992
Rivera, Sonia	Pharmacy	Registered Pharmacy Technician, Med Tech College, San Juan PR 1997
Rivera Ramos, Waldemar	Guidance and Counseling	Master of Science in Guidance and Counseling Nova Southeastern University, FL 2010
Robayna, Manuel	Management	Master of Business Administration in Management and Strategic Leadership Universidad Ana G. Méndez - Cupey Campus, FL 2012
Rodriguez, Jose M.	History, Social Sciences	Master of Divinity, Pastoral Studies, Southern Baptist Theological Seminary, KY 2009
Rodríguez, María C.	Management Human Resources	Master of Business Administration in Management Certificate in Human Resources University of Phoenix, FL 2008
Rodriguez, Nidia C	Social Work	Master of Social Work, Universidad Ana G. Méndez, Tampa, FL 2020
Román, Cesar	Psychology	Master of Arts in Psychology Interamerican University, PR 2006
Rosales Arceo, Aida	English	Master of Education International Language Framingham College, Boston MA 2003
Rosario, Marisol	Spanish	Master of Arts in Spanish Literature and Linguistics University of South Florida, FL 2015
Ruíz, Lydia Isabel	Spanish	Master of Arts In Spanish University Of Northern Iowa Cedar Falls, IA 1971
Ruíz, Mercedes Doris	Education Management	Master of Education in Adult Education Capella University, MN 2013  Master of Arts in Organizational Management University of Phoenix, Tampa, FL 2004  Master of Business Administration in Global Management University of Phoenix, Tampa, FL 2002
Saldaña, Jackeline	Management	Doctor of Management in Organizational Management University of Phoenix, AZ 2014
Santiago Laguinet	Social Work	Master of Social Work, Universidad Ana G. Méndez, Carolina Campus, Tampa, FL 2020
Silverio, Rosaida	Medical Assistant	Doctor of Medicine, Instituto Tecnológico Santo Domingo RD 2007
Soto Rivera, Axel	Criminal Justice	Juris Doctor, Pontificia Universidad Católica de Puerto Rico, Ponce, PR 1993
Valedón, Joan Veronika	Criminal Justice Sociology	Juris Doctor University of Florida, FL 2002
Vargas, Irma	Counseling Student Development	Master of Education in Counseling Universidad del Turabo, FL 2014
Velarde, Einar J.	Economics	Master of Arts in International Relations Graduate Certificate in Economics St. Mary's University, TX 1987

Velasquez, Cavi	Management	Master of Business Administration in Strategic Leadership, Universidad Metropolitana, Tampa FL 2012
Vidal, Griselle	Spanish	Master of Education, Spanish University of Puerto Rico, San Juan, PR 1981
Zayas Santiago, Carla	Spanish	Graduate Certificate in Latin American Studies University of South Florida, FL 2010  Master of Arts in Spanish University of South Florida, FL 2008
Zurita, Elizabeth	Biology, Health Sciences	Doctor of Biology and Chemistry, Universidad Central de Ecuador, Quito, Ecuador, 1982



## Section IV: Programs of Study

### Technical Diplomas and Associate Degrees

#### Basic Construction Technician- Diploma

**36 Credits**

##### Program Description

This program is designed to provide the knowledge and hands-on skills training needed for work within the field of construction. Students in this program will learn safety protocols for work within the construction industry, all building and related equipment aspects of construction, as well as on the job training opportunities that will give students the hands-on skills needed for successful employment as a Basic Construction Technician.

##### Program Objectives

- Demonstrate knowledge and understanding in the skills development process of basic construction methods, procedures and protocols and basic tools related to each task.
- Demonstrate knowledge of the rules and protocols that are vital to personal and crew safety.
- Develop skills and knowledge related to reading blueprints and the relationship between the construction worker and the work plan.
- Demonstrate knowledge in the basic protocols for building maintenance, troubleshooting, minor repairs and reporting site issues to building management.
- Demonstrate knowledge in the general process of determining a plan for construction. The course emphasizes permitting processes as they relate to the plans drafted for construction. The course also emphasizes work inspection and related requirements.

##### Program Outcomes

- Apply knowledge, as a Basic Construction Technician, to work within the field of construction following all safety and state procedure guidelines.

##### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

ENTRANCE/ADMISSION REQUIREMENTS:
Admission requirements include the following: <ul style="list-style-type: none"><li>• A completed enrollment agreement</li><li>• Evidence of standard high school graduation or the possession of a GED</li><li>• Meeting with an admissions representative</li></ul>

### **Requirements for the Diploma Program**

Students must comply with all state requirements for their diploma program.

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Basic Construction Technician</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Crds.</b>	<b>Pre-Req</b>
CONS 100-O	Construction Communication skills: Personal and Crew Safety Protocols	4	Must be taken in the first part of Term (Block I)
CONS 101-O	Construction Communication skills: Understanding Building Plans	3	Must be taken in the first part of Term (Block I)
CONS 102-O	Construction communication skills: Understanding City Planning Regulations	3	CONS 100-O, CONS 101-O
CONS 140-O	Heating, Ventilation, Air Conditioning (HVAC)	2	
CONS 120-O	Construction Methods	3	CONCURRENT WITH CONS 120-OL
CONS 120OL	Construction Methods Lab	1	CONCURRENT WITH CONS 120-O
CONS 130-O	Formwork & Joinery	2	CONCURRENT WITH CONS 130-OL
CONS 130OL	Formwork & Joinery Lab	1	CONCURRENT WITH CONS 130-O
CONS 150-O	Carpentry	2	CONCURRENT WITH CONS 150-OL
CONS 150OL	Carpentry Lab	1	CONCURRENT WITH CONS 150-O
CONS 165-O	Electrical	1	CONCURRENT WITH CONS 165-OL
CONS 165OL	Electrical Lab	1	CONCURRENT WITH CONS 165-O
CONS 155-O	Masonry	2	CONCURRENT WITH CONS 155-OL
CONS 155OL	Masonry Lab	1	CONCURRENT WITH CONS 155-O
CONS 160-O	Plumbing	2	CONCURRENT WITH CONS 160OL
CONS 160OL	Plumbing Lab	1	CONCURRENT WITH CONS 160-O
CONS 170-O	Maintenance	3	
CONS 180-O	Final Construction Project	3	CONS 150-O, CONS 150-OL, CONS 165-O, CONS 165-OL, CONS 155-O, CONS 155-OL, CONS 160-O, CONS 160-OL, CONS 170-O
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 4/2020</p>			

## Medical Billing and Coding- Diploma

36 credits

### Program Description

The Medical Billing and Coding program is designed to introduce students to the diversity of health care. Students in this program will learn about privacy, confidentiality, electronic medical records, quality management, medical coding, and billing. Students will work in a variety of health care settings and be able to perform coding, billing and medical record maintenance.

### Program Objectives

The program is consistent with the institution's mission, as it will prepare graduates for employment in entry-level positions within Health Information Management Fields. To fulfill its mission UAGM will encourage students to:

1. Teach and familiarize the student with necessary quantitative competences as applied to their field.
2. Teach the student the knowledge and use of the vocabulary, concepts, and terms frequently used in medical and health services settings.
3. Teach the student the health insurance coding, billing and claim management practices of the health industry in the nation.
4. Teach students to identify and select services' codes procedures and diagnoses that are assigned to outpatient services.
5. Learn and perform activities related to the billing of medical bills, referrals, pre-authorizations, and other elements of transmission related to billing for medical services (PHI).
6. Acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid medical services and know the steps to follow in order to perform an audit in a medical office or outpatient areas.
7. Learn the legal requirements of medical records concerning its retention, security controls, maintenance and confidentiality regarding information treatments, within the institution as well as outside.

### Program Outcomes

- Apply knowledge in the medical service area, working with medical records, security controls and confidentiality of the patients; following all standard and protocols of the Health Departments and related agencies.

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

ENTRANCE/ADMISSION REQUIREMENTS:
Admission requirements include the following: <ul style="list-style-type: none"><li>• A completed enrollment agreement</li><li>• Evidence of standard high school graduation or the possession of a GED</li><li>• Meeting with an admissions representative</li></ul>

## Requirements for the Diploma Program

Students must comply with all state requirements for their diploma program.

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Medical Billing and Coding</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Crds.</b>	<b>Pre-Req.</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
MATH 101-O	Mathematical Reasoning I	3	
OFAS 121-O	Basic Keyboarding	3	
COIS 101-O	Introduction to Computers	3	
MIBC 101-O	Medical Terminology and Abbreviations	3	ENGL 101-O, MATH 101-O, OFAS 121-O, COIS 101-O
MIBC 102-O	Medical Billing Services	3	ENGL 101-O, MATH 101-O, OFAS 121-O, COIS 101-O
MIBC 106-O	Reconciliation & Auditing	3	MIBC 101-O, MIBC 102-O
MIBC 107-O	Health, Safety and Medical Law and Ethics	3	MIBC 101-O, MIBC 102-O
MIBC 103-O	Clinical and Professional Coding	4	MIBC 106-O, MIBC-107-O
BIOT 106-O	Anatomy and Physiology	4	ENGL 101-O, MATH 101-O, OFAS 121-O, COIS 101-O
MIBC 105-O	Billing and Electronic Record	4	MIBC 106-O, MIBC 107-O, MIBC 103-O, BIOT 106-O
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 4/2020</p>			

## Computer Repair and Network Installation- Diploma

36 Credits

### Program Description

Students will understand aspects of computer networks and infrastructure as it relates to helping organizations and customers achieve their goals. Students learn how to install and fix computers and related equipment in businesses and homes. The program focuses on hands-on techniques covering software and hardware systems, troubleshooting techniques and diagnostic devices.

### Program Objectives

- Demonstrate knowledge and understanding in theoretical and technical skills that will enable them to enter the Technology field by training them for entry level positions such as Computer Repair Technician, Computer Technician, Service Technician and Help Desk Technician.

### Program Outcomes

Students will be able to:

- Apply knowledge, as a Computer Repair and Network Installer, to work within the field of technology following all protocols related to the profession.

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

ENTRANCE/ADMISSION REQUIREMENTS:
Admission requirements include the following: <ul style="list-style-type: none"><li>• A completed enrollment agreement</li><li>• Evidence of standard high school graduation or the possession of a GED</li><li>• Meeting with an admissions representative</li></ul>



### Requirements for the Diploma Program

Students must comply with all state requirements for their diploma program.

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Computer Repair and Network Installation</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Crds.</b>	<b>Pre-Req.</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
MATH 101-O	Mathematical Reasoning I	3	
ENGL 103-O or SPAN 103-O	Introductory English Language Course Basic Level II or Introducción a la Lengua Española II	3	ENGL 101-O or SPAN 101-O
COIS 101-O	Introduction to Computers	3	
OFAS 121-O	Basic Keyboarding	3	
CRAN 201-O	Fundamentals of Electronic Circuits	3	ENGL 101-O, MATH 101-O, ENGL 102-O, COIS 101-O
COIS 215-O	Implementing and Support Computer Applications	3	OFAS 121-O, CRAN 201-O
CRAN 202-O	Repair and Installation of Computers I	3	OFAS 121-O, CRAN 201-O
CRAN 203-O	Repair and Installation of Computers II	3	COIS 215-O, CRAN 202-O
CRAN 204-O	Installation of Operation Systems	3	COIS 215-O, CRAN 202-O
CRAN 207-O	Introduction to Network (LAN)	3	CRAN 203-O, CRAN 204-O
CRAN 208-O	Introduction to Network (WAN)	3	CRAN 203-O, CRAN 204-O
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 4/2020</p>			



## Medical Assistant – Diploma

36 Credits

This program is designed to provide students with the knowledge and necessary skills, administrative and clinical, to assist doctors in daily's routine with the patients and be a connection between doctor and patient. Prepare the student with the knowledge to provide medical office administrative services and perform clinical duties, including patient intake and care. Include instruction in basic anatomy, medical terminology and medical office procedures, examination testing and treatment procedures.

### Program Objectives

Demonstrate knowledge and develop administrative and clinical skills to assist a medical, clinical or health care facility environment in a daily's routine with patients.

### Program Outcomes

Upon completion of the program, graduates will be able to work and interact with the administrative and clinical aspect of the healthcare environment; provides medical office administrative services and perform clinical duties in a medical field.

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

ENTRANCE/ADMISSION REQUIREMENTS:
Admission requirements include the following: <ul style="list-style-type: none"><li>• A completed enrollment agreement</li><li>• Evidence of standard high school graduation or the possession of a GED</li><li>• Meeting with an admissions representative</li></ul>



### Requirements for the Diploma Program

Students must comply with all state requirements for their diploma program.

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Medical Assistant</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Crds.</b>	<b>Pre-Req.</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
MATH 101-O	Mathematical Reasoning I	3	
COIS 101-O	Introduction to Computers	3	
HESC 101-O	Medical Terminology	3	
BIOT 106-O	Anatomy and Physiology	4	
MEDA 201-O	Clinical Laboratory Procedures	4	BIOT 106-O
MEDA 202-O	Examining Room Procedures	4	BIOT 106-O
MEDA 203-O	Fundamentals of Pharmacology	3	
HESC 100-O	Health, Safety and Medical Law and Ethics	3	
MEDA 204-O	Medical Office Management	3	ENGL/SPAN 101-O, MATH 101-O, COIS 101-O, HESC 101-O, BIOT 106-O, MEDA 201-O, MEDA 202-O, MEDA 203-O, HESC 100-O
MEDA 205-O	Medical Assistant Externship	3	MEDA 204-O
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 4/2020</p>			

## Pharmacy Technician – Diploma

40 credits

### Program Description

The Non-Degree Program in Pharmacy Technician enables the student to assist the pharmacist in the dispatch of medication and become a valuable asset of a team. The program aspires to develop and prepare the student with the knowledge and skills to perform at a high level of competence. The student will be able to perform in various pharmacy environment such as retail, hospital, specialty, infusion, compounding, or home healthcare settings.

### Program Objectives

1. Understand the Pharmacy Technician career including licensing, certification, professional associations, and continuing education.
2. Differentiate methods of communication (e.g. verbal, nonverbal, written, etc.) in the workplace when interacting with coworkers, patients or any special patient group.
3. Perform mathematical calculations essentials to prescription dispensing.
4. Describe the basic knowledge among anatomy, physiology and pharmacology.
5. Relate the state and federal laws regarding the role of the pharmacy technician in the process of assisting the pharmacy on daily duties.
6. Demonstrate an understanding of the necessary standard precautions, supplies, and equipment in the process of compounded sterile and non-sterile preparations.
7. Identify the dosage formulation and routes of administration; as well as, the pharmacokinetic and pharmacodynamics of drugs in the human body.

### Program Outcomes

Upon completion of the program, graduates will be able to:

1. Assist pharmacist in collecting, organizing, and recording demographic and clinical information.
2. Receive, process, and prepare prescriptions orders for completeness, accuracy, and authenticity to ensure safety.
3. Assist pharmacists in preparing, storing, and distribution of medication following the special handling procedures.
4. Prepare simple sterile and non-sterile medications per applicable USP chapters.
5. Demonstrate personal and interpersonal skills with patients and colleagues.

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

**ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

Admission requirements include the following:

- A completed enrollment agreement
- Evidence of standard high school graduation or the possession of a GED
- Meeting with an admissions representative

**Requirements for the Diploma Program**

Students must comply with all state requirements for their diploma program.

<b>Universidad Ana G. Méndez – Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Pharmacy Technician</b> <b>Credential Issued: Diploma</b> <b>Requirements: 40 credits</b>			
<b>Core Professional Courses (40 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credits Hours</b>	<b>Credits</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
MATH 101-O	Basic Mathematics	3	
HESC 100-O	Health, Safety and Medical Law and Ethics	3	
BIOT 106-O	Anatomy and Physiology	4	
PHAT 100-O	Introduction to Pharmacy	3	
PHAT 115-O	Pharmaceutical Calculations	3	
PHAT 120-O	Pharmacotherapy	3	
PHAT 125-O	Administration and Pharmacy Law	3	
PHAT 130-OL	Pharmacy Sterile and Non-Sterile Compounding Laboratory	3	
PHAT 135-O	Posology	3	
PHAT 148-O	Introduction to Pharmacy Practice	3	
PHAT 150-O	Externship I	3	
PHAT 151-O	Externship II	3	
<b>Total</b>		<b>40</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 3/2019</p>			

## Production Technician – Diploma

**18 Credits**

### Program Description

This program is designed to prepare students for employment in a variety of manufacturing settings. The certificate is upward compatible with the A.S. degree in Engineering Technology and Quality Control. Students enrolled in the AS degree may obtain this certificate by completing the listed courses.

### Graduate Profile:

This program prepares students with the basic skills required by manufacturing. The program aligns with the Certified Production Technician (CPT®) certification program from the Manufacturing Skills Standard Council (MSSC). Completers of this diploma will have knowledge in the following:

- Safety practices on the job and in a manufacturing setting
- Quality practices and measurement
- Knowledge of manufacturing process, materials and production
- Awareness of maintenance in a manufacturing setting
- Understanding of design and blueprints

### Entrance/Admission Requirements:

Student must complete the admission requirements of the Institution for their diploma program.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

Admission requirements include the following:

- A completed admission application
- Evidence of standard high school graduation or the possession of a GED

### Requirements for the Diploma Program

Students must comply with all state requirements for the diploma program.

## Curriculum Outline

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
QETE 240-O	QUALITY MANAGEMENT PRINCIPLES AND IMPROVEMENT TOOLS		3	
EETE 216-O	INDUSTRIAL ELECTRONICS		3	
ENGI 161-O	ENGINEERING TECHNOLOGY GRAPHICS		3	
METE 224-O	MANUFACTURING PROCESS TECHNOLOGY		3	
IMEN 404-O	INDUSTRIAL SAFETY AND HEALTH MANAGEMENT		3	
METE 228-O	MECHANICAL MEASUREMENTS TECHNOLOGY		3	
<b>TOTAL:</b>			<b>18</b>	

**This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand.**  
COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY  
WHERE ENGLISH IS REQUIRED.

Language skill in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for preparatory or developmental language courses, they must enroll in such courses immediately to increase academic performance in the language.



## Bookkeeping and Accounting Technology – Diploma

**36 Credits**

### Program Description

The Bookkeeping and Accounting Technology program is designed to prepare students to provide technical administrative support to professional accountants and others financial management personnel. Includes instructions in posting transaction to accounts, record-keeping systems, accounting software operation and general accounting principles and practice.

### Program Objectives

The program is consistent with the institution's mission, as it will prepare graduates for employment in entry-level positions within Bookkeeping and Accounting Fields. To fulfill its mission, the program will:

1. Demonstrate knowledge of the accounting cycle, including chart of account, preparation of trial balance, adjusting entries, closing entries, and financial statements preparation (i.e., income statement, statement of retained earnings, cash flow statements, and balance sheet).
2. Demonstrate proficiency in cash control procedures.
3. Use source documents to prepare and analyze transactions (Including invoices, credit memos and vendor statements, among others related documents)
4. Apply judgment in the application of accounting principles in a global marketplace
5. Analyze financial information to make informed business decisions
6. Maintain knowledge of ever-evolving accounting regulations and standards
7. Utilizes technology to access, research, analyze, and interpret business information
8. Demonstrate proficiency in the use of accounting software to maintain accounting records and produce reports.
9. Prepare business plan, budgets, and forecasts to support the management process
10. Use ethical reasoning and judgment and act in accordance with legal responsibilities.

### Program Outcomes

Students will be able to perform the followings:

1. Prepare and use financial information about business organization to support decision making
2. Manage business information using appropriate software
3. Demonstrate effective business communication skills
4. Consider the implications of professional values, ethics, and attitudes in business.

### **Entrance/Admission Requirements**

Student must complete the admission requirements of the Institution for their diploma program.

