

**GURABO
CAMPUS**



UNIVERSIDAD
ANA G. MÉNDEZ
UNIVERSITY

UAGM

Bilingüe / Dual Language

**CATALOG
2018-2019**



AUGUST 1, 2018

Contents

Section I: Universidad Ana G. Mendez-Gurabo Campus	6
Our Profile	6
Mission	6
Vision	6
Institutional Values Statement	6
Institutional Objectives	6
Accreditation and Affiliations	7
Statement of Licensure	7
Statement of Policy	7
Universidad Ana G. Mendez-Gurabo Campus Administration	8
Legislative Boards	8
Academic and Student Affairs Commission	9
Section II: Sistema Universitario Ana G. Méndez	10
Profile	10
Central Administration and Board of Directors	10
Board of Directors	11
Non-Discrimination Statement	11
Statement of Legal Control	11
Section III: Capital Area Campus	12
Introduction	12
Capital Area Campus Administration and Staff	12
Physical Facilities	12
Campus Address and Telephone Numbers	12
Academic Calendars	13
First Semester 2018-19 (201911)	13
Second Semester 2018-19 (201912)	14
Summer Semester 2018-19 (201913)	15
Students' Academic Requirements, Regulations and Services	16
Admissions	16
Undergraduate General Admission	16
Undergraduate General Admission (Daytime)	16
Graduate General Admission	17
Specific Program Admission Requirements	17

Appeals of Admission Decisions.....	18
Readmission	18
Admission Validity.....	19
Transfer Students form Other Programs or Universities.....	19
International Students	20
Dual Language Model	20
Dual Language Nature of Degree Programs	20
Language Placement Tests and Developmental Courses	21
Method of Instruction.....	22
Course Modules and Language of Delivery	22
Language Support and E-Lab	23
Registration	23
Registration Validity.....	23
Maintaining the Academic Offerings, Programing of Courses, Closing and Eliminating Sections.....	23
Transferability of Institutional credits to Other Institutions.....	25
Program Changes, Withdrawals, and Special Permits	25
Academic Load, Class Attendance, and Academic Advising	25
Evaluation of Student’s Academic Achievement	26
Changes, Grade Objections and Additions	27
Repeating Courses	29
Independent Study.....	29
Academic Progress.....	29
Graduation Requirements	32
Financial Information	33
Fees and Tuition Costs	33
Cost	33
Laboratory Fees.....	33
Technology Fee	33
Additional Expenses.....	34
Payment Methods.....	34
Refund Formula.....	34
Partial Withdrawal: Course Drop/Add Period.....	34
Non-Attendance.....	34
Identifications	34

Copies of Credit Evidence	34
Cancellation and Refund Policy.....	34
Financial Aid	35
Grant-Scholarship Programs	35
Loan, Work-Study and Veterans Programs	35
How to apply for Federal Financial Aid	36
Student Affairs and Services	37
Students Services	37
Academic Advising	37
Students Feedback and Complains	37
Student Conduct and Disciplinary Actions	37
General Provisions	38
Course Numbering System.....	38
The Course Prefix	38
Amendments.....	39
False information	39
Student's Responsibility.....	39
Institution's Responsibility.....	39
Reserved Rights.....	39
FERPA	39
Anti-Hazing Policy	39
Change of Name and/or Address.....	39
Section III: Faculty	40
Faculty Listing.....	40
Faculty Listing Capital Area Campus	40
Section IV: Programs of Study.....	46
Bachelor's Degree	46
Bachelor in Business Administration (BBA) Major in Accounting.....	46
Bachelor in Business Administration (BBA) Major in Computerized Information Systems.....	48
Bachelor in Business Administration (BBA) Major in Management	50
Bachelor in Business Administration (BBA) Major in Marketing	52
Bachelor of Arts in Education (BA) – Major in Elementary Education.....	54
Bachelor of Arts in Education (BA) – Major in Secondary Education in Mathematics	58
Bachelor of Sciences in Nursing (BSN) – Major in Nursing	61

Bachelor of Sciences in Community Health (BSCH) – Major in Community Health	66
Bachelor of Arts (BSW) – Major in Social Work	69
Master’s Degree.....	72
Master in Education (M.Ed.) – Major in Guidance and Counseling.....	72
Master in Education (M.Ed.) – Major in Teaching of English as a Second Language.....	75
Master of Science in Public Affairs (MSPA) – Major in Criminal Justice	78
Master of Science in Nursing (MSN) – Major in Family Nurse Practitioner.....	80
Master of Arts in Public Affairs (MA) – Major in Forensic Sciences.....	82
Master in Communications (MA) – Major in Multimedia Journalism	84
Course Descriptions	87

Section I: Universidad Ana G. Mendez-Gurabo Campus

Our Profile

Universidad Ana G. Mendez-Gurabo Campus is a nonprofit institution of higher education located 15 miles southeast of San Juan, Puerto Rico, within easy reach of the entire east-central part of the island. Its 140-acre suburban campus and its fifteen buildings provide an ideal atmosphere for the learning experience. The university currently operates five (5) additional Locations located in Barceloneta, Cayey, Yabucoa, Isabela, and Ponce, and five (5) US Branch Campuses (three (3) in Florida, one (1) in Maryland and one (1) in Texas.

It is a professionally oriented institution with a variety of offerings, from technical certificates to doctoral degrees. The institution serves a diversified student body mostly from the surrounding communities, with a variety of economic and educational backgrounds.

Founded in 1972, Universidad Ana G. Mendez-Gurabo Campus has continued to grow in the new millennium. The student population of more than 15,000 is composed of young adults and professionals. The academic staff consists of more than two hundred thirty-one (231) full-time faculty members and three hundred forty-seven (347) full-time equivalent professors. The fulltime faculty members hold doctorates and master's degrees in their fields of expertise. Nearly sixty (60) percent of Universidad Ana G. Mendez-Gurabo Campus's full-time faculty hold a doctoral degree and thirty-five (35) percent of part-time faculty holds a doctoral degree. The gender distribution of the faculty is equally divided. Universidad Ana G. Mendez-Gurabo Campus is a member of the Ana G. Méndez University System.

Mission

Universidad Ana G. Mendez-Gurabo Campus is an institution of higher education with broad academic offerings of the highest standards of quality. Committed to excellence in teaching, research,

innovation, internationalization, and social-humanistic values for a diverse academic population, Universidad Ana G. Mendez-Gurabo Campus forms global citizens with critical thinking skills which contribute to the development and well-being of Puerto Rico and other countries.

Vision

The vision of the Universidad Ana G. Mendez-Gurabo Campus is to be the leading educational institution in teaching and research, which promotes innovation, entrepreneurship, internationalization, and sensibility towards cultural diversity and the environment.

Institutional Values Statement

Universidad Ana G. Mendez-Gurabo Campus is committed, as an institution of higher education, to:

1. Freedom of thought and expression
2. Excellence in teaching and the pursuit, generation, dissemination and application of knowledge
3. Respect the dignity of the individual
4. Respect nature and the environment
5. Promote ethical, social and cultural values
6. Recognize and respect diversity
7. Promote institutional excellence in planning, operations and service
8. Promote human and esthetic sensibility.

Institutional Objectives

To fulfill its mission, Universidad Ana G. Mendez-Gurabo Campus:

1. Maintains a flexible admissions policy in which each academic school establishes requirements for its programs.
2. Provides services to a diversified student body to help it achieve academic and personal goals.
3. Fosters research to strengthen the teaching and learning processes as well as to improve

the quality of life in the surrounding communities.

4. Promotes the internationalization of its academic programs through strategic alliances.
5. Develops and implements a systematic faculty development plan to improve academic credentials, pedagogical competencies and instructional technology skills.
6. Recruits and develops quality human resources.
7. Provides academic skills and career-oriented activities to precollege students, as well as opportunities for continuing education, thus fulfilling the needs of the community.
8. Promotes the use of innovative and nontraditional teaching methodologies.
9. Promotes ethical values that will allow students to exert their professional judgment and performance responsibly.
10. Fosters the preservation and dissemination of those values inherent to Puerto Rican culture in a global context.
11. Establishes collaborative partnerships among universities, government, industry, and community organizations.
12. Contributes to students' awareness of their rights and responsibilities as citizens in a democratic society.

Accreditation and Affiliations

Universidad Ana G. Mendez-Gurabo Campus is accredited by Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. The MSCHE is a regional accrediting agency recognized by the U.S. Department of Education. The middle States Commission on Higher Education has extended this accreditation to the Metro Orlando, South Florida, Tampa Bay, Capital Area (Maryland) and Dallas Campuses.

For information about professional Accreditations, visit

<http://ut.suagm.edu/es/academia/acreditaciones>

Statement of Licensure

Universidad Ana G. Mendez-Gurabo Campus is authorize by Maryland Commission of Higher Education, Maryland Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

6 N. Liberty St.

Baltimore, MD 21201

Phone: (410) 767-3301

Toll Free: (800) 974-0203

The Main Campus and additional locations of Universidad Ana G. Mendez-Gurabo 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 the SUAGM: UT. 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 catalogue and all the SUAGM: UT 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.

The first section and second sections of this catalog contain an overview of the Universidad Ana G. Mendez-Gurabo Campus and SUAGM. Information that pertains to the Capital Area Campus is included

in Section III. Section IV details information on the programs offered at the University of Turabo, Capital Area Campus. 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.

The SUAGM and UT main campus addresses and telephone numbers are:

Mailing Address:

SUAGM

P.O. Box 21345

San Juan, PR 00928-1345

Telephone No. (787) 751-0178

Fax No. (787) 766-1706

Website: www.suagm.edu

Mailing Address:

Universidad Ana G. Mendez-Gurabo Campus

P.O. Box 3030

Estación Universidad

Gurabo, PR 00778

Telephone No.: (787) 743-7979

Fax No.: (787) 744-5394

Website: www.suagm.edu/ut

Universidad Ana G. Mendez-Gurabo Campus Administration

David Méndez

Chancellor

Nydia V.Bou

Vice Chancellor

Gladys Betancourt

Vice Chancellor for Administrative Affairs

Jacqueline Mullen-Hunt

Vice Chancellor of External Resources

Sarai Lastra

Vice Chancellor of Information Resources and
Director of Virtual Library

Brunilda Aponte

Vice Chancellor of Student Affairs

Mayra Rodríguez

Manager of Physical Facilities and Operations

Vacant

Dean of Graduate Studies and Research

Félix R. Huertas

Dean of General Education Deanship

Juan Carlos Sosa

Dean of School of Business and Entrepreneurship

Elaine Guadalupe

Dean of School of Education

Héctor Rodríguez

Dean of School of Engineering

Vacant

Dean of School of Health Sciences

Teresa Lipsett-Ruíz

Dean of School of Natural Sciences and Technology

María del C. Santos

Dean of School of Social Sciences and
Communications

Aurorisa Mateo

Dean of International School of Design and
Architecture

Mildred Y. Rivera

Dean of School of Professional Studies

María E. Flores

Dean of School of Technical Programs

Legislative Boards

The Administrative Council of Universidad Ana G. Mendez-Gurabo Campus is the legislative body of the Institution. Its main function is to establish the institutional policy of the University in accordance

with the bylaws of the Ana G. Méndez University System. The Administrative Council includes the Chancellor, who chairs it, the vice chancellor, the vice chancellor of student affairs, the manager of physical facilities and operations, the deans of the academic divisions, five (5) faculty representatives, and two (2) student representatives.

The Academic Board recommends the academic policy of the Institution, adopts new academic programs, approves the awarding of degrees and evaluates hiring, contract renewals, promotions, and leaves of absence for faculty members.

The Academic Board consists of the vice chancellor, the library director, six (6) school associate deans, two (2) student representatives, one (1) faculty representative for each school, and as many elected faculty members as needed to provide for their majority on the board. The chancellor is an ex officio member of the Academic Board.

the three affiliated universities in SUAGM operations in Maryland.

Academic and Student Affairs Commission

The Maryland Academic and Student Affairs Commission (MASAC) consists of nine (9) members as follows: five (5) faculty facilitators and four (4) administrators. The faculty facilitators include representation from the following areas: one (1) from Social Sciences, Humanities and General Education, one (1) from Business Administration, one (1) from Health, Science and Mathematics, one (1) from Education, and one (1) from languages. The composition for the administrators is as follows: one (1) Campus Director, one (1) Academic Director an, one (1) Director of Learning Resource Center, and the MASAC Chair. Special Guests, other officers and facilitators shall be invited to participate in the meetings of the MASAC, when the agenda includes items that touch on those programs.

MASAC reviews and recommends course and program additions, revisions, and deletions and recommends policy related to academic offerings to

Section II: Sistema Universitario Ana G. Méndez

Profile

The Ana G. Méndez University System (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, the Capital Area Campus in Maryland, the Capital Area Off Campus in Washington, DC, 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 Ana G. Méndez University System 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. Mendez-Gurabo Campus, Universidad Metropolitana, Universidad del Este, and Universidad Ana G. Méndez – Campus Virtual. A fifth Chancellor manages the operation of all the academic institutions established in Florida, USA. 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

Ramiro Millán Catasús

President of the Board

Félix Rodríguez Schmidt

Vice-President of the Board and Permanent Member

José F. Méndez

President of SUAGM, CEO and Permanent Member

José F. Méndez González

President Emeritus and Permanent Member

Héctor A. Jiménez Ramírez

Rafael A. Nadal Arcelay, Esq.

Permanent Member

Manuel Agosto García

Herminio Martínez

Permanent Member

Wilfredo Cosme Ortiz

René A. Soto Torres

Rita Di Martino

Delia Castillo de Colorado

Gloria Castillo

Secretary of the Board

José E. De La Cruz Skerrett.

Legal Advisor

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 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 Maryland Department of State, Division of Corporations, to do business in Maryland as Universidad Ana G. Mendez-Gurabo Campus.

Non-Discrimination Statement

The Ana G. Méndez University System and its institutions do not discriminate on the basis of race, handicap, national or ethnic origin, creed, color,

Section III: Capital Area Campus

Introduction

The Capital Area Campus represents 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.

All degrees are offered using the accelerated approach developed by the SUAGM's School for Professional Studies that was originally adapted from the accelerated model successfully developed and implemented by Regis University in Denver, Colorado, a leader in adult accelerated education.

Capital Area Campus Administration and Staff

Luis J. Zayas Seijo

Vice-President of National Affairs

Carlos T. Eira de Aquino

Campus Director

Veronica Bermudez

Academic Director

Vacant

Associate Director of Nursing and Allied Health
Programs

Carmen Irizarry

Operations Manager

Julio Vega

Financial Aid Director

Vacant

Director of Student Success Center

Migdaliz Velez

Culinary Arts Program Coordinator

Sarivette Ortiz

Learning Resources Center Director

Silquia Vélez

Branch Campus Registrar/ Credential Evaluation
Services

Verónica Da Silva

Recruitment Development Director

Physical Facilities

The Capital Area Campus (CAC) is located at 11006 Veirs Mill Road, Suite L-1, Wheaton, Maryland. The campus has ten classrooms, two computer laboratories, a library, administration offices, a student and a faculty lounge as well as parking area.

Campus Address and Telephone Numbers

Physical and Mailing Address

11006 Veirs Mill Road

Wheaton, MD 20902

Phone: 1-800-854-8181 / (301) 949-2224

Fax: (301) 949-2243

Website: www.suagm.edu/capitalareacampus

Academic Calendars

First Semester 2018-19 (201911)

ACTIVITIES	E12 AUGUST 26 TO SEPTEMBER 29, 2018	E13 SEPTEMBER 30 TO NOVEMBER 3, 2018	E14** NOVEMBER 4 TO DECEMBER 15, 2018	E08/E16 AUGUST 26 TO OCTOBER 20, 2018	E09/E17 OCTOBER 21 TO DECEMBER 15, 2018	E10 – Nursing Courses (10 weeks) AUGUST 26 TO NOVEMBER 3, 2018	E15 –Nursing Courses (15 weeks) ** AUGUST 26 TO DECEMBER 15, 2018	E07 (Education internships) AUGUST 26 TO NOVEMBER 17, 2018
Classes Begin	August 26, 2018	September 30, 2018	November 4, 2018	August 26, 2018	October 21, 2018	August 26, 2018	August 26, 2018	August 26, 2018
Add/drop Process Deadline	September 1, 2018	October 6, 2018	November 10, 2018	September 1, 2018	October 27, 2018	September 1, 2018	September 1, 2018	September 1, 2018
Official Census Rosters to Facilitators (NP)	September 3, 2018	October 8, 2018	November 12, 2018	September 3, 2018	October 29, 2018	September 3, 2018	September 3, 2018	September 3, 2018
Census Rosters Due at Registrar's Office	September 11, 2018	October 16, 2018	November 20, 2018	September 11, 2018	November 6, 2018	September 11, 2018	September 11, 2018	September 11, 2018
Last day for Students to Remove Incompletes and/or Grade Change Request from 201812 and 201813	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018	September 24, 2018
Last Day for Facilitators to Remove Incompletes and/or Grades Changes from 201812 and 201813	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018	September 26, 2018
Last day for students to request change of major/academic program	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018	September 29, 2018
Last day for: Partial Withdrawal (WC) Total Withdrawal (WT)	September 29, 2018	November 3, 2018	December 15, 2018	October 20, 2018	December 15, 2018	November 3, 2018	December 15, 2018	November 17, 2018
Grades due in Web for Faculty and Grade Rosters at Registrar's Office	October 2, 2018	November 6, 2018	December 17, 2018	October 23, 2018	December 17, 2018	November 6, 2018	December 17, 2018	November 20, 2018
Last day to request graduation for students who complete requirements on December 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018	October 31, 2018

**PT E14 and E15 will not meet the week of November 18 to 24, 2018

SIV Registrar Office

June 04, 2018

Subject to change

Second Semester 2018-19 (201912)

ACTIVITIES	E12 JANUARY 13 TO FEBRUARY 16, 2019	E13 FEBRUARY 17 TO MARCH 23, 2019	E14** MARCH 24 TO MAY 4, 2019	E08/E16 JANUARY 13 TO MARCH 09, 2019	E09/E17 MARCH 10 TO MAY 04, 2019	E10 – Nursing Courses (10 weeks) JANUARY 13 TO MARCH 23, 2019	E15 –Nursing Courses (15 weeks) ** JANUARY 13 TO MAY 04, 2019	E07 (Education internships) JANUARY 13 TO APRIL 6, 2019
<i>Classes Begin</i>	January 13, 2019	February 17, 2019	March 24, 2019	January 13, 2019	March 10, 2019	January 13, 2019	January 13, 2019	January 13, 2019
<i>Add/drop Process Deadline</i>	January 19, 2019	February 23, 2019	March 30, 2019	January 19, 2019	March 16, 2019	January 19, 2019	January 19, 2019	January 19, 2019
<i>Official Census Rosters to Facilitators (NP)</i>	January 21, 2019	February 25, 2019	April 1, 2019	January 21, 2019	March 18, 2019	January 21, 2019	January 21, 2019	January 21, 2019
<i>Census Rosters Due at Registrar's Office</i>	January 29, 2019	March 5, 2019	April 9, 2019	January 29, 2019	March 26, 2019	January 29, 2019	January 29, 2019	January 29, 2019
<i>Last day for Students to Remove Incompletes and/or Grade Change Request from 201911</i>	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019	February 11, 2019
<i>Last Day for Facilitators to Remove Incompletes and/or Grades Changes from 201911</i>	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019	February 13, 2019
<i>Last day for students to request change of major/academic program</i>	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019	February 16, 2019
<i>Last day to request graduation for students who complete requirements on May 2019</i>	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019	February 28, 2019
<i>Last day for: Partial Withdrawal (WC) Total Withdrawal (WT)</i>	February 16, 2019	March 23, 2019	May 4, 2019	March 9, 2019	May 4, 2019	March 23, 2019	May 4, 2019	April 6, 2019
<i>Grades due in Web for Faculty and Grade Rosters at Registrar's Office</i>	February 19, 2019	March 26, 2019	May 6, 2019	March 12, 2019	May 6, 2019	March 26, 2019	May 6, 2019	April 9, 2019

** PT E14 and E15 will not meet the week of April 14 to 20, 2019

SIV Registrar Office June 04, 2018
Subject to change

Summer Semester 2018-19 (201913)

<i>ACTIVITIES</i>	<i>E12/E08/E16 MAY 12 TO JUNE 15, 2019</i>	<i>E13/E09/E17 JUNE 16 TO JULY 20, 2019</i>	<i>E14 JULY 21 TO AUGUST 24, 2019</i>	<i>E10 – Nursing Courses (10 weeks) MAY 12 TO JULY 20, 2019</i>	<i>E11 – Nursing Courses (8 weeks) MAY 12 TO JULY 6, 2019</i>	<i>E15** –Nursing Courses (15 weeks) MAY 12 TO AUGUST 24, 2019</i>	<i>E07 MAY 12 TO AUGUST 3, 2019</i>
<i>Classes Begin</i>	May 12, 2019	June 16, 2019	July 21, 2019	May 12, 2019	May 12, 2019	May 12, 2019	May 12, 2019
<i>Add/Drop Process Deadline</i>	May 18, 2019	June 22, 2019	July 27, 2019	May 18, 2019	May 18, 2019	May 18, 2019	May 18, 2019
<i>Official Census Rosters to Facilitators (NP)</i>	May 20, 2019	June 24, 2019	July 29, 2019	May 20, 2019	May 20, 2019	May 20, 2019	May 20, 2019
<i>Census Rosters Due at Registrar's Office</i>	May 28, 2019	July 2, 2019	August 6, 2019	May 28, 2019	May 28, 2019	May 28, 2019	May 28, 2019
<i>Last day for: Partial Withdrawal (WC) Total Withdrawal (WT)</i>	June 15, 2019	July 20, 2019	August 24, 2019	July 20, 2019	July 6, 2019	August 24, 2019	August 3, 2019
<i>Grades due in Web for Faculty and Grade Rosters at Registrar's Office</i>	June 18, 2019	July 23, 2019	August 27, 2019	July 23, 2019	July 9, 2019	August 27, 2019	August 6, 2019
<i>Last day to request graduation for students who complete requirements on Summer 201913</i>	July 6, 2019	July 6, 2019	July 6, 2019	July 6, 2019	July 6, 2019	July 6, 2019	July 6, 2019

Subject to change

SIV Registrar Office
June 4, 2018

Students' Academic Requirements, Regulations and Services

Admissions

Undergraduate General Admission

General Requirements for Admission (these requirements apply unless specified in the Specific Program Admission Requirements):

1. The applicant must have a minimum of 12 attempted credits or its equivalent from an accredited institution of postsecondary education.
2. The applicant must be 21 years of age or older.
3. The applicant must have 2 years of work experience.

Applicants that do not meet one or more of the above-mentioned requirements can apply for admission as a regular student. 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 in the regular accelerated format, conditioned upon enrolling in the Puente support services program. This program is designed specifically to help the applicant acquire the needed skills to be successful in the regular accelerated program. Additional requirements may apply to specific academic programs including but not limited to High School GPA.

All students enrolled in this program will take up to 25 credits before transitioning to the regular accelerated (5 or 8 week) format. Students must take 16 credits of language courses and 9 credits in general education courses that may include 3 credits in Humanities, 3 credits of Computer Sciences, and 3 credits of Introduction of University Life.

Undergraduate General Admission (Daytime)

Admission Requirements:

Students applying for the regular undergraduate program must meet the following requirements:

1. High School Graduation Diploma or its equivalent (GED).

Admissions Process – All applicants are required to:

1. Attend an orientation session where the structure, policies, and procedures of the programs offered are discussed.
2. Submit an admission application.
3. Submit academic evidence from previous studies or degree earned.

Every applicant to the SUAGM institutions in the State of Maryland 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

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.

In validated cases, the Campus Director or his designated representative may consider the admission of applicants who cannot present the evidence as described above but meet the following requirements:

1. The applicant demonstrates that he/she has no reasonable access to appropriate documentation.
2. The applicant presents a notarized declaration in which the applicant certifies that he meets the requirement of prior studies.
3. The applicant participates in an admission interview (Puente Support Services Program and Nursing Program).
4. The applicant must also complete an interview with the Campus Director or authorized institutional officer to evaluate compliance with the previous requirements.
5. The applicant takes the placement tests in English and Spanish. (Students have previous studies at any of the SUAGM campuses in the continental US will be exempt from this requirement).

Students should contact the Office of Integrated Services for more specific information.

Graduate General Admission

General Requirements for Admission:

1. The applicant must be 21 years of age or older.
2. The applicant must provide evidence for 2 years of work experience.
3. The applicant must have a bachelor's degree with a minimum GPA of 2.75 or 2.75 in the last 60 credits or an 80% score or more in admission interview.
4. The applicant must submit 3 recommendation letters (students who have bachelor's degree from any of the SUAGM campuses in the continental US will be exempt from this requirement).
5. The applicant must participate in the admission interview.
6. In validated cases, the Campus Director or his designated representative may consider the admission applicant's for graduate studies who cannot present the evidence as

describe above but meet the following requirements:

- a. The applicant demonstrates that he/she has no reasonable access to appropriate documentation.
- b. The applicant presents a notarized declaration in which applicant certifies that he/she has a bachelor's degree with the minimum GPA.

All Applicants are required to:

1. Attend an orientation session where the structure, policies, and procedures of the programs offered are discussed.
2. Submit an admissions application.
3. Submit academic evidence from degree earned at the university where the bachelor's degree was awarded.
4. Submit 3 recommendation letters from employers or supervisors. A form letter is provided.
5. Participate in the admission interview.
6. Take the English and Spanish Language Placement and Assessment Tests.

Specific Program Admission Requirements

Bachelor of Arts in Education (BA) Major in Elementary Education

1. Minimum GPA 2.50

Bachelor of Sciences in Nursing (BSN) Major in Nursing

1. The applicant must have High School Graduation Diploma or its equivalent (GED).
2. The applicant must have a Grade Point Average (GPA) of at least 2.50 on a scale of 4.00.
3. The applicant must undergo an admission interview process with the Associate Director or his/her designee. In this, a protocol designed to identify the expected qualities will be followed.

4. Applicants to the BSN program with a conferred ADN and an active, unencumbered RN license, via examination, from the Continental United States, will be admitted to the BSN programs as transfer students accepting the nursing credits completed in their ADN. General Education and Professional courses with a passing grade will be evaluated for transferability. High School Diploma or its equivalent (GED)

* Undergraduate General Admission Requirements do not apply to the BSN program.

***Bachelor of Sciences in Community Health (BSCH)
Major in Community Health***

1. High School Graduation Diploma or its equivalent (GED).
2. Minimum GPA. 2.50 or its equivalent or evidence of 2 years of work experience.

Bachelor in Social Work (BSW)

1. Social Work Baccalaureate program admission criteria requires a minimum High School grade point average of 2.25 or equivalent.
2. Students complying with the GPA requirement will write an essay about their interest in the social work profession in the language of their preference (English or Spanish) that will allow for the evaluation of the qualifications and aptitudes to human services, and their awareness of the community's social problems.
3. All applicants admitted must take English and Spanish Placement Tests. Students that do not place at college level English or Spanish are required to enroll and pass developmental language courses in either or both languages prior to enrolling in Social Work major courses.

* Undergraduate General Admission Requirements do not apply to the BSN program.

Master in Education (M.Ed.) Major in Counseling

1. This program requires a Bachelor of Arts in Education and experience as a teacher in the public educational system for the K-12 specialization.

Master of Science in Nursing (MSN) Family Nurse Practitioner

1. Hold a Bachelor of Science from an accredited School of Nursing.
2. Minimum GPA 3.00
3. Basic statistics course at the baccalaureate level (3crs).
4. Active Professional Nursing License.
5. Complete an Interview process with the Associate Director of the program or his/her representative.
6. Submit three letters of recommendation.
7. Submit evidence of credits at the Nursing Bachelor's Degree with the admissions forms.

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 consecutively each term (except summer) and maintain satisfactory academic progress. Students with 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 SUAGM-Universidad Ana G. Mendez-Gurabo Campus Branch 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

Requirements:

1. Students from other fully accredited universities may be admitted if they fulfill the following requirements:

- a. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education. Twelve (12) of those credits must be with a "C" or above to be admitted as a transfer student.
- b. Must be 21 years of age or older.
- c. Provide evidence of at least 2 years of work experience.
- d. Attend an information session and fulfill the admissions requirements of the program to which they are applying.
- e. 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 using 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 SUAGM 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 Ana G. Mendez-Gurabo Campus 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. SUAGM-Universidad Ana G. Mendez-Gurabo Campus at all Branch Campuses is authorized to receive international students. Interested applicants must contact the Director of Integrated Services at each campus for the specific related processes.

Dual Language Model

Dual Language Nature of Degree Programs

Degree programs at the SUAGM-Universidad Ana G. Mendez-Gurabo Campus 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 SUAGM-Universidad Ana G. Mendez-Gurabo Campus Branch Campuses is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in English and in Spanish.

A Dual Language Professional demonstrates competency in the following areas:

Conceptual Skills:

1. Generate Innovative/Creative Ideas
2. Coordinates Projects
3. Analyze/Interpret Data
4. Use Critical Thinking for Problem Solving
5. Synthesis

Language Skills:

1. Bilingual and Bi-literate in the Four Language Skills: Listening, Speaking, Reading and Writing
2. Spelling & Grammar
3. Professional Translations
 - a. Oral
 - b. Written
4. Summarizes Information Accurately
5. Use of Sophisticated Professional Vocabulary
6. Use of Technical Professional Jargon
7. Reads, Understands, and Applies Knowledge for Positive Decision Making

Communication Skills:

1. Making Coherent Presentations (reports, proposals)

2. Support Opinions
3. Express Ideas (hypothetical & situational)

Interpersonal skills:

1. Teamwork
 - a. Collaboration
 - b. Trust
 - c. Professional Ethics
 - d. Excellence
 - e. Humbleness
2. Interpersonal Interaction
 - a. Respect

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 of 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 receive 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 team work outside the classroom per week per class. Faculty and students will have access and interact through Blackboard for coursework outside the classroom.

The Puente Support Services Program Course Format

The Puente Support Services Program offers courses scheduled in eight (8) week sessions. At the Branch Campuses, classes meet once a week for four hours Monday through Friday from 6:00pm - 10:00pm; Saturday from 8:00am - 12:00pm and 1:00pm – 5:00pm. The students will be required a minimum of 10 hours of individual or team work outside the classroom per week. All students enrolled in this

program will take 25 credits before transitioning to the regular accelerated (5 or 8 week) format. Students must take 8 credits of English, 8 credits of Spanish, 3 credits of Humanities, 3 credits of Computer Sciences, and 3 credits of Introduction of University Life.

The Academic Counselor may recommend to the Campus Director transfer of a Puente student to the regular accelerated format, if the student has demonstrated academic success after one semester (12 credits) of coursework, including a GPA of 2.5 or above.

The Daytime Program Format

The Daytime Program offers courses scheduled in eight (8) week sessions. At the Branch Campuses, classes meet once a week for four and a half (4.5) hours Monday through Friday, morning sessions from 8:30 am – 1:00 pm and afternoon sessions from 1:00 pm - 5:30 pm. Six (6) eight-week sessions are offered throughout the academic year. The students will be required a minimum of 10 hours of individual or team work outside the classroom per week. Each Campus reserves the right to schedule classes in another time slot.

Course Modules and Language of Delivery

Universidad Ana G. Mendez-Gurabo Campus 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 a 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 Turabo'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.

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, Programing of Courses, Closing and Eliminating Sections

The Institution will follow the SUAGM 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 a subject academic specialist for final analysis.
 - b. Upon approval, the student will be notified for the corresponding payment to be made. The Academic Director and/or its representative will issue a permit for the exam and provide an examination 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 a subject academic specialist for final analysis.
 - b. After 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 awarding 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 Ana G. Mendez-Gurabo Campus 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 submitting application 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 SUAGM Universidad Ana G. Mendez-Gurabo Campus 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 course work in subsequent semesters.
2. To apply for a special permit, the student will submit the corresponding application form to the Associate Registrar at the SUAGM-Universidad Ana G. Mendez-Gurabo Campus 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 an 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 is 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 by 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 depending 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.
5. 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:

1. 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.
2. 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:

1. 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

2. 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 on 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:

1. Possibility of danger to the health of the student or that of other students if enrollment were to be continued.
2. Refusal to obey regulations or serious misconduct on the part of the student.
3. Deficient academic work (below required academic standards).
4. 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 the Capital Area Campus, 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.

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, make reference 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 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.

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. Mendez-Gurabo 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 submit an Application 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.

Programmatic Academic Achievement Requirements

Bachelor of Science in Nursing (BSN)

In addition to the SAP requirements noted above, certain other standards related to academic progress apply to BSN students. In particular,

- Students must earn a grade of “A” or “B” in every core course with a NURS prefix,
- Students may repeat no more than two core courses with a NURS prefix, and
- Only one repeat of any core course with a NURS prefix may be attempted.

Reestablishing Financial Assistance Eligibility

If a student majoring in Nursing does not meet the program’s minimum requirements of rate of completion or cumulative grade point average, the student is not eligible for re-entry. If a student majoring in Nursing does not meet the program’s minimum academic achievement requirements, the student is not eligible for re-entry. A student who may not continue in the program is not eligible to apply for re-entry in the program at any of the Universidad Ana G. Mendez-Gurabo Campus, US Branch campuses.

Bachelor of Arts in Social Work (BSW)

In addition to the SAP requirements noted above, certain other standards related to academic progress apply to BSW students. In particular,

- Students must earn a minimum of a C in all major courses
- Students must earn a grade of “A” or “B” in Supervised Practice I (SOWO 451-O) and Supervised Practice II (SOWO 452-O).

- Students cannot receive an incomplete in Supervised Practice courses SOWO 451-O and 452-O.
- Students can repeat Supervised Practice courses SOWO 451-O and 452-O for a maximum of two occasions, may only repeat for the second and last time with the approval, and recommendation of a Committee composed of the Associate Director of the Social Work Undergraduate Program, Social Work Field Education Coordinator and Field Instructor/Liaison.

Reestablishing Financial Assistance Eligibility

If a student majoring in Social Work does not meet the program's minimum requirements of rate of completion or cumulative grade point average, the student is not eligible for re-entry. If a student majoring in Social Work does not meet the program's minimum academic achievement requirements, the student is not eligible for re-entry. A student who may not continue in the program is not eligible to apply for re-entry in the program at any of the Universidad Ana G. Mendez-Gurabo Campus, US Branch campuses.

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 submitted an Application 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 the 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:

Undergraduate	\$411.00
Undergraduate Nursing and Allied Health Programs	\$476.00*
* All courses with the prefix BIOL, PHAR, HESC and NURS	
Graduate	\$480.00
Graduate Nursing and Allied Health Programs	\$562.00*
* All courses with the prefix HESC and NURS	

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

Laboratory Fees

NURS 201-O	\$290.00
NURS 203-O	\$185.00
NURS 303-O, 304-O, 305-O & 404-O	\$155.00
NURS 407-O	\$500.00
All other Allied Health Courses	\$125.00

*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: \$98.00
- Spring Term: \$98.00
- Summer Term: \$48.00

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 submit an Application 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 in 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.**

Refund Formula

Any student who requests a total withdrawal of courses on or prior to 60% of the part of term registered will be reimbursed according to the following formula:

$$\frac{\text{TOTAL DAYS ELAPSED}}{\text{TOTAL PART OF TERM DAYS}} = \% \text{ of TOTAL COST}$$

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.

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 withdrawn 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 \$3.00 per copy.

Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule and norms:

1. Cancellation can be made in person, by Certified Mail or by termination.
2. No charge will be made for submitting an application 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. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all funds paid.
4. If cancellation occurs prior to completion of the first week (drop/add period) of the part of term of the semester, the school will refund 100% of the tuition for the semester.
5. Once the drop/add period is over, there will be tuition adjustment no greater than 25% of tuition cost of classes in progress even if the student did not attend the class past the drop/add period.
6. 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.
7. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

Financial Aid

SUAGM-Universidad Ana G. Mendez-Gurabo Campus makes every effort to help its students obtain government financial aid for those who 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 aid of all three components, as long as these available funds will permit.

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 Maryland Grants

Students of the Universidad Ana G. Mendez-Gurabo Campus may be eligible to participate in the scholarships and grants available at the Maryland Higher Education Commission's website. For additional information, visit: <http://www.mhec.state.md.us/financialAid/descriptions.asp>

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 area of study.

Veterans

SUAGM- Universidad Ana G. Mendez-Gurabo Campus Branch Campuses in the United States are approved for Veterans Training and higher education degrees.

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.

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

Students Services

The SUAGM: Universidad Ana G. Mendez-Gurabo Campus Branch Campuses reflects 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.

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these 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 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 Maryland Higher Education Commission at (410) 767-3301 or 6 N. Liberty St., Baltimore, MD 21201.

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, course work 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 Ana G. Méndez University System Board of Directors. The students at SUAGM-UT, 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 Capital Area Campus; 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 SUAGM-UT:

- 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
CH - Community Health
COIS, COMP – Computer Information System
COMM- Communications
CRIM – Criminal Justice
ECED – Education
ECON – Economy
ENTR – Entrepreneurship
EDUG – EDAG – Graduate Education Courses
ENGL – English
FINA - Finance
FORS- Forensic Sciences
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
NURS - Nursing
OFAS – Office Systems
POSC – Political Science
PSYC – Psychology
PUHE – Public Health
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 of are separable; declaring one or more void will not affect the other provisions that may be applied independently of those voided.

Amendments

SUAGM-Universidad Ana G. Mendez-Gurabo 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. Mendez-Gurabo Campus (UT) 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.

Section III: Faculty

The Faculty of the SUAGM: UT Capital Area Campus has 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 the campus.

Faculty Listing

Academic Year 2018-18

<i>Faculty Listing Capital Area Campus</i>			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
Alicea-Cabassa, Leroy	Ph.D.	Curriculum and Teaching	Doctorate degree in Curriculum & Teaching, Interamerican University, PR 2015 Master of Arts in Teaching of English as a Second Language, Interamerican University, PR 2005
Alvarado, Herman	M.S.	Demography, Public Health, Masters Cert. Project Mgmt, Grad Cert. Leadership/Mgmt	Masters Certificate in Project Management, George Washington University, Washington DC, 2009 Graduate Certificate in Leadership & Management, University of Maryland, Graduate school of Management & Technology Masters of Science in Demography, University of Puerto Rico Medical Sciences Campus, Graduate School of Public Health Puerto Rico, 1997
Becerril, Miguel	M.A.	Economics	Master of Arts in Economics California State University, CA, 1983
Bonet, Jesús	M.S.	Computer System Management	Masters of Science in Computer Systems Management with a minor in Software Development Management College Park, MD, 2008
Brana, Blanca	MA/JD	Counseling Juris Doctor	MA in Professional Counseling/Psychology, American School of Professional Psychology, Argosy University, Washington, DC Arlington, VA, 2007 Juris Doctor Inter American University School of Law San Juan, PR 1981
Castillo, Bertha	MA	Special Education	Master Degree in Special Education Metropolitan University, San Juan, PR, 2005
Collazo, Sonia	MS	Demography	Master of Science in Demography University of Puerto Rico, Medical Sciences Campus, School of Public Health San Juan, PR, 2001

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
Colón, Julio	BS	Electrical Engineering	BS in Electrical Engineering University of Puerto Rico Mayagüez, PR, 1991 Certifications: Project Engineering & management, NFPA 70E, 2012 CADD (AutoCAD), STS, Electrical Design, Inspection & Construction Project Management (Office Project 2007), SOP Development
Dávila, Alfonso	MS	Management of Information Technology	MS Management of Information Technology University of Virginia, 2005
Dávila, Gabriel	DVM, MPH	Doctor in Veterinary Medicine	Doctor of Veterinary Medicine, University of Florida, 2009 Masters in Public Health
De Jesús-Liriano, Rubén	MA	Curriculum and Instruction: English	Master of Arts in Curriculum and Instruction in English Universidad del Este, Carolina, PR 2007
Duff, Amparo	BSN	Nursing (Clinics only)	Bachelor of Science in Nursing University of Maryland School of Nursing, Maryland, 2003 Diploma in Midwifery, Belize School of Nursing, Belize, 1991 Diploma of Professional Nursing, Belize School of Nursing, 1985
Fericelli, Paul	BS	Environmental Engineering	Bachelor of Science in Environmental Engineering, University of Central Florida, 2009
Figueroa, Denise	MEM	Engineering Management	Project Management Certificate, University of New Orleans, SJ, PR MEM Engineering Management Polytechnic University of Puerto Rico, PR
Francone, Sonia	MBA	Accounting	MS in Accounting, Strayer University, 2012 CPA Certification issued July 2013 Government Accounting/Budget Techniques & Control, University of Ibagué, Colombia, 1998
García, María	MS	Guidance and Counseling	MAED Counseling and Development, George Mason University, 1998
Herrera, Leticia	MS	Nursing	Master of Science in Nursing Education, George Mason University, Fairfax, VA 2009 BS in Nursing, University of Panama, Panama 1984
Hutchison, Whit	PhD	Philosophy in Education & Ethics	PhD Ethics, Theological Seminary, New York, 1996; MA Divinity, Emory University, Georgia, 1978
Jimenez, Anny	MS	Education	MSDE Credit Courses, Trinity College, Washington, DC, 2007

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
			MSDE Credit Courses, Montgomery County Public School, 2006 Masters of Science ED, Herbert H. Lehman College, Bronx, NYC, 2000
Kinney, Mónica	MBA	Management	MBA, Management, Strayer University, 2005
Lizón, Damaris	MS	Nursing	Master of Science in Nursing University of Baltimore, 1998 Bachelor of Science in Nursing UPR, Puerto Rico 1979
López, José	MSW	Guidance and Counseling	Master in Social Work Pontifical Catholic University, 2007
Magariño, Aurelio	MS	Science Education	MS Science Education Nova University, Florida, 1991 MA Sacred Theology Lutheran Theological Seminary, Pennsylvania, 2010
Maldonado, Loaiza	PhD Can	Biomedical Engineering	PhD Candidate in Biomedical Engineering Catholic University of America 2013-2016 Distance Education Certification Program, Ana G. Méndez University System, Virtual Campus, 2012 Masters in Engineer Management, Construction Management/ Public Works, Polytechnic University of Puerto Rico, Hato Rey, PR, 2007 Construction Safety & Health (30 hr Training Course), Universidad Metropolitana, Bayamon Campus, 2006
Marin, Elena	MS	Family Therapy	Master of Science in Family Therapy, Catholic University of Chile & Chilean Institute of Family Therapy, 1991 Bachelor in Psychology, National Autonomous University of Honduras, 1986
Mariño, Alberto	MBA	Management	Master in Business Administration (MBA), Saint Leo University, Saint Leo, FL, 2011
Marrero, Laura	MBA	Finance	Master of Business Administration in Finance, University of Puerto Rico, PR, 2012 Bachelor of Science in Business Administration in Finance, University of Puerto Rico, PR, 2006
Melendez, Paul	MBA	Accounting Project Management	MBA in Accounting and Project Management, Keller Graduate School of Management, 2010
Miranda, Ubirathan	DBA	International Business	Doctorate in Business Administration with major in International Business, Walden University, 2015

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
			Master of Business Administration with major in General Management Florida Metropolitan University, 2005
Montoya, Zu Lee	BS	Nursing	BS in Nursing, National University of San Marcos Lima, Peru 2003
Muñoz, Oscar	MBA	Management	MBA, Strayer University, 2008
Orticochea, Gabriela	LLM/MS	Law International Affairs	Master of Law (LLM), University of Pennsylvania, Philadelphia, PA 2003 Master in International Affairs, Pontificia Universidad Javeriana Bogotá, Colombia, 2000 Juris Doctor, Catholic University of Colombia, Bogotá, Colombia, 1998
Ortiz, Jose	MS	Mathematics Education Educational Leadership ESOL	MED, University of Phoenix; MED in Curriculum and Teaching Mathematics
Ortiz, Milagros	PhD	International & Interregional Business	PhD Entrepreneurial Development; Inter American University of Puerto Rico, Puerto Rico, 2010; MBA Marketing, University of Puerto Rico, Puerto Rico, 1998
Padua, Luz	DPD	Nutrition	Master of Science in Nutrition
Peña, Dariel	MS	Industrial-Organizational Psychology	Master of Science in Industrial and Organizational Psychology, Carlos Albizu University, Rio Piedras, PR 2008
Peña, Oscar	MS	Business Administration	MBA in Management, Universidad Metropolitana, Wheaton, MD 2014
Perez-Jaime, Raul	PhD, MS	Aquaculture & Marine Biology	PhD Studies Fisheries & Allied Aquaculture, Auburn University 1994 MS in Marine Biology, University of NC-Wilmington 1987
Poggi-Burke, Angedith	MPH	Biostatistics	Master in Public Health, Biostatistics University of Puerto Rico Medical Sciences Campus 2014
Ponce, Liliana	MS	Spanish Language Education Social Anthropology	Master of Science in Spanish Education NOVA Southeastern University, 2009 Master of Arts in Social Anthropology University of Kent, Canterbury, England, 1983
Portocarrero, Hugo	MS	Accounting Finance Management	BS in Business Administration, ESAN, Perú MS in Business Administration, Accounting and Finance,

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
			Maryland University, 2006. MBA, Maryland University, 2011
Quiñones, Luis	MS	Counseling Psychology	MA Counseling Psychology, Bowie State University, Bowie, MD, 2012
Ramírez, María Del Pilar	PhD	Business	PhD-ABD: Human Resources, Inter American University, San German, PR, 2014 MBA in Human Resources, Inter American University, San German, PR 1996 BA in Political Science, Inter American University, San German, PR, 1989
Razynska, Kasia	EdM	International Education Policy	Masters in International Education Policy, Harvard Graduate School of Education, Cambridge, MA 2005
Rivera, Erica	MA	English	Master of Arts in English Education University of Puerto Rico Mayaguez Campus, 2014
Robinson, Maria	MS	Community & Public Health Nursing	Master in Community and Public Health Nursing , UMB, Baltimore, MD 2011 Bachelor of Science in Nursing, UMB, Baltimore, MD 2007
Rolón, Perla	MS	System Security	Master of Science in Information Systems System Security (Fraud), EDP College of Puerto Rico, Inc., 2011
Rosado, Kelvin	JD	Juris Doctor	Juris Doctor, Interamerican University School of Law, PR, 2013 Bachelor of Science in Microbiology, University of Puerto Rico, PR, 2010
Sandoval, Hector	MS	Policy Economics	Master of Science in Policy Economics, University of Illinois, 1994
Santiago, Manuel	MS	Nursing	Master of Science in Nursing, University of MD at Baltimore, MD 2005 Bachelors of Science in Nursing Jacksonville University, Jacksonville, FL 1992
Sepúlveda, Jorge	MS	Management Information System	Master in Information System Management, George Washington University, 2007
Sevillano, Maria	PhD	Management	
Shultz, Yolanda	MS	Nursing Education	Master in Nursing Education, Walden University, 2010

Faculty Listing Capital Area Campus			
Name	Education	Specialization	Degrees/Diplomas Held & Awarding Institution:
			Bachelor of Science in Nursing, Columbia Union College, 1989
Silver, Darlene	MS	Nursing	Master of Science in Nursing, University of Phoenix, 2004
Toledo, Rosangelie	DHA, MPH	Doctor in Health Administration	PhD in Health Education, University of Phoenix, 2010 Masters in Public Health, Epidemiology, University of Puerto Rico, Medical Sciences Campus, Rio Piedras, PR, 1998
Toledo-López, Angel	Ph.D., J.D.	Political Science; Law	JD University of Puerto Rico, School of Law PhD American Politics, Survey Research Methodology, Pennsylvania State University, 2002 MA in American Politics, Survey Research Methods, 1998
Torres, Raúl	LLM	Labor Law	LLM Labor Law, George Washington University, 1987 JD, University of Puerto Rico, 1976
Valentin, Sandra	MS	Curriculum & Instruction in English	PhD Candidate in Curriculum & Instruction, Capella University, in progress Master in Curriculum & Instruction in English, University of Phoenix, 2003
Vallejos, Matilde	PhD	Special Education	PhD in Education, Johns Hopkins University, Baltimore, MD 2011 Masters of Science, George Washington University, Washington, DC, 1985
Varela, Margarita	MS	Engineering Management	Master of Science in Engineering Management, Polytechnic University, PR 2008
Zeidan, Quira	PhD	Biological Chemistry	PhD in Biological Chemistry, John Hopkins University, 2013

Section IV: Programs of Study

Bachelor's Degree

Bachelor in Business Administration (BBA) Major in Accounting

123 Credits

Program Description

This concentration prepares students in diverse aspects like the preparation of financial statements, analysis of costs, contributions, audit, and principles of accounting outpost. The student has the opportunity to take additional courses in the areas of contributing systems of Maryland, federal contributions, computerized information systems of accounting, information systems of accounting, accounting for government and organizations without profit aims.

Program Objective

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

Program Outcomes

The students will:

1. Establish and maintain a continuous development in technological use applied to accounting
2. Promote changes in his/her labor environment,
3. Work in accountability positions in the private industry as well as in government agencies
4. Have knowledge of analysis, design and application techniques of accountability theories
5. Be able to assume multiple roles as analyst, budget evaluators or auditors
6. Prepare accounting reports in English and Spanish,
7. Enroll in continuing education courses
8. Communicate adequately in English and Spanish both orally and in writing.

Bachelor in Business Administration (BBA) Major in Accounting	
Curricular Sequence	Credits
General Education Courses	51
Core/Professional Courses	45
Management Concentration Courses	18
Management Specialization Courses	9
Total	123

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Accounting Credential Issued: Bachelor in Business Administration (BBA) Degree Requirements: 123 Credits							
General Education Courses (54 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SCIE 111-O Integrated Science I	3			SCIE 112-O Integrated Science II	3		SCIE 111-O
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O
SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O	COMP 110-O Computer and Software	3		
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
MATH 111-O Intermediate Algebra I	3			MATH 112-O Intermediate Algebra II	3		MATH 111-O
SOSC 111-O Individual, Community, Government, and Social Responsibility I	3			PSYC 123-O General Psychology (Compendium)	3		
Professional Courses (42 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 111-O Introduction to Accounting I	3			ACCO 112-O Introduction to Accounting II	3		ACCO 111-O
ECON 121-O Introduction to Economics: Microeconomics	3			ECON 122-O Introduction to Economics: Macroeconomics	3		ECON 121-O
STAT 201-O Administration Statistics I	3		MATH 112-O	STAT 202-O Administration Statistics II	3		STAT 201-O
ENTR 360-O Entrepreneurship	3		COMP 110-O MARK 133-O MANA 210-O FINA 202-O	FINA 202-O Business Finance	3		ACCO 112-O
MANA 204-O Business Law and Professional Ethics	3			MANA 210-O Business Administration Theory	3		
MANA 230-O Organizational Behavior	3		MANA 210-O	MARK 133-O Marketing Principles	3		
MANA 340-O Operations Management	3		STAT 201-O	INBU 350-O International Business	3		
Accounting Major Courses (18 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 301-O Intermediate Accounting I	3		ACCO 112-O	ACCO 302-O Intermediate Accounting II	3		ACCO 301-O
ACCO 303-O Cost Accounting	3		ACCO 302-O	ACCO 320-O Federal Income Tax I	3		ACCO 303-O
ACCO 304-O Auditing I	3		ACCO 302-O	ACCO 453-O Accounting Project	3		ACCO 303-O ACCO 304-O (3) Spec. Credits
Accounting Specialization Courses (The student will select one of the following two areas after completing 9 major credits)							
Auditing (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 307-O Auditing II	3		ACCO 304-O	ACCO 310-O Forensic Accounting	3		ACCO 307-O
ACCO 330-O Corporate Accounting Government	3		ACCO 302-O	ACCO 340-O EDP Auditing	3		ACCO 307-O
Financial Analysis (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 391-O Cost Accounting II	3		ACCO 303-O	ACCO 395-O Managerial Accounting I	3		ACCO 112-O
ACCO 396-O Managerial Accounting II	3		ACCO 395-O	FINA 410-O Corporate Finance	3		ACCO 302-O FINA 202-O
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 proficiency in each language. 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 certification requirements for the degree as applicable. QYLE 110-O must be taken within the first term of enrollment. REVISED 07/2016							

Bachelor in Business Administration (BBA) Major in Computerized Information Systems

123 Credits

Program Description

This major provides an ample curriculum so that the student has the opportunity to know the different current technological trends and to develop his level of competition in the use of emergent applications, in the field of information systems. The commitment of this major is to develop professionals able to become effective agents of change in their field, for the benefit of the organization and society in general.

Program Objectives

1. To provide students with the technical skills and the understanding of the socio-economic institutional framework within which businesses operate, that enable them to perform the responsibilities of leaders in executive positions.
2. To provide training for different productive sectors of the economy including the public sector.
3. To improve and develop the technical skills required by the person currently holding positions in business administration in the area of computers information systems.
4. To provide technical knowledge of diverse computerized systems and applications.
5. To stimulate a positive attitude toward education, strengthening the concept of education as an on-going process.
6. To promote participation in community affairs.
7. To provide workshops in management techniques, marketing, accounting, and computers.