<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
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(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)
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Admission requirements include the following:
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- |  |
|--|
| <ul style="list-style-type: none"><li>• A completed admission application</li><li>• Evidence of standard high school graduation or the possession of a GED</li></ul> |
|--|

### **Requirements for the Diploma Program**

Students must comply with all state requirements for their diploma program.

<b>Curriculum Outline</b> <b>Universidad Ana G. Méndez- Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Bookkeeping and Accounting Technology</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Credits</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
ENGL 103-O or SPAN 103-O	Introductory English Language Course Basic Level II or Introducción a la Lengua Española II	3	
MATH 101-O	Mathematical Reasoning I	3	
COIS 111 -O	Software Applications for Business Administration	3	
MANC 101-O	Introduction to Business	3	
MANC 125-O	Business Ethics	3	
MANC 126-O	Business Communication	3	
FINA 101-O	Principles in Finance Accounting	3	
ACCO 101-O	Principle of Managerial Accounting	3	
ACCO 110-O	Computer System Applied to Accounting I	3	
ACCO 111-O	Computer System Applied to Accounting II	3	
MANC 127-O	Reconciliation and Auditing	3	
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 3/2019</p>			

## Small Business Operation – Diploma

**36 Credits**

### Program Description

The Small Business Operation program is designed to prepare students to develop and manage independent small business. It is included areas of planning, organizing, directing and controlling of business, with emphasis on selecting theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

### Program Objectives

The program is consistent with the institution's mission, as it will prepare graduates for employment in entry-level positions within Small Business Operation Fields. To fulfill its mission, the program will:

1. Manage business information using appropriate software to demonstrate proficiency in the use of word processing, spreadsheet, and other office software commonly used in business
2. Demonstrate effective business skills to facilitate effective interactions to work collaborative.
3. Develop the ability to manage and resolve conflict
4. Apply effective decision making process to business situations
5. Identify the function of marketing in the business development
6. Use ethical reasoning and judgment and act in accordance with legal responsibilities in a business environment.
7. Demonstrate an understanding of principles of small business management concerning business entities, planning and ethics
8. Demonstrate an understanding of principles of financing and cash management in the small business.

### Program Outcomes

Students will be able to perform the followings:

1. Demonstrate understanding in the areas of planning , organizing, directing and controlling of a business
2. Demonstrate employability skills
3. Demonstrate effective business communication skills
4. Consider the implications of professional values, ethics, and attitudes in business.
5. Demonstrate an understanding of principles of small business operation concerning financing and management in the small business.

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

Admission requirements include the following:

- A completed admission application
- Evidence of standard high school graduation or the possession of a GED

### **Requirements for the Diploma Program**

Students must comply with all state requirements for their diploma program.

<b>Curriculum Outline</b> <b>Universidad Ana G. Méndez-Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Small Business Operation</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Credits</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
ENGL 103-O or SPAN 103-O	Introductory English Language Course Basic Level II or Introducción a la Lengua Española II	3	
MATH 101-O	Mathematical Reasoning I	3	
MANC 101-O	Introduction to Business	3	
MANC 210-O	Administrative Theory	3	
MANC 126-O	Business Communication	3	
MGMT 101-O	Management and Leadership Principles	3	
MANC 213-O	Personnel Administration	3	
MANC 204-O	Legal Environment in Business	3	
FINA 101-O	Principles in Finance Accounting	3	
ACCO 101-O	Principles of Managerial Accounting	3	
SBOT 101-O	Principles of Selling	3	
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 3/2019</p>			

## 36 Credits

### Program Description

The Small Business Entrepreneurship is designed to prepare students to perform development, marketing and Management function associate with owning and operation a small business.

### Program Objectives

The program is consistent with the institution's mission, as it will prepare graduates for employment in entry-level positions within Small Business Entrepreneurship Fields. To fulfill its mission, the program will:

1. Develop an understanding of working with diverse teams.
2. Demonstrate proficiency in the use of word processing, spreadsheet, and other office software commonly used in business
3. Use interpersonal communication skills to facilitate effective interactions to work collaborative.
4. Develop the ability to manage and resolve conflict
5. Apply effective decision making process to business situations
6. Identify the function of marketing in the business development
7. Apply knowledge of the concepts of supply and demand
8. Utilizes technology to access, research, analyze, and interpret business information
9. Prepare business plan, budgets, and forecasts to support the management process
10. Use ethical reasoning and judgment and act in accordance with legal responsibilities.
11. Demonstrate an understanding of principles of small business management concerning business entities, planning and ethics
12. Demonstrate an understanding of principles of financing and cash management in the small business.

### Program Outcomes

Students will be able to perform the followings:

1. Demonstrate understanding in the areas of planning , organizing, directing and controlling of a business
2. Apply knowledge of basic marketing principles
3. Plan the marketing strategy and promote the business
4. Demonstrate effective business communication skills
5. Consider the implications of professional values, ethics, and attitudes in business.
6. Apply leadership and entrepreneurial skills in the development of a small business

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their diploma program.

<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
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(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

Admission requirements include the following:

- A completed admission application
- Evidence of standard high school graduation or the possession of a GED

### **Requirements for the Diploma Program**

Students must comply with all state requirements for their diploma program.

<b>Curriculum Outline</b> <b>Universidad Ana G. Méndez-Cupey Campus</b> <b>School for Technical Programs</b> <b>Program Title: Small Business Entrepreneurship</b> <b>Credential Issued: Diploma</b> <b>Requirements: 36 credits</b>			
<b>Core Professional Courses (36 credits)</b>			
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Credits</b>
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I or Introducción a Lengua Española I	3	
ENGL 103-O or SPAN 103-O	Introductory English Language Course Basic Level II or Introducción a la Lengua Española II	3	
MATH 101-O	Mathematical Reasoning I	3	
MANC 101-O	Introduction to Business	3	
ENMA 101-O	Introduction to Entrepreneurial Development	3	
MGMT 101-O	Management and Leadership Principles	3	
MANC 210-O	Administrative Theory	3	
MANC 213-O	Personnel Administration	3	
MANC 204-O	Legal Environment in Business	3	
MARK 133-O	Fundamental of Marketing	3	
MANC 126-O	Business Communication	3	
ACCO 101-O	Principles of Managerial Accounting	3	
<b>Total</b>		<b>36</b>	
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p> <p>Language skills in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 3/2019</p>			

### Program Description

The Associate of Science in Technical Studies program offers the student the opportunity to finalize a degree, customizing it with a selection of concentration courses within a selected career path. This curriculum offers students learning opportunities to develop higher-level academic as well as professional skills required for successful employment and advancement within the graduate's career track. The chosen concentration will further strengthen the graduate's professional competencies.

### Program Objectives

The objective AS in Technical Studies is to integrate the approved credits of the technical career with a selected concentration package complementary to the occupation. The students will:

- Demonstrate knowledge of the fundamental concepts and theories from a selected career path.
- Demonstrate proficient technical skills required to be productive in a career.
- Apply creative and critical thinking and problem-solving skills to analyze and solve discipline specific problems.
- Demonstrate appropriate oral and written communication skills and professional behavior in the workplace.

Demonstrate an understanding of technical skills required in the specific occupational area through the successful completion of an approved technical program diploma

### Program Outcomes

Upon the completion of the program, the student will earn an Associate in Science in Technical Studies. By completing this program, graduates will have enhanced their professional skills and abilities with a specialized path in technology, health administration, or business.

### Entrance/Admission Requirements

Student must complete the admission requirements of the Institution for their degree program.

#### ENTRANCE/ADMISSION REQUIREMENTS:

Admission requirements include the following:

- A completed application form.
- Evidence of standard high school graduation or the possession of a GED
- *Satisfactory completion of a minimum of 27 credits at the post-secondary level with a GPA of 2.00.*

Disclaimer:

- *Students are allowed to transfer courses from other institutions to complete the degree program.*
- A minimum grade of C is required for coursework to transfer.
- *Transfer coursework may be completed at the Diploma (post-secondary non-degree) or undergraduate level (equivalent to level 1 and 2 courses)*
- *The maximum number of credits to transfer is subject to the evaluation of an official academic record, with the exception of 16 semester credits, which must be completed at institution.*

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### Requirements for the Degree Program

Students must comply with all state requirements for their degree program.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title		Credit	Services (If Applicable)
General Education Courses				
ENGL 115-O	Reading, Writing and Oral Communication in English		4	
SPAN 115-O	English Reading and Writing		4	
SOSC 111-O	Individual Community, Government and Social Responsibility I		3	
MATH 111-O	Intermediate Algebra I		3	
INGS 101-O	Research Information Literacy		3	
Total			17	
**Core Specialization Transfer Credit			27	
Career Path (12 credits) **Select one concentration path				
Path in Business				
MANC 101-O	Introduction to Business		3	
ENMA 101-O	Introduction to Entrepreneurial Development		3	
MANC 210-O	Administrative Theory		3	
MANC 213-O	Personnel Administration		3	
Total			12	
Path in Health Administration				
HADM 101-O	Communication Skills for Health Care Professionals		3	
HADM 110-O	Health Care Management		3	
HADM 130-O	Ethics and Social Responsibility in the Health Care Services		3	
HADM 140-O	Accounting for Health Care Services and Administration		3	
Total			12	
Path in Technology				
COIS 101-O	Introduction to Computer		3	
COIS 111-O	Software Applications for Business Administration		3	
COIS 112-O	Information System Concepts		3	
COIS 221-O	Data Analysis Tools		3	
Total			12	
Elective Courses (6 credits Hours)				
	Free Elective Course		3	
	Free Elective Course		3	

	<b>TOTAL</b>		62	
<p><b>**Transfer credits:</b> Satisfactory completion of a minimum of 27 credits at the post-secondary level. The maximum number of credits to transfer (up to 46 credits) is subject to the evaluation of an official academic record, with the exception of 16 semester credits, which must be completed at institution</p>				
<p>This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.</p>				
<p>Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. Students must comply with state and local education certification requirements for the diploma program, as applicable. Revised 4/2020</p>				

## 62 Credits

The program focuses in areas of installation, estimating and maintenance of new and existing computerized systems and network infrastructure. Graduates will also have the necessary educational background to continue studies toward a Bachelor's Degree in Computer Engineering within the university.

Objectives of the Computer Technology and Networks Program:

- To deliver instruction using current technology, the most modern equipment, test instruments and computers.
- To help fulfill the need for technicians in the fields of computer and network installation, maintenance and repair.
- To ensure the intellectual development of students enrolled in the program.
- To develop technicians capable of undertaking leadership roles in professional, civic, and social environments.

### Graduate Profile:

Students that complete the Associate in Science Degree in Computer Technology and Networks program at the Universidad Ana G. Méndez will demonstrate, as a minimum, the following characteristics:

- An ability to apply knowledge of mathematics, science, and technology
- An ability to repair systems, components, or processes to meet desired needs
- An ability to function in multidisciplinary teams
- An ability to analyze and interpret data
- An understanding of ethical responsibility
- An ability to communicate effectively
- A recognition of the need for, and an ability to engage in life-long learning
- A knowledge of contemporary issues
- An ability to use the techniques, skills, and modern tools necessary for technical practice

Graduates will be prepared to work on data analysis, installation and estimation and maintenance of new or existing computer systems and networks. The curriculum also provides the ability to solve technical problems, develop human relationships and establish effective communication in English and Spanish. The graduate may work in industrial areas, service companies or in their own business.

### Entrance/Admission Requirements:

- Evidence of High School completion or equivalent

Course		Credit	Services
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Number	Course Title	Hours	(If Applicable)
<b>GENERAL EDUCATION COURSES (17 Credits)</b>			
ENGL 115-O	COLLEGE READING AND WRITING I	4	*ENGL 102-O
HUMA 101-O	WORLD CULTURE I	3	
MATH 111-O	INTERMEDIATE ALGEBRA I	3	
MATH 112-O	INTERMEDIATE ALGEBRA II	3	MATH 111-O
SPAN 115-O	READING, WRITING AND THE ORAL COMMUNICATION IN SPANISH I	4	*SPAN 102-O
<b>CORE PROFESSIONAL COURSES (22 Credits)</b>			
ENGL 116-O	COLLEGE READING AND WRITING II	4	ENGL 115-O
ENGL 331-O	PUBLIC SPEAKING	4	ENGL 116-O
FSEN 100-O	INTRODUCTION TO ENGINEERING TECHNOLOGY	3	
MATH 151-O	PRE-CALCULUS	4	MATH 112-O
MATH 152-O	PRE-CALCULUS	4	MATH 151-O
ENGI 122-O	INTRODUCTION TO COMPUTER PROGRAMMING	3	CO-REQ MATH 152-O
<b>CONCENTRATION COURSES (19 Credits)</b>			
CTEC 220-O	FUNDAMENTALS OF COMPUTERS, PERIPHERALS AND OPERATING SYSTEMS	3	EET 223 & LAB
CTEC 220L-O	LAB. OF FUNDAMENTALS OF COMPUTERS, PERIPHERALS AND OPERATING SYSTEMS	1	CO-REQ CTEC 220-O
EETE 223-O	FUNDAMENTALS OF COMPUTER ELECTRONIC	3	
EETE 223L-O	LAB. OF FUNDAMENTALS OF COMPUTER ELECTRONIC	1	CO-REQ EETE 223-O
TCOM 335-O	PRINCIPLES OF TELECOMMUNICATIONS AND NETWORKING	3	EETE 223-O & LAB
TCOM 335L-O	LAB OF PRINCIPLES OF TELECOMMUNICATIONS AND NETWORKING	1	CO-REQ TCOM 335-O
TCOM 350-O	FUNDAMENTALS OF NETWORKING INFRASTRUCTURE MANAGEMENT	3	TCOM 335-O & LAB
TCOM 350L-O	LAB OF FUNDAMENTALS OF NETWORKING INFRASTRUCTURE MANAGEMENT	1	CO-REQ TCOM 350-O
CTEC 230-O	FUNDAMENTALS OF INTERMEDIATE PROGRAMMING	3	MATH 152-O ENGI 122-O
<b>ELECTIVE COURSES (4 Credits)</b>			
MATH 221-O	CALCULUS I	4	MATH 152-O
EETE 255-O	FUNDAMENTALS OF MICROPROCESSORS	4	EETE 223-O & LAB
<b>TOTAL:</b>		<b>62</b>	

This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Language skill in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for preparatory or developmental language courses, they must enroll in such courses immediately to increase academic performance in the language.



## Engineering Technology and Quality Control- AS

### 61 Credits

The program focuses on areas of quality assurance for industrial or service environments. Graduates will also have the necessary educational background to continue studies towards a Bachelor's Degree in Industrial and Management Engineering. To prepare quality control engineering technology graduates professionally, so that they will be capable of fulfilling the technological needs of society and excel in the maintenance and improvement of quality systems.

Specific objectives of this program include:

- Prepared to apply current quality control concepts.
- Prepared to solve industry related real world problems through laboratory experiments that exposes students to these events.
- Prepared with knowledge and skills to function as a quality control technician in manufacturing and the services industries.
- Performs quality control system analysis.
- Possesses the knowledge and skills to implement a continuous improvement process.
- Utilizes validation processes in different aspects of development and production.
- Identifies good practices in manufacturing and international quality standards such as ISO 9000, ISO 10011 and 10012.

### Graduate Profile:

Students that complete the Associate in Science Degree in Engineering Technology and Quality Control program at the Universidad Ana G. Méndez will demonstrate, as a minimum, the following characteristics:

- An ability to apply knowledge of mathematics, science, and technology
- An ability to repair systems, components, or processes to meet desired needs
- An ability to function in multidisciplinary teams
- An ability to analyze and interpret data
- An understanding of ethical responsibility
- An ability to communicate effectively
- A recognition of the need for, and an ability to engage in life-long learning
- A knowledge of contemporary issues
- An ability to use the techniques, skills, and modern tools necessary for technical practice

### Entrance/Admission Requirements:

- Evidence of High School completion or equivalent

Course Number	Course Title	Credit Hours	Prerequisites
<b>GENERAL EDUCATION COURSES (17 Credits)</b>			
ENGL 115-O	COLLEGE READING AND WRITING I	4	*ENGL 102-O
HUMA 101-O	WORLD CULTURE I	3	
MATH 111-O	INTERMEDIATE ALGEBRA I	3	
SOSC 111-O	INDIVIDUAL, COMMUNITY, GOVERNMENT AND SOCIAL RESPONSIBILITY I	3	
SPAN 115-O	READING, WRITING AND THE ORAL COMMUNICATION IN SPANISH I	4	*SPAN 102-O
<b>CORE PROFESSIONAL COURSES (21 Credits)</b>			
ENGL 116-O	COLLEGE READING AND WRITING II	4	ENGL 115-O
ENGL 331-O	PUBLIC SPEAKING	4	ENGL 116-O
FSEN 100-O	INTRODUCTION TO ENGINEERING TECHNOLOGY	3	
MATH 112-O	INTERMEDIATE ALGEBRA II	3	MATH 111-O
MATH 151-O	PRE-CALCULUS	4	MATH 112-O
ENGI 122-O	INTRODUCTION TO COMPUTER PROGRAMMING	3	CO-REQ MATH 151-O
<b>CONCENTRATION COURSES (20 Credits)</b>			
QETE 240-O	QUALITY MANAGEMENT PRINCIPLES AND IMPROVEMENT TOOLS	3	
QETE 245-O	FUNDAMENTALS OF STATISTICAL PROCESS CONTROL/METROLOGY	3	
QETE 245L-O	LAB. OF FUNDAMENTALS OF STATISTICAL PROCESS CONTROL/METROLOGY	1	
QETE 250-O	INTRODUCTION TO TECHNICAL ENGINEERING MANAGEMENT	3	
QETE 260-O	PRINCIPLES OF INDUSTRIAL REGULATIONS AND VALIDATIONS	4	
IMEN 404-O	INDUSTRIAL SAFETY AND HEALTH MANAGEMENT	3	
QETE 255-O	FUNDAMENTALS OF LEAN MANUFACTURING SIX-SIGMA	3	
<b>ELECTIVE COURSES (3 Credits)</b>			
MATH 221-O	CALCULUS I	4	
EETE 216-O	INDUSTRIAL ELECTRONICS	3	
ENGI 161-O	ENGINEERING TECHNOLOGY GRAPHICS	3	
METE 224-O	MANUFACTURING PROCESS TECHNOLOGY	3	
METE 228-O	MECHANICAL MEASUREMENTS TECHNOLOGY	3	
<b>TOTAL:</b>		<b>61</b>	

This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Language skill in English and in Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for preparatory or developmental language courses, they must enroll in such courses immediately to increase academic performance in the language.

## Bachelor Degrees

### Bachelor of Arts (BA) – Major in Criminal Justice

**120 Credits**

#### Program Description

This program ushers students to academic and professional environments related to the Criminal Justice field. The Bachelor of Arts with major in Criminal Justice provides students a detailed view of the field with specific emphasis on the legal, forensic, and academic aspects of the discipline.

Students who graduate from this program can pursue professional positions in the public or private sector, or pursue a graduate degree in law or in the social sciences. The program is structured to address current topics in the field such as multiculturalism, alternate sentencing methods, rehabilitation processes, and cybercrimes, among others. Students must comply with state and local requirements or limitations to practice profession.

#### Program Objectives/Outcomes

Provide students with theoretical and practical knowledge that will facilitate problem solving and analysis in the criminal justice field.

- Develop critical thinking skills that help students comprehend the causes of crime and the different alternatives to tackle these causes.
- Enhance students' knowledge and experiences to facilitate the attainment of new or higher professional positions in the field.
- Provide a comprehensive examination of the Criminal Justice field with specific emphasis on crime prevention and law enforcement, legal foundations, and academic research.
- Develop awareness of diversity and justice in students' analysis of criminal conducts and alternatives for punishment.
- Offer an innovative and current curriculum that fulfills the students' professional and academic goals, and responds to the country's social, economic, cultural, and professional needs.
- Empower students with a holistic and balanced view of the discipline to facilitate the application and practice of their acquired skills.
- Develop proficiency to communicate adequately in English and Spanish both orally and in writing.