Program Outcomes

The students will:

1. Establish and maintain a continuous development in technology
2. Promote changes in his/her labor environment
3. Have the knowledge of design and application of computer systems
4. Prepare reports in English and Spanish
5. Enroll in continuing education courses
6. Communicate adequately in English & Spanish, both orally and in writing

Bachelor in Business Administration (BBA) Major in Computerized Information Systems	
Curricular Sequence	Credits
General Education Courses	54
Core/Professional Courses	42
Management Concentration Courses	18
Management Specialization Courses	9
Total	123

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Computerized Information Systems Credential Issued: Bachelor in Business Administration (BBA) Degree Requirements: 123 Credits							
General Education Courses (54 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SCIE 111-O Integrated Science I	3			SCIE 112-O Integrated Science II	3		SCIE 111-O
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O
SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O	COMP 110-O Computer and Software	3		
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
MATH 111-O Intermediate Algebra I	3			MATH 112-O Intermediate Algebra II	3		MATH 111-O
SOSC 111-O Individual, Community, Government, and Social Responsibility I	3			PSYC 123-O General Psychology (Compendium)	3		
Professional Courses (42 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 111-O Introduction to Accounting I	3			ACCO 112-O Introduction to Accounting II	3		ACCO 111-O
ECON 121-O Introduction to Economics: Microeconomics	3			ECON 122-O Introduction to Economics: Macroeconomics	3		ECON 121-O
STAT 201-O Administration Statistics I	3		MATH 112-O	STAT 202-O Administration Statistics II	3		STAT 201-O
ENTR 360-O Entrepreneurship	3		COMP 110-O MARK 133-O MANA 210-O FINA 202-O	FINA 202-O Business Finance	3		ACCO 112-O
MANA 204-O Business Law and Professional Ethics	3			MANA 210-O Business Administration Theory	3		
MANA 230-O Organizational Behavior	3		MANA 210-O	MARK 133-O Marketing Principles	3		
MANA 340-O Operations Management	3		STAT 201-O	INBU 350-O International Business	3		
Computerized Information Systems Major Courses (18 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
COIS 102-O Logical Concepts and Problem Solving	3		COMP 110-O	COIS 240-O Object Oriented Programing	3		COMP 110-O
COIS 250-O Systems Analysis and Design	3		COIS 102-O	COIS 360-O Introduction to Telecommunications and Computer Networks	3		COMP 110-O
COIS 420-O Introduction to Databases and SQL Programming	3		COIS 240-O COIS 250-O	COIS 450-O Information Systems Development Project	3		All Major and Specialization Cr.
Computerized Information Systems Specialization Courses (The student will select one of the following two areas after completing 9 major credits)							
Telecommunications and Computer Networks (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
COIS 432-O Computer Network Design	3		COIS 360-O	COIS 433-O Wireless Local Area Networks	3		COIS 360-O
COIS 434-O Application Development for Mobile Devices	3		COIS 360-O	COIS 435-O Computer Network Administration and Data Communication	3		
Advanced SQL (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
COIS 421-O SQL Advanced Programing	3			COIS 422-O Database Applications Development	3		
COIS 423-O Database Administration	3						
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 proficiency in each language. 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 certification requirements for the degree as applicable. QYLE 110-O must be taken within the first term of enrollment. REVISED 07/2016							

Bachelor in Business Administration (BBA) Major in Management

123 Credits

Program Description:

The primary target of this major is to enable students professionally to occupy diverse administrative positions in commercial and industrial companies, governmental agencies and organizations without profit aims. Among the concentration courses and included: accounting for the decision-making, administration of human resources, labor legislation, supervision, management of operations and managerial strategies. In addition, it can select courses in areas like administration of small businesses, real estate, government and company, principles of insurances and development of companies.

Program Objectives:

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

Program Outcomes:

The students will be able to:

1. Establish and maintain a continuous development in technological use.
2. Promote changes in the management environment.
3. Work in managing positions in the private industry as well as in government agencies. Develop portfolio.
4. Possess administrative and management theories knowledge.
5. Prepare managerial reports in English and Spanish.
6. Enroll in continuing education courses.
7. Communicate adequately in English & Spanish, both orally and in writing.

Bachelor in Business Administration (BBA) Major in Management	
Curricular Sequence	Credits
General Education Courses	54
Core/Professional Courses	42
Management Concentration Courses	18
Management Specialization Courses	9
Total	123

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Management Credential Issued: Bachelor in Business Administration (BBA) Degree Requirements: 123 Credits							
General Education Courses (54 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SCIE 111-O Integrated Science I	3			SCIE 112-O Integrated Science II	3		SCIE 111-O
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O
SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O	COMP 110-O Computer and Software	3		
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
MATH 111-O Intermediate Algebra I	3			MATH 112-O Intermediate Algebra II	3		MATH 111-O
SOSC 111-O Individual, Community, Government, and Social Responsibility I	3			PSYC 123-O General Psychology (Compendium)	3		
Professional Courses (42 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 111-O Introduction to Accounting I	3			ACCO 112-O Introduction to Accounting II	3		ACCO 111-O
ECON 121-O Introduction to Economics: Microeconomics	3			ECON 122-O Introduction to Economics: Macroeconomics	3		ECON 121-O
STAT 201-O Administration Statistics I	3		MATH 112-O	STAT 202-O Administration Statistics II	3		STAT 201-O
ENTR 360-O Entrepreneurship	3		COMP 110-O MARK 133-O MANA 210-O FINA 202-O	FINA 202-O Business Finance	3		ACCO 112-O
MANA 204-O Business Law and Professional Ethics	3			MANA 210-O Business Administration Theory	3		
MANA 230-O Organizational Behavior	3		MANA 210-O	MARK 133-O Marketing Principles	3		
MANA 340-O Operations Management	3		STAT 201-O	INBU 350-O International Business	3		
Management Major Courses (18 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
MANA 213-O Human Resources Administration	3		MANA 210-O	MANA 302-O Labor Legislation	3		MANA 213-O
MANA 316-O Small Business Administration	3		FINA 202-O MANA 210-O MARK 133-O	MANA 321-O Supervision and Leadership	3		MANA 210-O
MANA 401-O Business Strategies	3		STAT 201-O	MANA 450-O Management Project	3		FINA 202-O MANA 210-O MARK 133-O (6) Spec. Credits
Management Specialization Courses (The student will select one of the following two areas after completing 9 major credits)							
Human Resources (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
HURM 400-O Safety and Health Occupation	3		MANA 210-O	HURM 412-O Training and Development	3		MANA 210-O
MANA 404-O Labor Relations	3		MANA 210-O MANA 213-O	MANA 422-O Compensation Administration	3		MANA 213-O
Entrepreneurship (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ENTR 401-O Entrepreneurial Opportunities	3		MANA 316-O ENTR 360-O COMP 110-O	ENTR 402-O Small and Midsize Business Design and Organizational Structure	3		MANA 316-O, ENTR 360-O, COMP 110-O
ENTR 403-O E-Commerce and Network Design	3		MANA 316-O, ENTR 360-O, COMP 110-O	ENTR 404-O Business Development in Biotechnology and Health Industry	3		
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 proficiency in each language. 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 certification requirements for the degree as applicable. QYLE 110-O must be taken within the first term of enrollment. REVISED 6/2016							

Bachelor in Business Administration (BBA) Major in Marketing

123 Credits

Program Description

This program promotes the technical competition and the development of skills to carry out investigations of market, to prepare plans of trade, projections of sale, and campaigns of promotion. The graduate will be able to work in publicity agencies, public relations companies, markets investigation companies and in sales departments in diverse companies

Program Objectives

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

Bachelor in Business Administration (BBA) Major in Marketing	
Curricular Sequence	Credits
General Education Courses	54
Core/Professional Courses	42
Management Concentration Courses	18
Management Specialization Courses	9
Total	123

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Marketing Credential Issued: Bachelor in Business Administration (BBA) Degree Requirements: 123 Credits							
General Education Courses (54 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SCIE 111-O Integrated Science I	3			SCIE 112-O Integrated Science II	3		SCIE 111-O
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O
SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O	COMP 110-O Computer and Software	3		
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
MATH 111-O Intermediate Algebra I	3			MATH 112-O Intermediate Algebra II	3		MATH 111-O
SOSC 111-O Individual, Community, Government, and Social Responsibility I	3			PSYC 123-O General Psychology (Compendium)	3		
Professional Courses (42 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ACCO 111-O Introduction to Accounting I	3			ACCO 112-O Introduction to Accounting II	3		ACCO 111-O
ECON 121-O Introduction to Economics: Microeconomics	3			ECON 122-O Introduction to Economics: Macroeconomics	3		ECON 121-O
STAT 201-O Administration Statistics I	3		MATH 112-O	STAT 202-O Administration Statistics II	3		STAT 201-O
ENTR 360-O Entrepreneurship	3		COMP 110-O MARK 133-O MANA 210-O FINA 202-O	FINA 202-O Business Finance	3		ACCO 112-O
MANA 204-O Business Law and Professional Ethics	3			MANA 210-O Business Administration Theory	3		
MANA 230-O Organizational Behavior	3		MANA 210-O	MARK 133-O Marketing Principles	3		
MANA 340-O Operations Management	3		STAT 201-O	INBU 350-O International Business	3		
Marketing Major Courses (18 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
MARK 206-O Consumer Behavior	3		MARK 133-O	MARK 301-O Marketing Management	3		MARK 133-O
MARK 318-O Sales Management	3			MARK 320-O Market Research	3		STAT 202-O
MARK 450-O Internship	3		MARK 301-O MARK 320-O	MARK 455-O Marketing Project	3		MARK 206-O MARK 301-O MARK 318-O MARK 320-O
Marketing Specialization Courses (The student will select one of the following two areas after completing 9 major credits)							
Sales (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
MARK 306-O Sales	3			MARK 415-O Sales Projections	3		MARK 133-O
MARK 406-O Direct Marketing	3		MARK 133-O				
International Marketing (9 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
MARK 350-O Distribution Channels	3		MARK 133-O	MARK 410-O International Marketing	3		MARK 133-O
MARK 404-O Negotiations	3		MARK 133-O				
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 proficiency in each language. 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 certification requirements for the degree as applicable. QYLE 110-O must be taken within the first term of enrollment. REVISED 6/2016							

Bachelor of Arts in Education (BA) – Major in Elementary Education

127 Credits

Program Description

The Bachelor of Arts in Education has three components: general education, professional education requirements, and major requirements. The program includes instruction in the subject matter content standards specified by the Education Standards Commission and the Educator Accomplished Practices to meet Maryland requirements. Program graduates are required to demonstrate mastery of the Educator Accomplished Practices and Subject Area Competencies by passing all state certification exams.

The program integrates a clinical field experience project at a school setting in the main focus of each education course. The curriculum integrates instructional practices in understanding the reading process, beginning reading and instruction, assessment, problem identification, and prescription and teaching reading across the content areas for primary and intermediate grades. The program also integrates instructional requirements in Maryland in the areas of classroom management, school safety, professional ethics, and educational law. Students develop application skills to evaluate understanding of the content measured to meet state achievement tests, reading, interpretation data, and using data to improve student achievement.

It includes the practicum in teaching that provides students with field experiences to demonstrate the Educator Accomplished Practices in a school setting during the regular school year. Students must be aware that the internship is performed during a regular school day schedule. It provides teacher candidates with a solid preparation in the field of education.

Courses and field experiences include targeted instruction, observation, practice, and competency demonstration in the following state mandated areas:

- instructional strategies that address various learning styles, exceptionalities, and achievement levels,
- assessment of student learning,
- appropriate use of technology in instruction and record keeping,
- teaching strategies for the instruction of Limited English Proficient (LEP) students which meet the requirements set forth in Maryland.

Specific courses are integrated in the curriculum in order to satisfy the ESOL Standards and the specific performance Indicators for each standard set by the State of Maryland. Students must comply with state and local requirements or limitations to practice the education profession. The practicum in provides students with field experiences to demonstrate mastery of the accomplished practices in a school setting during the regular school year. Students must be aware that the internship is performed during a regular school day schedule. The internship experience is in English only. Students must demonstrate English language proficiency in listening, speaking, reading, and writing. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures.

Program Objectives

Students will:

1. Understand the importance of the social and personal mission of the teaching profession.
2. Accept the changes that will lead to the broadening of their knowledge and experience as teachers and use that knowledge effectively in the teaching - learning process.
3. Analyze social, psychological, and philosophical foundations of education.
4. Choose and effectively use resources and materials to improve their teaching methods.
5. Understand and use different educational strategies and techniques effectively.
6. Be exposed to a variety of experiences that will help them to develop the skills, attitudes and abilities in order to become change agents in the field of education.
7. Develop awareness of the responsibility of keeping abreast in their fields of specialization.
8. Understand, revise, and enrich the curriculum of their area of specialization.
9. Be able to incorporate technological innovations into their personal life and their teaching.
10. Develop the skills that will make them lifelong learners.

Program Outcomes

The students will be able to:

1. Use diverse techniques in teaching at the elementary level
2. Introduce technological techniques in their methodology
3. Develop classroom assessment
4. Develop portfolio
5. Develop lesson plans
6. Enroll in continuing education courses
7. Communicate adequately in English & Spanish both orally and in writing

Admission Requirements

1. Minimum GPA 2.50

Education Programs Internship Requirements

All students seeking an education degree must achieve a passing score on the PRAXIS I Test before initiating the internship/practicum experience. Refer to the Maryland's State Department of Education website for additional internship requirements, field, and clinical experiences requirements: <http://www.marylandpublicschools.org/MSDE/divisions/certification/>. Additionally, before seeking a teaching position, graduates must show evidence of a passing score on PRAXIS I, and comply with all Maryland State Department of Education requirements and the Montgomery County laws and requirements.

The Maryland Department of Education (2003) requires the following: "All candidates applying for an initial teacher certificate are required to present qualifying scores on the Praxis I Academic Skills Assessments, ACT, SAT, or GRE and the appropriate content and pedagogy assessments where required (Praxis II or ACTFL). The tests may be taken at any valid test site in the nation. Out-of-state candidates who do not hold a professional certificate from their respective state must meet Maryland's qualifying scores. Some out-of-state candidates may be eligible for a test exemption."

Bachelor of Arts in Education (BA) – Major in Elementary Education	
Curricular Sequence	Credits
General Education Courses	54
Core/Professional Courses	33
Elementary Education Concentration Courses	40
Total	127

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Elementary Education Credential Issued: Bachelor of Arts in Education (BA) Degree Requirements: 127 Credits							
General Education Courses (54 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SCIE 111-O Integrated Science I	3			SCIE 112-O Integrated Science II	3		SCIE 111-O
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the First Semester
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O
SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O	HIST 273-O History of the United States of America	3		
MATH 111-O Intermediate Algebra I	3			MATH 112-O Intermediate Algebra II	3		MATH 111-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
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
Core/Professional Courses (33 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
EDUC 171-O Human Growth and Development	3			EDUC 135-O Philosophical, Sociological and Psychological Foundations in Education	3		
EDUC 214-O Computer Systems in Education	3			EDUC 172-O Educational Psychology	3		EDUC 171-O
EDUC 106-O Introduction to Education	3			EDUC 202-O Technology and Materials for Teaching and Learning	3		EDUC 214-O
SPED 315-O Teaching Exceptional Children	3			EDUC 276-O Classroom Management	3		EDUC 135-O EDUC 202-O
EDUC 355-O Evaluation and Measurement of the Educational Process	3		EDUC 173-O EDUC 363-O	EDUC 363-O Curriculum Planning and Design	3		EDUC 135-O EDUC 173-O
EDUC 435-O Interdisciplinary Seminar	3		All Crd except EDUC 436-O EDUC 447-O				
Major Courses (40 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
EDUC 123-O Creative Expression in Children	3		EDUC 171-O	EDUC 302-O Principles of Health, Hygiene and Nutrition	3		EDUC 173-O
EDUC 206-O Methodology for Teaching Reading and Writing in English to Spanish Speakers I	3			EDUC 207-O Methodology for Teaching Reading and Writing in English to Spanish Speakers II	3		EDUC 206-O
EDUC 322-O Development, Language and Correction of Speech Difficulties	3		EDUC 173-O	TESL 223-O Applied Linguistics in ESOL	3		
EDUC 213-O Curriculum and Teaching Mathematics and Sciences in Elementary School	3		MATH 112-O SCIE 112-O	EDUC 323-O Literature for Children	3		EDUC 217-O
EDUC 215-O Curriculum and Teaching Social Studies in Elementary School	3		HUMA 102-O EDUC 135-O	EDUC 216-O Teaching Reading: Diagnosis and Correction of Reading Difficulties	3		EDUC 135-O EDUC 173-O
EDUC 436-O Pedagogical Integration Seminar	3		All Courses Except EDUC 447-O EDUC 356-O	EDUC 217-O Teaching Writing Diagnosis and Correction of Writing Difficulties	3		EDUC 135-O EDUC 173-O
EDUC 447-O Practicum	3		All Courses	EDUC 356-O Foundations of Research in Education	1		All Courses
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 proficiency in each language. 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 degree, as applicable. All students seeking an education degree must achieve a passing score on the PRAXIS before initiating the internship/practicum experience. Additional information may be found in the TEA website. It is recommended that all English courses are taken prior to EDUC 447-O: Practicum. *EDUC 436-O must be completed with a passing grade before registering for EDUC 447-O. Students must abide with the minimum required hours set by the state for practicum experiences which are 12 weeks. The student must refer to the Internship Handbook available from the Academic Director and Curriculum for specific requirements and procedures. QYLE 110-O must be taken within the first term of enrollment. REVISED 07/2016.							

Bachelor of Arts in Education (BA) – Major in Secondary Education in Mathematics

124 Credits

Program Description

The Bachelor in Education has three components: general education, professional education requirements, and major requirements. The practicum in teaching provides students with field experiences to demonstrate mastery of the accomplished practices in a school setting during the regular school year. Students must make arrangements to comply with the internship requirements during a regular school day schedule and must comply with state and local regulations. The internship experience is in English only. Students must demonstrate English language proficiency in listening, speaking, reading, and writing. The student must refer to the Internship Handbook available from the Academic Director for specific requirements and procedures.

It provides teacher candidates with a solid preparation in the field of education as well as with the academic background to enhance their general professional competence and their teaching skills. Specific courses are integrated in the curriculum in order to satisfy the ESOL Standards and Performance Indicators for each standard set by the State of Maryland. ESOL Standards have been integrated in selected education courses. Students must comply with state and local requirements or limitations to practice the profession.

Project Objectives

The students will:

1. Understand the importance of the social and personal mission of the teaching profession.
2. Accept the changes that will lead to the broadening of their knowledge and experience as teachers and use that knowledge effectively in the teaching - learning process.
3. Analyze social, psychological, and philosophical foundations of education.
4. Choose and effectively use resources and materials to improve their teaching methods.
5. Understand and use different educational strategies and techniques effectively.
6. Be exposed to a variety of experiences that will help them to develop the skills, attitudes, and abilities in order to become change agents in the field of mathematics education.
7. Develop awareness of the responsibility of keeping abreast in their fields of mathematics.
8. Understand, revise, and enrich the curriculum of their area of mathematics.
9. Be able to incorporate technological innovations into their personal life and their teaching.
10. Develop the skills that will make them lifelong learners.

Program Outcomes

The students will be able to:

1. use diverse techniques in teaching of mathematics,
2. introduce technological techniques in their methodology,
3. develop classroom assessment,
4. develop teaching materials,
5. develop portfolio,
6. develop lesson plans,
7. enroll in continuing education courses,
8. communicate effectively in English and Spanish, both orally and in writing.

Maryland State ESOL Requirements: Students in this program will take TESOL 223: Applied Linguistics in ESOL (3 credit hours in ESOL).

Education Programs Internship Requirements:

All students seeking an education degree must achieve a passing score on the PRAXIS I Test before initiating the internship/practicum experience. Refer to the Maryland's State Department of Education website for additional internship requirements, field, and clinical experiences requirements: <http://www.marylandpublicschools.org/MSDE/divisions/certification/>. Additionally, before seeking a teaching position, graduates must show evidence of a passing score on PRAXIS I and II, and comply with all Maryland State Department of Education requirements and the Montgomery County laws and requirements.

The Maryland Department of Education (2003) requires the following: "All candidates applying for an initial teacher certificate are required to present qualifying scores on the Praxis I Academic Skills Assessments, ACT, SAT, or GRE and the appropriate content and pedagogy assessments where required (Praxis II or ACTFL). The tests may be taken at any valid test site in the nation. Out-of-state candidates who do not hold a professional certificate from their respective state must meet Maryland's qualifying scores. Some out-of-state candidates may be eligible for a test exemption."

Bachelor of Arts in Education (BA) – Major in Secondary Education in Mathematics	
Curricular Sequence	Credits
General Education Courses	56
Core/Professional Courses	33
Major Courses	35
Total	124

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Secondary Education in Mathematics Credential Issued: Bachelor of Arts in Education (BA) Degree Requirements: 127 Credits							
General Education Courses (56 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SCIE 111-O Integrated Science I	3			SCIE 112-O Integrated Science II	3		SCIE 111-O
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the First Semester
SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4			SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O
SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O	HIST 273-O History of the United States of America	3		
MATH 151-O Pre-Calculus I	4			MATH 152-O Pre-Calculus II	4		MATH 151-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
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
Core/Professional Courses (33 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
EDUC 106-O Introduction to Education	3			EDUC 135-O Philosophical, Sociological and Psychological Foundations in Education	3		
EDUC 171-O Human Growth and Development	3			EDUC 172-O Educational Psychology	3		EDUC 171-O
EDUC 214-O Computer Systems in Education	3			EDUC 276-O Classroom Management	3		EDUC 135-O TESL 223-O
SPED 315-O Teaching Exceptional Children	3			EDUC 363-O Curriculum Planning and Design	3		EDUC 135-O EDUC 172-O
EDUC 355-O Evaluation and Measurement of the Educational Process	3		EDUC 173-O EDUC 363-O TESL 223-O	EDUC 435-O Interdisciplinary Seminar	3		All Crd except EDUC 450-O
EDUC 400-O Diagnosis and Correction of the Reading, Writing and Oral Communication	3		TESL 223-O				
Major Courses (40 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
MATH 173-O Plane and Solid Geometry I	3		MATH 152-O	MATH 305-O Probability and Statistics	3		MATH 222-O
MATH 221-O Calculus I	4		MATH 152-O	MATH 222-O Calculus II	4		MATH 221-O
MATH 350-O Linear Algebra	3		MATH 222-O	EDUC 333-O Teaching Mathematics in Secondary School	3		12 major crds. TESL 223-O
MATH 345-O Abstract Algebra	3		MATH 222-O	TESL 223-O Applied Linguistics in ESOL	3		
EDUC 436-O Pedagogical Integration Seminar	3		All courses except EDUC 450-O EDUC 356-O	EDUC 356-O Foundations of Research in Education	1		Concurrent with EDUC 450-O
EDUC 450-O Practicum in Math	5		All Courses				
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 proficiency in each language. 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. All students seeking an education degree must achieve a passing score on the PRAXIS I Test before initiating the internship/practicum experience. 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 degree, as applicable. Students must abide with the minimum required hours set by the state for practicum experiences which are 12 weeks. The student must refer to the Internship Handbook available from the Academic Director and Curriculum for specific requirements and procedures. QYLE 110-O must be taken within the first term of enrollment. REVISED 07/2016							

Bachelor of Sciences in Nursing (BSN) – Major in Nursing

128 Credits

Program Description

The mission of UT emphasizes graduate and undergraduate education, research and service. The mission of the School of Health Sciences is to prepare excellent human resources in the Health Sciences with innovative academic offerings across the curriculum who can respond properly and rapidly to the needs of local and global communities. The mission, philosophy and goals of the BSN program are congruent with the mission and goals of Universidad Ana G. Mendez-Gurabo Campus and the School of Health Sciences. The BSN is the program of the School of Health Sciences with the responsibility to prepare nurse generalists who can respond to the needs of our communities.

Congruence between UT, SHS, and Nursing Program Mission

Universidad Ana G. Mendez-Gurabo Campus Mission	School of Health Sciences Mission	Nursing Program Mission
<p>To enhance knowledge through excellence in teaching, and to foster research, innovation, and the internationalization of its programs.</p> <p>The University is committed to graduate well-educated, professionally competent students, who can think critically and are technologically literate. The Institution also promotes the development of ethical principles and values that will allow them to contribute to the wellbeing of the community through their knowledge of social systems and their role as responsible citizens.</p>	<p>To prepare excellent human resources in the Health Sciences with innovative academic offerings across the curriculum who can respond properly and rapidly to the needs of local and global communities.</p>	<p>BSN - To prepare nurse generalists who are key members of an interdisciplinary team that can have a positive impact on health care outcomes.</p>

The main goals of the BSN Program include the following:

1. Prepare entry level BSN Nursing professionals for successful employment and graduate studies;
2. Foster a high degree of professionalism as a key member of the interdisciplinary team;
3. Produce graduates with the ability to apply practical knowledge in the workplace and willing to continuously develop skills throughout their nursing career.

BSN Graduate Profile:

Nursing students are expected to:

1. Base practice on current knowledge, theory, and research.
2. Assume responsibility and accountability for practice.
3. Form partnerships with patients and with other health care professionals.
4. Serve as a member and leader within interdisciplinary health care professionals.

5. Communicate, collaborate, and negotiate.
6. Practice across a variety of settings and with diverse populations.
7. Access, assemble, and evaluate health information.
8. Teach patients.
9. Advocate for patients within the health care delivery system.
10. Delegate and supervise patient care activities.
11. Allocate and manage physical, fiscal, and human resources.
12. Evaluate nursing outcomes.
13. Participate in research and utilize research findings.
14. Assume responsibility for lifelong learning and plan for professional career development.
15. Participate in political and regulatory processes.
16. Participate in shaping the health care delivery system.

Admission Requirements:

1. The applicant must have High School Graduation Diploma or its equivalent (GED).
2. The applicant must have a Grade Point Average (GPA) of at least 2.50 on a scale of 4.00.
3. The applicant must undergo an admission interview process with the Associate Director or his/her designee. In this, a protocol designed to identify the expected qualities will be followed.

Policy for Academic Credits Recognition for the BSN Program for Candidates with active, unencumbered RN license, via examination, in the Continental United States by completion of an ADN:

The NCLEX is a national exam used by each state's board of nursing that assesses essential knowledge and skills to determine whether a candidate is prepared for entry-level nursing practice. This examination considers the integration of knowledge among nursing specialties, in what is known as the five steps of the nursing process: assessment, diagnosis, planning, execution I implementation and evaluation. After meeting this license requirement, the state board of nursing grants a registered nurse license (RN). SUAGM recognizes the value of obtaining state licensure and work experience as a RN to those students who possess an active, unencumbered RN license in the Continental United States by having completed an Associate Degree in Nursing (ADN) and seek to acknowledge those candidates who wish to expand their academic knowledge by earning a BSN.

Applicants to the BSN program with a conferred ADN and an active, unencumbered RN license, via examination, from the Continental United States, will be admitted to the BSN program as transfer students accepting the nursing credits completed in their ADN.

In addition, the applicant's transcript will be evaluated for the transferability of BSN's general education and professional courses. To be validated, the courses identified in the official credit transcript must have a passing grade. This new credit validation policy allows the ADN candidate with an active, unencumbered RN license, an expedited transfer with the opportunity to complete the BSN with greater agility.

Minimum Passing Grade:

BSN students must approve the required nursing courses with a grade of A or B.

Criminal Background Checks

Students must authorize and submit a state and federal criminal background check before assignment to clinical and practicum experiences. If any felony or misdemeanor are reported, it may impair student's graduation from the program or his nursing license application to the State Board of Nursing.

RN Licensure Requirements:

The State Board of Nursing mandates that all graduates from a professional nursing program must successfully sit and pass the NCLEX-RN exam in order to become a registered nurse.

CCNE Accreditation

The (BSN and MSN-FNP Programs) at (SUAGM- Universidad Ana G. Mendez-Gurabo Campus) are accredited by the Commission on Collegiate Nursing Education (CCNE): One DuPont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Bachelor of Sciences in Nursing (BSN) – Major in Nursing	
Curricular Sequence	Credits
General Education Courses	45
Professional Courses	22
Health Sciences Core Courses	6
Concentration Courses	55
Total	128

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School of Health Sciences Program Title: Nursing Credential Issued: Bachelor of Science in Nursing (BSN) Degree Requirements: 128 Credits							
General Education Courses (45 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ENGL 115-O English Reading and Writing I	4			ENGL 116-O English Reading and Writing II	4		ENGL 115-O
ENGL 331-O Public Speaking	4		ENGL 116-O	SPAN 115-O Reading, Writing, and Oral Communication in Spanish I	4		
SPAN 116-O Reading, Writing, and Oral Communication in Spanish II	4		SPAN 115-O	SPAN 255-O Spanish for Writing and Research	4		SPAN 116-O
MATH 111-O Intermediate Algebra I	3			MATH 112-O Intermediate Algebra II	3		MATH 111-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
HUMA 101-O World Cultures I	3			QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment
PSYC 123-O General Psychology (Comp.)	3						
Professional Courses (22 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
BIOL 103-O Biology for Health Sciences	3			CHEM 224-O Fundamentals of General Chemistry	3		CHEM 224-OL (Co-Req)
BIOL 300-O Microbiology	3		BIOL 303-O BIOL 300-OL (Co-Req)	CHEM 224-OL fundamental of General Laboratory	1		CHEM 224-O (Co-Req)
BIOL 300-OL Microbiology Laboratory	1		BIOL 303-O BIOL 300-O (Co-Req)	BIOL 304-O Human Biology II	3		BIOL 303-O BIOL 304-OL (Co-Req)
BIOL 303-O Human Biology I	3		BIOL 103-O BIOL 303-OL (Co-Req)	BIOL 304-OL Human Biology II Laboratory	1		BIOL 303-O BIOL 304-O (Co-Req)
BIOL 303-OL Human Biology I Laboratory	1		BIOL 103-O BIOL 303-O (Co-Req)	COMP 110-O Computer and Software	3		
Health Sciences Core Courses (6 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
HESC 360-O Statistics Applied to Health Sciences	3		MATH 112-O	HESC 365-O Health Sciences Research	3		HESC 360-O
Concentration Courses (55 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
NURS 200-O Introduction to Nursing	1		QYLE 110-O	NURS 210-O Nursing Informatics	3		NURS 201-O NURS 203-O MATH 112-O
NURS 201-O Fundamentals of Nursing	5		PSYC 123-O NURS 200-O CHEM 224-O BIOL 304-O Co-Req: NURS 203-O NURS 205-O	NURS 304-O Maternal & Child Nursing	5		NURS 202-O NURS 210-O NURS 303-O Co-Req: NURS 305-O
NURS 202-O Health and Physical Assessment	4		NURS 201-O NURS 203-O NURS 205-O Co-Req: NURS 303-O	NURS 305-O Nursing Care of Children and Adolescents	5		NURS 202-O NURS 210-O NURS 303-O Co-Req: NURS 304-O
NURS 203-O Pharmacology	4		Co-Req: NURS 201-O NURS 205-O	NURS 403-O Community Health Nursing	5		NURS 304-O NURS 305-O Co-Req: NURS 404-O
NURS 205-O Pathophysiology	3		Co-Req: NURS 201-O NURS 203-O	NURS 404-O Mental Health Nursing	5		NURS 304-O NURS 305-O Co-Req: NURS 403-O
NURS 303-O Medical Surgical Nursing	5		NURS 201-O NURS 203-O NURS 205-O	NURS 405-O Nursing Leadership	3		NURS 403-O NURS 404-O Co-Req: NURS 406-O

Universidad Ana G. Mendez-Gurabo Campus (Capital Area Campus)

			Co-Req: NURS 202-				NURS 407-O
NURS 407-O Knowledge Integration in Nursing	3		NURS 404-O Co-Req	NURS 406-O Practicum	4		NURS 403-O NURS 404-O Co-Req. NURS 405-O NURS 407-O
<p>*Students must meet Maryland Board of Nursing requirements to obtain a Maryland Nursing License that include the Nursing (NCLEX-RN) and state approved background checks. These requirements contain but are not limited to reporting felonies and misdemeanors in this application's process. Students must comply with state nursing license requirements, and must abide with the minimum required hours set by state clinical and practicum experiences. Students must comply with the HESI minimum exam score requirements for their courses. The student must refer to the Nursing Internship Handbook available from the Nursing Program Director or Academic Director for specific requirements and procedures. Minimum Passing Grade: BSN students must approve the required nursing courses with grade of A or B. *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 or Developmental Language Courses, they must enroll in the courses immediately to increase academic performance in the language. QYLE 110-O must be taken within the first term of enrollment.</p> <p>Students must maintain an average of 3.0 in all nursing core courses. No more than two core courses may be repeated in the program. Only one repeat of any core course may be attempted. A second failure of the same course or failure of a third core course will result in dismissal from the program. Students who fail to meet the minimum nursing core average will be placed on FA Warning or FA Probation in accordance with institutional policy and procedure. The number of times a student can withdraw from a course shall be in compliance with the institutional policy. Dismissal from the program is permanent. Nursing students cannot advance in their programs with grade of "F" earned in a core course. Academic counseling should be provided to the student in order to discuss alternatives regarding other academic programs.</p> <p>REVISED 1/2018.</p>							

Bachelor of Sciences in Community Health (BSCH) – Major in Community Health

120 Credits

Program Description

The Community Health Bachelor's program will prepare students for careers in a variety of community and public health settings, including governmental and non-profit health agencies, health care facilities, worksite wellness programs, program research and development, and schools. Graduates will be able to promote healthy lifestyles and wellness through informing and educating individuals and communities about behaviors that promote healthy living and prevent injury, disease, and illness; plan, implement and evaluate health programs; develop effective and culturally competent health promotion and disease prevention strategies; apply statistics and research methods to population health and community health program evaluations, and advocate for community health initiatives at local, state and federal levels.

The curriculum includes coursework addressing the seven CHES competencies as identified by the National Commission for Health Education Credentialing (NCHEC) and the five core areas of public health as identified by Council on Education for Public Health (CEPH).

Knowledge and skills in the BSCH program include comprehension of basic community health content related to health care systems; public health; health disparities; health education resources; communications and instructional methods; health and wellness promotion; disease and injury prevention; behavioral health education; epidemiology; trauma; community health research; strategic management of health programs, cultural competency, and community health issues and advocacy.

The Main Objectives of the BSCH Program include the Following

1. Prepare entry level BSCH Community Health professionals for successful employment and graduate studies;
2. Foster a high degree of professionalism as a supporting member of the health interdisciplinary team;
3. Produce graduates with the ability to apply practical knowledge in the workplace and willing to continuously develop skills throughout their health career.
4. To respond to society's demand for human resources with skills in the field of community health.
5. To facilitate the student's integral development by providing learning experiences oriented towards the development of cognitive, affective and psychomotor skills, according to the description of the program of study.

BSCH Graduate Profile:

Community Health students are expected to:

1. Base practice on current knowledge, theory, and research.
2. Assume responsibility and accountability for practice.
3. Form partnerships with health care and allied health professionals.
4. Communicate, collaborate, lead, and negotiate.
5. Practice across a variety of settings and with diverse populations.
6. Assess needs, plan, implement, and evaluate health programs.
7. Educate individuals and groups.
8. Advocate for patients and communities within the public health system.
9. Manage physical, fiscal, and human resources.

10. Participate in research and apply research findings.
11. Assume responsibility for lifelong learning and plan for professional career development.
12. Participate in shaping public health policy and programs.

Admission Requirements:

1. High School Graduation Diploma or its equivalent (GED).
2. Minimum GPA 2.50 or its equivalent or evidence of 2 years of work experience.

Bachelor of Sciences in Community Health (BSCH) – Major in Community Health	
Curricular Sequence	Credits
General Education Courses	45
Professional Courses	13
Health Sciences Core Courses	62
Total	128

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Community Health Credential Issued: Bachelor in Sciences in Community Health (B.S.C.H.) Degree Requirements: 120 Credits							
General Education Courses (45 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
ENGL 115-O College Reading and Writing I	4		ENGL 102-O	ENGL 116-O College Reading and Writing II	4		ENGL 115-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
QYLE 110-O Attitude Development and Adaptation	3		Must be taken in the 1st term of enrollment	PSYC 123-O General Psychology (Compendium)	3		SOSC 112-O
MATH 111-O Intermedia Algebra	3			HUMA 101-O World Cultures I	3		
SOSC 111-O Individual, Community, Government and Social Responsibility I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
SOSC 112-O Individual, Community, Government, and Social Responsibility II	3		SOSC 111-O				
Core/Professional Courses (13 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
BIOL 103-O Biology for Health Sciences	3			COMP 110-O Computer and Software	3		
BIOL 303-O Human Biology I	3		BIOL 103-O Co-Req. BIOL 303-OL	PSYC 228-O Diversity Psychology	3		
BIOL 303-OL Human Biology I Laboratory	3		BIOL 103-O Co-Req. BIOL 303		3		
Core for Health (62 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
HESC-201-O Statistics for Health Sciences	3		MATH 111-O BIOL 303-O	COHE 201-O Healthcare Systems, Policy & Politics	3		
COHE 202-O Health Law and Ethics	3			COHE 203-O Introduction to Public & Community Health	3		COHE 201-O
COHE 204-O Infectious Disease, Epidemiology & Prevention	3		COHE 203-O HESC 201-O	COHE 205-O Health Disparities	3		COHE 203-O HESC 201-O
COHE 206-O Community Health, Work, Education & Communications	3		COHE 202-O COHE 203-O	COHE 207-O Community Health Education	3		COHE 202-O COHE 205-O
COHE 301-O Community Health Leadership	3			COHE 302-O Behavioral Health Education	3		COHE 207-O PSYC 123-O
COHE 303-O Trauma & Psychological Perspectives	4		COHE 302-O	COHE 304-O Instructional Methods & Culturally Component Community Health Work	3		COHE 207-O
COHE 305-O Assessment, Planning, and Evaluation of Health Programs	3		COHE 304-O HESC 201-O	COHE 306-O Human Sexuality & Reproductive Health	4		COHE 204-O BIOL 303-O PSYC 123-O
COHE 401-O Health Promotion & Disease Prevention I	3		COHE 301-O COHE 302-O COHE 303-O COHE 304-O COHE 305-O COHE 306-O	COHE 402-O Health Promotion & Disease Prevention II	3		COHE 401-O
COHE 403-O Community Health Research Design	3		COHE 402-O	COHE 404-O Field Experience-Community Health Services	6		COHE 403-O
COHE 405-O Certified Health Education Specialist (CHES) Certification Preparation	3		COHE 403-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 abide with all required hours set by the state for practicum experiences and placement requirements for the professional area set by the State Law. QYLE 110-O must be taken within the first term of enrollment. REVISED 12/2014.							

Bachelor of Arts (BSW) – Major in Social Work

122 Credits

Program Description:

The Baccalaureate's degree in Social work (BSW) will require the satisfactory completion of 122 credits. The general education includes 45 credits, 27 credits of required courses and 50 credits of major courses. The Social Work program has been accredited by the Council on Social Work Education (CSWE).

Through these courses, students acquire the knowledge to better understand specific concepts of social work practice such as diversity, social and economic justice, oppression, discrimination, prejudice, values, ethics, and social policy, among others. Additionally, these courses strengthen their critical analysis of the impact of economic and social forces on the individual.

The BSW Program expects that these courses will provide students with a better understanding of the bio-psycho-social determinants of human development and behavior, diversity, ethics, values, as well as a broader knowledge of U.S. culture and others cultures.

Program Objectives:

Based on School of Social Sciences and Communications (SSSC) objectives the Baccalaureate Program in Social Work have the following goals:

1. Prepare competent and effective social workers with knowledge of the fundamental components of the Social Work profession; committed to the enhancement of their professional practice, and in compliance with academic and professional standards of excellence.
2. Development of knowledge and skills in generalist social work practice from micro to mezzo to macro levels; emphasize the dimensions of diversity and value principles as applied to general practice.
3. Prepare professional practitioners to deliver effective social work services to diverse groups and settings with a commitment to promote social and economic justice and human and civil rights.
4. Prepare students to develop knowledge of scientific inquiry and its contribution to social work practice.
5. Prepare students able to engage in the policy practice process capable of critically analyze the impact of social welfare policies and social services in the United States, and other societies across the World.
6. Prepare competent professionals with an education based on a body of knowledge in liberal arts and theoretical framework in human behavior and social environment.
7. Prepare competent professionals with an education based on a body of knowledge in liberal arts and theoretical framework in human behavior and social environment.

Admission Requirements:

- Social Work Baccalaureate program admission criteria require a minimum High School grade point average of 2.25 or equivalent.
- Students complying with the GPA requirement will write an essay about their interest in the social work profession in the language of their preference (English or Spanish) that will allow for the evaluation of the qualifications and aptitudes to human services, and their awareness of the community's social problems.
- All applicants admitted must take English and Spanish Placement Tests. Students that do not place at college level English or Spanish are required to enroll and pass developmental language courses in either or both languages prior to enrolling in Social Work major courses.

- Academic credit for life experience and previous work experience shall not be given, in whole or in part, in lieu of social work courses.

License

License requirements vary by state. For information on applying for a license, please refer to the Social Work State Board.

Bachelor of Arts – Major in Social Work	
Curricular Sequence	Credits
General Education Courses	45
Professional Courses	27
Health Sciences Core Courses	50
Total	122

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Social Sciences and Communications Program Title: Social Work Credential Issued: Bachelor of Arts: Social Work (BSW) Degree Requirements: 122 Credits							
General Education Courses (45 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
BIOL 103-O Biology of Health Services	3			ENGL 115-O College Reading and Writing I	4		
ENGL 116-O College Reading and Writing II	4		ENGL 115-O	ENGL 331-O Public Speaking	4		ENGL 116-O
SPAN 115-O Reading Writing, and the Oral Communication in Spanish I	4			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	MATH 120-O Introductory Algebra	3		
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
HUMA 101-O World Cultures I	3			HUMA 102-O World Cultures II	3		HUMA 101-O
COMP 110-O Computer and Software	3						
Core/Professional Courses (27 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
QYLE 110-O Attitude Development and University Adaptation	3		Must be taken in the 1 st term of enrollment	GEOG 202-O Human Geography	3		SOSC 111-O
PSYC 123-O General Psychology (Compendium)	3		SOSC 111-O	PSYC 225-O Social Psychology	3		PSYC 123-O
HIST 273-O History of the United States of America	3			SOSC 303-O Applied Statistical Methods for Social Sciences	3		MATH 120-O
ECON 123-O Economics Principles & Problems (Compendium)	3		SOSC 111-O	POSC 380-O Constitutional Law	3		SOSC 111-O
SOCI 358-O Social Problems of the Hispanic Community in United States	3		SOSC 112-O				
Major Courses (50 Credits)							
Course	CR	UT-T	Pre-Req	Course	CR	UT-T	Pre-Req
SOWO 200-O Introduction to Social Work	3		SOSC 111-O	SOWO 211-O Human Behavior and Social Environment I	3		SOWO 200-O
SOWO 212-O Human Behavior and Social Environment II	3		SOWO 211-O Concurrent SOWO 311-O	SOWO 300-O Social Policy	3		SOWO 212-O
SOWO 311-O Social Work Methodology I	3		Concurrent SOWO 212-O	SOWO 312-O Social Work Methodology II: Individual and Family	3		SOWO 212-O SOWO 311-O
SOWO 313-O Interview and Documentation in Social Work	3		SOWO 212-O SOWO 311-O	SOWO 314-O Social Work Methodology with Groups	3		SOWO 312-O
SOWO 315-O Social Work Methodology with Communities	3		SOWO 311-O SOWO 312-O	SOWO 320-O Social Research Techniques	3		SOWO 212-O SOSC 303-O
SOWO 325-O Social Gerontology	3		SOWO 312-O	SOWO 330-O Seminar: Current Topics in Social Work	3		SOWO 312-O
SOWO 441-O Practicum Seminar I	3		SOWO 313-O SOWO 314-O SOWO 315-O Co-req SOWO 451-O	SOWO 442-O Practicum Seminar II	3		SOWO 441-O SOWO 451-O Co-req SOWO 452-O
SOWO 451-O Supervised Practice I	4		SOWO 313-O SOWO 314-O SOWO 315-O Co-req SOWO 441-O	SOWO 452-O Supervised Practice II	4		SOWO 441-O SOWO 451-O Co-Req SOWO 442-O
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 proficiency in each language. 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 national, state and local social work agencies for social work practicum experiences. Students must comply with state social work certification requirements for the degree, as applicable. Academic credit for life experience and previous work experience shall not be given, in whole or in part, in lieu of social work courses. REVISED 02/23/17							

Master's Degree

Master in Education (M.Ed.) – Major in Guidance and Counseling

45 Credits

Program Description

This program is designed to prepare counselors to provide individual or group counseling services in K-12 schools. It provides counselors with the background in the principles, theories, and practice of guidance and counseling in a school setting. The graduates from this program will be able to interact with students who require effective communication, conflict management, problem solving, and decision making. The goal of this program is to develop counselors who possess the needed competencies to perform the duties in an effective manner at the school setting. Students must meet all state requirements to obtain certification in the area of educational guidance and counseling.

The practicum in teaching provides students with field experiences to demonstrate mastery of the accomplished practices in a school setting during the regular school year. Students must make arrangements to comply with state and local internship requirements during a regular school day schedule. The internship experience is in English only. Students must demonstrate English language proficiency in listening, speaking, reading, and writing. The student must refer to the Internship Handbook available from the Academic Director for specific requirements and procedures.

Program Objective:

1. Develop knowledge and understanding of the theories in Guidance and Counseling.
2. Practice of individual and group counseling techniques.
3. Develop knowledge and understanding of the process of guidance and counseling.
4. Develop knowledge of human development theories, and career development issues.
5. Develop knowledge of ethical issues in the counseling process.
6. Develop knowledge of specific strategies for the counseling of students.
7. Develop knowledge of the legal aspects of the practice of counseling in schools.
8. Develop knowledge of assessment techniques in counseling.
9. Understanding of specific cultural idiosyncrasies of different populations.
10. Develop knowledge and understanding of principles and procedures of educational research and its relevance to the counseling process.

Program Outcomes:

Students will be able to:

1. Offer individual counseling and guidance to students or clients depending on the setting
2. Offer group counseling and guidance to students depending on the setting
3. Offer standardized tests to students
4. Offer guidance in career selection to students
5. Design counseling plan for individuals
6. Conduct workshops with different student populations
7. Develop school-community projects within a diverse population

Note: This program requires a Bachelor of Arts in Education and experience in the public educational system. For information about requirements and certifications students must visit: <http://www.marylandpublicschools.org>. Graduates must meet the certification requirements set forth by the Maryland State Department of Education.

Education Internship Requirements

All students seeking an education degree must achieve a passing score on the PRAXIS I Test before initiating the internship/practicum experience. Additionally, before seeking a teaching position, graduates must show evidence of a passing score on PRAXIS I, and comply with all Maryland State Department of Education requirements and the Montgomery County laws and requirements.

The Maryland Department of Education (2003) requires the following: “All candidates applying for an initial teacher certificate are required to present qualifying scores on the Praxis I Academic Skills Assessments, ACT, SAT, or GRE and the appropriate content and pedagogy assessments where required (Praxis II or ACTFL). The tests may be taken at any valid test site in the nation. Out-of-state candidates who do not hold a professional certificate from their respective state must meet Maryland's qualifying scores. Some out-of-state candidates may be eligible for a test exemption.”

Master in Education – Major in Guidance and Counseling	
Curricular Sequence	Credits
Major Courses	33
Research	9
Elective Courses	3
Total	45

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Guidance and Counseling Credential Issued Master in Education (M.ED.) Degree Requirements: 45 Credits			
Major Courses (9 Credits)			
Courses	CRS	UT-T	Pre-Requisite
EDUC 580-O Evaluative Psychology: Human Growth and Development	3		
EDUC 581-O Introduction to Guidance and Counseling Services	3		
EDUC 582-O Legal and Ethical Issues in Counseling	3		EDUC 581-O
EDUC 583-O Instruments and Techniques for Diagnosis and Appraisal	3		EDUC 582-O
EDUC 584-O Individual Counseling Techniques	3		EDUC 580-O, EDUC 581-O EDUC 582-O, EDUC 583-O
EDUC 585-O Group Counseling Techniques	3		EDUC 580-O, EDUC 581-O EDUC 582-O, EDUC 583-O EDUC 584-O
EDUC 586-O Career Counseling	3		
EDUC 645-O Counseling in Schools	3		EDUC 580-O, EDUC 581-O
EDUC 618-O Counseling for Children and Adolescents	3		EDUC 645-O
EDUC 646-O Development and Management of Counseling Programs in Schools	3		EDUC 645-O
EDUC 648-O Practicum in School Guidance and Counseling	3		All Education Courses
Research Courses (9 Credits)			
Courses	CRS	UT-T	Pre-Requisite
EDUC 601-O Educational Research Methods in Guidance and Counseling	3		18 Credits from Major Courses
EDUC 630-O Statistics for Pedagogy Research	3		EDUC 601-O
EDUC 603-O Lecture Seminar	3		EDUC 601-O
Elective Courses (3 Credits)			
Courses	CRS	UT-T	Pre-Requisite
TESL 522- O Theory and Practice of Teaching ESOL Students in Schools*	3		
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 proficiency in each language. 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 degree, as applicable. * Graduates must meet the certification requirements set forth by the Maryland State Department of Education. Revised 06/2011			

Master in Education (M.Ed.) – Major in Teaching of English as a Second Language

39 Credits

Program Description

This major is designed to provide candidates with educational experiences in the principles, theories, and practice of English second language acquisition, learning, and teaching. It seeks to prepare educators to assume positions of leadership in ESOL education as teachers in public schools. Students must comply with state and local requirements or limitations to practice the ESOL profession in Maryland. Graduate students must achieve a passing score in the ESOL subject area test to be certified. In addition to this test, students must achieve a passing score on the Maryland exam requirements for certification prior to internship experience. The program focuses on the Maryland State ESOL standards and requirements.

The practicum in teaching provides students with field experiences to demonstrate mastery in a school setting during the regular school year. Students must make arrangements to comply with state and local internship requirements during a regular school day schedule. The internship experience is in English only. Students must demonstrate English language proficiency in listening, speaking, reading, and writing. The student must refer to the Internship Handbook available from the Academic Director for specific requirements and procedures.

Education Programs Internship Requirements:

All students seeking an education degree must achieve a passing score on the PRAXIS I Test before initiating the internship/practicum experience. Refer to the Maryland's State Department of Education website for additional internship requirements, field, and clinical experiences requirements: <http://www.marylandpublicschools.org/MSDE/divisions/certification/>. Additionally, before seeking a teaching position, graduates must show evidence of a passing score on PRAXIS I and II, and comply with all Maryland State Department of Education requirements and the Montgomery County laws and requirements.

The Maryland Department of Education (2003) requires the following: "All candidates applying for an initial teacher certificate are required to present qualifying scores on the Praxis I Academic Skills Assessments, ACT, SAT, or GRE and the appropriate content and pedagogy assessments where required (Praxis II or ACTFL). The tests may be taken at any valid test site in the nation. Out-of-state candidates who do not hold a professional certificate from their respective state must meet Maryland's qualifying scores. Some out-of-state candidates may be eligible for a test exemption."

Program Objectives

Upon completion of the program, the student will develop:

1. knowledge and understanding of the theories, goals, and research on ESOL education
2. knowledge and understanding of ESOL curriculum development, theories and applications
3. knowledge and understanding of the process of English language development and language acquisition
4. knowledge of the ESOL classroom-based language assessment strategies and will demonstrate application of those strategies
5. knowledge and understanding of methods of teaching ESOL
6. knowledge of specific strategies for teaching reading in a bilingual setting to limited English proficient (LEP) students and demonstrate application of these strategies
7. knowledge and understanding of brain based research and cognitive psychology as it relates to language learning and acquisition
8. knowledge of specific strategies for developing communicative competencies in LEP students

9. knowledge and understanding of ESOL strategies to integrate cognitive and affective learning
10. understanding of specific cultural idiosyncrasies that impact student linguistic and academic success
11. knowledge of English writing strategies
12. knowledge and understanding of ESOL educational research and its relevance to the instructional process

Program Outcomes

Students will be able to:

1. Develop ESOL classroom research projects
2. Develop lesson plans for the teaching of reading and writing using different strategies.
3. Design ESOL curriculum units for LEP students
4. Develop ESOL performance portfolio assessments projects
5. Conduct ESOL workshops
6. Develop community projects within a diverse population
7. Communicate adequately in English both orally and in writing.

Master in Education – Major in Teaching English as a Second Language	
Curricular Sequence	Credits
Core/Professional Courses	6
Major Courses	27
Research Courses	6
Total	39

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Teaching of English as a Second Language Credential Issued: Master in Education (M.ED.) Degree Requirements: 39 Credits			
Core Professional Courses (6 Credits)			
Courses	CRS	UT-T	Pre-Requisite
EDUC 501-O Principles and Development of Curriculum in ESOL in ESL	3		
EDUC 512-O Innovations and Education in ESOL	3		
Major Courses (27 Credits)			
EDUC 550-O Second Language Acquisition	3		
EDUC 551-O Reading Processes in a Second Language Setting	3		EDUC 550-O
EDUC 553-O ESOL Curriculum and Materials Development	3		
EDUC 555-O Development of Communication Skills in English	3		
EDUC 566-O Methods of Teaching English as a Second Language	3		
EDUC 567-O Cross-Cultural Communication and Understanding	3		
EDUC 564-O Applied Linguistics for ESOL Teachers	3		
EDUC 569-O Testing and Evaluation of ESOL	3		
EDUC 604-O Knowledge Integration Seminar in ESOL	3		All Core and Major Courses
Research Courses (6 Credits)			
Courses	CRS	UT-T	Pre-Requisite
EDUC 600-O Educational Research Methods in ESOL	3		All Core and Major Courses
EDUC 617-O ESOL Seminar in a School Setting (Internship)	3		EDUC 600-O
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 proficiency in each language. 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 degree, as applicable. * Graduates must meet the certification requirements set forth by the Maryland State Department of Education.			