Bachelor of Arts (BA) – Major in Criminal Justice	
Curricular Sequence	Credits
General Education Courses	45
Core/Professional Courses	30
Major Courses	45
<b>Total</b>	<b>120</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Criminal Justice</b> <b>Credential Issued: Bachelor of Arts (BA)</b> <b>Degree Requirements: 120 Credits</b>							
<b>General Education Courses (45 Credits)</b>							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
SCIE 111-O Integrated Science I	3			COMP 110-O Computer and Software	3		
ENGL 115-O College Reading and Writing I	4		ENGL 102-O*	ENGL 116-O College Reading and Writing II	4		ENGL 105-O
ENGL 331-O Public Speaking	4		ENGL 116-O	SPAN 115-O Reading, Writing, and the Oral Communication in Spanish I	4		SPAN 102-O*
SPAN 116-O Reading, Writing, and the Oral Communication in Spanish II	4		SPAN 115-O	SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
SOSC 111-O Individual, Community, Government, and Social Responsibility I	3			SOSC 112-O Individual, Community, Government, and Social Responsibility II	3		SOSC 111-O
MATH 120-O Algebra	3						
<b>Core Professional Courses (30 Credits)</b>							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 107-O Introduction to Criminal Justice	3		SOSC 112-O	SOCI 203-O Principles of Sociology/Survey Course	3		SOSC 112-O
SOSC 258-O Research Techniques in Social Sciences	3		SOSC 303-O	PSYC 123-O General Psychology	3		SOSC 112-O
PSYC 350-O Psychopathology Principles	3		PSYC 123-O	SOSC 303-O Applied Statistics Methods for Social Sciences	3		MATH 120-O
SOCI 325-O Sociology of Deviancy	3		SOCI 203-O	CRIM 400-O Human Rights in the Contemporary World	3		SOSC 112-O
POSC 373-O Political Systems of United States of America	3			QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the first semester of Enrollment
<b>Major Courses (45 Credits)</b>							
<b>Major in Criminal Justice: Theory and Practice</b>							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 306-O Comparative Criminal Justice System	3		CRIM 107-O	CRIM 335-O Ethical Aspects of Justice	3		CRIM 107-O
CRIM 350-O The Correction System	3		CRIM 107-O	CRIM 405-O Multiculturalism and Crime	3		CRIM 107-O
CRIM 427-O Therapeutic Jurisprudence and Restorative Justice	3		CRIM 107-O				
<b>Major in Criminal Justice: Law Enforcement</b>							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 300-O General Principles of Penal Law	3		CRIM 107-O	CRIM 301-O Special Laws in Criminal Legislation	3		CRIM 300-O
CRIM 360-O Criminal Investigation Techniques	3		CRIM 300-O	CRIM 380-O Criminalistics	3		CRIM 360-O
CRIM 432-O Criminal Technology, Fraud and Cybercrimes	3		CRIM 107-O				
<b>Major in Criminal Justice: Law</b>							
Course	CR	UM-T	Pre-Req	Course	CR	UM-T	Pre-Req
CRIM 200-O Constitutional Protections and Civil Rights	3		SOSC 112-O	CRIM 302-O Criminal Procedure	3		CRIM 300-O
CRIM 370-O Law of Evidence	3		CRIM 302-O	CRIM 415-O Evidence, Case Preparation and Testimony	3		CRIM 370-O
CRIM 434-O Forensic Psychology in the Criminal Justice System	3		CRIM 370-O PSYC 123-O SOCI 325-O				
*Language skills in both English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores on the language placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with all required hours set by the state for practicum experiences and placement requirements for the professional area set by the State Law. The student must refer to the Internship Handbook available in the Academic Department for specific requirements and procedures students must meet before being accepted for a Practicum in Criminal Justice. QYLE 110-O must be taken within the first term of enrollment. <b>REVISED 2017.</b>							

## Master's Degree

### Master in Business Administration (MBA) – Major in Management

**38 Credits**

#### Program Description

The Master of Business Administration in Management offers a curriculum which prepares students to make professional decisions based on assessment and planning, credible evidence, critical thinking, and common-sense reasoning. Students will focus on reflection, application, and analysis in the field of management. The program's coursework will foster the student's mastery of business concepts and technical skills through classroom-based and research-based activities. The program will develop the managerial competencies required to lead in the public and private sectors.

#### Program Objectives/Outcomes

Upon the completion of the program, students will:

- Apply advanced theories of different management areas, including but not limited to performance management, marketing, organizational diversity, accounting, economics, entrepreneurship, information management, managerial statistics, and international business, to effectively sustain a competitive advantage within their industry.
- Apply vital technical skills in the administration of information technology systems, human capital management, and business policy, as well as managerial skills in planning, organization, statistical analysis, and critical data-driven decision-making.
- Evaluate complex business problems from a global and ethical perspective to create policies, operational systems, and assessments to ensure organizational effectiveness.
- Communicate effectively their leadership, appraisals, and recommendations through oral and written skills in English and Spanish.

Master in Business Administration – Major in Management	
Curricular Sequence	Credits
Core/Professional Courses	24
Major Courses	14
<b>Total</b>	<b>38</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Management</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 38 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		Completion of Core courses
ACCO 503-O Managerial and Financial Accounting	3		ACCO 500-O or equivalent
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (14 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
INBU 600-O International Business	3		
MANA 605-O Business at the Private- Public Intersection	3		
MANA 700-O Entrepreneurship	3		
MANA 709-O Managing Organizational Diversity	3		
MANA 755-O Global Management Practicum	2		Completion of core courses
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>REV 2/6/18.</b>			

**Master in Business Administration (MBA) – Major in Human Resources Management**

**42 Credits**

**Program Description**

The Graduate Program in Business Administration of the School of Business Administration at Universidad Ana G. Méndez - Cupey Campus offers a Master of Business Administration Degree with specializations in Human Resources Management, Management, and Accounting. The program offers an outstanding curriculum which prepares students to effectively and efficiently assume management responsibilities required by today's organizations.

The academic experience in the program permits students to develop the necessary competencies in the area of Business Administration which will enable them to assume managerial and leadership positions in the public and private sectors. The program also contributes to the student's formation as persons who are educated and skilled, capable of meeting personal and professional goals, and able and willing to assume social responsibility.

**Program Objectives/Outcomes**

Upon completion of this program, students will have:

- advanced concepts in the different management areas, such as: accounting, marketing, production, statistics, finance, organizational behavior, management information systems, and others which will help him/her in the performance of administrative positions
- skills in decision-making, planning, organization, supervision and managerial controls
- conceptual, psychomotor and affective skills, related with the new managerial technology
- written and verbal skills
- attitudes, work habits and skills for interpersonal relations which guarantee personal and professional success
- ethic and social conscience, such as to be a competent professional and exemplary citizen
- skills in the research process and in the solution of administrative problems
- communicate adequately in English and Spanish both orally and in writing

<b>Master in Business Administration (MBA) – Major in Human Resources Management</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	24
Major Courses	15
Elective Courses	3
<b>Total</b>	<b>42</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Human Resources Management</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 42 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		
ACCO 503-O Managerial and Financial Accounting	3		
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (Students will select 5 courses to complete the require (15 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
MANA 715-O Supervision and Leadership	3		
HURE 640-O Collective Bargaining	3		
HURE 700-O Organizational Development and Design	3		
HURE 710-O Human Resources Administration	3		
HURE 720-O Training Design and Methodology	3		
HURE 725-O Labor Legislation	3		
HURE 730-O Compensation and Benefits Administration	3		
HURE 750-O Human Resources Seminar (Mandatory Course)	3		
<b>Elective Courses (Select 1 course – 3 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
FINA 620-O International Finance	3		
FINA 670-O Risk and Insurance	3		
FINA 740-O Analysis and Structure of Investment Portafolios	3		
COIS 505-O Information Systems for Managers	3		
COIS 710-O Analysis and System Design	3		
BUSI 605-O Business Research Methods	3		
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>5/1/2020.</b>			



## Master in Business Administration (MBA) – Major in Accounting

### 38 Credits

#### Program Description:

This Master's Degree program in Business Administration is designed to provide the skills knowledge and abilities necessary in the area of Accounting. This major is geared towards the fundamental characteristics of an accounting manager providing emphasis in the accounting skills and knowledge required in today's constant changing economy. Also, it will provide knowledge on the use of technology to communicate and handle information and it will develop and enhance the communication skills and the management capabilities of each person.

The standard Master's Degree in Business Administration (MBA) provides the general technical knowledge in specific areas such as Accounting, Finance, Human Resources, and Marketing. However, it lacks on the specific technical knowledge necessary in the accounting area for the application and execution of techniques, tools and procedures at all technical levels. It will allow the development of professional leaders and managers the accounting knowledge that will efficiently operate in the managerial and accounting area. The MBA in Accounting will provide the accounting knowledge with special interest in the areas and application of technology, innovation, management, global economy and international affairs, among others.

The MBA in Accounting will offer courses in Finance, Management, Accounting, Marketing, and other general management functions with a more detail and specific focus or vision. The students in this program will be able to work in current and new business focusing into the local economy as well as into the international and global economy. In addition, this program will allow the students to utilize the current technology at different management levels and will learn to apply the accounting techniques with the technology to be successful in the current dynamic and multi-cultural economy; the students will learn new technical tools that affect the local and global economy and influence the behavior of the human resources and industries.

#### Program Objectives/Outcomes

- To provide a course of study consistent with the needs of the industry
- To provide the knowledge of the accounting theories
- To provide the understanding of the processes of accounting and the use of computers.
- To stimulate a positive attitude toward education, strengthening the concept of education as an on-going process
- To promote participation in community affairs
- To develop among students good interpersonal and communication skills
- To provide workshops in management techniques, marketing, accounting, and computers

Master in Business Administration (MBA) – Major in Accounting	
Curricular Sequence	Credits
Core/Professional Courses	24
Major Courses	11
Electives	3
<b>Total</b>	<b>38</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Accounting</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 38 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		
ACCO 503-O Managerial and Financial Accounting	3		
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (14 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 615-O Corporate Financial Reporting: Operations	3		ACCO 503-O
ACCO 616-O Corporate Financial Reporting: Financial Transactions	3		ACCO 503-O ACCO 615-O
ACCO 711-O Contemporary Assurances and Audit Services	3		ACCO 503-O
ACCO 720-O Accounting Capstone	2		ACCO 503-O
FINA 670-O Risk and Insurance	3		ACCO 503-O
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>REV 6/29/17.</b>			

**Master in Business Administration (MBA) – Major in Finance**

**39 Credits**

**Program Description:**

This Master's Degree program in Business Administration is designed to provide the skills, knowledge and abilities necessary in the area of Finance. This specialty is geared towards the fundamental characteristics of a financial manager providing emphasis in the skills and knowledge required in the finance area that will go along with the constant changes in the economy. Also, it will provide knowledge on the use of technology to communicate and handle information and it will develop and enhance the communication skills and the management capabilities of each person.

The standard Master's Degree in Business Administration (MBA) provides the general technical knowledge in specific areas such as Accounting, Finance, Human Resources, and Marketing. However, it lacks on the specific technical knowledge necessary in the finance area for the application and execution of the tools at all technical levels and will allow the development of professional leaders and managers that will efficiently operate in the finance area. The MBA in Finance will provide the knowledge in this area and will provide special interest in the areas and application of technology, innovation, management, global economy and international affairs, among others.

The MBA in Finance will offer courses in Finance, Management, Accounting, Marketing and other general management functions with a more detail and specific focus or vision. The students in this program will be able to work and operate in current and new business focusing more into the international and global economy. In addition, this program will allow the students to utilize the current technology at different management levels and will learn how the use of technology can provide them the tools and competitive edge to be successful in the current dynamic and multi-cultural economy; the students will learn new technical tools that affect the local and global economy and influence the behavior of the human resources and industries.

**Program Objectives**

- Develop and form new highly skill professionals in the area of Finance with high quality standards in the areas of management and business administration that can take the challenges in the finance field to follow the path and vision of present and future companies.
- Graduates from the MBA in Finance program will be able to acquire the knowledge and experiences necessities to become leaders in the finance field with high values and ethics
- Graduates will be able to function in an environment full of uncertainties and growing competition and will have the ability to identify and develop the opportunities in the finance area to adapt and change
- Graduates will be capable to excel in a constantly changing business world full of new technologies with an increasing demand for globalization as part of a national and international community operating in a dynamic and multi-cultural society
- Graduates will be able to effectively communicate, analyze, and make decisions to solve problems and implement solutions
- The program will create professionals with the vision to implement financial techniques to take advantage of new opportunities for the development and growth of a company in the local and global economy
- Graduates will have the knowledge to incorporate technology and the latest communication tools and techniques to operate and be competitive in the global economy

- Graduates will know the importance of integrity and ethics in the performance of their functions with special attention to the company's human resources and the social responsibilities for the entire community
- The program will provide the knowledge and skills necessary in the finance area to develop and start a new business and achieve the maximum level of success in either the private, public, or non-profit sectors with the highest levels of technology and ethic integrity.

<b>Master in Business Administration (MBA) – Major in Finance</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	24
Major Courses	15
<b>Total</b>	<b>39</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Finance</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 39 Credits</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3		
<b>Core/Professional Courses (24 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3		
MANA 505-O Management Information Systems	3		
MANA 600-O Business Policy and Ethics	3		
MANA 720-O Operations and Production Management	3		
ACCO 503-O Managerial and Financial Accounting	3		
ECON 519-O Managerial Economics	3		
MARK 511-O Marketing Management	3		
STAT 556-O Applied Managerial Statistics	3		
<b>Major Courses (15 Credits)</b>			
<b>Courses</b>	<b>CRS</b>	<b>UM-T</b>	<b>Pre-Requisite</b>
FINA 635-O Investment Analysis and Portfolio Management	3		ACCO 503-O
FINA 650-O Financial Market, Currency and Banking	3		ACCO 503-O
FINA 670-O Risk and Insurance	3		ACCO 503-O
FINA 691-O Financial Modeling	3		ACCO 503-O
FINA 735-O Mergers and Acquisitions	3		ACCO 503-O
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must comply with state and local agencies certification requirements for the degree, as applicable. <b>REV 1-15-17.</b>			

**Master in Business Administration (MBA) – Major in Management and Strategic Leadership**

**42 Credits**

**(This program is no longer admitting new students)**

**Program Description**

The program offers an outstanding curriculum which prepares students to effectively and efficiently assume management and leadership responsibilities required by today's organizations. The expectations for major areas within the program is to facilitate and support higher education that integrates theory with practice of management and strategic leadership practices as they relate to the global business world.

The major in Management and Strategic Leadership will assist students in making adequate informed cutting-edge decisions that lead into globalization practices and its challenging economy. Students will have the opportunity to utilize the current technology at different management and leadership positions to impact the decision-making process. Students will also have the opportunity to learn about new technical tools that affect the local and global economy and influence the behavior of human resources and industries.

The academic experience in the program allows students to develop the necessary competencies in the area of Business Administration which will enable them to assume managerial and leadership positions in the public and private sectors in the area of human resources. The program also contributes to the student's formation as persons who are educated and skilled, capable of meeting personal and professional goals, and able and willing to assume social responsibility.

**Program Objective**

The program will provide students with:

- advanced concepts in the different management areas, such as: management, leadership, accounting, marketing, production, statistics, finance, organizational behavior, technology, management information systems, and web business administration which help the graduate with performance in administrative positions
- skills in decision-making, planning, organization, supervision and managerial controls
- conceptual, psychomotor and affective skills, related with the new managerial technology
- written and verbal skills in the area of major
- opportunities to develop attitudes, work habits and skills for interpersonal relations which guarantee personal and professional success
- skills in the research process and in the solution of the administrative challenges of a global economy
- opportunities to communicate adequately in English and Spanish both orally and in writing
- team building skills as they relate to the success of the business institution,
- practices for the business professional in developing and implementing a strategic vision aligned to the social responsibility of the institution
- opportunities to develop as a visionary executive who understands organizations as individual entities and as part of the greater community that considers national and international prospective

<b>Master in Business Administration (MBA) – Major in Management and Strategic Leadership</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	24
Major Courses	15
Elective Course	3
<b>Total</b>	<b>42</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Management and Strategic Leadership</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 42 Credits</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3	
<b>Core/Professional Courses (24 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
MANA 501-O Organizational Behavior	3	
MANA 720-O Operation and Production Management	3	
MANA 600-O Business Policy and Ethics	3	18 core credits
ACCO 503-O Managerial and Financial Accounting	3	
STAT 556-O Statistics for Managerial Decision Making	3	
ECON 519-O Managerial Economics	3	
MARK 511-O Marketing Management	3	
FINA 503-O Corporate Finance I	3	ACCO 503-O STAT 556-O
<b>Major Courses (15 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
STGM 600-O Leadership and Entrepreneurial Vision	3	
STGM 601-O Strategic Management	3	
STGM 602-O Technological Applications and Information Systems	3	
STGM 603-O Entrepreneurial Communication	3	
BUSG 655-O Integration Seminar	3	12 Approved Credits of Major
<b>Elective Courses (Select 1 course – 3 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
STGM 604-O Organizations and Global Economy	3	
PRMG 530-O Project Management I: Introduction to Project Management	3	
PRMG 640-O Project Management II: Project Planning	3	
STGM 608-O Strategies for Change, Professional, and Entrepreneurial Development	3	
<b>Professional Development Workshops (6)</b>		
1.	4.	
2.	5.	
3.	6.	
*Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be needed according to the student's scores in placement tests. If students qualify for Preparatory Language Courses or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. Students must abide with the minimum required hours and policies set by the state and local agencies for practicum experiences. Students must comply with state and local agencies certification requirements for the degree, as applicable. In addition to the regular curriculum, students are required to attend six (6) professional development workshops during their course of study. The workshops are designed to broaden and enhance student's knowledge in area other than their area of major. The workshops will be at least three hour each.		



**Master in Business Administration (MBA) – Major in Leadership and Project Management**

**42 Credits**

**Program Description**

The MBA program in Leadership in Project Management will develop professionals with the necessary skills to be effective project managers, capable of generating creative ideas in the development of projects. Particular emphasis will be given to the management and strategic leadership component of project management practice. The program will focus in the leadership component of developing human capital in organizations while promoting innovation, differentiated assets management to achieve and maintain competitiveness.

**Program Objectives/Outcomes**

- Improve student's leadership skills so they can coordinate and harmonize the abilities and talent of their human resources team.
- Learn to use resources in an effective and efficient way, within the time, cost and human resources available while achieving high quality standards.
- Promote the formation of leaders capable of understanding their organizations as part of national and international environment in which they operate, while understanding the necessity of change; innovation created by accelerated technological change.
- Develop professional leaders with the right management skills to deal with new challenges in the development of projects in public and private organizations.
- Teach the skills necessary to identify, develop and manage strategic alliances with private, public and nonprofit organizations.
- Emphasizes in future leaders the importance of integrity in their dealings with the human resources of their business and the benefits to the general community in which they function.
- Develop in students the abilities to communicate, analyze and synthesize information in Spanish and English, which facilitate an efficient and understandable decision-making process.
- Promote the use of technological resources in developing analytical skills that will maximize opportunities and minimize risks in global markets.
- Foster the exchange of experiences, opinions and knowledge transfer in the development of organizational projects.
- Communicate adequately in English and Spanish both orally and in writing.
- Develop in students an ethical and social conscience, that will help him deal with the challenges of been a competent professional and exemplary citizen.