Master of Science in Public Affairs (MSPA) – Major in Criminal Justice

39 Credits

Program Description:

The program trains professionals to assume a multitude of roles such as analysts, evaluators, and planners in the public administration field in both the public and private sectors within the various Criminal Justice fields. The academic and professional orientation of the program enables the student to analyze the doctrines and principles of public administration that are involved in the implementation of public policy.

As a result, of the seminar and field projects emphasizing application of concepts and analytical tools to the real problems of our present day society, the program prepares students for positions of high responsibility in the public affairs fields. The program also focuses on the political, economic and organizational aspects of developing, implementing and evaluating public policy.

The program will be built upon the current Bachelor Program in Criminal Justice offered in all campuses. The MSPA in Criminal Justice will offer courses in Ethics, Administration, Planning, and Developing the Criminal Justice System, from Philosophy of Punishment to Correctional Program Administration. The students will learn new tendencies in the administration and evaluation of the system that affect local, state and nationwide programs.

Program Objectives:

1. Offer students a quality education giving them the necessary professional tools to meet the challenges of public administration and public policy implementation within the area of Criminal Justice.
2. Develop competent bilingual professionals with outstanding leadership skills in the implementation of programs, policies and services in Maryland.
3. Upgrade the professional and academic preparation of administrative personnel working in public and private agencies, enabling them to explore and utilize effective strategies in the decision making process.
4. The program will create professionals who will know and recognize the importance of integrity and ethics in the performance of their functions.
5. The program will provide the knowledge and skills necessities in the finance area for the effective management of fiscal resources.
6. Graduates from the MSPA in Criminal Justice will be capable to excel in a constantly changing legal system full of new technologies and increasing demands as part of our multi-cultural society.
7. Graduates from the MSPA in Criminal Justice will know and understand the theories behind our Criminal Justice System, which will allow them to master and fully engage in the multidisciplinary processes within the system.
8. Graduates from the MSPA in Criminal Justice will be able to understand and practice basic principles and research methods that will guide them to excel in the different available practice fields.

MSPA – Major in Criminal Justice	
Curricular Sequence	Credits
Core/Professional Courses	21
Major Courses	15
Elective Courses	3
Total	39

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Professional Studies Program Title: Criminal Justice Credential Issued: Master of Science in Public Affairs (MSPA) Degree Requirements: 39 Credits			
Major Courses (21 Credits)			
Courses	CRS	UT-T	Pre-Requisite
MSPA 500-O Theory, Practice, and Change in the Administration of Public Policy	3		
MSPA 505-O Computer Education for Public Administrators	3		
MSPA 510-O Research and Quantitative Method in Public Administration	3		
MSPA 520-O Administrative Law and Ethics	3		MSPA 500-O
MSPA 530-O Planning and Evaluation: Theories, Methods, and Techniques	3		MSPA 510-O
MSPA 540-O Seminar: Planning, Development, and Evaluation of Human Resources	3		MSPA 520-O
MSPA 550-O Fiscal Resources Management	3		MSPA 530-O
Major Courses (15 Credits)			
Courses	CRS	UT-T	Pre-Requisite
CRJU 500-O Foundations, Practice and Changes in the Administration of the Criminal Justice System	3		MSPA 500-O
CRJU 520-O Philosophy of Punishment	3		MSPA 500-O
CRJU 565-O Seminar: Program Design and Evaluation in the Criminal Justice System	3		MSPA 530-O
CRJU 715-O Seminar: Special Situations in the Administration of Correctional Programs	3		MSPA 510-O +24 Credits
Choose One of These Courses – 3 credits to complete 15 credits of the specialization courses			
MSPA 710-O Research Seminar in Criminal Justice	3		MSPA 510-O +24 Credits
MSPA 720-O Internship	3		All Courses (Except MSPA 710-O)
Elective Courses (Student will select one of the following courses) (3 Credits)			
Courses	CRS	UT-T	Pre-Requisite
CRJU 505-O Fundamental Principles of Law	3		
CRJU 510-O Law and Society	3		
CRJU 540-O The Police and Judicial Changes	3		
CRJU 575-O Rehabilitation and Delinquent Treatment Programs	3		CRJU 500-O
CRJU 600-O Seminar: Crime, Victims, and Society	3		CRJU 500-O
CRJU 630-O Organizations and Administrative Techniques of the Police System	3		
CRJU 635-O Mental Health and the Law	3		CRJU 500-O MSPA 520-O
CRJU 640-O Addiction: Legal and Psycho-Social Aspects	3		CRJU 500-O
CRJU 645-O Comparative Correctional Systems	3		
CRJU 650-O Special Laws in Criminal Justice Administration	3		CRJU 500-O
CRJU 730-O Criminality, Crime Control, and Criminal Justice	3		
*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 degree, as applicable. Revised 1/9/17			

Master of Science in Nursing (MSN) – Major in Family Nurse Practitioner

51 Credits

(This program is not accepting students at this time)

Program Description:

Master of Science Degree in Nursing with a Family Nurse Practitioner Specialty and Graduate Professional Certificate with a Family Nurse Practitioner Specialty. Students are taught through a holistic perspective with a multidisciplinary and collaborative focus throughout the life span of the patient. Students are exposed to educational activities that will prepare them to increase health promotion, preventive health, and provide primary care services. Students will contribute to decrease morbidity and mortality in medically underserved, low-income populations both globally and in the United States.

Program Objectives:

1. Utilize national primary care guidelines and standards to promote high quality health care services.
2. Participate in the generation, application, and dissemination of research.
3. Participate in planning, development, and implementation of community health programs.
4. Utilize research to enhance the quality of health care.
5. Provide health promotions and disease prevention.
6. Maintain collaborative relationship with other healthcare professions.
7. Participate in continuing education through different methodologies, including online courses.
8. Maintain proficiency in computer skills and information technologies.
9. Participate in legislative and policy-making activities which influence health care.
10. Develop grant/proposal writing skills.

Note: Students must pass a *criminal background check* in order to participate in some clinical settings and to meet the Board of Nursing Standards to become licensed.

Admission Requirement:

- Hold a Bachelor of Science from an accredited School of Nursing.
- GPA. 3.00.
- Basic statistics course at the baccalaureate level (3crs).
- Active Professional Nursing License.
- Complete an Interview process with the coordinator of the program or his/her representative.
- Submit three letters of recommendation.
- Submit evidence of credits at the Nursing Bachelor's Degree with the admissions forms.

MSN – Major in Family Nurse Practitioner	
Curricular Sequence	Credits
Core Courses	17
Advanced Practice Core Courses	15
Special Courses	16
Open Courses	3
Total	51

The (BSN and MSN-FNP Programs) at (Universidad Ana G. Mendez-Gurabo Campus-SUAGM) are accredited by the Commission on Collegiate Nursing Education (CCNE): One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School for Health Sciences Program Title: Family Nurse Practitioner Credential Issued: Master of Science in Nursing (MSN) Degree Requirements: 51 Credits			
Core Courses (17 Credits)			
Courses	CRS	UT-T	Pre-Requisite
NURS 500-O Theoretical Foundations of Advanced Practice Nursing	3		
NURS 501-O Public Health Policies, Ethics and Systems	3		NURS 505-O
NURS 502-O Nursing Science and the Research Process	3		NURS 500-O
NURS 503-O Nursing Research Project: From Proposal to Publication	3		NURS 502-O HESC 500-O
NURS 505-O Health Promotion and Disease Prevention: Transcultural Considerations	2		
HESC 500-O Statistics Applied to Clinical Research	3		3 undergraduate credits in statistics, NURS 502-O or NURS 502-O (Concurrent)
Advance Practice Core Courses (15 Credits)			
Courses	CRS	UT-T	Pre-Requisite
NURS 504-O Advanced History Taking and Physical Assessment	3		NURS 506-O NURS 507-O Or Concurrent
NURS 506-O Advanced Pathophysiology	3		MSN Students Only
NURS 507-O Advanced Pharmacology	3		MSN Students Only
NURS 508-O Diagnostic and Differential Diagnosis	3		NURS 506-O NURS 507-O Or Concurrent
NURS 509-O Pharmacology for FNP's	3		NURS 506-O NURS 507-O
Specialty Courses (16 Credits)			
NURS 510-O Primary Care I	3		
NURS 510-OL Primary Care I Laboratory	3		Concurrent with NURS 510-O
NURS 511-O Primary Care II	3		NURS 510-O
NURS 511-OL Primary Care II Laboratory	3		Concurrent with NURS 511-O
NURS 512-O Primary Care III	3		NURS 511-O
NURS 512-O Primary Care III Laboratory	3		Concurrent with NURS 512-O
NURS 513-O Residency	3		NURS 512-O
NURS 513-OL Residency Laboratory	3		
Elective Courses (Select 3 Credits Only)			
Courses	CRS	UT-T	Pre-Requisite
CRJU 600-O The Victim: Crime, Practices and Society	3		
CRJU 640-O Addiction Problems: Legal and Psychosocial Aspects	3		
HURM 732-O Occupational Health and Safety	3		
*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 accrediting agencies for the practicum experiences. Students must comply with state requirements to obtain an ARNP certification. Revised 6/2013.			

Master of Arts in Public Affairs (MA) – Major in Forensic Sciences

42 Credits

Program Description:

The curriculum is interdisciplinary, focusing on analysis of administrative processes, decision-making and the organization of public and private institutions at the local, national and the international levels.

It provides students with a solid education, which will enable them to plan, design and evaluate programs and services in the public administration field and particularly in the areas of criminal justice, human services, conflict mediation, and the arts. It fosters broad and programmatic responsibility and leadership.

Program Objectives:

1. Offer students the professional tools to meet the challenges of public administration.
2. Develop competent professionals with effective leadership in the implementation of programs and services in Maryland and the United States.
3. Upgrade the professional preparation of administrative personnel in public and private agencies, enabling them to explore and utilize effective strategies in the decision-making process.

MPA – Major in Forensic Sciences	
Curricular Sequence	Credits
Core Courses	21
Major Courses	15
Research Courses	3
Elective Courses	3
Total	42

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School of Social Sciences and Communications Program Title: Forensic Sciences Credential Issued: Master of Arts in Public Affairs (MA) Degree Requirements: 42 Credits			
Core Professional Courses (21 Credits)*			
Courses	CRS	UT-T	Pre-Requisite
MSPA 500-O Theory, Practice, and Change in the Administration of Public Policy	3		
MSPA 505-O Computer Education for Public Administrators	3		
MSPA 510-O Research and Quantitative Method in Public Administration	3		
MSPA 520-O Administrative Law and Ethics	3		MSPA 500-O
MSPA 530-O Planning and Evaluation: Theories, Methods, and Techniques	3		MSPA 510-O
MSPA 540-O Seminar: Planning, Development, and Evaluation of Human Resources	3		MSPA 520-O
MSPA 550-O Fiscal Resources Management	3		MSPA 530-O
Major Courses (18 Credits)			
Courses	CRS	UT-T	Pre-Requisite
FORS 730-O Forensic Investigation and Identification Techniques	3		
FORS 735-O Investigation and Gathering Evidence at Crime Scene	3		
FORS 740-O Forensic Photography and Drawing	3		
FORS 745-O Expert Witness in Court	3		
FORS 750-O Examination of Questioned Documents	3		
Research Courses (3 Credits)			
MSPA 710-O Research Seminar in Public Affairs	3		MSPA 510-O +24 Credits
MSPA 720-O Practicum in Public Affairs	3		MSPA 510-O +24 Credits
Elective Courses (Students will select one of the following courses) (3 Credits)			
FORS 760-O Forensic Psychology	3		
FORS 762-O Cellular and Molecular Biology Applied to Forensic Sciences	3		
FORS 763-O Techniques on Handling Samples	3		
CRJU 630-O Organizations and Administrative Techniques of the Police System	3		
CRJU 635-O Mental Health and the Law	3		CRJU 500-O MSPA 520-O
CRJU 640-O Addiction Problems: Legal and Psycho-Social Aspects	3		CRJU 500-O
*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 degree, as applicable. Revised 10/31/16			

Master in Communications (MA) – Major in Multimedia Journalism

33 Credits

Program Description:

The Master in Communication with specialization in Multimedia Journalism prepares journalists capable of producing journalistic products in tune with the requirements of the digital era and with the knowledge to use the new digital platforms that are present in the field of communications. It offers students the knowledge to understand the new tendencies and requirements of journalism in a changing and global world. The curriculum focuses on theory and practice of journalism.

The students will master diverse areas in the field of communications and will be able to develop new products in numerous multimedia platforms that will transcend territorial frontiers and have a global reach. They will master the traditional news formats but will focus on the use of multimedia formats. At the same time, they will understand the needs of the modern communication markets, and the legal, ethical foundations that protects freedom of speech and press.

The Master in Communications-Multimedia Journalism degree is a component of the multiple disciplines offered by the School of Social Sciences and Communications.

Program Objectives:

The general objectives in all school curricula and programs are to:

1. Maintain academic excellence through study, teaching and social research.
2. Promote the knowledge and preservation local, nation and universal cultural values.
3. Develop the understanding that collaboration is necessary to achieve the sharing of ideas within disciplines, institutions, communities and nations.
4. Develop the capacity to analyze problems and seek solutions.
5. Promote understanding of the human condition, helping students to view the world with compassion and promoting responsible and ethical behavior.
6. Provide the student with interdisciplinary knowledge that makes it possible to understand modern society and its primary social problems.
7. Help the student to obtain a scientific and philosophic education, analytical and observant of human and organizational behavior.
8. Foster critical analysis and research of the economic, social and political situation in United States' today, and encourage interest in searching for alternative models and solutions.
9. Prepare the student to pursue graduate studies in the social sciences and communication fields.

Based on School of Social Sciences and Communications (SSCC) objectives the Master in Communications-Multimedia Journalism have the following objectives:

1. Apply the principles and laws that protects freedom of speech, press and assembly both at the national and international level.
2. Analyze the history and development of communications in society and the role of professionals that work in the field.

3. Apply the principles of social respect and diversity that permeates society and understand its relation to communications and diversity of cultures in a global society.
4. Apply the principles, theories, concepts and fundamental models of social communications in the presentation of written and audio-visual news stories.
5. Apply the ethical principles of the profession, respecting truth, accuracy, impartiality and diversity.
6. Demonstrate critical thinking, creativity and independent thinking skills and use them to solve conflicts and problems in a creative form in the field of multimedia journalism.
7. Apply investigative techniques to obtain the necessary information to identify problems in the journalistic field and establish the strategies needed to solve them.
8. Write correctly and clearly in forms and styles appropriate in the field of multimedia journalism.
9. Apply the most recent tools and technologies of communications and recognize its impact in today's digital era.

Critically evaluate their own work and that of others for accuracy, precision and clarity in the use of English and Spanish.

Master in Communications – Major in Multimedia Journalism	
Curricular Sequence	Credits
Core Professional Courses	15
Major Courses	15
Elective Courses	3
Total	33

Sistema Universitario Ana G. Méndez Universidad Ana G. Mendez-Gurabo Campus School of Social Sciences and Communications Program Title: Multimedia Journalism Credential Issued: Master in Communications (MA) Degree Requirements: 33 Credits			
Core Professional Courses (15 Credits)*			
Courses	CRS	UT-T	Pre-Requisite
COMM 510-O Contemporary Theories of Communications	3		
COMM 511-O Development and Management of Media Enterprises	3		
COMM 515-O Research Methods in Communication	3		
COMM 517-O Communications and New Media	3		
COMM 520-O Advanced Writing for the Media	3		
Major Courses (18 Credits)			
Courses	CRS	UT-T	Pre-Requisite
COMM 540-O Journalism and Globalization	3		COMM 510-O
COMM 541-O Fundamentals of Multimedia Journalism	3		COMM 510-O COMM 520-O
COMM 542-O Journalistic Writing for Multimedia	3		COMM 510-O
COMM 545-O Investigate Journalism for Multimedia	3		COMM 510-O COMM 515-O COMM 520-O
COMM 550-O Project	3		All Courses
Elective Courses (Students will select one of the following courses) (3 Credits)			
COMM 512-O Legal and Ethics Aspects of Communications	3		
COMM 543-O Journalism and Public Affairs	3		
COMM 544-O Environment, Conflict and Crisis News	3		
<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 degree, as applicable. Revised 10/31/16</p>			

Course Descriptions

ACCO 111-O Introduction to Accounting I **3 Credits**

This course concentrates on the study of the fundamental aspects of accounting, financial statements, theory of debit and credit, adjustments and principles of business analysis, voucher system and entries, procedure for issuing stock, problems related to corporations and partnerships, practice in handling accounts, fixed assets, obligations, and an introduction to cost. **Pre-Requisite: None**

ACCO 112-O Introduction to Accounting II **3 Credits**

This course concentrates on study of the fundamental aspects of accounting, financial statements, theory of debit and credit, adjustments and principles of business analysis, voucher system and entries, procedure for issuing stock, problems related to corporations and partnerships, practice in handling accounts, fixed assets, obligations, and an introduction to cost. **Pre-Requisite: ACCO 111-O**

ACCO 301-O Intermediate Accounting I **3 Credits**

The course is a review of the principles of accounting for corporations, inventory, fixed assets, accounts receivable and payable, and theories of income determination. **Pre-Requisite: ACCO 112-O**

ACCO 302-O Intermediate Accounting II **3 Credits**

The course is a review of the principles of accounting for corporations, inventory, fixed assets, accounts receivable and payable, and theories of income determination. **Pre-Requisite: ACCO 301-O**

ACCO 303-O Cost Accounting **3 Credits**

This course covers a study of the principles of accounting related to costs and its functions. It includes cost and non-cost systems. It also covers methods of determining the basis to cost. Cost classification, preparation of cost reports, and fixed standard costs is emphasized in the course. **Pre-Requisite: ACCO 112-O, ACCO 302-O**

ACCO 304-O Auditing I **3 Credits**

This course covers a review of accounting theory, auditing procedures, worksheets, internal control and fraud, preparation of financial statements, reports, forms, method and procedures. Attention is given to the nature and purpose of auditing, auditing standards, professional conduct, auditor legal liability and the approach followed in performing audits of financial statements. Special attention is devoted to auditor's decision processes in internal control, auditing sampling, and accumulative audit evidence. **Pre-Requisite: ACCO 302-O**

ACCO 307-O Auditing II **3 Credits**

This course is a study of the audit process that is focused on the practical part of the procedures and emphasizing the Risk Assessment SAS (SAS 104-111). The course studies the planning of the audit using analytical procedures, to determine materiality and risk, auditing internal controls, and fraud. Implementation of the processes of audit cycles in sales and collection and other cycles as payroll, disbursements, accounts payable, property, plant and equipment, prepaid expenses, accrued expenses and income, and expenditure accounts, inventory, notes payable, and capital accounts and cash is also studied. Finally completing the audit process reviewing contingencies and commitments, issuance of the auditor's report and subsequent events is studied. **Pre-Requisite: ACCO 304-O**

ACCO 310-O Forensic Accounting **3 Credits**

This course studies the concept and the development of Forensic Accounting (FA) through an analysis of their trends and institutions. This course identifies and explains each one of the FA crimes and the methodology to detect them. The course also analyzes the main topic of the litigation services provided by the Accountants through the proper evidence management and the calculations of the commercial damage. The course integrates a deep analysis of the Cybercrime and the topic of the methodology to make a correct business valuation. Finally, the course discusses practical cases to understand the principles and unusual procedures and relationships of the FA. **Pre-Requisite: ACCO 307-O**

ACCO 320-O Federal Income Tax I

3 Credits

This course covers a study of the history and objectives of the federal income tax system. It also includes the basic concepts of federal tax, the various types of federal income tax returns, accounting periods, accounting methods, income computation, and method of filling tax returns. **Pre-Requisites: ACCO 112-O**

ACCO 330-O Corporate Accounting Government

3 Credits

This integrative course teaches students how financial statements and related disclosures assist in good governance and accountability processes by providing relevant and reliable accounting signals of managerial performance. **Pre-Requisite: ACCO 302-O**

ACCO 340-O EDP Auditing

3 Credits

This course will provide the elements needed to effectively gauge the adequacy and effectiveness of information systems controls. **Pre-Requisite: ACCO 307-O**

ACCO 391-O Cost Accounting II

3 Credits

This course will take the initial Cost Accounting course to the next level through the performing of advanced cost accounting evaluations such as an ABC-based product and customer profitability analysis, factory and corporate overhead allocations and variances analysis to identify the true cause of less than optimal performance. **Pre-Requisite: ACCO 303-O**

ACCO 395-O Managerial Accounting I

3 Credits

This course emphasizes the study of accounting foundations geared at providing an expanded vision of financial and managerial accounting. In the first part of the course, students will be exposed to the concepts and basic principles of accounting procedures, principal accounts and ledgers, and financial statements. In the second part of the course, students will use the basic knowledge of the accounting practices and techniques used in businesses in general. **Pre-Requisite: ACCO 112-O**

ACCO 396-O Managerial Accounting II

3 Credits

This course covers the second part of ACCO 395-O. Provides students with methods to report managerial

information to internal users of the firm. Budgeting, standard cost systems, reporting and analyzing performance, management control systems, flexible budget systems, variance analysis are among the contents covered. The student taking this course will acquire a basic understanding of the most commonly used methods for using information from the firm's accounting and information systems to assist in making important managerial decisions. **Pre-Requisite: ACCO 395-O**

ACCO 453-O Accounting Project

3 Credits

This is an accounting application integrative field experience. Students will synthesize and apply the acquired knowledge according to the perspectives of the accounting discipline in simulated situations and according to the practice in different scenarios. Financial decisions will be examined according to an integrated perspectives related to the specialization courses. The course could be done as a research seminar, series of workshops, individual or group project, or as an action research. **Pre-Requisites: ACCO 301-O, ACCO 302-O, ACCO 303-O, ACCO 304-O, and 3 specialization courses**

ACCO 500-O Financial Accounting

3 Credits

This course focuses on the study of the foundations of financial accounting geared to provide a broad view, including the forms of business organization, the typical accounting cycle within them, the analysis of financial statements, and the management of different financial instruments. **Pre-Requisite: NONE**

ACCO 501-O Managerial Accounting

3 Credits

This course emphasizes the study of managerial accounting within a framework of planning, control and decision-making. It includes topics such as cost-volume-profit relationship, capital investments, with a special interest in budget formulation and implementation. **Pre-Requisite: ACCO 500-O**

BIOL 103-O Biology for Health Sciences

3 Credits

Biology compendium which includes fundamental concepts of the cell, genetics, and the introduction to Anatomy and Physiology. **Pre-Requisite: None**

BIOL 300-O Microbiology

3 Credits

The course of Microbiology for Health Sciences Students offers an overview of the world of microorganisms and the techniques to study them and focus on the relationship of microorganisms with human beings from the medical perspective. Course topics include the discussion of the basic features of microorganism (e.g. fungi, algae, bacteria and viruses) and the fundamental concepts of microbiology such as: Bacteriology, Mycology, Virology, Parasitology and Immunology. The course emphasizes on pathogenic microorganisms and diagnosis of infectious disorders. Also ethical issues are discussed and analyzed regarding the management, manipulation of microorganisms and the application of modern techniques to study them and health consequences.

Pre-Requisites: BIOL 303-O, BIOL 303-OL, Co-Req BIOL 300-OL

BIOL 303-O Human Biology I

3 Credits

The course integrates the study of the structure of the human organism, its development and histology, with the function of organs and systems. Also, issues related to health are discussed. Study of the cellular concepts, histological structures, and of osteoarticular, muscle and nerve systems, emphasizing the value of life, human dignity, respect, integrity, justice and responsibility of every human being. **Pre-Requisites:** BIOL 103-O, Co-Req BIOL 303-OL

BIOL 303-OL Human Biology Laboratory I

1 Credit

The laboratory experiments were design to enable students to learn human anatomy and physiology in a whole manner. Each laboratory experience and other activities were chosen to encourage students to think for themselves, take initiative and be responsible in their work. Focus in the ethics principles involved in the study of human biology. **Pre-Requisites:** BIOL 103-O, Co-Req BIOL 303-O

BIOL 304-O Human Biology II

3 Credits

The course integrates the study of the structure of the human organism, its development and histology, with the function of organs and systems. Also, issues related to health are discussed. Emphasis in sensorial organs and endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproduction system; emphasizing

the value of life human dignity, respect, integrity, justice and responsibility of every human being. **Pre-Requisites:** BIOL 303-O, BIOL 303-OL, Co-Req BIOL 304-OL

BIOL 304-OL Human Biology Laboratory II

1 Credit

The laboratory experiments were design to enable students to learn human anatomy and physiology in a whole manner. Each laboratory experience and other activities were chosen to encourage students to think for themselves, take initiative and be responsible in their work. Focus in the ethics principles involved in the study of human biology. **Pre-Requisites:** BIOL 303-O, BIOL 303-OL, Co-Req BIOL 304-O

COHE 201-O Healthcare Systems, Policy, & Politics

3 Credits

In this course, students study U.S. health care systems, health policies, health reforms and implications to infrastructure and in the delivery of health care services. Emphasis is placed on the Affordable Care Act, access to health care; health advocacy, and child health policy.

Pre-Requisite: None

COHE 202-O Health Law and Ethics

3 Credits

This course explores ethical and legal issues in health care and emphasizes frameworks for conducting ethical analysis (on what basis can you say that a course of action is or is not ethical), the analysis of ethical dilemmas (how do you think about situations in which different ethical precepts collide), and how to deal on a day-to-day basis with the practical issues of ethical behavior. Students will explore compliance, confidentiality, and best practices in health care services; HIPAA and protected health information (PHI); an introduction to electronic medical records, and reporting child abuse and human trafficking.