<b>Master in Business Administration (MBA) – Major in Leadership and Project Management</b>	
<b>Curricular Sequence</b>	<b>Credits</b>
Core/Professional Courses	21
Major Courses	18
Internship	3
<b>Total</b>	<b>42</b>

<b>Universidad Ana G. Méndez - Cupey Campus</b> <b>School for Professional Studies</b> <b>Program Title: Leadership and Project Management</b> <b>Credential Issued: Master in Business Administration (MBA)</b> <b>Degree Requirements: 42 Credits</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
ACCO 500-O Accounting Survey (This course is recommended for those students who do not possess a background in business administration although this course is worth 3 credit hours, they are not counted towards the total amount of credits for the degree)	3	
<b>Core/Professional Courses (21 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
HURE 501-O Human Capital Management	3	
MANA 505-O Management Information Systems	3	
MANA 600-O Business Policy and Ethics	3	
MANA 720-O Operations and Production Management	3	
ECON 519-O Managerial Economics	3	
MARK 511-O Marketing Management	3	
STAT 556-O Statistics for Managerial Decision Making	3	
<b>Major Courses (Students will select 6 courses to complete the required 18 credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
PRMG 600-O Operation Management	3	Stat 556-O
PRMG 601-O Project Scope and Time Management	3	
PRMG 602-O Project Cost Management	3	PRMG 601-O
PRMG 603-O Project Quality Management	3	
PRMG 604-O Project Human Resources & Risk Management	3	
PRMG 606-O Project Procurement Management	3	PRMG 601-O
PRMG 607-O Project Communication Management	3	
PRMG 608-O Using IT Applications in Project Management	3	
PRMG 605-O Project Integration Management (Internship)	3	All core and Major Courses
<b>Elective Courses (Select 1 course – 3 Credits)</b>		
<b>Courses</b>	<b>CRS</b>	<b>Pre-Requisite</b>
STGM 604-O Organizations and Global Economy	3	
PRMG 530-O Project Management I: Introduction to Project Management	3	
PRMG 640-O Project Management II: Project Planning	3	
STGM 608-O Strategies for Change, Professional, and Entrepreneurial Development	3	
<b>Total</b>	<b>42</b>	
<b>** Major requirement *Language skills in English and Spanish will be assessed with a placement test. Additional language courses may be recommended according to the student's scores in placement tests. REV 5/01/20.</b>		

## Course Descriptions

### **ACCO 101-O**

#### **Principle of Managerial Accounting**

Accounting for business information requirements with cost accounting concepts and relationships, statement of cash flows, financial statement analysis, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making.

### **ACCO 110-O**

#### **Computer System Applied to Accounting I**

Introduction to use of computers to process and organize accounting information. Includes analysis of transactions, data entry, and preparation and analysis of computer-generated financial statements and reports. Include Laboratory.

### **ACCO 500-O Accounting Survey**

#### **3 Credits**

This course is an introduction to financial and managerial accounting for non-business graduate students. It gives the student an overview of transaction analysis and basic elements of the accounting cycle for service and merchandising business. It also covers the preparation of financial elements: income statement, balance sheet, cost of manufacturing and cash flows, and inventory costing methods. **Pre-Requisite: None**

### **ACCO 503-O Managerial and Financial Accounting**

#### **3 Credits**

This course covers accounting concepts and techniques. The course focuses on the use of accounting in the preparation and analysis of financial statements, management decision-making with emphasis on planning, and performance evaluation. It includes the following topics: accounting as an information system, fundamentals of financial accounting and analysis of financial information, costing methods for products and services, budget control, and analysis, inventory control and valuation. It also covers study of cost behavior, cost-volume-profit relationships, job order, process and activity-based costing, short-run and long-run decisions, budget, and variance analysis. This course includes the use of electronic spreadsheets. **Pre-Requisite: ACCO 500-O or equivalent**

### **ACCO 506-O Cost Accounting**

#### **3 Credits**

This course focuses on the analysis and applications of cost accounting techniques in managerial functions of planning, control, and decision making. It also studies the cost determination and internal control systems in inventory management for raw material, labor, and manufacturing overhead costs. It involves the analysis of the cost-volume-profit model, operational budget, variable costing, standard costing, and variance analysis. The course also utilizes business applications software and case studies. **Pre-Requisite: ACCO 503-O**

### **ACCO 605-O International Accounting**

#### **3 Credits**

This course focuses on accounting from a global perspective. It covers regulatory organizations on international accounting issues, generally accepted international accounting principles, contrast of accounting policies in the United States and other American, Asian and European countries. It also covers value and determination of income across different countries and presentation of financial statements for multinational business enterprises. The course makes emphasis in the use of information for analysts, managers and other decision makers. **Pre-Requisites: ACCO 503-O, FINA 503-O**

### **ACCO 610-O Financial Accounting and Reporting I**

#### **3 Credits**

This course studies generally accepted accounting principles for corporations and partnerships. It makes emphasis in consolidations and issues related to other business combinations. The course covers consolidated financial statements, consolidation methods, liquidation, and reorganization. Other topics covered are financial statements for partnerships; formation, operation, and liquidation of partnerships. **Pre-Requisite: ACCO 503-O**

### **ACCO 615-O Corporate Financial Reporting: Operations**

#### **3 Credits**

This course focuses on financial accounting rules for corporations. It includes application and use of financial accounting in a decision-making framework and emphasizes corporate financial reporting strategies, preparation of financial statements, and interpretation of financial statements by external users. The course examines issues related to the environment and theoretical structure of accounting, the accounting cycle, financial statements and disclosures, income determination, valuation and accounting for current and non-current assets, and current liabilities and contingencies. Within these content areas, the course also

explores the differences between financial statements prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP), and those prepared in accordance with International Financial Reporting Standards (IFRS). **Pre-Requisite: ACCO 503-O**

**ACCO 616-O Corporate Financial Reporting: Financial Transactions**

**3 Credits**

This course focuses on financial accounting rules for corporations. It includes application and use of financial accounting in a decision-making framework and emphasizes corporate financial reporting strategies, preparation of financial statements, and interpretation of financial statements by external users. The course examines issues related to investments, non-current liabilities, equities, the statements of cash flows, and the accounting for changes and error corrections. Within these content areas, the course also explores the differences between financial statements prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP), and those prepared in accordance with International Financial Reporting Standards (IFRS). **Pre-Requisite: ACCO 615-O**

**ACCO 620-O Financial Accounting and Reporting II**

**3 Credits**

This course focuses on the analysis of current financial accounting issues and accounting for non-profit institutions. It studies interim and business segment reporting, financial statement consolidation of multinational companies, estates and trusts, accounting for government, universities, hospitals, and other nonprofit institutions. **Pre-Requisite: ACCO 610-O**

**ACCO 706-O Advanced Auditing**

**3 Credits**

This course is an introduction to auditing from the perspective of the professional manager. It studies the environment opinion formulation process and reporting activities of the public auditor. It covers acquisition and management of auditing services as an aspect of managerial control. The course involves the use of audit software to enhance the application of knowledge in the accounting field. **Pre-Requisite: ACCO 503-O**

**ACCO 707-O Federal Income Tax**

**3 Credits**

This course focuses on the federal internal revenue code and regulations, income exclusions, deductions and credits of individuals, partnerships and corporate taxable

entities. Additionally, this course also includes filing of tax returns, as effects upon reorganization, liquidation and dissolutions. **Pre-Requisite: ACCO 503-O**

**ACCO 710-O Advanced Auditing II**

**3 Credits**

This course offers an overview of the Generally Accepted Auditing Standards (GAAS), their application to a variety of situations where practicing Accountants have to decide complex issues based on professional standards. The course focuses on theory, procedures, evidence, and the auditor's opinion. It covers ethics, auditor's legal responsibilities, and internal controls in manual and computerized systems, auditing procedures, evidence gathering, the standard audit report, and other types of reports. It utilizes case studies, and audit software to enhance the application of knowledge in accounting. **Pre-Requisites: ACCO 503-O, ACCO 706-O**

**ACCO 711-O Contemporary Assurances and Audit Services**

**3 Credits**

This course defines and discusses the role of the audit and assurance services in financial markets. It focuses on the ethical and legal obligations of audit professionals, practice standards, risk assessment and the evaluation of internal controls, audit evidence, levels of assurance, attestation requirements, and the impact of information technology on audit practice. **Pre-Requisite: ACCO 503-O**

**ACCO 720-O Accounting Capstone**

**3 Credits**

This content area capstone course applies advanced Accounting concepts to improve organizational effectiveness within the framework of financial and accounting regulations. Students apply existing professional standards and theories to an applied topic. **Pre-Requisite: Final course within the program.**

**ACCO 721-O Accounting Seminar**

**3 Credits**

This course studies the application of accounting principles to the solution of problems related to operational, functional, and accounting requirements of an enterprise. It covers research, presentation, and discussion of application case studies case. A formal research project in an accounting area is required. **Pre-Requisites: 12 Major Credits**

**BIOL 101-O Introduction to the Study of Biological Sciences**  
**3 Credits**

This is the first of a two (2)-part college level courses dealing with the fundamental concepts of biology for students whose educational objective is not focused on natural sciences. This course will facilitate the acquisition of necessary scientific background to have a general understanding of our biological world, its components, and its relationship with its human counterparts. Topics fundamental to the study of life sciences will be covered, such as scientific methodology, characteristics of living organisms, the cell and its organelles, photosynthesis, cellular respiration, mitosis, and meiosis. Finally, we will discuss the anatomy and physiology of various systems of the human body. The integration of these scientific concepts with other areas of study will be emphasized.

**Pre-Requisite: None**

**BIOL 106-O Compendium of Human Biology**  
**3 Credits**

This course enriches the Medical Billing and Coding student with the foundations of a broad medical terminology vocabulary. Provides the basis for understanding the normal anatomy and pathophysiology of diverse systems at the cellular level structure and multi-systemic. It also serves as a tool for the comprehension of concepts and medical diseases that most commonly affects the Human being. **Pre-Requisite: BIOL 101-O**

**BIOT 106-O**  
**Anatomy and Physiology (Survey Course)**  
**4 Credits**

This course enables students to acquire the fundamentals of the Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology and genetics. The student must complete a total of six (6) contact hours each week, distributed in three (3) of conference class, and three (3) of laboratory work.

**BUSG 655-O Integration Seminar**  
**3 Credits**

This course integrates an analysis of real life and simulated case studies for the appropriate application of the planning, decision making, and problem-solving processes. A comparative analysis of patterns and managerial problems is also integrated. The seminar is geared towards the application of related principles, concepts, and theories. This course includes the

development of an individual research project to reflect the main focus of the course. This is an 8-week course.

**Pre-Requisites: 12 Approved Major Credits**

**BUSI 600-O Federal Business Law**  
**3 Credits**

This course studies state and federal business laws. It also studies contracts, agencies, partnerships, corporations, bankruptcy, and property laws. The main focus is the application of the main topics to accounting and auditing situations. **Pre-Requisite: None**

**BUSI 605-O Business Research Methods**  
**3 Credits**

This course is an introduction to concepts and procedures of business research. It covers the nature and purpose of investigation, types of design, instruments of investigation methods of data analysis, and interpretation. The course emphasizes on the search of truth by empirical means and on the contribution of research to the business administration field. **Pre-Requisite: STAT 555-O**

**COIS 101-O Introduction to Computer Based Systems**  
**3 Credits**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches. Requires laboratory.

**COIS 111-O Software Applications for Business Administration**  
**3 Credits**

Study of the fundamental concepts and applications of information systems relating to business. Integration of application programs for business productivity such as: database management system (DBMS), statistical and graphical functions in spreadsheets. The course develops an evaluative environment and through practical exercises in a computer lab.

**COIS 112-O Information System Concepts**  
**3 Credits**

Introduction to system, information technology and DMNS software. It covers how information is used in organizations and how information technology improves the operations of the organization. It requires laboratory.

**COIS 221-O Data Analysis Tools**

**3 Credits**

This course is designed to develop skills intermediate-advance skills in the use of spreadsheets for management and data analysis. A spreadsheet lets you work with data tables, graphics, databases, macros, and other advanced applications, It requires laboratory.

**COIS 215-O**

**Introduction to Application Development**

**3 Credits**

This course develops the skills necessary to create software. It includes software design and the use of a programming language.

**COIS 505-O Information Systems for Managers**

**3 Credits**

This course covers fundamental concepts in computerized systems of information and the application to business administration. It gives students an insight and an adequate technical base in the analysis of programming and administration of information systems. **Pre-Requisite: None**

**COIS 600-O Computers as Instructional Resources**

**3 Credits**

In this course students will study the diverse applications of computers in education. Students will study the different computer models, their internal basic structure, and the needed hardware. Students will also analyze all the factors teachers need to take into consideration when incorporating computers as an instructional mean in the classroom. The fundamentals of learning through the use of computers and the design of instruction are also topics to be discussed through this course. Students will review computer programs for instruction purposes at different curriculum levels. The use of internet for instructional purposes will be a part of the learning experience, as part of the computer laboratory experience. **Pre-Requisite: None**

**COMP 110-O Introduction to Computer and Software**

**3 Credits**

This course focuses on the study, application and handling of basic computer concepts, and productivity tools. The course integrates the analysis and evaluation of different application software. The main focus of the course is the creation and editing of documents and effective presentation of programs such as: search engine, internet, electronic mail, word processor, and presentations. The

course includes laboratory experiences and practice in the use of the Internet.

**CONS 100-O Construction Communication Skills:**

**Personal and Crew Safety Protocols**

**4 credits**

In this course students will learn the rules and protocols that are vital to personal and crew safety. Students will learn to use harnesses and protective gear in order to work on a construction site. OSHA, first aid and CPR are also included in this course. Emphasis in this course is placed on communication among team members and leaders in the interest of safety.

**Pre-Requisite: None**

**CONS 101-O Construction communication skills:**

**Understanding Building Plans**

**3 Credits**

Students in this course will develop skills and knowledge related to reading blueprints and the relationship between the construction worker and the work plan. This course is essential in the development of skills including application of measurements and methods to actual construction site activity, related tools and skills requirements. Drafting is also included in this course. Students will also learn the basic protocols for building maintenance, troubleshooting, minor repairs and reporting site issues to building management. Emphasis in this course is placed on communication among team members and leaders in the interest of accurately accomplishing the anticipated outcomes.

**Pre-Requisites: None**

**CONS 102-O Construction communication skills:**

**Understanding City Planning Regulations**

**3 credits**

Students in this course will learn the general process of determining a plan for construction. The course emphasizes permitting processes as they relate to the plans drafted for construction. The course also emphasizes work inspection and related requirements.

**Pre-Requisites: CONS 100-O, CONS 101-O**

**CONS 120-O Construction Methods**

**3 credits**

In this course students begin the skills development process of basic construction methods, procedures and protocols and basic tools related to each task. Students will learn the importance of being able to layout a building site; determine the elevations of a site excavation, and concrete footing and other components; build concrete footing and wall forms; frame and sheath floors, walls and roofs; and build stairs. Students will also learn the importance of understanding the needs of the region based on geography and meteorology. This course



introduces students to commercial and residential renovation, interior and exterior additions, new room divisions and other project related items. This course includes a lab.

**Pre-Requisites: Concurrent with CONS 120-OL**

**CONS 120-OL Construction Methods Laboratory**

**1 Credit**

**Pre-Requisite: Concurrent with CONS 120-L**

**CONS 130-O Formwork & Joinery**

**2 Credits**

Formwork carpenters build the molds that retain wet concrete in the construction of foundations and other concrete structures. Students will learn large and small-scale formwork for residential construction, as well as how specialized formwork carpenters work on large commercial projects. This course includes a lab.

**Pre-Requisites: Concurrent with CONS 130-OL**

**CONS 130-OL Formwork & Joinery Laboratory**

**1 Credit**

**Pre-Requisite: Concurrent with CONS 130-OL**

**CONS 140-O Heating, Ventilation, Air Conditioning**

**2 Credits**

This course trains students in Heating, ventilation, and air conditioning (HVAC), the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality. This course takes students from blueprints and plans to the installation showing how such systems flow through a structure and how such systems operate.

**CONS 150-O Carpentry**

**2 Credits**

Students in this course learn why carpentry is one of the most versatile areas of construction, with workers usually doing many different tasks. Students will learn about insulation installation, drywall installation, kitchen cabinets, and other disciplines of carpentry. Students will learn to work with many types of materials including wood, plastic, fiberglass, or drywall as well as the tools and equipment needed to form and shape such materials. This course includes a lab.

**Pre-Requisite: Concurrent with CONS 150-OL**

**CONS 150-OL Carpentry Laboratory**

**1 Credit**

**Pre-Requisite: Concurrent with CONS 150-O**

**CONS 155-O Masonry**

**2 Credits**

Students learn brickwork in this course, which is among the common material used in masonry construction. The

common materials of masonry construction are brick, building stone such as marble, granite, and limestone, cast stone, concrete block, glass block, and adobe, which are highly durable construction material. This course includes a lab.

**Pre-Requisite: Concurrent with CONS 155-OL**

**CONS 155-OL Masonry Laboratory**

**1 Credit**

**Pre-Requisite: Concurrent with CONS 155-O**

**CONS 160-O Plumbing**

**2 credits**

Students will learn the basics of plumbing, specifically as it pertains to building plans and related piping and fixtures. Students in this course will review the plumbing plans drafted by architects and ensure that the spaces required for plumbing work are observed. Students learn to identify the most common pipes, and equipment related to plumbing in the context of construction. This course includes a lab.

**Pre-Requisite: Concurrent with CONS 160-OL**

**CONS 160-OL Plumbing Laboratory**

**2 credits**

**Pre-Requisite: Concurrent with CONS 160-O**

**CONS 165-O Electrical**

**1 Credit**

This course is designed to help students understand the basics of electricity, safety protocols, and the relationship between electrical plans and implementation. Students will learn the basic process of electrical installation. This course includes a lab.

**Pre-Requisite: Concurrent with CONS 165-OL**

**CONS 165-OL Electrical Laboratory**

**1 credit**

**Pre-Requisite: Concurrent with CONS 165-O**

**CONS 170-O Maintenance**

**3 credits**

This course is designed to help students understand the basics of maintenance and safety protocols. Students will learn the basic process and related requirements.

**CONS 180-O Final Construction Project**

**3 credits**

In this course, students will develop a final project related to the areas, procedures, and skills learned in the program's curriculum. The student will be responsible for integrating security protocols, using the tools and performance associated with the project that is assigned and approved by the faculty. The main objective of the

course is for the student to successfully complete all assigned projects and assignments.

**Pre-Requisites:** CONS 150-O, CONS 150-OL, CONS 165-O, CONS 165-OL, CONS 155-O, CONS 155-OL, CONS 160-O, CONS 160-OL, CONS 170-O

#### **CRAN 201-O**

##### **Basic of Electronics Circuits**

###### **3 Credits**

None Fundamental concepts of electronic behavior are identified. The course includes principles of AC and DC, laws and theorems concerning the analysis of circuits, passive and active elements of circuits, operation of test equipment, circuit simulators and related issues. Theoretical analysis of circuits and how to measure voltage are emphasized.

**Pre-Requisite:** ENGL 101-O, MATH 101-O, ENGL 102-O, COIS 101-O

#### **CRAN 202-O**

##### **Installation and Computers Repair I**

###### **3 Credits**

Description of computer parts, electronic devices, power supplies, stabilizers and UPS are some of the topics included in this course, as well as the basic techniques and ways to assemble a computer. To diagnose problems and repair color calibration, frequencies and proofs of monitor VGA, TRC and LCD screen as well as the diagnosis and repair of Inkjet and laser printers are also included.

**Pre-Requisite:** OFAS 121-O, CRAN 201-O

#### **CRAN 203-O Installation and Computers Repair II**

###### **3 credits**

Emphasis on the technical skills and configuring process for BIOS (Basic Input Output System) of the computer and the necessary steps for its installation is the main goal of this course. Included are identification and configuration of its parts, preventive maintenance, diagnosis, repair and proper installation of computer hardware, such as the motherboard, processor, RAM (Random Access Memory), video card and hard drive.

**Pre-Requisite:** COIS 215-O, CRAN 202-O

#### **CRAN 204-O Installation of Operating System**

###### **3 credits**

Concepts, functions, use of Windows 10 and drive structure, files and directories, installation and configuration of system versions, resources location, hard drive optimization and security policies, among other topics are included in this course.

**Pre-Requisite:** COIS 215-O, CRAN 202-O

#### **CRAN 207-O**

##### **Introduction to Networks (LAN)**

This course has an emphasis in data communication networks. Included the necessary skills to set up and managing a small local Area Network and to work effectively with network engineers and administrators.

**Pre-Requisite:** CRAN 201-O, CRAN 203-O, CRAN 204-O

#### **CRAN 208-O**

##### **Introduction to Network (WAN)**

Explores disciplines in the field of information technology. Students will develop a project where they apply the concepts, ethics and security to investigate development, IT management, applied technology, and IT network support is organizations.

**Pre-Requisite:** CRAN 201-O, CRAN 203-O, CRAN 204-O

#### **CRIM 107-O Introduction to Criminal Justice**

###### **3 Credits**

This is an introductory course to the field of criminal justice with an emphasis on studying the origins and the development of the schools of thought in the field of criminology throughout history. The course will provide ample discussion of the various theories that contributed to the development of the scientific field of criminology. The course also focuses on the structure, institutions and basic functions of the criminal justice system. The course provides an opportunity for the study and analysis of crime in our society identifying its causes and available options. **Pre-Requisite:** None

#### **CRIM 110-O General Principles of Penal Law**

###### **3 Credits**

This is an introductory course to criminal law. The course uses the Penal Code as the basis for the study of the nature of crime, its elements, available defenses for the accused, and the sentencing guidelines. **Pre-Requisites:** SOSC 111-O, SOSC 112-O, CRIM 107-O

#### **CRIM 118-O Civil System**

###### **3 Credits**

This course seeks to provide the student with knowledge of the historical process that promoted the development of our civil law system and its main components, such as Property Law, Family Law, Contracts, Estate Law, and Torts. **Pre-Requisites:** SOSC 111-O, SOSC 112-O

#### **CRIM 200-O Constitutional Protections and Civil Rights**

###### **3 Credits**

This course examines the legal, constitutional, and judicial protections and guarantees of citizens, in accordance with Supreme Court decisions. Emphasis will be given to civil



rights, the Bill of Rights, and the origins and development of the Constitution of the United States and the corresponding state. **Pre-Requisites:** SOSC 111-O, SOSC 112-O

**CRIM 207-O Criminal/Procedural Law and Evidence**  
**3 Credits**

This course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal justice. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process. **Pre-Requisites:** CRIM 110-O, CRIM 118-O

**CRIM 210-O Criminal Investigation Techniques**  
**3 Credits**

This course emphasizes the study and guidelines of basic criminal investigation techniques. The study is done considering the historical origins and trajectory of today's technological advances in investigative methods. **Pre-Requisites:** CRIM 107-O, CRIM 207-O

**CRIM 212-O Law of Evidence**  
**3 Credits**

This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts in the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence. **Pre-Requisite:** CRIM 210-O

**CRIM 215-O Criminalistics**  
**3 Credits**

This course is an introductory course to forensic science which consists of the study of the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation. The course also covers the constitutional principles that guarantee due process to an individual in the handling of the various types of evidence during a criminal investigation. Strong emphasis will be given to the importance and use of evidence in a judicial proceeding and in the crime solving process. **Pre-Requisite:** CRIM 210-O

**CRIM 300-O General Principles of Penal Law**  
**3 Credits**

Students study and analyze the origin, concepts, source, and characteristics of Criminal Law. The course examines Criminal Law as a complex socio-legal phenomenon. The course specifically studies the relevant general principles in the application of current criminal law. **Pre-Requisite:** CRIM 107-O

**CRIM 301-O Special Laws in Criminal Legislation**  
**3 Credits**

This course examines and analyzes special criminal laws; for example, legislation on minors, domestic violence, and legislation on controlled substances and others. The latter, will focus on public health perspectives to the controlled substances abuse problems. Also, the course will review the general principals of criminal law. **Pre-Requisites:** CRIM 300-O

**CRIM 302-O Criminal Procedure**  
**3 Credits**

The course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal law. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process. **Pre-Requisite:** CRIM 300-O

**CRIM 306-O Comparative Criminal Justice Systems**  
**3 Credits**

This course focuses on the comparative analysis of different legal traditions such as civil law and common law. It looks at similarities and differences of legal, correctional, and penal systems throughout the world. Different philosophies of justice, equality, punishment, crime, and crime prevention will be discussed in comparison to those of the United States. **Pre-Requisite:** CRIM 107-O

**CRIM 310-O Constitutional Protection and Civil Rights**  
**3 Credits**

This course focuses on the study of the legal, constitutional, and judicial protections and guarantees in accordance with Supreme Court decisions to individuals. Emphasis will be given to civil rights, the Bill of Rights, and the origins and development of the Constitution of the United States. **Pre-Requisites:** CRIM 107-O, CRIM 118-O

**CRIM 315-O Administrative Law**  
**3 Credits**

The course examines the development of judicial review of administrative decisions under the common law, as well, as the development of non-judicial and statutory review mechanisms. Students will understand the principles and procedures for review of administrative action, and the ability to apply such understanding to the solution of problems. In addition, students will have an appreciation of the relationship between law and public sector administration. **Pre-Requisite: None**

**CRIM 318-O Police Organization and Management**  
**3 Credits**

This course includes the study and analysis of the organizational structure and administrative procedures of the State, State Trooper, Sheriff and, Police Departments. The course focuses on the functions, duties, powers and relations with the community. **Pre-Requisite: None**

**CRIM 335-O Ethical Aspects of Justice**  
**3 Credits**

This course studies the principles and ethical theories that guide the individual decision-making process within the Criminal Justice System. The laws that regulate individual and professional ethical behavior are discussed. This course is carried out by use of conferences and research in jurisprudence. **Pre-Requisite: CRIM 107-O**

**CRIM 350-O The Correctional System of Florida**  
**3 Credits**

This course is aimed to study and analyze the Correctional System of Florida. The students will be exposed to the analysis of the philosophy of society protection and rehabilitation of law offenders. In addition, participants will review the legal foundations, the organization and management of the Correctional System. The study of the main components of the Correctional System will also include the analysis of the penal institutions of the state, and all programs related to the correctional system.

**CRIM 360-O Criminal Investigation Techniques**  
**3 Credits**

This course consists of the study, description, and analysis of criminal investigation techniques, including the collection, identification and preservation of evidence at the crime scene, as well as crime solving methodology and procedures. Students will also explore a variety of prevention strategies through the application of the constitutional rights during the investigations. **Pre-Requisite: CRIM 300-O**

**CRIM 370-O Law of Evidence**  
**3 Credits**

This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts of the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence. **Pre-Requisite: CRIM 107-O**

**CRIM 380-O Criminalistics**  
**3 Credits**

An introductory course to forensic science which consists of the study of the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation, as well as the constitutional principles that guarantee due process to an individual in the handling of the various types of evidence during a criminal investigation. Strong emphasis will be given to the importance and use of evidence in a judicial proceeding and in crime solving. **Pre-Requisites: CRIM 360-O**

**CRIM 400-O Human Rights in the Contemporary World**  
**3 Credits**

This course emphasizes the study of the development of the Human Rights concept. It focuses on the knowledge of human rights and their relation to dignity of the human being. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**CRIM 401-O Practicum in Criminal Justice**  
**3 Credits**

In this course, the student will have an opportunity to practice the theoretical knowledge acquired by working for a public or private entity related to the criminal justice system. The professor will serve as a guide and will provide the resources, orientation, and coordination of the practicum process. The selection of the entity for the placement of the student will be made by the professor with the assistance of the student. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures. **Pre-Requisite: All courses**

**CRIM 405-O Multiculturalism and Crime**  
**3 Credits**

The primary focus of this course is the interrelation between diversity and crime. It focuses on the impact of culture on human behavior and the interpretation of right and wrong. In addition, the course analyzes how gender, race, nationality, ethnic origin, religion, and other factors impact the criminal justice system and the distribution of justice in the United States. **Pre-Requisite: CRIM 107-O**

**CRIM 415-O Evidence, Case Preparation and Testimony  
3 Credits**

A study of the rules of evidence relating to the judicial process, with emphasis on hearsay and its exception. Students will learn how to prepare an effective presentation of a case before a court, and how to present evidence. Special emphasis will be given to report writing, analysis of legal documents, presentation of testimony, and submission of documents as evidence. **Pre-Requisites: CRIM 300-O; CRIM 370-O**

**CRIM 427-O Therapeutic Jurisprudence and Restorative Justice  
3 Credits**

This course studies the impact that laws and legal processes have on the emotional, social, and psychological well-being of offenders and victims. It focuses on alternative methods that help solve legal problems creatively and effectively. Emphasis is given to alternative methods for dispute resolution, restorative justice, drug courts, specialized courts, collaborative divorce law, among other topics. Readings draw from sociology, psychology, criminal justice, and counseling, among other disciplines. **Pre-Requisite: CRIM 107-O**

**CRIM 432-O Criminal Technology, Fraud and Cyber Crimes  
3 Credits**

This course familiarizes students with the term fraud and its definition in the Penal Code, and offenses in which the term applies to fraud in our criminal justice system. It also considers the application of these terms to the concept of Cyberspace. Students will learn to apply the form of search and tracking of evidence on computers and digital equipment. They will learn how to properly identify, preserve, package, and present such evidence in a legal setting in consideration of the chain of evidence. It includes the study of Federal, State, and International law, applied to digital computer fraud. **Pre-Requisite: CRIM 107-O**

**CRIM 434-O Forensic Psychology in the Criminal Justice System  
3 Credits**

Studies the application of psychology to legal proceedings. Integrates different types of psychological analyses to the evaluation of witnesses, evidence, and presentation of evidence in court. Students will learn to use modern techniques of interrogation and psychological interview. They will also apply theoretical knowledge to the evaluation of both victims and offenders. **Pre-Requisites: PSYC 123-O; SOCI 325-O; CRIM 370-O**

**CTEC 220 Fundamentals of Computer, Peripherals and Operating Systems**

3 Credits

This course covers all components and ancillary systems comprising a personal computer. It provides an introduction to every component and analyses its functionalities and weaknesses. It presents the PC as a package of matched components and dissects all of its internals individually and integrally. Also this course covers all software components comprising a PC. It analyses the role of each component in supporting an application and the user functional goal. Some of the software components are the operating system and its subcomponents. It covers in detail software problems in detail.

**CTEC 220L Lab. Of Fundamentals of Computer, Peripherals and Operating Systems**

This laboratory course provides students with theoretical concepts and practical skills in using personal computers and peripherals. It discusses the concepts of "motherboard", input and output ports, power supplier, update, and preventive maintenance, among others. The issues are addressed to the operating principles, selection and specifications for personal computers. This course also prepares students to take the certification exam for personal computers "A +".

**CTEC 230-O Fundamentals of Intermediate Programming**

3 Credits

This is an intermediate-level course in computer programming. It provides a wealth of current, real-world applications, and examples drawn from the scientific and engineering fields. It allows students to fully exploit the potential uses of C and C++ programming languages.

This course includes problem analysis and design of algorithms, programming structures, modular programming, sorting, searching, pointers, multidimensional arrays, string processing, structures, and file processing.

**ECON 123-O Economics Compendium**  
**3 Credits**

This course provides the student with the theoretic knowledge and application of Economics. The student will learn the essential principles and theories for micro and macro analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors. **Pre-Requisite: None**

**ECON 350-O International Economy**  
**3 Credits**

This course studies the concepts, theories and applications of international economics and finance; analysis of economic relationships between nations; review international trade common practices (imports and exports); review of macroeconomics data on imports and exports in the US economy as collected and published by the US government; study of government intervention in international trade. **Pre-Requisite: None**

**ECON 519-O Managerial Economics**  
**3 Credits**

This course studies the use of economic tools in management decision-making to maximize the company's profit. It covers the analysis of demand, income, production, cost, markets, and the relationship between companies and the public sector. **Pre-Requisite: None**

**EDUC 501-O Principles and Development of Curriculum**  
**3 Credits**

This course covers a critical analysis of curriculum development theories departing from the various educational philosophies and their relation to the practical aspects of curriculum development. Various models which exemplify the different curriculum theories are presented and analyzed. The course also examines the curriculum model presently being used in the Department of Education. Students will have the opportunity to examine and evaluate specific curriculum projects. **Pre-Requisite: None**

**EDUC 502-O Administration of Classrooms and Schools as Learning Communities**  
**3 Credits**

This course provides students with a critical study and analysis of classroom management in the context of a learning community. This course includes the discussion of topics such as: Restructuring the Education System, the Classroom as a Laboratory, the Total Quality Philosophy, School Autonomy, Open School Systems, and Instructional Leadership. **Pre-Requisite: None**

**EDUC 503-O Evaluation of Curriculum and Instruction**  
**3 Credits**

This course studies and analyzes the principles that guide the different evaluation strategies of curriculum and instruction, taking into consideration both the formative and summative aspects. The course also covers methodology, selection and application of research-based strategies, and models for curricular evaluation. **Pre-Requisite: None**

**EDUC 504-O Learning Theories and Cognitive Development**  
**3 Credits**

This course studies and analyzes theories of cognitive development and learning with emphasis in the investigation and discussion of teaching styles. The expectation is for students to understand that these teaching styles have been scientifically proven as successful instructional models. Through this course, students examine and discuss the instructional models and identify the theoretical foundations that support educators. This review is done utilizing the pedagogical of application concepts studied in classroom practice. **Pre-Requisite: None**

**EDUC 505-O Research Methods**  
**3 Credits**

This course is an introduction to the concepts and procedures of educational investigation. This course studies the nature and purposes of investigation; types of design, investigation analysis methods, and interpretation of data. Emphasis is placed on the contributions made by investigation to the education field. This is an 8-week course. **Pre-Requisite: None**

**EDUC 507-O Philosophy, Critical Thinking, and Education**  
**3 Credits**

This course provides students with a framework on critical analysis of the philosophical and ethical thought process. The course focuses on the practices related to the development of critical thinking and the impact in student achievement. **Pre-Requisite: None**

**EDUC 512-O Educational Innovations and Strategies**  
**3 Credits**

This course covers the study and analysis of educational innovations in school administration, supervision, teaching, and the learning process. It focuses on innovations and new educational strategies being implemented in the United States and other countries. Emphasis is also given to current practices implemented in the public and private educational systems in the state.

**Pre-Requisite: None**

**EDUC 513-O Evaluation, Measurement, and Assessment**  
**3 Credits**

This course studies the assessment, measurement, and evaluation techniques applied to the teaching-learning process. Emphasis is placed on the adequate planning of evaluation, the preparation, analysis of tests and other pedagogical evaluation instruments. **Pre-Requisite: None**

**EDUC 526-O Curriculum Planning and Design**  
**3 Credits**

This course focuses on the study and analysis curricular design. Emphasis is placed on diverse curricular approaches, strategies, techniques, and aspects that pertain to the teaching-learning process in the state. The course also studies curricular planning as the basic tool to accomplish the different aspects of curricular design. Students will be familiarized with new theories and principles related to curricular design. **Pre-Requisite: None**

**EDUC 543-O Culture and Education**  
**3 Credits**

This course explores the sociological concepts that frame the cultural development of students in the state and its implications to the educational system. This course also covers the functions of the educational system as the responsible agency for transmitting the cultural values and the educational elements that identify people as a community member. **Pre-Requisite: None**

**EDUC 545-O Instructional Technology and Society**  
**3 Credits**

This course covers the practical tendencies and the effect of the socio-scientific and technological changes as they apply to the search of information. This course also studies the impact information has on economic and social organizations. It also studies the educational

implications that information sciences have on the school curriculum and learning styles. **Pre-Requisite: None**

**EDUC 576-O Teaching Models and Systems**  
**3 Credits**

This course analyses instructional systems and teaching models. It also studies some of the major innovative teaching strategies and their adaptation according student's aptitudes as required in the state. Emphasis is placed on cognitive development, learning styles, teaching models, and the application of Deming's philosophy of Total Quality Management. Application to the classroom practice is integrated in the curriculum and activities in the course. **Pre-Requisite: None**

**EDUC 709-O Scientific Research Thesis**  
**3 Credits**

This course is a requirement upon completion of courses for the Master's Degree in Education with Major in Curriculum and Instruction. This course involves a scientific investigation that the student has to perform under the supervision of a facilitator. The student will have to select an educational problem or need in the educational system in the state. Student's final work will represent a significant contribution to general education or the area of Major. Students may select the investigation approach that best relates to the topic selected for the theses from various approaches discussed in class. This is an 8-week course. **Pre-Requisites: All courses**

**EETE 216-O Industrial Electronics**  
**3 Credits**

Three hours of lecture and one three-hour lab per week. The course covers the theory and practice of modern electronic devices that are used in industrial applications. Topics include the use of the transistor switch as a decision circuit maker; programmable logic controllers; triacs and thyristors.

**EETE 223-O Fundamentals of Computer Electronic**

**3 Credits**

The course covers the theoretical concepts of number systems and codes, digital electronics, signals and switches, logic modules and Boolean algebra, combinational logic circuits and related devices. Topics include Digital Arithmetic: operations and circuits. Code converters, multiplexers and demultiplexers. Furthermore, analyze digital circuits that are used in



computers, communications systems and medical equipment. This course has a Lab

**EETE 223L-O Lab. Fundamentals of Computer Electronic**

1 Credit

This laboratory course provides students with theoretical concepts and practical skills in digital electronics. It discusses the concepts of Boolean Algebra, combinational logic circuits, multiplexers and demultiplexers. The issues are addressed to the operating principles, selection and specifications of different digital devices. Also in this course apply the safety rules and the practical principles of logic gates such as: gates "and", "or", "nor" and others.

**EETE 255-O Fundamentals of Microprocessors**

4 Credits

Covers an introduction to microprocessor-based systems. Includes the 80X86 microprocessor, pentium, software architecture, programming and hardware architecture. Advanced topics.

**ENGI 122-O INTRODUCTION TO COMPUTER PROGRAMMING**

3 Credits

Three hours of lecture-workshops per week. This course is an introduction to computer programming and the Visual Basic (VB) programming language. The first half of the course covers VB for Applications using Excel and the fundamental programming structures of control statements, loops, operators, and functions. The second half of the course explores programming applications using other VB compiler options. Problem analysis, algorithms, flowcharts, and structured programming concepts are used throughout the course.