Pre-Requisite: None

COHE 203-O Introduction to Public & Community Health

3 Credits

This course covers the foundations of public health and education, including factors associated to health and disease. Emphasis includes , the current technical issues and practical obstacles facing community health practitioners and policymakers; surveillance systems and their contribution to disease control; the continuum of individual and community health prevention to intervention in controlling disease, and the role and interactions of biological, psychological, social, and

systems factors that affect public health. **Pre-Requisite:** **COHE 201-O**

COHE 204-O Infectious Disease Epidemiology & Prevention

3 Credits

In this course, students will explore infectious disease epidemiology and its relation to health prevention for control and eradication of diseases from a public health framework. Emphasis is on terminology and application of epidemiology and demography; sources and usage of population data; types of epidemiologic studies; risk assessment; sources of bias in population studies; screening; classification of disease; methods of disease control; outbreak investigation; immunization, and reportable diseases. **Pre-Requisites:** **COHE 201-O, COHE 203-O, MATH 111-O, BIOL 103-O, BIOL 303-O, BIOL 303-OL, HESC 201-O**

COHE 205-O Health Disparities

3 Credits

This course explores health care disparities and related topics such as minority health; access to health services; health disparities research; strategies for Hispanic health engagement and empowerment; community-based participatory research; educational efforts and health equity, and methods for benchmarking progress in minority health. **Pre-Requisites:** **COHE 201-O, COHE 203-O, HESC 201-O**

COHE 206-O Community Health Work, Education, & Communications

3 Credits

In this course, students will review major health education campaigns and develop professional health education skills and frameworks for addressing community assets; patient referrals and resources; community health advocacy; health communication barriers with Hispanic clients; adolescent health programs; best practices for talking with children and teens about health and sexuality; work with children and families with special needs; community outreach; communication techniques; social marketing, and culturally sensitive health issues. **Pre-Requisites:** **COHE 201-O, COHE 202-O, COHE 203-O**

COHE 207-O Community Health Education

3 Credits

This course introduces students to public health and education theories that are applied in health promotion activities, including culturally relevant techniques and

strategies. Emphasis is placed on education design; effective health communications; identification and evaluation of local, state, and national resources; community health field methods such as group facilitation; organizing and conducting peer-to-peer dialogues and Spanish language "Platicas"; computer applications in health education, and Hispanic health literacy and strategies for behavioral change at group and community level. **Pre-Requisites:** **COHE 201-O, COHE 202-O, COHE 203-O, COHE 205-O**

COHE 301-O Community Health Leadership

3 Credits

This course will prepare students for the management and communication challenges of the health education workplace and development of future leadership styles. Emphasis includes creative problem solving; emotional intelligence; diversity; customer service; negotiation; interpersonal communication; conflict resolution; leadership, and Influence. **Pre-Requisite:** **None**

COHE 302-O Behavioral Health Education

3 Credits

This course is designed to introduce students to behavioral health as a foundation for program work and development. Emphasis spans mental health; depression, substance abuse, including drugs, alcohol, and tobacco; the role of culture and mental health; relapse prevention programs; domestic and other types of violence; mandatory domestic violence reporting; psychosocial, environmental, and biological influences on violent behaviors; youth gangs and intervention programs; interactions among drugs, alcohol, and violence; family violence; violence prevention and intervention strategies; infant and early childhood mental health issues, and human stress management. **Pre-Requisites:** **COHE 203-O, COHE 205-O, COHE 206-O, COHE 207-O, PSYC 123-O**

COHE 303-O Trauma & Psychological Perspectives

4 Credits

In this course, students examine the fundamentals of trauma and psychological perspectives in the field of public health, health education and wellness promotion. Emphasis is placed on epidemiology; Post-Traumatic Stress Disorder (PTSD) and other anxiety disorders; emotional and psychological trauma; eating disorders; Dissociative Disorders (DD), as well as the interrelationship between culture and victims of violence. **Pre-Requisites:** **COHE 203-O, COHE 205-O, COHE 206-O, COHE 302-O, PSYC 123-O**

COHE 304-O Instructional Methods & Culturally Competent Community Health Work

3 Credits

This course will offer students an overview of different types of instructional methods and cultural values, beliefs, and issues that enhance and affect diverse group communications. Emphasis is placed on culturally competent client-centered health education communications; assessment of needs, assets, and available resources for effective interventions and health program design; the relationship that culture plays in the health and wellness of individuals and the community in which they live; fundamentals for developing linguistically and culturally relevant health education and prevention information and programs, and identification and evaluation of Internet resources that intersect with culture and health. **Pre-Requisites:** COHE 203-O, COHE 205-O, COHE 206-O, COHE 207-O

COHE 305-O Assessment, Planning, and Evaluation of Health Programs

3 Credits

In this course, students are exposed to the substantive and procedural aspects of assessment, planning, and evaluation for health program management. Emphasis is placed on community needs assessment; barriers, beliefs, and values impacting health programs in Hispanic populations; development, coordination, and evaluation of health programs; collection and analysis of data for research, reporting, and continuous learning; PDCA; adaptation of health education programs for Hispanic Populations, and evaluation of program outcomes in minority communities. **Pre-Requisites:** COHE 203-O, COHE 206-O, COHE 207-O, COHE 304-O, HESC 201-O

COHE 306-O Human Sexuality & Reproductive Health

4 Credits

In this course, students explore the biological, psychological and sociological aspects of human sexuality and reproductive health. Emphasis includes differentiating the structures and functions of the human reproductive systems; masturbation; sexual orientation; pregnancy and prenatal care; lactation; voluntary motherhood; effective patient-centered contraceptive counseling; contraceptive methods and evidence-based effectiveness; patient informed choice, consent, and birth control; best practices for counseling teens and adults on LARCs (Long-acting, reversible contraceptives); abortion;

STD/HIV prevention strategies; AIDS, and the value of cultural competency in sexual health programs. **Pre-Requisites:** COH 201-O, COHE 203-O, COHE 204-O, BIOL 103-O, BIOL 303-O, BIOL 303-OL, PSYC 123-O

COHE 401-O Health Promotion and Disease Prevention I

3 Credits

This course exposes students to the contributions of behavior to major causes of morbidity and mortality; the relationship between culture and health behaviors; epidemiology of obesity; environmental, social, and motivational barriers to physical activity; behavior and education strategies for nutrition and fitness; assessment and evaluation of school wellness programs and policies; family health behaviors and education; cancer prevention; injury prevention, and oral health. **Pre-Requisites:** COHE 203-O, COHE 204-O, COHE 205-O, COHE 206-O, COHE 207-O, COHE 301-O, COHE 302-O, COHE 303-O, COHE 304-O, COHE 305-O, COHE 306-O

COHE 402-O Health Promotion and Disease Prevention II

3 Credits

This course focuses on expanding skills in health promotion and disease prevention. Emphasis is placed on epidemiology of chronic disease; chronic disease prevention and behavioral management of chronic illness; the role of culture and treatment, adherence, and adaptation; heart disease; hypertension; diabetes; arthritis, and respiratory diseases. **Pre-Requisite:** COHE 401-O

COHE 403-O Community Health Research Design

3 Credits

Community health professionals require a sophisticated understanding of research design in public health. The Community Health Research Design course is focused on integration knowledge through the development of an individual student research project proposal spanning design, data collection, analysis, and reporting components. **Pre-Requisite:** COHE-402-O

COHE 404-O Field Experience - Community Health Services

6 Credits

In this integrative field course, students will apply a research design to a community health professional experience within a community agency such as a health services agency, a nonprofit agency, or a health care

setting, concluding with a community health research report. **Pre-Requisite: COHE 403-O**

COHE 405-O Certified Health Education Specialist (CHES) Certification Preparation
3 Credits

The Certified Health Education Specialist Certification Preparation course offers students a general review the NCHEC Framework: Seven Areas of Responsibility to guide them in preparing for the CHES certification examination. **Pre-Requisite: COHE 403-O**

CHEM 224-O Fundamentals of General Chemistry
3 Credits

The course is a study of the principles of General Chemistry, designed for students of health related professions. It includes topics about measurement systems, matter and energy, chemical reactions, atomic and molecular structure, chemical bonds, radioactivity, stoichiometry, solutions, liquid and gas states, chemical equilibrium, chemical kinetics, acids, and bases. **Pre-Requisite: Co-Req CHEM 224-OL**

CHEM 224-OL Fundamentals of General Chemistry Laboratory
1 Credits

The knowledge of this course contribute to that the student interprets and verifies the main definitions, laws and theories of the general chemistry (matter, properties of matter, elements and compounds, chemical reactions, solutions, acids and bases, and radiations) and in its practical application. Also to dominate the main experimental techniques and the works with the measuring instruments and to develop experimental skills that allows him to acquire new knowledge. **Co-Requisite: CHEM 224-O**

COIS 102-O Logical Concepts and Problem Solving
3 Credits

This course is a practical and theoretical introduction to basic programming principles. It includes development of logic, as well as the use of flow charts, structured flow charts and pseudo codes. Students will become familiar with editing and compiling programs. **Pre-Requisite: COMP 110-O**

COIS 240-O Object Oriented Programming
3 Credits

This course is a study of the fundamental concepts and principles of the programming language C++. The course

emphasizes on an individualized style of modular programming, using object programming. It also promotes the use of extensions coding, modules and applications for the development competitive skills for today's employment market. This is an 8 week course. Requires computer laboratory. **Pre-Requisite: COIS 110-O**

COIS 250-O Systems Analysis and Design
3 Credits

This course covers the study of the systems development cycle, with emphasis on the present system documentation, using the classic tools and techniques as well as the structured ones. It includes the use of these resources for describing the processes, the data flow, data structures, forms design for data gathering, and reports. It also discusses data gathering activities and information, progress reports, and the transition from analysis to design. **Pre-Requisite: COIS 102-O**

COIS 360-O Telecommunications and Computer Network
3 Credits

This is a course in telecommunications and computer networks, designed for individuals in the field of computerized information systems. The historical development, the concepts, terminology, and modern products related to computer networks are described. The criterion for planning, acquisition and installation of computer networks is emphasized. It also includes the study of protocols, software, topologies, and products available. Strategies of centralized and distributed processing are compared. This course requires computer laboratory. **Pre-Requisite: COMP 110-O**

COIS 420-O Introduction to Databases and SQL Programming
3 Credits

This is an introductory course on database program development emphasizing loading, editing, and accessing the database. Topics discussed include applications of data structure, index and directory organization of files, hierarchical, and relational models. Requires computer laboratory. **Pre-Requisite: COIS 240-O, COIS 250-O**

COIS 421-O SQL Advance Programming
3 Credits

Specialty elective course designed to provide a working introduction to PL/SQL programming within the Oracle RDBMS environment. The course begins with basic relational database concepts, the SQL query language,

PL/SQL language fundamentals of block program structure, variables, cursors, and exceptions, object creation, including indexes, tables, triggers, and stored procedures, Oracle Forms, Oracle-supplied packages, SQL*Loader, SQL developer, dynamic SQL, and object technology. Students will work with real-life projects. Requires laboratory. **Pre-Requisite: None**

COIS 422-O Database Applications Development

3 Credits

Specialty elective course, which will provide the student the necessary skills to design and create interactive applications through a graphical user interface in an information system complemented by relational database systems. The use of multiple strategies to support the managerial decision-making within the company or business will be emphasized using complex reports, charts, complex forms and queries. The course will be complemented with real world scenarios applications in which the student will be able to design, develop and implement an application using a graphical user interface that uses all database objects. The course requires laboratory. **Pre-Requisite: None**

COIS 423-O Database Administration

3 Credits

Students will study and practice program development techniques related to a database management system. Emphasis will be given to functions such as: table files, append from, copy to, sort, report generator, queries, and many others. Object-linking embedding (OLE) and dynamic data exchange (DDE) are included as essential parts of the course in terms of knowledge integration with topics presented in other courses. Requires laboratory. **Pre-Requisite: None**

COIS 432-O Computer Network Design

3 Credits

This is a specialized course oriented to local area network design. In this course the student will be able to learn the necessary methodologies for the design of computer-based networks using wire, wireless and optical media. They will learn to use application software in a simulation environment to prevent errors and time loss before the computer network installation. This environment will provide the students a knowledge base for diagnosing and anticipating problems that increase the costs and production loss in the business. **Pre-Requisite: COIS 360-O**

COIS 433-O Wireless Local Area Network

3 Credits

This course describes the technologies involved in all aspects of a local area network and how the personal devices can interact and communicate with each other. Using a practical approach, the students will learn how a wireless device communicates with a wireless network using protocols and a wireless LAN access point. They will learn how to design, install and troubleshoot a wireless LAN network on a safe-based environment applying device security management. **Pre-Requisite: COIS 360-O**

COIS 434-O Application Development for Mobile Devices

3 Credits

In this course the students initiate in a mobile computing environment. The student will be able to develop tools and applications that access data and information from any device in a network while on the move. The course provides detailed skills for delivering true mobile computing on both the service creation and device fronts. It provides students a guide through the complex web of acronyms and standards that wireless data runs on. The student learns how to detect and diagnose security issues and new emerging technologies. **Pre-Requisite: COIS 360-O**

COIS 435-O Computer Networks Administration and Data Communications

3 Credits

This course concentrates on the fundamental elements for the management of computer networks and data communication. The course emphasizes skills development for the design and management of modern communication networks, using digital technology. It also utilizes the ideal platforms for data transfer and telecommunications, oriented to the client-server services and to the management of applications for the information highway. **Pre-Requisite: None**

COIS 450-O Information Systems Development Project

3 Credits

This course covers the application of concepts, principles and practices of systems development, and programming techniques in the development of an information system. Project management methodology, scheduling, task control, formal presentations, and group dynamics are used to solve system design problems. Required files are designed and a program to implement the system is

developed. This is an 8 week course. Requires computer laboratory. **Pre-Requisites: All courses**

COMM 510-O Contemporary Theories of Communication

3 Credits

Study of concepts, models and communication epistemology and the history of the theories of communication as foundations of contemporary communication. Application of contemporary paradigms of theories of communication to the communication disciplines. Study of the principal theories of communication in organizations and analysis of applications of the theories studied in multimedia journalism and/or public relations. **Pre-Requisite: None**

COMM 511-O Development and Management of Media Enterprises

3 Credits

The course provides students with the theoretical frameworks on management of mass media; organization and behavior of firms (newspapers, magazines, radio, television, film, music); industry analysis and market structure, and business challenges presented by the Internet and media convergence.

COMM 512-O Legal and Ethics Aspects of Communications

3 Credits

The course addresses the relationship between law, ethics and communications in the context of the Information Society. The course presents the theory about information rights, intellectual property and communication rights.

COMM 515-O Research Methods in Communication

3 Credits

Study of scientific knowledge and research and its applications to communication sciences. Analysis and application of different types of communication research. Development of the theoretical framework for communication research. Study of the quantitative and qualitative communication research, and the design and implementation of these techniques. Analysis of the concepts of universe, reliability and representativeness of the samples. Application of different methodologies to conduct communications research. Design of communication research projects, principally in multimedia journalism and public relations.

COMM 517-O Communications and New Media

3 Credits

Study of the concepts of globalization, the information society and that of the postindustrial society as the social context of the new media. Study of the INTERNET as a communications new media and of postmodernism as the cultural logic of the information society, its postindustrial expression, globalization and the new media. Presentation of the history of the society of information and the turn of the XX Century as the catalytic of the new media and its cultural and social logics.

COMM 520-O Advanced Writing for the Media

3 Credits

The course studies the particularities of traditional and new media and its impact on writing for the media. The new demands in the digital era are also explored. The course studies the structures for news, press releases, speeches and messages for social networking. It also discusses the changes in the distribution and consumption of these products by the audience.

COMM 540-O Journalism and Globalization

3 Credits

This course provides graduate students with the knowledge and appropriate skills to work as journalists in a globalized world. Explore this profession in global context; analyze the impact of the digital era in news and the distribution for domestic and international audiences.

Pre-Requisite: COMM 510-O

COMM 541-O Fundamentals of Multimedia Journalism

3 Credits

The course studies the main theories about the origins of multimedia journalism, concepts and current purposes. Also studies practical concepts of multimedia journalism; converge of text and audiovisual in cyber platforms; the essential elements of ethics and law; the evolution of journalism; and the different journalistic genres applied to multimedia. **Pre-Requisites: COMM 510-O, COMM 520-O**

COMM 542-O Journalistic Writing for Multimedia

3 Credits

This course provides students with the skills to write with fluency, conciseness and coherence that require multimedia. Also studies research concepts for multimedia, development of contacts and sources, and

the techniques for the emerging social media. **Pre-Requisite: COMM 510-O**

COMM 543-O Journalism and Public Affairs

3 Credits

This course studies the media coverage of public policies of the government of Maryland, and the United States government. Also studies the Constitutions of both countries and their political and democratic development. Explore the current challenges for the reporter who covers government sources.

COMM 544-O Environment, Conflict and Crisis News

3 Credits

The course studies the practical concepts for media coverage of crisis, such as environmental disasters, strikes, war, terrorism, conflict and similar situations. Also studies the ways in which journalists should report this type of news with responsibility and ethics; the limitations and security measures.

COMM 545-O Investigative Journalism for Multimedia

3 Credits

The course studies the theoretical and practical concepts of investigative journalism and its history and evolution in the digital world. Studies this journalistic genre in traditional media and multimedia; and the skills required for the performance of this product. **Pre-Requisites: COMM 510-O, COMM 515-O, COMM 520-O**

COMM 550-O Project

3 Credits

In the course, students will conduct a research project according to their specialty area (Multimedia Journalism or Public Relations), integrating the knowledge, abilities and skills acquired at the University during his graduate studies. **Pre-Requisites: All Courses**

COMP 110-O 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 computer laboratory experiences and practice in the use of the Internet. **Pre-Requisite: None**

CRJU 500-O Foundations, Practice and Changes in the Administration of the Criminal Justice System

3 Credits

This course has been designed to familiarize the student with the theoretical, judicial, and practical notions that permeate the administrative process in the Criminal Justice System of Maryland. The course provides the student with the necessary knowledge to analyze and resolve varied and complex problematic situations in criminal justice. **Pre-Requisite: MSPA 500-O**

CRJU 505-O Fundamental Principles of Law

3 Credits

The course will cover the constitutional rights with emphasis on civil rights, penal law, criminal procedure and the evidentiary proceedings in Maryland. It will also study the sources of law, the United States and Maryland Constitutions, as well as judicial decisions and legal cases.

Pre-Requisite: None

CRJU 510-O Law and Society

3 Credits

This course covers the relationships between rights and society; focusing on the theoretical vision and investigative approach to the legal system. The course encompasses legislative procedural and substantive aspects, as well as the influence of social factors in the legal development of society while analyzing the relationship between law and social change. **Pre-Requisite: None**

CRJU 520-O Philosophy of Punishment

3 Credits

This course is a study of the significance of punishment according to present day. Theories over the origin of punishment, cultural relativity, and the debate of philosophy versus punishment are addressed. The course will study the different historical arguments that defend or negate punishment from the point of view of retribution, dissuading, social protection and rehabilitation, among others, and the alternative to different methods of punishment. This course also covers the study of sentences and intermediary sanctions as well as probation periods as stipulated in Maryland Law. **Pre-Requisite: MSPA 500-O**

CRJU 540-O The Police and Judicial Changes

3 Credits

This course is a study of the dynamics that involves the function of policies that will be impacted by the changes that occur from the legislative level and the subsequent judicial interpretation. Analysis of the effect that the aforementioned will have on the criminal investigation is studied. The form in which the rights of persons who commit crimes are affected is a focus of the course. **Pre-Requisite: None**

CRJU 565-O Seminar: Program Design and Evaluation in the Criminal Justice System

3 Credits

This course is designed to familiarize the student with various aspects of programming and administrative evaluation in the criminal justice system. Theoretical knowledge and analytical problem investigation related with the programming and the evaluation of the Criminal Justice System is integrated. Design and study of evaluation tools of police programs, correctional and criminal justice administration is also integrated. Study, analysis, and management of strategies for the operation of objectives, decision-making, and problem solving are emphasized. **Pre-Requisite: MSPA 530-O**

CRJU 575-O Rehabilitation and Delinquent Treatment Programs

3 Credits

This course is a seminar that analyzes the philosophy of correctional and public policy emphasizing the rehabilitation of the delinquents and the constitutional dispositions and the law. The course examines different programs of treatment and rehabilitation that are offered in the correctional institutions that comply with the correctional public policy. Furthermore, the seminar will evaluate the models that are implemented in the United States and other jurisdictions to include the following: expectations, findings and developmental scientific foundations such as tendencies and reform. Encourage the participation of persons associated with the correctional system, including ex-convicts and convicts, ex-employees and current employees in addition to experts in the correctional field through guest speakers, seminars, symposiums and conferences. **Pre-Requisite: CRJU 500-O**

CRJU 600-O Seminar: Crime, Victims and Society

3 Credits

This is a seminar that focuses on the analysis of the responsibility of the state with its obligation to protect the life and property of its citizens. It focuses on the study of the possibility that the state will compensate, although partially, a victim of a crime, for damages suffered as a result of such criminal act. The study of the restitution doctrine, as part of sentencing and as an alternative and rehabilitative technique is integrated. Comparative analysis of the efforts in other jurisdictions in respect to the aforementioned is integrated in the course. **Pre-Requisite: CRJU 500-O**

CRJU 630-O Organizations and Administrative Techniques of the Police System

3 Credits

This course concentrates on the study of the principles of organization and administration of the law enforcement institutions in Maryland. Emphasis will be given to the organizational theory, techniques in the administrative proceedings, administrative programming, and police supervision. Analysis on the areas of alternative objectives, strategies, programs, institutional focus, roles, perspectives, and interagency relationships is incorporated in the course. **Pre-Requisite: None**

CRJU 635-O Mental Health and the Law

3 Credits

This course will provide a critical analysis of the association between the criminal justice system and mental health. It is based on current Maryland legal standards and its application in the administrative processes of justice. It will then proceed to the analysis of the scientific theory utilized in the investigation of human behavior and the development of psychopathology. The student will develop a project in which he or she will implement the acquired knowledge in the course. **Pre-Requisites: MSPA 520-O, CRJU 500-O**

CRJU 640-O Addiction: Legal and Psycho-Social Aspects

3 Credits

This course focuses on a profound exposition discussing the medical legal aspects of narcotic addiction and alcohol abuse. Analysis of the legal structure regarding state and federal laws in reference to narcotics and alcohol use and abuse from a civil and criminal point of view is integrated. The study of corresponding legislation and its different treatment and prevention programs that our system

offers, such as intervention programs and judicial processes is studied. **Pre-Requisite: CRJU 500-O**

CRJU 645-O Comparative Correctional Systems

3 Credits

This course offers a comparative study of the correctional systems in Europe, United States, Canada, Latin America and Japan. The study will be conducted from the perspectives of historical development, administrative organization, correctional, philosophy, human resources, and treatment and rehabilitation programs for inmates. It will also consider the administrative and judicial mechanism to protect the rights of inmates as well as post-prison assistance. Trends and prison reforms in each country will also be reviewed. **Pre-Requisite: None**

CRJU 650-O Special Laws in Criminal Justice Administration

3 Credits

This course analyzes the special laws that regulate our legal conduct, including the basis for their creation, enforcement techniques, and jurisprudence. Students will discuss laws dealing with weapons, confiscations, explosives, controlled substances, elections, transit vehicles, and mortgage institutions, among others. **Pre-Requisite: CRJU 500-O**

CRJU 715-O Seminar: Special Situations in the Administration of Correctional Programs

3 Credits

The course will analyze the correctional scenario from different perspectives, including the psychosocial, ecology, legal and disciplinary perspectives. The course will examine the prison subculture and how it is formed and manifested. The course will study its effects on its resources and correctional personnel that produce unique social scenarios. Analysis of terms, situations, controversies and particular problems of said scenario; evaluation of scientific findings, program dynamics such as political decision or legislation with an impact in respect towards the correctional system will be integrated. Examination of the different factors that perpetuate the positive development of programs as well as those that prevent them will be included. The course will stimulate participation of persons related to the correctional system including ex-convicts and convicts, ex-employees and current employees in addition to experts in the correctional field through guest speakers, seminars, symposiums and conferences. **Pre-Requisites: MSPA 510-O and 24 credits**

CRJU 730-O Criminality, Crime Control and Criminal Justice

3 Credits

The course focuses on a critical analysis of criminality from a sociological perspective. Particular emphasis is placed on the relation of public policy, criminal justice administration: decision-making, program implementation, and evaluation of police participation. Students discuss different strategies and models to reduce crime as well as the new tendencies towards privatization of criminal justice services. **Pre-Requisite: None**

ECON 121-O Introduction to Economics:

Microeconomics

3 Credits

This course will present the study of economics from a practical viewpoint so the student will be able to make knowledgeable and informed business decisions. Some of the aspects to be covered are: the definition of economics, supply and demand theory, price equilibrium, and elasticity of demand, application to market analysis, market structures, definitions, and its effect on consumers. **Pre-Requisite: None**

ECON 122-O Introduction to Economics: Macroeconomics

3 Credits

This course will present the study of economics from a practical viewpoint so the student will be able to make knowledgeable and informed business decisions. Some of the aspects to be covered are introduction to macroeconomics aggregate supply and demand, limitations of national income accounting, classic supply and demand theory, banking and money supply, federal budget and public policy, and its application to market analysis. **Pre-Requisite: ECON 121-O**

ECON 123-O Economics Principles & Problems (Compendium)

3 Credits

The course covers economic theories, value and price, distribution, protection and the role of government in the economy. **Pre-Requisite: SOSC 111-O**

ECON 519-O Managerial Economics

3 Credits

The course centers on the application of microeconomic theory and the tools of analysis of decision sciences to achieve efficient solution in an organization. It includes

fundamental topics such as demand theory, production and cost theory, and market structure. **Pre-Requisite: STAT 555-O o equivalent**

EDUC 106-O Introduction to Education

3 Credits

This course will introduce concepts related to education while each student explores his/her commitment to teaching as a career, and his/her strengths and weakness.