**ENGI 161-O Engineering Technology Graphics**

3 Credits

The course centers on the principles of engineering drawing using sketching and computer graphics (Solid Work). It includes an introduction to descriptive geometry. The fundamentals of orthographic projections, pictorials, auxiliary views, sectioning, dimensioning, tolerance, and working drawings are also presented. In addition, the student will apply freehand techniques to sketch oblique and isometric 3D projections

**ENGL 050-O Preparatory English**

4 Credits

This course is designed for low and high beginning level students (Level 1 – Starting). It is a conversational and grammar-based immersion course designed to prepare undergraduate students in the four domains for language proficiency: listening, speaking, reading, and writing. Students will develop and/or strengthen skills for effective paragraph construction and basic expository essay writing skills. The main focus of the course is to prepare students for English academic course work in their selected degree program. Students who score between 0 – 120 points in the English placement test must enroll in this course in the first term of enrollment. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 101**

3 Credits

**Introduction to the English Language Course: Basic Level Prerequisites or Co requisites: None**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English

**ENGL 102-O Basic English**

4 Credits

This course is designed for low and basic level students (Level 2 – Emerging). The primary goal of this course is to teach communicative competence, which is the ability to communicate in English according to the situation, purpose, and student's roles in the communication process at the professional level. Emphasis is placed on the development of aural (listening)/oral (speaking) comprehension skills. Basic reading and writing (productive) skills are also emphasized. In both cases, assignments and activities are in the context of topics from the degree programs the students represent. It systematically reviews basic structures and vocabulary with a substantial amount of listening, speaking, reading, and writing practice, which leads students to a more confident ownership of the language. Reconstruction of relevant life and job activities will be used in a constructivist approach to learning. Students who score between 121- 240 points in the English placement test must enroll in this course in the first term of enrollment. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 103-O Introductory English Language Course Basic Level II**

**3 credits**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

**ENGL 115-O College Reading and Writing I**

**4 Credits**

This course is designed for English intermediate level students (Level 3 – Developing). It is the first-year English course. The course focuses on paragraph construction conventions, content, organization, voice, vocabulary, fluency, grammar, and syntax of college technical writing at the intermediate proficiency level. The course is intended to prepare students for the demand of college writing focusing on reading critically and incorporating source material in student's own writing. Research projects will be developed through the responsible use of technology by individual, pair, and group work activities. All course assignments and activities are delivered in the context of topics from the degree programs the students represent. This course requires the use of E- Lab and/or the Language Lab guided by the course English faculty.

**ENGL 116-O English Reading and Writing II**

**4 Credits**

This course is designed for English high intermediate level students (Level 4 – Expanding). It is the continuation of the first-year English course, ENGL 115-O. An integrated language art (listening, speaking, reading, and writing) approach is used in the course. The course focuses on strengthening paragraph construction conventions, content, organization, voice, vocabulary, fluency, grammar, and syntax of college technical writing at the high intermediate proficiency level. The course is intended to increase skills on professional college reading and writing skills aligned to the student's degree program. Research projects will be developed through the responsible use of technology by individual, pair, and group work. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**Pre-Requisite: ENGL 115-O**

**ENGL 331-O Public Speaking**

**4 Credits**

This course is designed for English advanced level students (Level 5 – Bridging). An integrated language art (listening, speaking, reading, and writing) approach is used in the

course. This course is divided in two required parts: intensive practice in writing different types of essays, monographs, reports, and conducting research in their degree program. The course also focuses in strengthening public speaking skills. English language and professional etiquette for public speaking is studied and practiced in weekly classes. All course assignments and activities are delivered in the context of topics from the degree programs the students represent. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

**ENGL 500-O Graduate Preparatory English**

**3 Credits**

This course is a conversational/grammar preparatory course designed to prepare graduate level students for the accelerated curriculum offered at the School for Professional Studies Discipline-Based dual language program. This course is designed for graduate students who score between 0-81 points (Level 1 – Starting and Level 2 – Emerging) on the Graduate English Placement Test. This course requires the use of E-Lab or the Language Lab.

**ENGL 501-O Academic Writing for Graduate Students I**

**3 Credits**

This course is designed for graduate students who score between 82-103 points (Level 3 – Developing and Level 4 – Expanding) on the Graduate English Placement Test. This is an application English writing class that focuses on strengthening writing skills. It examines and provides strategies for strengthening skills in writing for specific audiences, writing conventions and development of topic sentences and supporting details. It also provides emphasis on strategies for developing supporting ideas. It stresses the development of basic reading and writing skills for graduate students. It systematically reviews basic structures and vocabulary with a great deal of written practice, which lead the student to a more confident ownership of the language. Grammar and editing skills review is incorporated in the course. Therefore, the goal of this course is to provide student writers with information that will allow them to demonstrate a command of academic writing skills in English. This course requires the use of E-Lab or the Language Lab. **Pre-Requisite: English placement test scores.**

**ENGL 502-O Academic Writing for Graduate Students II**

**3 Credits**

This course is designed for graduate students who score between 104-130 points (Level 5 – Bridging) on the Graduate English Placement Test. ENGL 502-O is a writing course designed to improve the academic writing skills of graduate students. The course focuses on organization and development of ideas and on paraphrasing and summarizing of reading selections to develop fluency, accuracy, and maturity in academic writing. A discussion of basic research skills and plagiarism is included. Editing skills are stressed, and a basic grammar review is provided. In addition, a variety of common rhetorical modes are analyzed, including narratives, informational reports, summaries, reviews, and argumentative essays. Students are placed into this course based on their English language placement results. It is an advanced English course that uses an integrated language approach. Role-play, oral presentations and other verbal and writing techniques are used. All phases of the English writing process are discussed and practiced. Students concentrate on writing good topic sentences, supporting details and paragraph unity. This course requires the use of E-Lab or the Language Lab. **Pre-Requisite: English placement test scores.**

#### **ENMA 101**

##### **Introduction to Entrepreneurial Development**

##### **3 Credits**

This course offers students a basic understanding and overview of the business world and the entrepreneurial field. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

#### **EXPL 101-O Experiential Learning: Introduction to Portfolio**

##### **1 Credit**

This course involves the evaluation of theoretical and practical experiences for the preparation of an experiential learning portfolio. It is a presentation of evidence and support documentation related to occupational and personal skills acquired in the student's life to petition their evaluation for academic credit. **Pre-Requisite: None**

#### **FINA 101-O**

##### **Principles in Finance**

Introduction to financial planning, including business financial management, taxes, risk management and investments, among others related terms that affect the procedures and the decision making of an organization.

#### **FINA 503-O Corporate Finance I**

##### **3 Credits**

This course applies financial planning strategies to increase the value of investment of stockholders. The course utilizes analysis of management decisions concerning investments, financing, and dividend policies. The course involves assets approval, risk, debt policies, and alternate ways of financing. The course also involves short-term assets, liabilities administration, acquisitions, mergers, and international financial management. **Pre-Requisites: ACCO 503-O, STAT 555-O**

#### **FINA 610-O Corporate Finance II**

##### **3 Credits**

This course discusses the theory and practice of corporate finance, assets administration, and capital budgeting. Risks, performance, and capital opportunity cost, dividends policies and capital structures, acquisitions, mergers, and socio-economic aspects of the corporate finances are also discussed. **Pre-Requisite: FINA 503-O**

#### **FINA 620-O International Finance**

##### **3 Credits**

This course studies the financial management of foreign operations of the firm. The course also covers the financial constraints of the international environment and their effect on standard concepts of financial management. It also studies international currency flows, forward cover, and international banking practices. **Pre-Requisite: FINA 503-O**

#### **FINA 630-O Investments**

##### **3 Credits**

This course covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios. **Pre-Requisite: FINA 503-O, ACCO 503-O, ECON 519-O**

#### **FINA 635-O Investment Analysis and Portfolio Management**

##### **3 Credits**

This course focuses on the analysis of investment options including stocks, bonds, mutual funds, stock options, and derivatives. Capital market theory and market efficiency are examined from a financial management perspective. Students learn to evaluate investments in an international



market by incorporating economic conditions, ratios, and market information. Emphasis is placed on portfolio management and diversification. **Pre-Requisite: ACCO 503-O**

**FINA 640-O Public Finance and Fiscal Policies**  
**3 Credits**

This course is an analysis of government resources and use of government funds. It also emphasizes the impact of the fiscal policies to promote stability and development based on real situations. **Pre-Requisite: FINA 503-O**

**FINA 650-O Financial Market, Currency, and Banking**  
**3 Credits**

This course places emphasis on the structure and operations of money markets and capital investment. It covers the budget theory, policies to achieve stability, and market growth. The course also covers the interdependencies of financial variables in the economy, emphasis in current situations, and effect on local and international markets. **Pre-Requisite: FINA 503-O.**

**FINA 670-O Risk and Insurance**  
**3 Credits**

This course offers an analysis of the risk management problems in the business enterprise. It emphasizes the methodology for risk analysis, techniques for risk, loss control, models for risk management decision making, and procedures for administering risk management policy relative to no speculative (insurable) risk. The course incorporates product liability, property damage, and bodily injury in the business environment. **Pre-Requisite: FINA 503-O**

**FINA 680-O Real Estate Mortgage Financing**  
**3 Credits**

This course is an analysis of the mortgage market, development, impact of real estate, and financing. The course also integrates the concepts of capital market in public, private business, agencies, and the role of financing in the real estate market. **Pre-Requisite: None**

**FINA 691-O Financial Modeling**  
**3 Credits**

This course provides students with decision-making skills derived from the ability to understand, perform, and interpret complex financial calculations and models used in finance. It presents the theory and practice of finance, emphasizing computer-based financial modeling, forecasting and the use of financial software applications

to analyze the impacts of financial decisions. The course covers a variety of techniques, such as sensitivity and scenario analysis, optimization methods and Monte Carlo simulation. **Pre-Requisite: ACCO 503-O**

**FINA 735-O Mergers and Acquisitions**  
**3 Credits**

This course explores the environments that have recently given rise to a large number of corporate mergers and the business factors underlying these corporate combinations. It examines the financial, managerial, accounting, and legal factors affecting mergers. Studies how to appraise a potential merger and structure a merger on advantageous terms. **Pre-Requisite: FINA 735-O**

**FINA 750-O Finance Seminar**  
**3 Credits**

This course involves the integration of the main concepts in finance with the discussion of current real-world situations. The course studies the investigation, presentation, and discussion of study cases. The course requires a formal investigation of a topic in the finance area. **Pre-Requisites: All Core Courses and 9 credits of Major Courses**

**FINAT 101**  
**Principles in Finance**

Introduction to financial planning, including business financial management, taxes, risk management and investments, among others related terms that affect the procedures and the decision making of an organization.

**FSEN 100-O Introduction to Engineering Technology**

3 Credits

Introductory required course for all first year associate degree students in engineering technology. Introduction to the various specialties within the engineering and technical profession. Basic concepts of engineering design and technical communication. Laws and ethics of the engineering and technical profession.

**HADM 101-O**  
**Communication Skills for Health Care Professionals**  
**3 credits**

The course brings the basic knowledge and skills to communicate in a variety of Health Service workplace settings. The students will learn on writing correspondence, communication technology and

effective communication strategies and skills for the health care industry.

#### **HADM 110-O**

##### **Health Care Management**

##### **3 credits**

Explore the concepts of management theory as applied to health care. The student will learn the organizational structure of Health Care Organizations and their making decisions process, planning and problem-solving procedure.

#### **HADM 130-O**

##### **Ethics and Social Responsibility in the Health Care Services**

##### **3 credits**

The student will identify ethical issues in the health industry. The course will encourage the student to clarify their personal ethics and align them to the health care issues. This will involve an understanding of diverse populations whose actions and decisions are based on their personal ethics.

#### **HADM 140-O**

##### **Accounting for Health Care Services and Administration**

##### **3 credits**

This course provides an understanding of the fundamental concepts of accounting applied to the health care environment. Students will examine accounting practices and procedures to support managerial decision making within the health care organizations.

#### **HESC 100-O**

##### **Health, Safety, and Medical Law and Ethics**

##### **3 Credits**

The course discusses legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include recognition of and practice of safety and security procedure, recognition and response to emergency situations. The student will learn and discuss the OSHA/standard precautions blood borne pathogen awareness, infection control/hand washing.

#### **HESC 101-O**

##### **MEDICAL TERMINOLOGY**

##### **3 Credits**

The course will study medical terminology applied to allied health process and procedures, including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice.

#### **HIST 273-O History of the United States of America**

##### **3 Credits**

This course is a survey of the political, economic, and socio-cultural development of the United States of America through its history. It covers the hominization process in the continent, its geographical surroundings, and the development of the Amerindian settlements. It also includes a chronological analysis of the major historical processes that contributed in the development of the U.S. from its origins to present. **Pre-Requisite: None**

#### **HUMA 101-O World Cultures I**

##### **3 Credits**

This course is a critical study of the evolution of humanity from its beginnings to the development of cities and urban life. The course focuses on the impact of old civilizations at the world-wide level. It promotes the understanding of the moral, social, and cultural values in general at diverse times. **Pre-Requisite: None**

#### **HUMA 102-O World Cultures II**

##### **3 Credits**

This course is a critical study of the evolution of humanity from its beginnings to the development of cities and urban life. The course focuses on the impact of old civilizations at the world-wide level. It promotes the understanding of the moral, social, and cultural values in general at diverse times. **Pre-Requisite: HUMA 101-O**

#### **HURE 501-O Human Capital Management**

##### **3 Credits**

This course prepares students to address the concepts of personnel development as managers. Students learn criteria for developing effective job analysis, appraisal systems, and appropriate career development plans for employees. Other topics include personnel selection, employee compensation, benefits, training, workplace diversity, discipline, employee rights, unions, and management behaviors.

#### **HURE 640-O Collective Bargaining**

##### **3 Credits**

In this course, emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining, and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, and public policy. Emphasis is given to the

national labor relations act and the grievance-arbitration process. **Pre-Requisite: None**

**HURE 700-O Organizational Development and Design**  
**3 Credits**

This course is an introduction to concepts and procedures on organizational design and structures. Emphasis is given to the nature and changing processes of the organizational culture and structures. Discussion on different types of systems and management styles is integrated in the course. **Pre-Requisite: MANA 501-O**

**HURE 710-O Human Resources Management**  
**3 Credits**

This course is a study of the philosophy, techniques, and policies related to the administration of personnel as a critical responsibility of every manager. Topics included in the course are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation, and labor relations. **Pre-Requisite: None**

**HURE 720-O Training Design and Methodology**  
**3 Credits**

This course is designed to provide the student with the knowledge, management skills, and techniques related to the design and methodology of organizational training. The course focuses on the study, analysis of the concepts, methods, processes that promote development, and organizational growth. The impact of design and implementation of training programs that facilitate learning and synergy among human resources is also studied. **Pre-Requisites: HURE 710-O, MANA 501-O**

**HURE 725-O Labor Legislation\*\***  
**3 Credits**

This course covers the federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and state labor laws; constitutional rights; minimum wage, anti-discriminatory laws, unemployment. **\*\* Mandatory course. Pre-Requisite: None**

**HURE 730-O Compensation and Benefits Administration**  
**3 Credits**

This course is an introduction to systems of compensation and benefits related to profit and non-profit organizations. The course covers critical thinking

discussions on financial motivation, design, implantation of compensation strategies, and compensation for special groups, among others. **Pre-Requisite: HURE 725-O**

**HURE 750-O Human Resources Seminar\*\***  
**3 Credits**

This course studies the historical foundations and evolutionary development of human resources concepts such as comparative analysis of management patterns and emerging problems of management interest. The course covers readings and research in management practices. Each student must complete and present a research project for discussion and comments in the classroom in topics that are the main focus of the course.

**\*\*Mandatory course. Pre-Requisite: None**

**IMEN 404-O Industrial Safety and Health Management**  
**3 Credits**

Three hours of lecture per week. The course is an introduction to concepts and techniques of safety and health management, based on a modern perspective on compliance with mandatory standards for workplace safety and health.

**INBU 600-O International Business**  
**3 Credits**

This course provides a global study of the economic, financial, and political environment in business operations. Special emphasis is given to the international dimension of marketing, finance, accounting, taxes, economics, and human resources of corporations. **Pre-Requisite: None**

**INGS 101-O**  
**Research Information Literacy**  
**3 Credits**

This course analyzes the principles and processes comprised of information literacy skills. It promotes the application of these skills in a research project to generate new knowledge or improved understanding. Research methodologies, search, evaluation, and understanding of contents are emphasized. The use of information in an effective, legal, and ethical way is stressed. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

**MANA 501-O Organizational Behavior**  
**3 Credits**

This course is a study of individual, group, and organizational behavior in social systems. The course covers application of organizational behavior and organizational theory to management practice. **Pre-Requisite: None**

**MANA 505-O Management Information Systems**  
**3 Credits**

Information systems designed to support management in the areas of finance, manufacturing, marketing databases, and data communication are introduced.

**MANA 600-O Business Policy and Ethics**  
**3 Credits**

This course covers the functional and support areas of business administration. The course approaches business policy-making and administration from the perspective of the general manager. Cases emphasizing economic, social, and moral problems having implications for corporate policy are examined. **Pre-Requisites: 18 credit from core courses.**

**MANA 603-O Materials Management**  
**3 Credits**

This course is designed to provide the student with knowledge in the field of Materials Management and its functions in the planning and control of production processes, buying procedures, measurement of demand, decisions of storage operations, and physical movement of a product from its manufacture to the distribution channels, the product specifications, process design, and quality control. **Pre-Requisite: MANA 720-O**

**MANA 605-O Business at the Private-Public Intersection**  
**3 Credits**

Understanding the role of business requires understanding its role relative to other economic, social, and political institutions. This course helps students understand business within the broader global private and public environment, and encourages them to be managers and leaders of businesses that create value in both environments.

**MANA 621-O Business Law**  
**3 Credits**

This course deals with the laws pertaining to business associations, such as partnerships (limited and general), corporations, franchises, and joint ventures. Topics in this course include rights and obligations; will contracts, mortgages, business agencies and associations, corporations, negotiable instruments, investment and loans, bankruptcy, business laws, labor laws, and jurisprudence. **Pre-Requisite: None**

**MANA 700-O Entrepreneurship**  
**3 Credits**

This course is designed for students in the program for MBA interested in pursuing entrepreneurial careers. Primary attention is given to managing a new and rapidly growing business. It includes alternate sources of capital examined and conditions of utilization of each source established. Various growth strategies considered along with supporting public policy and personnel requirements for entrepreneurial success. **Pre-Requisite: None**

**MANA 709-O Managing Organizational Diversity**  
**3 Credits**

This course focuses on providing students with an understanding of themselves within cultures and subcultures and their responses to difference; other people (bosses, coworkers, subordinates, clients, and customers); differences among organizations. The course develops the point that managing diversity well is the essence of good management.

**MANA 710-O Human Resources Management**  
**3 Credits**

This course is a study of the philosophy, techniques, and policies related to the administration of personnel and as a critical responsibility of every manager. Topics included in this course are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation and labor relations. **Pre-Requisite: None**

**MANA 715-O Supervision and Leadership**  
**3 Credits**

In this course, emphasis is given to management leadership skills necessary to develop professionals for current market, manufacture, government, and industry settings. The course examines contemporary roles on

supervision and leadership development. **Pre-Requisite: None**

**MANA 716-O Strategic Planning and Control**  
**3 Credits**

In this course, major components of long-term strategy from an upper-level management perspective are covered. This course provides a learning laboratory for the study of major strategic decision-making models. **Pre-Requisite: None**

**MANA 720-O Operations and Production Management**  
**3 Credits**

This course stresses managing the production, distribution, materials, and information functions of manufacturing and service systems. It includes capacity determination, operating procedures analysis, operating systems design, control systems development, and new technology evaluation. The course utilizes current case examples of management skills required in the operating environment. **Pre-Requisite: None**

**MANA 750-O Management Seminar \*\***  
**3 Credits**

This course studies the historical foundations and evolutionary development of management concepts such as comparative analysis of management patterns and emerging problems of management interest. The course covers readings and research in management. Each student must complete and present a research project for discussion and comments in the classroom. **\*\* Mandatory course. Pre-Requisites: All courses**

**MANA 755-O Global Management Practicum**  
**3 Credits**

In this course students develop a deeper understanding of global business through preparation and delivery of an applied project with a global client by participating in workshops and/or traveling to the client site (country and industry vary by topic). Students learn project engagement tactics, project identification and scoping techniques, research modalities (e.g., benchmarking, forecasting), and appropriate delivery practices. The travel component includes company visits, and structured meetings (virtual or on-site) with business executives and experts.

**MANC 101-O**  
**Introduction to Business**  
**3 Credits**

The course presents a study of business, its nature, its environment and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance, organization and administration, and teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking. This course is a prerequisite for all other business courses.

**MANC 125-O**  
**Business Ethics**

This course introduces business ethics behavior. Part philosophy and part business, it includes ethical issues encounter by the contemporary business professional. The course will introduce corporate employee responsibilities, leadership and decision-making in daily responsibilities and situations in work.

**MANC 126-O**  
**Business Communications**

Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process. Students will learn techniques for writing information to attend any business situation. They will also learn how to analyze their audience effectively to communicate both inside and outside of their organization.

**MANC 127-O**  
**Reconciliation and Auditing**

This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid services and know the steps to follow in order to perform an audit in business. Emphasis is given to the procedures that are used in the different organizations, their policies, claims and payment skills, policies, billing procedures and audit processes.

**MANC 204-O**  
**Legal Environment in Business**

Study the legal aspects of business transactions with special attention is paid to contracts, sales, negotiable instruments, personal property, insurance, transportation, deeds of mortgage and the relationship of the government with companies.

**MANC 210-O**  
**Administrative Theory**  
**3 Credits**

This course examines the principles and functions of the managerial process. It analyzes the role and behavior of human resources in an enterprise and the interrelations



among business functions. It studies the application of managerial planning, organization, direction and control through case studies. Prerequisite: MANC 101

**MANC 213-O**

**Personnel Administration**

**3 Credits**

The course covers basic knowledge in the specialized area of human resources management, including the study of the primary activities of a manager or personnel officer. Areas such as: analysis and job design, recruitment and selection, orientation and training, personnel evaluation, importance of motivation and leadership in the dynamic business world, supervisor's role, knowledge of health and safety laws, equal employment opportunity, labor-management relations, among other issues. Prerequisite: MANC 101

**MARK 511-O Marketing Management**

**3 Credits**

This course places emphasis on planning and decision-making procedures in areas such as: marketing measurements, product development, price adjustments, advertising and distribution. In this course, texts, case studies, readings and computer exercises are used to provide experience in managing the components of the market mix. **Pre-Requisite: None**

**MARK 615-O Advertising and Sales Promotion**

**3 Credits**

This course examines the marketing promotions from a communications standpoint. It discusses advertising, sales promotion, personal selling and publicity as components of the promotional program of an enterprise including profit and non-profit institutions marketing products and/or services. The course emphasizes the planning, design, and implementation of advertising campaigns. **Pre-Requisite: None**

**MATH 101-O Mathematical Reasoning 1**

**3 Credits**

This course offers the opportunity to acquire skills necessary to apply in the solution of situations that appear in life. In addition, ample the operational range with its applicability to different professions. It develops skills of operations with real numbers and their applications. It also introduces basic skills in the field of geometry by its importance in the life.

**MATH 103-O Basic Mathematics I**

**3 Credits**

Study of the fundamental concepts in basic mathematics: operations with whole numbers, fractions and decimals, ratio, proportions, percentage, integer numbers, measurement, and applications. **Pre-Requisite: ACCUPLACER Math Placement Test**

**MATH 104-O Basic Mathematics II**

**3 Credits**

Elementary algebra and introduction to geometry, statistics and probability, exponential laws, polynomials, linear equations, and basic concepts of geometry. **Pre-Requisite: ACCUPLACER Math Placement Test**

**MATH 111-O Intermediate Algebra I**

**3 Credits**

This course covers the rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions. **Pre-Requisite: None**

**MATH 112-O Intermediate Algebra II**

**3 Credits**

This course covers the rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions and basic geometry concepts. **Pre-Requisite: MATH 111-O**

**MATH 120-O Algebra**

**3 Credits**

This course presents topics such as: the set of real numbers, percentage, algebraic expressions, linear equations, linear inequalities, polynomials and its basic operations. It emphasizes in application, problem solving, and comprehension skills. **Pre-Requisite: None**

**MATH 151-O Pre-Calculus I**

**4 Credits**

This course covers the Real Number System and its properties: Properties of Exponent, Solving inequalities Universidad Ana G. Méndez- Gurabo Campus (Metro Orlando / South Florida / Tampa Bay Campus) Catalog 2019-20 163 (including absolute value, quadratic and linear inequalities) and interval notation, solution of

equations, Relations, Functions, Graph properties of Functions, Rational Functions, Logarithmic and Exponential Functions, and Solution of Linear Systems of Equations using determinants.

#### **MATH 152-O Pre-Calculus II**

4 Credits

This course is a preparation for the differential and integral calculus in one variable. It is designed for students who plan to obtain a degree in science, mathematics, computer sciences, engineering, and mathematics education. The topics covered include trigonometric functions of real numbers and angles and their graphs, analytical trigonometry, applications of trigonometry, complex numbers and vectors, systems of linear equations, and analytic geometry.

#### **MATH 221-O Calculus I**

4 Credits

The calculus course is an introduction to differential and integral calculus in one variable. It is designed for students who plan to obtain a degree in science, mathematics, computer science or engineering.

#### **MEDA 201-O Clinical Laboratory Procedures**

4 Credits

This course covers the performance and quality control for medical tests common to a medical office. Involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Also studies the theory and develops and practice components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included.

**Pre-Requisite:** BIOT 106-O

#### **MEDA 202-O Examining Room Procedures**

4 Credits

The course includes medical procedures and instruction in clinical skills for the allied health scenarios. The student will focus in all needed processes to prepare a patient prior examination and routine clinical procedures, including the clinical documentation.

**Pre-Requisite:** BIOT 106-O

#### **MEDA 203-O Fundamentals of Pharmacology**

3 Credits

The content focuses on principles of pharmacology, drug classifications, administration routes, dosage calculations, therapeutic use, disinfection procedures, basic concepts of nontraditional medicine, and drug interactions. The advantages and disadvantages of pharmacotherapy and the client's well-being are discussed.

#### **MEDA 204-O - Medical Office Management**

3 Credits

The content emphasis is to provide the student with the skills necessary to manage a wide variety of medical office settings and tasks. The student will identify challenges in the medical office's field and provide effective solutions based on legal and ethical standards responsibility.

**Pre-Requisites:** ENGL/SPAN 101-O, MATH 101-O, COIS 101-O, HESC 101-O, BIOT 106-O, MEDA 201-O, MEDA 202-O, MEDA 203-O, HESC 100-O

#### **MEDA 205-O Medical Assistant Externship**

3 Credits

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity.

**Pre-Requisites:** MEDA 204-O

#### **METE 224-O Manufacturing Process Technology**

3 Credits

Three hours of lecture and one three-hour laboratory per week. The course is an introduction to manufacturing processes and provides an over view of casting, forming, and metal removal processes. Manufacturing processes of plastics will also be discussed.

#### **METE 228-O Mechanical Measurements Technology**

3 Credits

The study of measurement technology, coordinate measuring machines, surface finish measurements, machine vision, and particle measurement in a clean environment. The monitoring of processes and operations, automatic control and data analysis.

#### **MGMT 101-O Management and Leadership Principles**

3 credits

The course will study the organizational context of leadership, including the discussion of skills, processes, and responsibilities of effective leaders as promoter of a business organization. It also stimulates the development of critical thinking and analytical skills applied to procedures of change within an organization. The student will learn the use of management tools for the design, execution, implementation, monitoring and evaluation of small business entrepreneurial projects in their respective areas of knowledge.

**MIBC 101 - Medical Terminology and Abbreviations**  
**3 Credits**

This course introduces the student in the knowledge and use of the vocabulary, concepts and terms frequently used in medical offices and other places where health services are offered. It is divided into four basic sections: 1) etymology of the medical terms (prefix, root, and suffix) 2) common abbreviations 3) systems of the human body (function, organs, conditions or related diseases) 4) medical specialties and sub-specialties and their functions.

**Pre-Requisites:** ENGL 101-O, MATH 101-O, OFAS 121-O, COIS 101-O

**MIBC 102-O Medical Services Billing**  
**3 Credits**

This course aims that the student understands and familiarizes with the different health insurance companies in the nation. It emphasizes in cards, contracts, and coverages that insurance companies offer and the code system that service providers are required to use. The course presents the correct documentation necessary to submit claims based on the patient's insurance selection, patient care services, physician care manager, release of information, deficiency analysis, delinquency reporting, and revenue Cycle Management.

**Pre-Requisites:** ENGL 101-O, MATH 101-O, OFAS 121-O, COIS 101-O

**MIBC 103-O Clinical and Professional Coding**  
**3 Credits**

In this course, the student will learn to identify and select services' codes, procedures, and diagnoses that are assigned to outpatient services. Skills will be practiced manually 3Ms Logic-based encoder codebook, CPT and HCPCS codebook. Also, the student will use the "progress note", "superbill", and the evaluation and management guide to help speed up the coding process. Emphasis will be in the ICD-10-CM coding and in coding of services and CPT procedures.

**Pre-Requisites:** MIBC 106-O, MIBC-107-O

**MIBC 105-O Billing and Electronic Records**  
**3 Credits**

In this course the student will perform activities related to the billing of medical bills, referrals, pre-authorizations, and other elements of transmission related to electronic health record (EHR). The student learns to use a "clearinghouse" and a program (Office Management System- MEDITECH) by AHIMA VLab to complete the billing process. The transmission process recipients are insurance providers, pharmacies and other services providers. Students learn to work with an

electronic medical record designed for medical offices (EHR) and feed the required campuses the corresponding data fields. In addition, students work with the digitalization of paper and electronic documents and establish the rules of migration, the electronic prescription and safety rules that establishes the federal laws.

**Pre-Requisites:** MIBC 106-O, MIBC 107-O, MIBC 103-O, BIOT 106-O

**MIBC 106-O Reconciliation & Auditing**  
**3 Credits**

This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid medical services and know the steps to follow in order to perform an audit in a medical office or outpatient areas. The student will learn the technical or specialized vocabulary and terminology commonly used in the insurance companies and the health insurance industry. Emphasis is given to the procedures that are used in the different health insurance companies and Medicare, among others, their policies, claims and payment skills, policies, billing procedures and audit processes.

**Pre-Requisites:** MIBC 101-O, MIBC 102-O

**MIBC 107-O Health, Safety and Medical/Legal Aspects**  
**3 Credits**

This course studies one of the many uses of medical records: its use as legal protection to the patient and to the institution that provides the health care services. It covers the legal requirements of medical records in relation to its retention, security controls, maintenance and confidentiality regarding information treatments, within the institution as well as outside. Emphasizes is given in the application of professional ethics and legal medical aspects in the health information system.

**Pre-Requisites:** MIBC 101-O, MIBC 102-O

**OFAS 121-O Basic Keyboarding I**  
**3 Credits**

This course introduces students in the use of computer and word processing skills. Its major objectives are to develop touch control of the keyboard and proper techniques, to build speed and accuracy, and to provide practice in applying those basic skills to the formatting of basic parts of e-mails and business letter in block style. The course is developed from exercises of application, research, cooperative work, use of technology and reflection.

**PHAT 100-O**  
**Introduction to Pharmacy**



This course familiarizes the student with the history of medicine and pharmacy. Subsequently, the student will understand the pharmacy technician career, as well as, professional technician associations, the importance of continuing education, and the existence of different levels of a pharmacy technician. The student will correlate the different methods of communication (e.g. verbal, nonverbal, written, etc.) in the workplace when interacting with coworkers, patients or any special patient group. Furthermore, the student will adept at using basic pharmacy drug references. The student will identify the role of the pharmacy technician in the community pharmacy practice, as well as, other pharmacy duties, identify the pharmacy layout, and other pharmacy services. Moreover, the student will learn about the different types of institutional pharmacy practice, as well as, the pharmacy technician role within each of the different environments. Finally, the student will discover all the additional pharmacy practice settings and advanced roles for a pharmacy technician.

**Pre-Requisite:** BIOT 106-O, ENGL 101-O, HESC 100-O

#### **PHAT 115-O**

##### **Pharmaceutical Calculations**

This course describes the history of pharmacy calculations. Furthermore, the student will be able to convert Arabic numbers into roman numerals, as well as, traditional time into military time, and Fahrenheit temperatures to Celsius temperatures. The student will be able to identify the medication dosage form as well as the ability to convert between various systems to calculate quantity and days' supply. The student will apply formulas and calculate doses by body weight and body surface, to calculate infusion rates, dilution and alligations.

**Pre-Requisite:** ENGL 101-O, MATH 101-O, PHAT 100-O

#### **PHAT 120-O**

##### **Pharmacotherapy**

This course relates competencies learned from anatomy, physiology and a basic knowledge of pharmaceutical chemistry. The student will be able to describe major components of systems, locations, functions, as well as primary symptoms of conditions associated with dysfunction of the

system and common drugs used for treatment. These systems include nervous, endocrine, cardiovascular, respiratory, gastrointestinal, renal, reproductive, and hematological systems. The student will understand the role of the pharmacy technician in the patient care process, as well as how to assist pharmacists in responding to emergent patient situations, safely and legally.

**Pre-Requisite:** BIOT 106-O, PHAT 115-O

#### **PHAT 125-O**

##### **Administration and Pharmacy Law**

This is a comprehensive course, which instructs the student on pharmacy law, ethics, and regulatory agencies in the development, manufacturing, packaging, marketing, licensing, sale, and distribution of controlled substances, medications, and medical devices in various pharmacy settings. Furthermore, the course covers the patient's right of medication safety, as well as safety strategies, including United States Pharmacopeia <797> regulations, to reduce medication errors. Students will discuss how the OTC (over the counter) products are regulated, discuss restricted OTC, as well as, how a prescription drug becomes an OTC drug. **Pre-Requisite:** PHAT 120-O

#### **PHAT 130-OL**

##### **Pharmacy Sterile and Non-Sterile Compounding Laboratory**

This course covers the differences of sterile and non-sterile preparations, the need of certain medications to be sterile as well as necessary standard precautions, supplies, and equipment in the process of compounded sterile and non-sterile preparations. The student will learn about the United States Pharmacopeia (USP) <797>, USP-NF <795>, how to list the main components, as well as, the three risk levels. Furthermore, the student will describe and demonstrate the proper aseptic techniques as well as the key components of USP <800> regulations to be competent in compounding hazardous preparations. Lastly, the student will apply course knowledge regarding pharmacy sterile

and non-sterile compounding throughout practice exercises. **Pre-Requisite: PHAT 125-O**

#### **PHAT 135-O**

##### **Posology**

This course will integrate the Joint Commission Official "Do Not Use List", as well as, the medical terminology to interpret prescriptions and communicating effectively in the field. Furthermore, the student will compare the classification of medications and relate them to the pertaining body system. The student will identify the dosage formulation and routes of administration; as well as, the pharmacokinetic and pharmacodynamics of drugs in the human body. Moreover, the student will describe the purpose of excipients in the production of medication. The student will discover and differentiate generic and trade names, define suffixes, and infixes; as well as, discuss therapeutic agents and classify drugs using the drug schedules under the Controlled Substance Act (CSA). **Pre-Requisite: PHAT 130-OL**

#### **PHAT 148-O**

##### **Introduction to Pharmacy Practice**

This course provides the structure to review, emphasize, reinforce, and refresh the knowledge from previous core professional courses such as pharmaceutical calculations, pharmacotherapy, pharmacy administration and law, sterile, non-sterile compounding, and posology to prepare for their externship. The student will submit any pertinent documentation for the placement in the pharmacy of preference. In addition, this course will prepare the student with test-taking techniques, strategies, and reviews to take the Pharmacy Technician Certification Exam (PTCE). **Pre-Requisite: PHAT 135**

#### **PHAT 150-O**

##### **Externship I**

This externship enables the student to apply and integrate foundational professional competencies, as well as personal and interpersonal knowledge and skills. In a real-life pharmacy environment, the student will apply patient care, quality, and safety knowledge and skills. The externship will provide the student with opportunities to process and handle medication orders, while following regulations in compliance with state and federal laws. The student in the externship will complete a total of 80 hours in a retail/chain pharmacy environment affiliated under the supervision of a pharmacist with an active license/registration in the state in which the program is offered. **Pre-Requisite: PHAT 148-O**

#### **PHAT 151-O**

##### **Externship II**

This externship provides an additional opportunity for the student to apply and integrate foundational professional competencies, as well as personal and interpersonal knowledge and skills. In a real-life pharmacy environment, the student will apply patient care, quality, and safety knowledge and skills. The externship will provide the student with opportunities to process and handle medication orders, while following regulations in compliance with state and federal laws. The student in the externship will be completing a total of 80 hours in a compounding, hospital, or infusion environment under the supervision of a pharmacist with an active license/registration in the state in which the program is offered.

**Pre-Requisite: PHAT 150-O**

#### **POSC 373-O Political System of the United States**

##### **3 Credits**

The course covers the evolution of the federal government, its structure, procedures, and functions. Emphasis will be placed on organization as well as on separation of powers in the legislative, executive, and judicial branches.

#### **POSC 420-O History of Political Thinking**

##### **3 Credits**

Critical analysis of political thought and history from Plato and Aristotle to the present. Analysis of the major schools of political thought and ideologies with special emphasis

on twentieth century political systems. **Pre-Requisites: None**

**PRMG 530-O Project Management I: Introduction to Project Management**  
**3 Credits**

This course stresses the analysis of processes related to Program Management. Comprehension of a project's life cycle and the importance of evaluating its different phases in the achievement of organizational goals are integrated. The development of skills and competencies related to planning and methodologies of the area is studied in this course. **Pre-Requisite: None**

**PRMG 600-O Operation Management**  
**3 Credits**

This course will introduce concepts and techniques for coordination and planning to manage and control manufacturing and service operations. In general, the course provides definitions of operations management terms, tools and techniques for analyzing operations, and strategic context for making operational decisions. The content is organized in five modules: Operations Analysis, Coordination and Planning, Quality Management, Project Management and Supply Chain Management. **Pre-Requisites: Undergraduate; statistics and business.**

**PRMG 601-O Project Scope and Time Management**  
**3 Credits**

This course includes the definition and analysis of the project management processes required to ensure that the project includes all the work required to successfully complete the project according project goal, objectives, needs and expectations. Definition and analysis of the processes required to ensure that the project is completed on time taking into consideration activity list, durations, activity sequencing, start and finish dates and graphical representations such as GANTT and Critical Path Method charts. It is the application of how the project scope baseline is defined and how the work breakdown structure is created and defined. **Pre-Requisite: None**

**PRMG 602-O Project Cost Management**  
**3 Credits**

Definition and analysis of the processes required to ensure that the project is completed within the approved budget. It is the application of financial concepts, earned value and forecasting techniques. There is a discussion regarding cost estimating, budgeting, S-curves, operation and maintenance life cycle costs, contingency reserve and

baseline. The budget definition for a project is covered as part of this course. The discussion of the differences between a new change to the approved project budget and project variances are reviewed. Impact analysis about project critical areas is also covered. **Pre-Requisite: None**

**PRMG 603-O Project Quality Management**  
**3 Credits**

Definition and analysis of the processes required to ensure that the project and each deliverable satisfy the needs for which they were undertaken. It is the application of quality concepts, quality costs and quality control to the management process. The course emphasizes the importance of the quality plan definition, the requirements, the audits, the quality control and the quality baseline. The definition and development of a quality plan is covered. The discussion of the differences between a new change to the approved quality plan and project variances are reviewed. Impact analysis about project critical areas is also covered. **Pre-Requisite: PRMG 601-O**

**PRMG 604-O Project Human Resources and Risk Management**  
**3 Credits**

Definition and processes required to make more effective use of human resources assigned to the project and the project team development analysis. Study of the characteristics of successful teams. Strategies for the selection and recruitment of members of the team. Development and team work control. Description and analysis of the theories of Maslow, Herzberg, Alderfer and McGregor among others, and their impact on the individual and the formation of the team. Definition and analysis of the processes involved in the identification, analysis, and answers to the project risks. Development of a plan of risks and opportunities and a plan of responses to risks. Identification, qualification and quantification of risks and opportunities. Analysis of the impact of risks and opportunities in accordance with critical factors of success or "Triple Constraint". **Pre-Requisite: None**

**PRMG 605-O Project Integration Management (Internship)**  
**3 Credits**

The students will have the opportunity to participate in 60 hours in a real project to apply the project Management Concepts by developing a project (definition and analysis of the processes) required to ensure that the five processes groups and nine knowledge areas of the project

are properly coordinated in the project. Aspects required to integrate all areas of knowledge and processes established, will be complemented with the discussion.