Pre-Requisite: None

EDUC 123-O Creative Expression in Children

3 Credits

This course covers a study of the methods, materials and techniques used in developing basic skills in music, art, and drama in young children. Processes used to initiate singing, basic rhythms use of simple instruments, arts, and crafts materials, use of puppets, improvisation and dramatization according to child's age development and maturity from Kindergarten to sixth grade will be practiced. **Pre-Requisite: EDUC 171-O**

EDUC 135-O Philosophical, Sociological and Psychological Foundations in Education

3 Credits

This course covers a study of the sociological and philosophical principles that contribute to human behavior and their application to the learning process. The relation between the socio-cultural environment and its relationship with the educational process will be examined. The socio-cultural effect on the development of the individual will be analyzed. Different schools of educational philosophy to be studied are Idealism, Realism, Thomism, Essentialism, Progressivism, Perennialism. **Pre-Requisite: None**

EDUC 171-O Human Growth and Development

3 Credits

This course studies the scientific facts that describe growth and development from birth through adolescence and their implications for the teacher and the school and classroom practice. Changes that occur in human beings from the moment of conception and throughout the different stages of life such as prenatal, infancy, childhood, adolescence and adulthood are studied from the physical, psychomotor, social, psychological and moral viewpoints are studied. Ten hours of classroom observations is part of the requirements. The student will complete 15 hours of clinical field experiences and classroom practice. **Pre-Requisite: None**

EDUC 173-O Educational Psychology

3 Credits

This course offers a wide overview of concepts related to learning and intelligence and their relation with human development. Topics discussed are psychometric techniques, styles and theories of learning, emotional development, moral development, and ethical conduct as well as the development of personality, mental, and physical health. **Pre-Requisite: EDUC 171-O**

EDUC 202-O Technology and Materials for Teaching and Learning

3 Credits

This course combines graphic and instructional media processes for education and training purposes. It covers a survey of classroom instructional materials and uses of instructional media. It also includes techniques for integrating media into instructional practices as required in Maryland. **Pre-Requisite: EDUC 214-O**

EDUC 206-O Methodology for Teaching Reading and Writing in English to Spanish Speakers I

3 Credits

A study of the theory and practice of essential aspects in the teaching of English reading and writing to Spanish speaking students in grades kindergarten to third. The course examines the similarities and differences of teaching reading and writing in the native language and in English. The course focuses on different research-based methods to teach reading and writing in English to Spanish speaking students. Special attention is given to understanding the impact of the five crucial components for effective reading in English: Phonemic Awareness, Phonics, Reading Fluency (to include Oral Reading), Vocabulary Development, and Reading Comprehension. The course addresses proven second language acquisition reading and writing practices and strategies that support transferability of skills from the native language to the English language by using cognates, transfer strategies, diagnosis of readiness skills, and correction of reading difficulties. **Pre-Requisite: None**

EDUC 207-O Methodology for Teaching, Reading and Writing in English to Spanish Speakers II

3 Credits

This course focuses on the study and analysis of the theory and practice used in the teaching of writing in Spanish and in English in grades kindergarten to third. The development of research-based teaching techniques and strategies used to teach the English writing process to

young Spanish speaking children are emphasized. The effective use of the Six Traits for Effective Writing is studied: Idea Development, Text Organization, Voice, Word Choice, Sentence Fluency, and Conventions (grammar, punctuation, spelling) Special attention is given to the diagnosis and alternative corrective methods of English writing difficulties Spanish speaking students confront in school. **Pre-Requisite: EDUC 206-O**

EDUC 213-O Curriculum and Teaching Mathematics and Sciences in Elementary School

3 Credits

Students will study and analyze the science and mathematics curriculum and its application in elementary education. Curriculum design for science and mathematics and its relationship to the growth and development of children in elementary school will be examined. The use of the computer as a learning tool is explored and emphasized. The course stresses the study of the Common Core Standards for Science and Mathematics Programs as required by the National and the State Department of Education. **Pre-Requisites: MATH 111-O, MATH 112-O, SCIE 111-O, SCIE 112-O**

EDUC 214-O Computers Systems in Education

3 Credits

This course introduces general concepts on the structure of computers, their impact on modern society, and their integration to the educational process. The course provides computer laboratory experiences in which the student will practice acquired knowledge in diverse situations related to teaching. The student will learn the use of computers as teaching and learning tools and will integrate the use of other emerging technology to their learning experience in the classroom. The student will complete 15 hours of clinical field experiences. **Pre-Requisites: None**

EDUC 215-O Curriculum and Teaching Social Studies in Elementary School

3 Credits

This course introduces students to the content of social studies in elementary school, the competence they must develop, methods, techniques and approaches for teaching social studies as required in Maryland. **Pre-Requisites: HUMA 101-O, HUMA 102-O, EDUC 135-O**

EDUC 216-O Teaching Reading: Diagnosis and Correction of Reading Difficulties

3 Credits

The course concentrates on understanding the reading process, beginning reading instruction, assessment, problem identification and prescription, instruction, and teaching reading across the content areas for primary and intermediate grades as required in Maryland. **Pre-Requisites: EDUC 135-O, EDUC 173-O**

EDUC 217-O Teaching Writing: Diagnosis and Correction of Writing Difficulties

3 Credits

This course includes an analysis of theory and practice of the teaching of writing as mandated in Maryland. It provides the future elementary school grade teacher with the basic techniques needed to teach writing in Maryland schools. Interface between natural development and formal instruction, emphasizing implications for instruction is emphasized. **Pre-Requisites: EDUC 135-O, EDUC 173-O**

EDUC 276-O Classroom Management

3 Credits

This course will discuss, analyze and observe the daily occurrences of an elementary or secondary school classroom with the intention of studying techniques and strategies of classroom management, group control and behavior modification. The subject of violence in the schools and how to prevent or deal with it will be widely discussed. This course integrates school safety, law, and ethics pertaining to classroom management as a primary focus to meet Maryland mandates. Classroom observations and participatory experiences equivalent to ten hours of clinical experiences will be required. The student will complete 15 hours of clinical experiences. This course is strongly recommended as an elective for all secondary school majors. **Pre-Requisites: EDUC 135-O, EDUC 202-O**

EDUC 302-O Principles of Health, Hygiene, and Nutrition

3 Credits

This course emphasizes the areas of health, hygiene and nutrition as they pertain to those subjects important to healthy living and better environments. **Pre-Requisites: EDUC 171-O, EDUC 173-O**

EDUC 322-O Development, Language and Correction of Speech Difficulties

3 Credits

This course offers future teachers the necessary knowledge on the different stages in languages development, rules, methods, theories about language acquisition, and the nature and needs of different communication disorders. **Pre-Requisite: EDUC 173-O**

EDUC 323-O Literature for Children

3 Credits

This course covers the study and analysis of literature in elementary school. It also covers an evaluation of materials and their adaptation to differentiate instruction. It also includes the art of narration and integration of different literary genres in the elementary school curriculum. **Pre-Requisite: EDUC 217-O**

EDUC 333-O Teaching Mathematics in Secondary Schools

3 Credits

This course covers an analysis of the different aspects related to the teaching of mathematics in the secondary school. Methods, materials, curriculum, textbooks, teacher guides, and the Standards of Excellence expected for the teaching of Mathematics in the state of Maryland are examined and analyzed. Fifteen hours of participatory clinical experiences will be required. **Pre-Requisites: TESL 222-O, 15 credits in major courses**

EDUC 355-O Evaluation and Measurement of the Educational Process

3 Credits

This course consists of theory and practice of educational testing and measurement foundations. This course introduces the relationship between goals and evaluation. The course focuses on different goal taxonomies (cognitive, affective, psychomotor), and helps the teacher understand the importance of effective learning that promotes the development of higher thinking processes in learners. It covers the latest evaluation concepts such as: alternatives assessment, criterion-based tests, performance tests, standardized tests, assessment in two languages, and other evaluation concepts. In addition to the traditional concepts of assessment preparation, administration, grading, and interpretation of tests, it also includes a session of basic statistics concepts. The course also includes teacher evaluation procedures needed to prepare the teacher student and emphasizes the use of the computer as an instructional tool. The faculty facilitator will align assignments, activities and research

projects with the degree program for the student. **Pre-Requisites: EDUC 173-O, EDUC 363-O**

EDUC 356-O Foundations of Research in Education

1 Credit

This course integrates academic and professional knowledge obtained throughout the program of study for future elementary education teachers. Innovations in education, methods, techniques, and strategies in elementary education are discussed and analyzed. The Maryland Educator Accomplished Practices are the main focus of this seminar. A review of sociological, philosophical and psychological foundations of education will be included in this course as a preparation for the teacher's certification examination in the state of Maryland. **Pre-Requisites: ALL COURSES**

EDUC 363-O Curriculum Planning and Design

3 Credits

This course prepares the future teacher in understanding the development of curricular theories and their impact to classroom practice. It also includes different types of curricula, organization, instructional models and concepts, curriculum development, and implementation practices are the main focus of the course. **Pre-Requisites: EDUC 173-O, EDUC 135-O**

EDUC 436-O Pedagogical Integration Seminar*

3 Credits

This course integrates academic and professional knowledge obtained throughout the course of study for future teachers. Innovations in education, methods, techniques and strategies are discussed and analyzed. A review of sociological, philosophical and psychological foundations of education will be included in this course as a preparation for the teacher's certification examination in the state of Maryland. **Pre-Requisite: All courses except EDUC 447-O, EDUC 356-O. *Course must be completed with a passing score on the PRAXIS I Test before registering for EDUC 447-O**

EDUC 447-O Practicum

3 Credits

This course involves the clinical experience activity in which the student teacher practices knowledge acquired in education courses in a school setting. The student teacher assumes the responsibility of teaching a group of students in a real school setting as required in Maryland. Students must abide with the minimum required hours set by the state for practicum experiences, which are 12

weeks. The student must refer to the Internship Handbook available from the Academic Director for specific requirements and procedures. **Pre-Requisites: All courses. A passing score on the FL Basic General Knowledge test.**

EDUC 501-O Principles and Development of Curriculum in ESOL

3 Credits

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

EDUC 512-O Innovations and Education in English as a Second Language

3 Credits

This course covers the study and analysis of educational innovations in school administration, and supervision, and in the teaching and learning process. It considers innovations and new educational strategies being implemented in the United States and other countries. Emphasis is also given to those practices being developed in the public and private educational systems in Maryland. **Pre-Requisite: None**

EDUC 550-O Second Language Acquisition

3 Credits

This course covers an analysis of theories related to the process of language development, language learning, language acquisition and the application of classroom practice to impact student achievement. It also includes the study of the influence of language acquisition in learning and literacy to reflect Maryland requirements. **Pre-Requisite: None**

EDUC 551-O Reading Processes in a Second Language Setting

3 Credits

This course includes the study and analysis of current theories on the reading processes in a second language. The different approaches to the teaching of reading and their application to the ESL Classroom will be discussed. Students will also be acquainted with the different skills

involved in the reading process and with various teaching and evaluation strategies that can be used in the ESL classroom strategies on "Teaching the Transfer" approaches from the native language to the English language are the main focus of the course. **Pre-Requisite: EDUC 550-O**

EDUC 553-O ESOL Curriculum and Materials Development

3 Credits

This course includes the review of the relationship between language and related issues in curriculum and instruction for students learning in a second language. Students will investigate recent research studies from a linguistics philosophical and psychological perspective. A thorough review of explanatory curriculum practices and materials available is the main focus of the course. **Pre-Requisite: None**

EDUC 555-O Development of Communication Skills in English

3 Credits

This course will focus on the identification of activities that promote second-language acquisition, emphasizing the active language skills of listening comprehension, speaking and writing. The first part of the course will be dedicated to the discussion of the different acquisition models and their implications and applications in the classroom. The second part of the course will focus on the identification, selection and development of instructional materials and strategies for the teaching of the skills. Some of the areas to be studied will be aural discrimination, attention and recall; vocabulary development, oral production and pronunciation; the mechanics and process of writing. **Pre-Requisite: None**

EDUC 564-O Applied Linguistics for ESOL Teachers

3 Credits

This course focuses on linguistic aspects as they apply to second language acquisition and learning. It also includes the application of phonology, morphology, syntax, semantics and pragmatics of the first and second language. The course focuses on contrasting analysis requirements. **Pre-Requisite: None**

EDUC 566-O Methods of Teaching English as a Second Language

3 Credits

This course examines the various methods for teaching a second language, as well as its principles and foundations

for teaching a second language. It reviews the evaluation, design and adaptation of materials for teaching English as a Second Language. Fundamental to this course is the critical analysis of current research on methods for teaching a second language to impact a second language.

Pre-Requisite: None

EDUC 567-O Cross-Cultural Communication and Understanding

3 Credits

In this course, the sociological and cultural issues that impact the development and implementation of both, curriculum and teaching of students will be examined. Emphasis is given to the examination of the results of research conducted in this area. Best practices to embrace multiculturalism and its role in student achievement are integrated in the course. **Pre-Requisite: None**

EDUC 569-O Testing and Evaluation of ESOL

3 Credits

This course introduces future teachers to second language acquisition and learning classroom- based assessment methodologies to determine proficiency in listening speaking, reading and writing skills. State assessment requirements on integrated in the course. **Pre-Requisite: None**

EDUC 580-O Education Psychology: Human Growth and Development

3 Credits

This course covers the study of theories of human development as seen from different perspectives: biological, social, philosophical, historical, and psychological dimensions. It examines the physical, moral, sexual, social and cognitive development of individuals from conception through the aging process. Human development is analyzed as a continuous process throughout the lifespan, given special attention to the social and cultural contents in which human development occurs. **Pre-Requisite: None**

EDUC 581-O Introduction to Guidance and Counseling Services

3 Credits

This course offers a professional orientation to the counseling field including history, and philosophy, work setting, and roles. It will also introduce the students to theories, approaches and stages of the guidance and counseling process requirements in Maryland. **Pre-Requisite: None**

EDUC 582-O Legal and Ethical Issues in Counseling

3 Credits

This course covers the study of the ethical and legal issues related to the guidance and counseling process. Emphasis is given to legal dispositions related to the services, procedures and the rights of individuals involved in the process. The course also provides the student with knowledge of ethical codes and standards for the counseling profession. **Pre-Requisite: EDUC 581-O**

EDUC 583-O Instruments and Techniques for Diagnosis and Assessment

3 Credits

This course includes the study of instruments and techniques used for assessment, measurement, and evaluation. The purpose, characteristics, types of standardized tests, scale observations, and records will be analyzed. Emphasis is placed on aptitude, achievement, intelligence, and personality tests. **Pre-Requisites: EDUC 581-O, EDUC 582-O**

EDUC 584-O Individual Counseling Techniques

3 Credits

This course includes the study and analysis of the support process of individual counseling. Emphasis on the counseling process stages (establishing the relationship, assessing the problem, goal setting, initiating interventions, termination and follow-up) as a helping system are integrated. It also includes the exposition, study, and discussion of different techniques with emphasis on the cognitive/behavioral and affective areas. **Pre-Requisites: EDUC 580-O, EDUC 581-O, EDUC 582-O, EDUC 583-O**

EDUC 585-O Group Counseling Techniques

3 Credits

This course includes the study and analysis of theories, techniques and procedures used in group guidance and counseling. Discussion of topics such as: purposes and goals of group guidance and counseling, advantages/disadvantages, selection of members, roles, and leadership as well as the different phases of the process constitute the main focus of the course. **Pre-Requisites: EDUC 580-O, EDUC 581-O, EDUC 582-O, EDUC 583-O, EDUC 584-O**

EDUC 586-O Career Counseling

3 Credits

This course studies and analyzes theories and principles of career counseling. The course combines theory and practice applied to career counseling. It includes knowledge and use of different occupational resources such as PROICC, standardized tests (Aptitude, Personality, and Occupational Interests) as well as other resources in a Career Center. **Pre-Requisites:** EDUC 580-O, EDUC 581-O, EDUC 582-O, EDUC 583-O, EDUC 584-O, EDUC 585-O

EDUC 601-O Educational Research Methods

3 Credits

This course is a study of educational research methodologies and theories in ESOL. It places emphasis on practical applications of research findings and teacher conducted research to classroom practice. **Pre-Requisite:** 18 credits from specialization courses.

EDUC 603-O Lecture Seminar

3 Credits

This course is oriented towards the research of literature on a topic related to the student's major. The student submits a written work for the primary purpose of promoting the analysis of a problem based on the review of recent literature and research. Students enrolled in this course have up to one semester to complete the written research application project. If they do not complete course requirements in one semester, they will need to enroll in the continuation of the seminar for 2 credits. **Pre-Requisite:** EDUC 601-O

EDUC 604-O Knowledge Integration Seminar in ESOL

3 Credits

This course has been designed to provide students the opportunity to revise, examine, and critically discussed knowledge integration related with the educational system in the United States of America. Emphasis will be given to the evolution of the educational system during the end of the 20th Century and the beginning of the 21st Century. Challenges and concerns affecting today's educational system and their impact to academic achievement will be the prime focus for classroom discussions. **Pre-Requisites:** All core and specialization courses. **Student must be a graduation candidate.**

EDUC 617-O ESOL Seminar in a School Setting (Internship)

3 Credits

This course focuses on research in educational settings. It is the final clinical internship field experience for students enrolled in the Masters of Education: Teaching of English as a Second Language program. This course requires 12 weeks of internship in a school setting. The student will develop a research project where he/she will apply the theoretical and practical knowledge acquired in the program of study. **Pre-Requisite:** EDUC 600-O and passing score in the PRAXIS I Test.

EDUC 618-O Counseling for Children and Adolescents

3 Credits

This course examines the theories and techniques of counseling children and adolescents in the school community, private practice, or an agency. It includes the study of counseling children and adolescents with special needs, such as emotional and/or behavioral problems, learning disabilities, cultural and/or linguistically diversity, and physical challenges. This course also studies other specific issues, such as the use and abuse of controlled substances, school violence, dropouts, child abuse, self-esteem, grief and loss, and divorce. **Pre-Requisite:** EDUC 645-O

EDUC 630-O Statistics for Educational Research

3 Credits

Identification of the adequate research approach for the solution of pedagogical problems. Emphasis is made in topics related to descriptive and inferential data analysis making emphasis in result's interpretation. Other topics that will be covered include elementary notions of probability, estimation, sampling, hypothesis testing, experts' criteria, and experimental design. **Pre-Requisite:** EDUC 601-O

EDUC 645-O Counseling in Schools

3 Credits

This course is an introduction to the school counseling profession. The course evaluates professional aspects including history, organizational structure, and multicultural standards, legal and Ethical aspects. It explores the School Counseling s profession with emphasis in the cognitive, emotional, affective, academic, and social areas in children and adolescents. **Pre-Requisites:** EDUC 580-O, EDUC 581-O

EDUC 646-O Development and Management of Schools Counseling Programs

3 Credits

This course is designed to introduce students to the philosophy of counseling programs at the school in grades K-12 using the ASCA national model. Students must demonstrate professional knowledge and the skills needed to promote academic excellence, and personal /social development of all K-12 students. Emphasis will be given to the school counseling as critical components of the enterprise, education, planning, accountability, and their assessment. **Pre-Requisite: EDUC 645-O**

EDUC 648-O Practicum in School Guidance and Counseling

3 Credits

This course is a formative experience in school counseling as required by the Council of Accreditation of Counseling and Related Educational Programs (CRACREP). It consists of 240 hours of a practicum experience. The practicum must include direct service hours in individual and group interventions. It focuses on the development of competencies in individual and group counseling in the school interacting with parents, students, and school personnel. **Pre-Requisite: All education courses and a passing score in the FL State Certification Exam.**

EDUC 649-O Counseling in Students Affairs in Higher Education

3 Credits

The purpose of this course is to provide the future counselor information about counseling roles in higher education institutions. Through the study of different theoretical perspectives students will analyze the philosophy and organizational culture of higher education institutions and their impact on counseling programs. Characteristics and profile of traditional and non-traditional students the role of student service offices and the relationship of counseling professional with the institution's mission and goals will also be topics of discussion. **Pre-Requisites: EDUC 580-O, EDUC 581-O**

EDUC 650-O Counseling for Students Development in Higher Education

3 Credits

The purpose of this course is to provide prospective counselors with the strategies needed for the development and well-being of university students. During the course, students will have the opportunity to discuss resources needed for the transition from school to

a higher education institution as well as legal and ethical issues pertaining university students. Topics discussed include cultural diversity, college adaption, students' needs and retention. **Pre-Requisite: EDUC 649-O**

EDUC 651-O Counseling for Prevention in Higher Education: The College Students Experiences

3 Credits

This course includes the study and analysis of concepts related to the prevention and promotion of mental health, use of models of prevention and risk factors and protection for the creation of prevention programs within the campus. Also includes the prevention strategies and science based prevention services, also the strategic plan and the Prevention program evaluation. **Pre-Requisite: EDUC 649-O**

EDUC 652-O Practicum in Counseling in Students Affairs in Higher Education

3 Credits

This course is a formative experience in student's affair counseling as required by the Council of Accreditation of Counseling and Related Educational Programs (CRACREP) for a 100 hours practicum experience. The practicum must include a direct service hours in individual and group interventions. It focuses on the development of competencies in individual and group counseling in higher education institution interacting with faculty, students and student service personnel. **Pre-Requisites: All specialization courses and EDUC 649-O, EDUC 650-O, EDUC 651-O**

ENGL 050-O (Undergraduate Level Students Only who are not native speakers of English) 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 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 115-O College Reading and Writing I

4 Credits

This course is designed for English intermediate level students (Level 4 – 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. **Pre-Requisite: None**

ENGL 116-O College 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 arts (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 154-O Intermediate Basic English II

3 Credits

This course is designed for intermediate level students of English as a Second Language who scored from 215 to 240 points (Level 5 – Bridging) on the English section of the Accuplacer Placement Test. Priority will be placed on reading and writing skills. Language Lab is required. **Pre-Requisite: None**

ENGL 221-O Reading and Composition I

3 Credits

This course is a continuation of First Year English. The course integrates the development of oral skills, reading, and writing. The student will learn appropriate expression in English and understand spoken English. Grammar and writing practice is integrated in the daily lessons. **Pre-Requisite: ENGL 154-O**

ENGL 222-O Reading and Composition II

3 Credits

This course is a continuation of First Year English. The course integrates the development of oral skills, reading, and writing. The student will learn appropriate expression in English and understand spoken English. Grammar and writing practice is integrated in the daily lessons. **Pre-Requisites: ENGL 154-O, ENGL 221-O**

ENGL 331-O Public Speaking

4 Credits

This course is designed for English advanced level students (Level 5 – Bridging). An integrated language arts (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. **Pre-Requisites: ENGL 115-O, ENGL116-O**

ENTR 360-O Entrepreneurship

3 Credits

This course provides students the opportunity to apply the basic concepts of small business management using a teambuilding approach with participants from different disciplines. Different aspects for the small business management will be studied, emphasizing the formulation of solutions applicable to specific entrepreneurship problems. The preparation of a group project including strategies and tactics for the development and administration of a small business will be required. **Pre-Requisites: COMP 110-O, MARK 133-O, MANA 210-O, FINA 202-O**

ENTR 401-O Entrepreneurial Opportunities

3 Credits

This course provides the students, the concepts, techniques, and skills necessary to identify the two approaches to recognize entrepreneurship opportunities. Feasibility studies techniques, development of the new business, and strategies for firm growth will be presented. In addition, personal characteristics to be a successful entrepreneur will be discussed. **Pre-Requisites: MANA 316-O, ENTR 360-O, COMP 110-O**

ENTR 402-O Small and Midsize Business Design and Organizational Structure

3 Credits

This course focuses on the design and organizational structure for small business. The course will acquaint students with the tools to start a small business and manage it. Students will examine the challenges of entrepreneurship and the strategies to face them. The organizational management theory will be discussed. This course will assist the students to develop a business plan and description of the strategies to develop the organizational structure. **Pre-Requisites: MANA 316-O, ENTR 360-O, COMP 110-O**

ENTR 403-O E-Commerce and Network Design

3 Credits

The course provides the principles and practices for the development of e-commerce and the network systems design. It will familiarize the student with the basic

concepts of the types of e-commerce applications. **Pre-Requisites: MANA 316-O, ENTR 360-O, COMP 110-O**

ENTR 404-O Business Development in Biotechnology and Health Industry

3 Credits

This course is aimed at providing technical and scientific knowledge needed to establish businesses in different areas of biotechnology and health industry. It analyzes the different areas of biotechnology business management, strategic planning and management of permits and licenses related to the healthcare industry. It assesses the stages and methods of product development, quality control and safety. The process of how products are marketed in biotechnology and health industry will be study as well as the drug approval process. **Pre-Requisites: MANA 316-O, ENTR 360-O, COMP 110-O**

ETEG 500-O Applied Instructional Design Models

3 Credits

An introduction to instructional Design (ID) Theories. ID Models will be studied, such as Mayer (1999) SOI Model; Merrill (1983, 1994) CD Model; Jonnassen (1999) CLE's Model, ASSURE ISD Model (1985). This model integrates the Robert Gagné Instructional Event, as well as, ADDIE (1975) and Dick and Cary (1990) Models. This course will analyze, conduct needs assessment, improvement of performance, systematic design of materials, teaching strategies, and evaluation, both formative and summative of instructional materials. **Pre-Requisite: None**

ETEG 501-O Fundamental of Educational Technology

3 Credits

Educational Technology Fundamental theories, concepts and trends will be studied. Terminology, definitions, and development of the educational technology will be analyzed from a professional and reviewer perspective. The role of the Educational Technologist and the professional practices will be analyzed in accordance to the most recent changes in technology of the 21st Century. The course will include research, case studies and readings relates to the field. **Pre-Requisite: None**

ETEG 502-O Fundamentals of Distance Education

3 Credits

Distance Education's fundamental theories and philosophy will be discussed. Students will evaluate the technologies that might be incorporated into distance education, as well as, teaching and learning strategies for the modality. Emphasis will be given to the Internet, video

clips, video-conference, and the selection and impact of the most appropriate medium and technologies for both synchronic or asynchrony distance education instruction.

Pre-Requisite: None

ETEG 503-O Curriculum Design and Instructional Design for the Adult Learner

3 Credits

Introduction to the principles of curriculum design for an adult population, and the development of innovative strategies to be used with this population will be discussed. The use of evaluation methodology and the selection of constructivism strategies for instructional design and implementation will be emphasized. **Pre-Requisite: None**

ETEG 504-O Technology Immersions

3 Credits

Study and integration of the most commonly used applications and software for instructional design purposes. New technological trends and open source multimedia, WEB 2.0, the new world of virtual reality, and its contributions to corporate organizational processes in cultural, educational, and social environment will be studied. **Pre-Requisite: None**

ETEL 600-O E-Learning, Technology Integration and Multimedia

3 Credits

Introduction to the effective use of instructional media and E-Learning Strategies for promote new skills and knowledge, with the support of internet communication technologies. The planning and production design of an instructional module that integrates the different technologies and available multimedia as leaning tools will be discussed. Instructional media evaluation as teaching and learning support (video, audios, CD's DVD's). **Pre-Requisite: None**

ETEL 601-O Development of Corporate Virtual Training

3 Credits

This course emphasized in the design, concepts and strategic planning required for developing corporate training related to personnel professional development. Students will analyze the philosophic concepts that guide the different virtual training models. It emphasizes the selection, adaptation and practices of different methods, strategies and activities used today online in organizations. **Pre-Requisite: None**

ETEL 602-O Distance Education Assessment

3 Credits

Study of different strategies and phases of the assessment that allows interpretations and use of the data collection related to the students learning process. A systematic approach for developing significant learning and comprehension required to develop student's knowledge as a result to the educational experience will be emphasized. Electronic assessment techniques like E-Portfolios, E-Rubrics, and E-Forms will be used, as well as a variety of Open Technologies that support distance education. **Pre-Requisite: None**

ETEL 603-O E-Learning and Virtual Learning Communities

3 Credits

Study of media and technology used in distance education, such as video clips, audio, blogs, wikis and open source, among others. Classes will be conducted synchronized and asynchronous in order to promote the new virtual environment of the 21st Century. Critical analysis of the principles and theories of E-Learning, communications media research, and effective teaching techniques for implementing virtual communities will be covered. **Pre-Requisite: None**

ETEL 604-O Applied Instructional Design for the Corporate World

3 Credits

An introduction to the theories and foundations of the systematic design of instruction by integrating learning strategies focused on the corporate world. Among the topics, the analysis of improving employee performance, through a systematic design of materials, learning experiences and integrating technologies for the adult learner, implementation of the ID, need of assessment, and formative and summative evaluations will be covered. **Pre-Requisite: None**

ETEL 605-O Applied Instructional Designs for the Academy

3 Credits

Introduction theories and Foundations of Systematic Instructional Design based on Dick and Carey Model, focusing on the strategies for the adult learner integrating constructivism. The student will design a unit using the nine steps of this model in the instructional design including the strategies for an adult population. **Pre-Requisites: Core courses.**

ETRE 525-O Applied Research

3 Credits

Analysis of research methods and the integration of methodology to the real World. Compilation, organization and analysis of data for decision making process and for the implementation of changes. Immersion of statistical data with the research methodology. Development of measurement and evaluation instruments, as well as, researcher's responsibility in relation to federal regulations of the Institutional Review Board (IRB). The course devotes special emphasis to the research skills as applied in this particular field of knowledge, but maintaining the tradition of the scientific investigation. Application of results to the distance learning discipline. **Pre-Requisites: Core courses**

FINA 202-O Business Finance

3 Credits

This course covers a study of fundamental principles of business finance and its analysis, planning and control functions. Some of the areas studied are: effects of income tax, basic financial ratio earnings, capital budgeting and cost of capital, interest factor in financial decisions, working capital, and assets management. **Pre-Requisites: ACCO 111-O, ACCO 112-O**

FINA 410-O Corporate Finance

3 Credits

This course studies concepts and problems of corporate finance for decision making under certainty and uncertainty. The course examines working capital management and asset pricing and portfolio theories. Topics include capital budgeting, corporate valuation and restructuring, capital structure relevance, and dividend policy. **Pre-Requisites: ACCO 302-O and FINA 202-O**

FINA 503-O Managerial Finance

3 Credits

The methodology and concepts relevant to the financial decision-making process are studied. Within the framework of modern financial theory, this course examines how to manage the sources and uses of capital to achieve corporate goals. It specifically includes the study of financial analysis and financial planning techniques, long-run investment decisions, short-run liquidity needs, and long-run financial strategies and instruments. **Pre-Requisite: ACCO 500-O**

FORS 730-O Forensic Investigation and Identification Techniques

3 Credits

The course deals with different methods and techniques used to identify and analyze physical evidence located at the crime scene. The following subjects will be discussed: elements of the crime scene and physical evidence, such as hair, fibers, paint, drugs, fires and explosives, fingerprints, DNA, firearms, and documents.