**Pre-Requisite: All Core and Major Courses.**

**PRMG 606-O Project Procurement Management**

**3 Credits**

Definition and analysis of the processes required to acquire goods and services from outside the performing organization. Topics include the discussion about contract types, negotiation processes, contractual terms and conditions, clauses, procurement team, quality levels, financial components among others. Also covered in the class are cost-benefit analysis, make or buy decisions, management of proposals, quotations and contracts. **Pre-Requisite: PRMG 601-O**

**PRMG 607-O Project Communication Management**

**3 Credits**

Definition and analysis of the processes required to ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information. Emphasis is on the components of effective communication. A description of strategies for an effective communication with project stakeholders and the definition of project team ground rules and conflict management are also covered. **Pre-Requisite: None**

**PRMG 608-O Using IT applications in Project Management**

**3 Credits**

The course explores the adoption of information technology applications during phases of project management from planning through tracking to closure. It covers features of Microsoft Project such as how to define a project, build and control well-formed project plans as well as how to use the software support scheduling, budgeting, tracking performance, communication and resources managing processes to accomplish goals and optimize process quality. Also, it integrates web technologies and mobile apps for today project management environment. **Pre-Requisites: None**

**PRMG 640-O Project Management II: Project Planning**

**3 Credits**

This course focuses on analysis, action plan development and usage of effective methods in project management. The study of processes in the planning and initial phases of projects is an integral component of the course. Critical analysis of inputs, products, tools, and techniques used in

project management processes is studied. Application of related terminology and definitions is a main goal of the course. **Pre-Requisite: None**

**PSYC 121-O General Psychology**

**3 Credits**

This course is an introduction to the basic areas of general psychology. Theories, concepts and methods used in psychological studies of individual and social behavior. Attention to the psychological elements of human growth and development. **Pre-Requisites: SOSC 101-O, SOSC 102-O**

**PSYC 122-O General Psychology**

**3 Credits**

This course is an introduction to the basic areas of general psychology. Theories, concepts and methods used in psychological studies of individual and social behavior. Attention to the psychological elements of human growth and development. **Pre-Requisite: PSYC 121-O**

**PSYC 123-O General Psychology**

**3 Credits**

This is a survey course in general psychology. The course is a study of basic principles, concepts, and theories of individual and social behavior. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**PSYC 350-O Psychopathology Principles**

**3 Credits**

This course covers the pathological reactions in the feeble-minded, neurotics, and psychotics. The course includes a discussion of research methods and theories of abnormal conduct. Visits to local institutions to observe clinical cases are conducted as part of course requirements. **Pre-Requisite: PSYC 123-O**

**QETE 240 Quality Management Principles and Improvement Tools**

**3 Credits**

This course focuses on the organizational goal of producing a quality product or service. The meaning and benefits of quality, the cost of quality and problem solving tools for continuous improvement. Topics include overview of quality philosophies; principles of quality, commitment to continuous improvement, customer focus and paradigm shift, understanding process variation and employee involvement. Also, describes the quality tools that provide the basics for examining processes and systems and making data based

decisions to improve work processes and systems. Covers the 7-step improvement process, includes flow-charting, Pareto charts and cause and effect diagrams.

**QETE 245 Fundamentals of Statistical Process Control/Metrology**

3 Credits

This course provides the basic concepts of Statistical Process Control (SPC, for its acronym in English). The course covers control charts, including the adjustment of scales, graphing, interpreting and analyzing process capability. Techniques are emphasized problem solving and practical exercises are integrated into the implementation of SPC in the workplace. Are discussed, different instruments used for data collection, with the purpose of statistical analysis.

**QETE 250 Introduction to Technical Engineering Management**

An introduction to the principles of administration of engineering, including the management functions of planning, decision making, organizing, human aspects, leading, and controlling. Also, in this course, the students describe the functions and typical activities in the product life cycle.

**QETE 255 Fundamentals of Lean Manufacturing-Six Sigma**

Fundamental concepts of Lean Manufacturing, Six Sigma and other contemporary performance improvement methodologies or contemporary quality management systems. Students try to determine cause and effect to predict, improve and optimize the performance of the process. In addition, it use basic tools such as: 5S, Kaizen and others.

**QETE 260-O Principles of Industrial Regulations and Validations**

4 Credits

This course cover the study of current Good Manufacturing Practices (cGMP's) and the series of international quality standards known as ISO 9000 through 9004, ISO 10011, 10012, ISO 13485 and ISO 14000. The validation for characterizing processes, intermediates process and final products emphasizing effectiveness cost while determining what levels of validation are required for different phases of

development and process improvement also are included. Are discussed topics such as validation of water systems, cleaning validation, computer systems validation, equipment validation and recent trends in process validation.

**QYLE 110-O Attitude Development and University Adaptation\***

3 Credits

This course focuses on the analysis and evaluation of values, attitudes, and prejudices in university life and the world of work. The course studies the effect that our behavior has on others and how it also affects us. Evaluation of different types of ethical conduct from different philosophical perspectives that allow for the selection of those which give the individual more self-control with emphasis on the university surroundings is integrated throughout the course. Application of concepts through the use of concepts maps, self-reflections, case studies, role playing, team work, and the responsible use of technology. This course is a requirement for all incoming students. The course must be completed within the first term of enrollment in the institution. \* Required for all new undergraduate students.

**SBOT 101**

**Principles of Selling**

Combination of principles and techniques of selling. Emphasis on person-to-person situations, consumer motivations, persuasion and problems dealing with psychology of sales situations related to small business operations.

**SCIE 111-O Integrated Sciences I**

3 Credits

This course integrates concepts from the different areas of sciences. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter, and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied. **Pre-Requisite: None**

**SCIE 112-O Integrated Sciences II**

3 Credits

This course integrates concepts from the different areas of sciences. It includes the study of the nature of sciences, the scientific method, the relationship between science



and technology, matter, and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied. **Pre-Requisite: SCIE 111-O**

**SOCI 201-O Principles of Sociology I**  
**3 Credits**

This course is a study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems. **Pre-Requisites: SOSC 101-O, SOCI 102-O**

**SOCI 202-O Principles of Sociology II**  
**3 Credits**

This course is a study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems. **Pre-Requisite: SOCI 201-O**

**SOCI 203-O Principles of Sociology**  
**3 Credits**

This is a survey course on principles of sociology. It focuses on the study of the theories of groups, institutions and society. Analysis of social organization and social problems is integrated in the course. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**SOCI 325-O Sociology of Deviancy**  
**3 Credits**

Study of sociological theories explaining deviant behavior. Special attention will be given to the role of cultural values and norms in the definition of deviant behavior. Pathological aspects such as poverty, family disorganization, overpopulation, prostitution and alcoholism are studied.

**Pre-Requisite: SOCI 203-O**

**SOSC 103 -O Introduction to Social Sciences**  
**3 Credits**

This is a survey course on general principles and foundations of the social science disciplines:

anthropology, sociology, psychology, economics, and political sciences. The course covers an analysis of social problems and impact in society. **Pre-Requisite: None**

**SOSC 111-O Individual, Community, Government, and Social Responsibility I**  
**3 Credits**

This course focuses on the study of the civic, social, cultural and psychological elements of the individual in our society. The course emphasizes in the personal, interpersonal and social dimensions of human behavior and social responsibility. **Pre-Requisite: None**

**SOSC 112-O Individual, Community, Government, and Social Responsibility II**  
**3 Credits**

This course focuses on the study of the civic, social, cultural and psychological elements of the individual in our society. The course emphasizes in the personal, interpersonal and social dimensions of human behavior and social responsibility. **Pre-Requisite: SOSC 111-O**

**SOSC 225-O Contemporary Economic and Political Issues**  
**3 Credits**

This course focuses on an interdisciplinary approach to study the interrelation of social organizations, political, and economic systems in the contemporary world. It studies social, political, and economic developments. It includes an analysis of selected events and current issues that impact our society. **Pre-Requisites: SOSC 111-O, SOSC 112-O**

**SOSC 258-O Research Techniques in Social Sciences**  
**3 Credits**

Introduces the learner to the application of all scientific techniques for research and investigation in the social sciences. Places emphasis on basic procedures for gathering data, establishing the problem and hypothesis, analyzing, interpreting and applying findings. **Pre-Requisites: SOSC 303-O**

**SOSC 301-O Statistics for Social Sciences I**  
**3 Credits**

This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences challenges in society. The course focuses on the when, why and how of using specific techniques in a research

process. **Pre-Requisites: SOSC 111-O, SCIE 112-O, MATH 111-O**

**SOSC 302-O Statistics for Social Sciences II**  
**3 Credits**

This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences challenges in society. The course focuses on the when, why and how of using specific techniques in a research process. **Pre-Requisite: SOSC 301-O**

**SOSC 303-O Applied Statistical Methods for Social Sciences**  
**3 Credits**

This course focuses on the statistical methods applied to the Social Sciences. It is an introductory feature of the statistical methods field applicable to the Social Sciences. It provides a general vision of descriptive and inferential statistics pertinent to the Social Work field. **Pre-Requisite: MATH 111-O**

**SPAN 100-O Communication Skills Spanish as a First Language**  
**4 Credits**

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At a basic level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities that spelling and grammatical rules are emphasized, while keeping the focus on reading comprehension as a skill that helps them to express themselves both orally and in writing effectively. It emphasizes effective oral communication as a useful tool in the professional and personal development of the students. In addition, it introduces and emphasizes the verbal and written aspects of language as important elements in formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the

use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 101 Introducción a la Lengua Española**  
**3 Credits**

Estudio de la historia y la evolución de la Lengua Española. El curso se fundamenta en el desarrollo de las destrezas básicas de lectura y escritura. Promueve el enriquecimiento del vocabulario. Analiza las estructuras gramaticales básicas del español mediante lecturas suplementarias.

**SPAN 102-O Basic Spanish**  
**4 Credits**

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At an intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities that spelling and grammatical rules are emphasized, while keeping the focus on reading comprehension as a skill that helps them to express themselves both orally and in writing effectively. It emphasizes effective oral communication as a useful tool in the professional and personal development of the students. In addition, it introduces and emphasizes the verbal and written aspects of language as important elements in formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 103-O Introducción a la Lengua Española II**  
**3 Credits**

Estudio de la historia y la evolución de la Lengua Española. El curso se fundamenta en el desarrollo de las destrezas básicas de lectura y escritura. Promueve el enriquecimiento del vocabulario. Analiza las estructuras gramaticales básicas del español mediante lecturas suplementarias.

**SPAN 115-O Reading, Writing and Oral Communication I**  
**4 Credits**

This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At a high intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities, with emphasis on spelling and grammatical rules, and the correct use of writing/editing techniques, that college-level students will learn effective ways to express themselves and apply these to their subject area. They will not only learn the proper rules for written communication, but also the correct etiquette that includes from writing e-mails to written reports. Special attention is given to verbal communication and body language as important characteristics of formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 116-O Reading, Writing and Oral Communication II**  
**4 Credits**

This advanced Spanish course focuses on the use of language from a communication approach thus allowing the adult learner to further develop his/her language skills. In addition, the course deals with reading analysis and interpretation in reference to the evaluation of the content of the message (inference, critical analysis, distinguishing between facts, opinions, and assumptions), which goes beyond the meaning of the text, techniques, and author's resources. It also includes studying the text readings from the reader's perspective, while analyzing the content in reference to the central idea of the context, secondary idea, vocabulary, the correlation of ideas, different types of speeches, and languages. The course will give special attention to the proper wording of messages and sentence/paragraph construction. It will allow many opportunities to practice and manage grammatical structures in reference to spelling, punctuation, the development of techniques for oral

presentations, proper body language, and the use of technology. The course pays close attention to the practice and management of grammatical structures in regards to the inaccuracies or misuse of the language (barbarisms, solecisms, ambiguities, agreement, pleonasm, etc.). The course is developed through reading discussions, reflections, reviews, research, essay writing, and oral presentations supported by technology. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 255-O Spanish for Writing and Research**  
**4 Credits**

This highest-level Spanish course focuses on the strengthening of Spanish language skills; allows the adult learner to further develop his/her linguistic skills, technical writing, and oral expression, in order to reach the highest and most effective professional level of communication. The learner will perfect the art of writing technical reports, essays, and conduct research relevant to his/her academic subject area. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

**SPAN 500-O Graduate Preparatory Spanish**  
**3 Credits**

This is a preparatory Spanish course for graduate level students. It is designed based on a conversational and grammatical integrated approach. The course integrates a language lab to complete graduate level activities, workshops, and exercises to increase proficiency in Spanish. Dual language (English/Spanish) methodologies and strategies are used. A student who takes the UAGM Spanish Placement Test (for native speakers of Spanish) and scores between 0 and 40% must register for this course. This course requires the use of e-lab or the language lab.



**SPAN 501-O Academic Writing for Graduate Students I**  
**3 Credits**

This is an intermediate developmental Spanish writing course designed to improve the Spanish academic writing skills of graduate students. Students will understand the steps of the Spanish writing process, practice and handle grammatical structures related to spelling and punctuation, practice writing from the sentence to paragraph, write different sorts of paragraphs and writing styles, promote a research-based attitude, demonstrate originality, and academic honesty that will be reflected on written assignments, and essays required for the course. A student who takes the UAGM Spanish Placement Test (for native speakers of Spanish) and scores between 41% and 64% must register for this course. This course requires the use of E-Lab or the Language Lab.

**SPAN 502-O Academic Writing for Graduate Students II**  
**3 Credits**

A native speaking student who takes the UAGM Spanish Placement Test and receives a score of 65 to 100 percent will need to enroll in this course within the first semester of enrollment. This is a Spanish writing course designed to improve the academic writing skills of graduate level students. Students will practice and handle grammatical structures related to spelling and punctuation, practice writing from the sentence to paragraph, write different sorts of paragraphs and essays, and learn about different types of Spanish academic writing. The course focuses on the process of creation, writing, and revision. The course seeks to promote a research-based, originality, and academic honesty attitude that will be reflected on written assignments. Students will learn how to make academic searches and properly use citations, footnotes, references, and so forth. Special emphasis will be placed on thesis elaboration, organization of ideas and elaboration of schemes, writing and revision of drafts, writing coherence, text cohesion, paragraph organization, and different types of introductory and concluding paragraphs. This course requires the use of E-Lab or the Language Lab. **Pre-Requisite: None**

**STAT 555-O Statistics for Managerial Decision Making**  
**3 Credits**

This course covers basic statistical skills for advanced work in the functional areas of business administration, including descriptive statistics, probability, probability distributions, sampling, estimation, statistical inference, and Bayesian principles. Computer programs are used in the course as problem solving tools. **Pre-Requisite: None**

**STAT 556-O Applied Managerial Statistics**  
**3 Credits**

Business decision problems can be characterized as situations in which managers must select the best alternative from several competing alternatives. Managers frequently rely on results from statistical analyses to help make the best decision. The decision-aiding tools that can be applied by managers to gain insight into decision problems range from simple graphic displays of data to sophisticated statistical tests. Students use real-world data sets and PC-based software to describe sets of measurements, construct probability distributions, estimate numerical descriptive measures, and build multiple regression models.

**STGM 601-O Strategic Management**  
**3 Credits**

This course focuses on analysis and application of concepts such as ethics and social responsibility. Evaluation and application of elements related to identifying opportunities and analysis of business strengths and weaknesses is emphasized. The application of the vision, mission, goals, and objectives for the development of strategies in the planning process is studied. Development of a strategic plan that includes identification and evaluation of alternatives for its control is integrated in the course. This course is targeted to the development and application of analytical skills related to strategic planning. **Pre-Requisite: None**

**STGM 602-O Technological Applications and Information Systems**  
**3 Credits**

This course develops analytical skills for the operational integration of different information resources. The course allows for the identification, analysis, and evaluation of alternatives for the improvement of the organizations' effectiveness. It emphasizes the importance of technology for strategic planning and problem solving. This course focuses on the development and application of the knowledge and skills needed to understand, evaluate and, make decisions related with information systems. **Pre-Requisite: None**

**STGM 603-O Entrepreneurial Communication**  
**3 Credits**

The course focuses on analysis of effective skills for communication and presentations. Emphasis in knowledge and critical use of different techniques means and programs is integrated. The course evaluates

different aspects of the communication process including audience, understanding the context, the receptor and the importance of feedback for an effective communication. This course also focuses on the study of theoretical and practical concepts for effective business communication. **Pre-Requisite: None**

**STGM 604-O Organizations and Global Economy**  
**3 Credits**

The course studies the opportunities that the global economy offers to management. The course analyzes economic principles based on problem examination and the challenges represented on a globalized economy. It includes decision making on financial, economic, and stock market issues. It evaluates strategic opportunities and risks regarding organizational development in the global context. **Pre-Requisite: None**

**STGM 608-O Strategies for Change, Professional, and Entrepreneurial Development**  
**3 Credits**

The course focuses on analysis of topics in the areas of power relations and resistance to change, motivation, and human behavior. Comprehension, respect for diversity, and group dynamics. Evaluation and design of strategies for the development of a positive organizational culture is integrated. It emphasizes on environmental and structural forces within the organization as a main topic. The course appraises the different variables related to the organizational capacity for managing change and the development of plans and strategies. **Pre-Requisite: None**

**TCOM 335-O Principles of Telecommunications and Networking**

3 Credits

This course covers the key concepts of telecommunications and networking. It provides a solid introduction to networking fundamentals including key acronyms, protocols, and components that are essential to understanding how networks operate today. It covers the basic concepts of telecommunications such as analog/digital communications, basic encoding, bandwidth and capacity and serves as a solid foundation for in-depth study of networking. It identifies the types of communications networks that have evolved based on the various technological configurations and the

internetworking process behind data communications. Upon completion, the participant will have a solid understanding of how information travels from a computer to another computer across a network.

**TCOM 335L-O Lab. Of Principles of Telecommunications and Networking**

1 Credit

This laboratory course provides students with theoretical concepts and practical skills in telecommunications and networks. It discusses the concepts of data transmission, wireless communication protocols and standards among others. The issues are addressed to the operating principles, selection and specification of networking systems. Also in this laboratory the students apply of voice communications technologies. The course prepares students to take the certification exam for Network Systems "Network +".

**TCOM 350-O Fundamentals of Networking Infrastructure Management**

3 Credits

This course concentrates on the Windows/2000 infrastructure management protocol, which is the largest in use at a Global scale. It covers in detail the procedures for planning and servicing network infrastructure. Covers areas such as protocols, services required calculation in the light of the organization needs, packet exchange and sequential packet exchange IPX/SPX, integration with Novell network, TCP/IP. Netbios, WINS, DHCP and DNS maintenance and configuration issues are covered. Routing, remote access and VPNs are also covered from an infrastructure and management perspective.

**TCOM 350L-O Fundamentals of Networking Infrastructure Management**

1 Credit

This laboratory course provides students with theoretical concepts and practical skills Infrastructure Management Network Systems. Network Implementation Plan are analyzed Hardware / Software Considerations and protocols (possible configurations) 2nd and 3rd. The issues are addressed to the operating principles, selection and specification of networking systems. Also, in this lab, students apply the technologies of voice communication. The course prepares students to take the certification exam for Network Systems "Network +".