FORS 735-O Investigation and Gathering Evidence at Crime Scene

3 Credits

The course focuses on responsibilities of criminal investigators to protect the crime scene, process and gather the evidence, and any other duty necessary in order to achieve the successful criminal prosecution of the accused.

FORS 740-O Forensic Photography and Drawing

3 Credits

The course deals with photography techniques control of negatives, design and assembly of an index of photographs, among other topics. In reference to drawings, the student will be taught how to develop seven forensic drawing techniques in which a crime scene will be illustrated with measurements and distance between objects.

FORS 745-O Expert Witness in Court

3 Credits

The course centers on the important role of the forensic investigator as an expert witness with the responsibility of working toward solving crimes. The student will learn and practice techniques related to testifying in court and responding to questions presented by the defense attorney and prosecutor. A court exercise will provide the student with practice.

FORS 750-O Examination of Questioned Documents

3 Credits

The course focuses on the study and analysis of the theory and principles of handwriting and hand printing, duplicating processes, paper manufacture and fiber analysis, studies of different types of paper and methods of examining questionable documents.

FORS 760-O Forensic Psychology

3 Credits

The course deals with theory and practical strategies which will clarify the psychological conditions involved in the different judicial and mediation processes. It includes instruction of how to organize information in a scientific manner, thus validating the results from investigations performed within the juridical scenario.

FORS 762-O Cellular and Molecular Biology Applied to Forensic Sciences

3 Credits

Study of Biology applied to forensic molecular process and in body fluids.

FORS 763-O Techniques on Handling Samples

3 Credits

This course deals with the application of the extraction techniques of field forensic samples, as well as the management, custody and preservation for the use as expert testimony in court.

GEOG 202-O Human Geography

3 Credits

The course is an introduction to human and cultural geography. Topics include variation of human traits, diversity of economic systems, and population changes.

Pre-Requisite: SOSC 111-O

GEOG 205-O Global Communities and Resources: A Critical Analysis

3 Credits

This course is an introduction to the main problems that hit the contemporary world, identifying the common factors of the diverse situations. The physical geography of the world-wide scene and the theories that explain the organization of it are described. The main cultural groups and the diverse forms of organization of humanity will also be discussed. In addition, the main problems considered by humanity these days will also be taught concluding the course by making an analysis of the implications of what these problems represent for the economic and political development of our country. **Pre-Requisites: SOSC 111-O**

HESC 201-O Statistics for Health Sciences

3 Credits

This course is an introduction to the concepts, procedures, and technology used in the statistical analysis of data in health services. Emphasis is placed on statistical

terminology; bio-statistical methods and applications; descriptive statistics; evaluating confidence and probability; and inferential techniques for analysis and interpretation of health sciences data. **Pre-Requisites: MATH 111-O, BIOL 103-O, BIOL 303-O, BIOL 303-OL**

HESC 360-O Statistic Applied to Health Sciences

3 Credits

This is the third required core course for all students completing BS studies at the School of Health Sciences, except for students of Speech Language Therapy and Dietetics and Nutrition, who are encouraged to take it as an elective. The course provides a discussion of statistical methods applied to the health professions. In this course students expand on the knowledge introduced in HESC 340-O Health Sciences Research. Emphasis is placed on qualitative and quantitative statistical analyses applied to clinical research, according to different research designs.

Pre-Requisites: MATH 111-O, MATH 112-O

HESC 365-O Health Sciences Research

3 Credits

This core course is required from undergraduate students at the School of Health Sciences. Specific attention is given to the relationship between research outcomes and clinical practices. This course prepares students to critically analyze research literature in the health sciences. Students also have the opportunity to apply the scientific method to clinical research. Funding opportunities available to develop research studies in health sciences are presented and discussed. **Pre-Requisite: HESC 360-O**

HESC 500-O Statistics Applied to Clinical Research

3 Credits

The student has the opportunity to study and apply statistical methods useful in quantitative and qualitative analysis of clinical research. Review of descriptive and inferential statistics with simple uni-variable procedures. Statistical analyses of multi-variables and complex hypotheses testing procedures are also discussed. The material is presented to facilitate students' application of the concepts learned in research courses and focused on research utilization. **Pre-Requisites: 3 credits of undergraduate, NURS 502-O or NURS 502-O Concurrent statistics.**

HIST 273-O History of the United States of America

3 Credits

This course is a survey of the political, economical, 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 humanity's cultural evolution from its beginnings to the development of cities and urban life, with special attention on ancient cities. It promotes general understanding of moral, social, and cultural values through history. The course covers the study and analysis of the origins of Western civilization from prehistory to the development of the Hellenistic civilization. Students will develop cooperative and critical thinking skills by the analysis of human development and the influence Ancient World cultures and civilizations have on contemporary political, economic, and sociocultural factors. Emphasis will be on the role played by aesthetics, philosophical, political, and economic factors in civilization. Students will have the opportunity to interact and construct their own knowledge on the topic. **Pre-Requisite: None**

HUMA 102-O World Cultures II

3 Credits

The course of Humanities 102 (HUMA 102), World Culture II is a critical study of the cultural evolution of humankind since the development of cities and urban life to the present. Special attention is paid to cultural events of greatest impact for humanity. The course promotes understanding of moral, social and cultural aspects of Hispanics living in Maryland. **Pre-Requisite: HUMA 101-O**

HURM 400-O Safety and Health Occupation

3 Credits

In this course, the students will learn basic concepts about security and occupational regulations and politics. Emphasis will be placed in the analysis and prevention of accidents, and records for industrial accidents. The course also focuses on theories of industrial accident incidence, workers compensation, functions of the safety and industrial hygiene staff, standards achievement, risk avoidance concepts, industrial accident investigation, information systems, protection systems (security), self-protection and first aid, ergonomics among others. **Pre-Requisite: MANA 210-O**

HURM 412-O Training and Development

3 Credits

This course is a study of the importance of training and development to achieve organizational goals. Includes training program design, training needs assessment and development, and identification of the appropriate training. It also integrates learning theories in the design of training programs. The course emphasizes the importance of learning effects in performance. Different training methods, the utilization of technology in training and comparison of methods with their costs, benefits, and characteristics of the learning process are discussed. It includes employee development and performance appraisal. Special topics like trans-cultural training, career management and organizational challenges like skills obsolesce, employee advising and socialization, the balance between work and family, reductions and displacement, and retirement issues are also discussed.

Pre-Requisite: MANA 210-O

HURM 710-O Personnel Administration

3 Credits

The course deals with philosophy, techniques and policies of the management of human resources in modern organizations. A conceptual model of personnel administration is discussed. The analysis is supplemented with classical case studies. **Pre-Requisite: None**

HURM 725-O Labor Law

3 Credits

The course promotes the analysis, evaluation, and discussion of local and federal laws pertaining to the employer-employee relationship in Puerto Rico. Topics discussed include fair employment practices, wage and salary legislation, anti-discrimination laws, promotion, termination and other pay-related actions. **Pre-Requisites: MANA 501-O, HURM 710-O**

HURM 732-O Occupational Health and Safety

3 Credits

The course covers fundamental aspects of existing legislation and policies regarding occupational health and safety, compensation, and distribution of responsibilities. **Pre-Requisite: None**

INBU 350-O International Business

3 Credits

This course focuses on the concepts and administrative implications in the international business practice in the

products and services merchandising all around the world. The course will make emphasis in the pros and cons of the economic theories, the government policies, the business strategies and the organizational structure of the international business. **Pre-Requisite: None**

MANA 204-O Business Law and Professional Ethics
3 Credits

This course covers the study of the legal aspects of common business transactions. Special attention is given to contracts, sales and marketable securities, transfer of property, deeds, and mortgages. **Pre-Requisite: None**

MANA 210-O Business Administration Theory
3 Credits

This course covers the study of the common principles of business administration compared to new concepts. It analyzes the management process through discussions on the four basic principles of business administration: planning, organization, administration, and control. **Pre-Requisite: None**

MANA 213-O Human Resources Administration
3 Credits

This course covers the study of the theory and application of fundamental principles of human resources management in an enterprise. It also includes the dynamic role of the manager and his relationship to personnel. The course also looks at issues in human resources management and their relation to the general objectives of the enterprise. **Pre-Requisite: MANA 210-O**

MANA 230-O Organizational Behavior
3 Credits

This course covers the study of the classical and contemporary organization theories, interpersonal and organizational behavior, motivation, communications, and leadership theories as they impact the decision processes in organizations. **Pre-Requisite: None**

MANA 302-O Labor Legislation
3 Credits

This course covers the study the fundamental aspects of labor laws at state and federal levels. Analyze the rules governing employers' labor relations, protective labor legislation, personnel law, social security legislation of the labor law, health and safety at work. **Pre-Requisite: MANA 213-O**

MANA 316-O Small Business Administration
3 Credits

This course covers the planning, distribution of space and handling of materials, analysis of investments, inventory control, quality control, and the analysis of methods to determine employee efficiency, for small business. **Pre-Requisite: MARK 133-O**

MANA 321-O Supervision and Leadership
3 Credits

This course provides a general overview of the concepts, methods, and modern supervisory techniques needed to become efficient business managers. The role and functions of the supervisor are highlighted by emphasizing the supervisor's responsibility and authority. Theory is combined with practical observations, so that the student can become aware of all the fiscal, human, and psychological resources that the supervisor must use in order to administer efficiently and effectively. **Pre-Requisite: MANA 210-O**

MANA 340-O Operations Management
3 Credits

This course focuses on the analysis, planning and control of production facilities and operations. It includes the use of techniques and models for decisions related to: demand forecasts, product mix, plant location, quality control, inventory control, and the human factor in the production process. **Pre-Requisite: STAT 201-O**

MANA 401-O Business Strategies
3 Credits

This course helps integrate knowledge acquired in the first three years of business administration courses. It also includes a study of business in all its stages and its social and environmental impact. **Pre-Requisite: STAT 201-O**

MANA 404-O Labor Relations
3 Credits

This course covers a multinational approach to labor relations. It includes an analysis to the origins of labor unions, labor laws, and Federal laws. It also covers the study of arbitration and complaint procedures and the selective analysis of current situations in labor. **Pre-Requisites: MANA 210-O, MANA 213-O**

MANA 422-O Compensation Administration

3 Credits

Principles and techniques used in the design and the administration of a compensation system. It will include aspects concerning legislation, base pay structure, job evaluation, performance analysis, as well as incentive plans, benefits and services. **Pre-Requisite: MANA 210-O**

MANA 450-O Management Project

3 Credits

The focus of this course is to apply all the knowledge gained in the management program as a final project. The student must dedicate a minimum of 45 hours supervised by the professor during the academic term for the course to develop a management project or assigned task. The student may design his own business or serve as a management consultant. The student will utilize the strategic plan components as the integrated vehicle for the final project. **Pre-Requisites: ACCO 111-O, FINA 202-O, MANA 210-O, MARK 133-O, and 6 specialization credits**

MANA 501-O Organizational Behavior

3 Credits

The course centers on the study of the conceptual and analytical foundations of human behavior in the organization. The impact of organizational variable of employee satisfaction and the performance of the organization will be examined. A case study approach is used. **Pre-Requisite: None**

MANA 600-O Research Methods

3 Credits

The course examines the nature and scope of research design and its application to management science. It also incorporates the statistical tools commonly used in the research process and in the development of a research proposal. **Pre-Requisites: STAT 555-O or 24 credits approved or more.**

MANA 625-O Total Quality Management

3 Credits

The course centers on the presentation of the principles and concepts of the total quality management philosophy and its application in business and industry. **Pre-Requisites: MANA 501-O, STAT 555-O**

MANA 705-O Production and Operations Management

3 Credits

This course deals with concepts, techniques and decision-making in production operations management. Among the specific topics included are: acquisition and utilization of raw materials, short and long term projections, job programming, purchasing and inventory control production scheduling according to demand, quality standards, and incentive systems. **Pre-Requisite: STAT 555-O**

MANA 715-O Supervision and Leadership

3 Credits

The course provides the student with the skills and knowledge necessary to carry out effectively the managerial functions of planning, organization, direction and control of personnel. **Pre-Requisite: None**

MANA 738-O Knowledge Integration in Management

3 Credits

This course was developed to provide students of the Graduate Program in Human Resources the opportunity to examine and compare their knowledge with actual conditions in organizations. The student can identify, discuss and analyze in a critical way the concepts and theories in materials management, using real situation of different organizations. By practicing integrative analysis, students will be able to use knowledge acquired in their concentration courses. **Pre-Requisites: 27 or more credits approved, including MANA 600-O**

MARK 133-O Marketing Principles

3 Credits

This course analyzes the processes involved in the distribution of goods and services from producer to consumer. It studies the comprehensive system of marketing, including management-controlled variables: product, price, promotion and distribution; and external variables such as government, the economy and society. It also studies consumer behavior, modern marketing trends, market's definition, and placement and information systems. **Pre-Requisite: None**

MARK 206-O Consumer Behavior

3 Credits

This course studies consumer motivation, decision making in selection of goods or services, market definition, and site. It considers the role of anthropology, sociology, and social psychology in analyzing and understanding

consumer behavior. It includes psychological principles that facilitate the understanding of individual traits such as learning experience, perception, attitudes, motivation, and personality. **Pre-Requisite: MARK 133-O**

MARK 301-O Marketing Management

3 Credits

This course studies marketing as a process and analyzes the application of its theories to management. Topics include: the role of marketing in organization, development, implementation, and control of the marketing plan. **Pre-Requisite: MARK 133-O**

MARK 306-O Sales

3 Credits

Study the foundations of professional selling, as creating, communicating and delivering value. Also, initiating, developing and enhancing customer relationships. **Pre-Requisite: MARK 301-O**

MARK 318-O Sales Management

3 Credits

This course focuses on the shift of industry from a production to a consumer oriented approach. The course studies the role of sales management in a production oriented firm and a customer-oriented firm. Changes in the nature of sales management and managerial challenges in sales management are addressed. **Pre-Requisite: None**

MARK 320-O Market Research

3 Credits

This course covers the application of the scientific method to collect, analyze, and use of market data. It also includes the review of literature and experimental exercises in solving marketing problems. It studies the importance of individual and organizational initiative, and the traditions, methods and, objectives of research in marketing. **Pre-Requisite: STAT 202-O**

MARK 350-O Distribution Channels

3 Credits

This course provides an explanation of various issues involved in global marketing. It emphasizes the analytical approach to strategic marketing problems and issues facing the firms competing in global and local markets. The course highlights key analytical and decision-making frameworks concerning the global marketing environment, the marketing mix, the distribution

channels and their impact on the firm's performance. **Pre-Requisite: MARK 133-O**

MARK 404-O Negotiations

3 Credits

This course studies techniques to enhance negotiation outcomes, and reviews the latest ideas in negotiation. It focuses on the value of the deal and examines the different issues that interfere with successful outcomes in marketing. Key topics covered in this course include negotiating in the global marketplace, negotiation ethics, negotiating using the Internet, and the advantages and disadvantages of using arbitrators and/or mediators. **Pre-Requisite: MARK 133-O**

MARK 406-O Direct Marketing

3 Credits

The course focuses on marketing strategies; by describing present marketing problems, the course provides an opportunity for the development of decision-making skills. Emphasis is placed on products and services, integrated marketing communications channels and pricing strategies. **Pre-Requisite: MARK 301-O**

MARK 410-O International Marketing

3 Credits

This course covers the history and basic principles of marketing as applied to international marketing. It emphasizes cultural, political, and the legal framework. It also covers managerial considerations, pricing systems and distribution channels. **Pre-Requisite: MARK 133-O**

MARK 415-O Sales Projections

3 Credits

This course studies different quantitative and qualitative methods to predict the uncertain nature of business in sales as moving average, exponential smoothing, time series, simple linear regression, Delphi method, expected value, decision tree diagram and Bayes' theorem. **Pre-Requisite: MARK 301-O**

MARK 450-O Internship

3 Credits

This course involves students in a working experience related to the marketing strategy in which principles acquired in the classroom will be applied. Strategies in drafting marketing policies at the management level will be studied: organization, demand analysis, product planning, pricing system, logistics, and sale promotion. It will also expose the student to actual work situations that

will develop the assurance and self-confidence required in professional life. The internship experience will also aid the student on focusing in a specific area of the marketing field. This course requires one hundred and sixty (160) full-time work hours. This is an 8 week course. **Pre-Requisites: MARK 133-O, MARK 301-O, MARK 320-O**

MARK 455-O Marketing Project

3 Credits

In this course the student will apply all knowledge acquired through the marketing program. The student can apply different topics including the role of marketing in organization, development of a marketing plan and implementation, and control of the marketing plan, among others. **Pre-Requisite: MARK 450-O**

MARK 511-O Marketing Management

3 Credits

The course is aimed at developing student's capability for analysis and decision-making in situations requiring verbal and written solutions to marketing problems. It includes the study of strategic marketing, segmentation, positioning, and target market. Also included is the study of information systems, marketing research, psychographics and demographic characteristics of consumers. **Pre-Requisite: None**

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 is a continuation of MATH 111-O and 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: MATH 111-O**

MATH 120-O Basic Algebra

3 Credits

This course is the continuation for a course of basic mathematics. It includes the following topics: set theory, the real numbers, algebraic expressions, linear equations, linear inequalities, polynomials and its operations, and factorizations. **Pre-Requisite: None**

MATH 126-O Fundamental Topics in Mathematics

3 Credits

This course includes problem solving, theory of sets, functions and logics, linear geometry, constructions, geometric transformations, measurement, probability, statistics, theory of numbers, and a brief introduction to BASIC (optional). **Pre-Requisite: MATH 120-O**

MATH 151-O Pre-Calculus I

4 Credits

This course covers the Real Number System and its properties: Properties of Exponent, Solving inequalities (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. **Pre-Requisite: None**

MATH 152-O Pre-Calculus II

4 credits

This is a course of trigonometry and analytic geometry, designed for students majoring in the different fields of the natural sciences. Its main goal is to provide an adequate preparation for other courses, such as calculus, in which a firm base in trigonometry and analytic geometry is fundamental. The topics are: trigonometric functions and their graphs, trigonometric identities and equations, applications of trigonometry, and the following topics from analytic geometry: circles, parabolas, ellipses, and hyperbolas. **Pre-Requisite: MATH 151-O**

MATH 173-O Plane and Space Geometry I

3 Credits

The first semester of the course covers the following topics: Basic concepts of geometry including the straight line, angles, triangles, elementary constructions. This course includes demonstrations using postulates, definitions and theorems, Theorem of Congruency; regular polygons, Pythagoras Theorem and its applications. **Pre-Requisites: MATH 151-O, MATH 152-O**

MATH 174-O Plane and Space Geometry II

3 Credits

The second semester of the course covers the following areas: circumference; areas; polygonal regions; Cartesian geometry of the plane, space geometry, solid bodies and surfaces, surface areas, volume and basic non-Euclidean geometry. **Pre-Requisites: MATH 151-O, MATH 152-O, MATH 173-O**

MATH 290-O Theory of Numbers

3 Credits

This course covers topics such as: divisibility, congruency, Gauss integers and Diophantine equations. The course will be delivered by proving theorems as study guides. **Pre-Requisite: MATH 301-O**

MATH 301-O Calculus I

4 Credits

This course covers the intuitive concept of the limit of a function. It also covers the derivative and applications, as well as anti-differentiation. This course also includes the definite integral, areas and volumes, and the fundamental theorem calculus. **Pre-Requisites: MATH 151-O, MATH 152-O**

MATH 302-O Calculus II

4 Credits

This course is an integration of transcendental functions. It includes integration techniques, indeterminate forms and improper integrals, sequences and series, analytic Geometry, planes, curves, and polar coordinates. **Pre-Requisite: MATH 301-O**

MATH 305-O Probability and Statistics

3 Credits

This course covers the basic principles of statistics: data collection and classification, measurement of central tendency, variance, probability, and distribution (the normal, the Poisson, the binomial and others), sampling

theory in finite populations, principles of experimental design. **Pre-Requisite: MATH 301-O**

MATH 345-O Abstract Algebra

3 Credits

This is an introductory course of abstract algebra for students specializing in mathematics. It covers: Sets, Functions, Binary Operations, Integers, Groups Rings, Domains; Fields and Polynomials. The course makes emphasis in theorems and application problems. **Pre-Requisites: MATH 301-O, MATH 302-O**

MATH 350-O Linear Algebra

3 Credits

This course is for students specializing in mathematics. It covers two variable linear equations systems, "n x m" linear systems, and homogeneous and heterogeneous systems. It also includes matrix operations and vector spaces. Quadratic forms, linear transformation, and linear programming are integrated. **Pre-Requisites: MATH 301-O, MATH 302-O**

MATH 555-O Statistics for Decision-Making

3 Credits

The course centers on the study of concepts and statistical methods useful to administrators in their decision-making processes. The course covers descriptive statistics and inferential statistics. Computer applications are part of the course. **Pre-Requisite: None**

MSPA 500-O Theory, Practice, and Change in the Administration of Public Policy

3 Credits

This course deals with modern theories and ideologies that define and delineate the formulation, administration, and evaluation of public policy. It makes reference and aim to the understanding of concepts such as individualism, collectivism, and community as developed by philosophers. The course analyzes the conceptual requisites for planning as well as methods and applications. It focuses on critical analysis of alternate methods in which public and social policy are developed into practical actions. **Pre-Requisite: None**

MSPA 505-O Computer Education for Public Administrators

3 Credits

This course has been designed with the objective of familiarizing the Master's Level student in Public Affairs with the use of computers as an effective decision making

tool. It offers students an opportunity to familiarize themselves with basic concepts in the management and use of computers. At the end of the course students will be able to develop and apply specific skills in three areas of knowledge: (1) the ability to utilize advances in technology, (2) the ability to incorporate technological development in the assigned areas, and (3) the ability to implement strategies and policies focused on management improvement. **Pre-Requisite: None**

MSPA 510-O Research and Quantitative Methods in Public Administration

3 Credits

This course encompasses the statistical concepts and investigative methodology that are applicable in the public affairs program. It presents itself with a multidisciplinary focus that is appropriate for professions in the area of public affairs. The course develops in students the capacity to implement objective decision making policy with a minimum amount of prejudice and subjectivity. It emphasizes the practical elements of the methodology and applied statistics. Students will be able to apply and study investigative research methodology.

Pre-Requisite: None

MSPA 520-O Administrative Law and Ethics

3 Credits

The course focuses on the study of the collaboration of norms, doctrines and the positive dispositions concerned with organizations, institutions, and agencies of public administration and the criminal justice system. The course covers the procedural and substantive dispositions that govern the administrative proceedings while studying ethical models in public administration.

Pre-Requisite:

MSPA 500-O

MSPA 530-O Planning and Evaluation: Theories, Methods and Techniques

3 Credits

The focus of this course is to prepare students to confront administrative challenges, find solutions, and evaluate the results once the studied alternatives have been implemented. Under the assumption that the student who is enrolled in the course does not have the basic background in the theory of the subject matter, the course will be presented with a panoramic vision of the diverse theories of planning to further divulge into practical implementation and evaluation practices.

Pre-Requisite:

MSPA 510-O

MSPA 540-O Seminar: Planning, Development and Evaluation of Human Resources

3 Credits

The course covers the study of concepts and theories covering communication, leadership, human motivation, perception, emotions, personality, mental health, decision making processes, and living patterns in the administrative system. It addresses fundamentals of administration and organization, analysis of the components that integrate human resources administration such as: recruitment and selection of personnel, classification and evaluation of positions, retribution systems, human resources evaluations, training, retirement of employees, motivation and, human relations in public administration.

Pre-Requisite: MSPA 520-O

MSPA 550-O Fiscal Resources Management

3 Credits

The course covers the study of the administration and formulation of fiscal public policy. Evaluation of problems, covering efficiency, effectiveness, costs and benefits analysis, and fiscal decision making in the public budgetary administration, and in the nonprofit organizations is integrated. Analysis and evaluation of concepts, theories, models, and strategies in fiscal resources management and administration is studied.

Pre-Requisite: MSPA 530-O

MSPA 710-O Research Seminar in Criminal Justice

3 Credits

This course is a seminar that offers an opportunity for the student to complete an investigation, integrating the acquired knowledge through the analysis of the administrative systems and the contingencies of the fulfillment of functions that affect public and private organizations. The student will analyze planning, organization, design, formulation, and decision making activities in the organizational setting.

Pre-Requisites:

MSPA 510-O and 24 credits.

MSPA 720-O - Internship

3 Credits

This course is the requirement for the supervised internship in administrative functions in a public or non for profit organization. The student will complete 130 internship hours applying knowledge, theories, values, methods and administrative skills.

Pre-Requisites: All courses except MSPA 710-O

NURS 200-O Introduction to Nursing

1 Credit

The focus of this course is to increase awareness of the nurse's role as a professional in the community at large, the realities of the profession and opportunities it represents. This course emphasizes the basic concepts of nursing, health, illness, as well as the emotional, spiritual, psychosocial and physiological components of the human being. The students will participate in two nursing workshops related to basic procedures in addition to familiarizing them with instrument and equipment from the skills laboratory. Through a series of activities the student is exposed to university life including aspects of cultural and nursing professional life. **Pre-Requisite: QYLE 110-O**

NURS 201-O Fundamentals of Nursing

5 Credits

This theoretical and clinical course provides an introduction to the historical, sociopolitical, and legal concepts of the nursing profession in Maryland and the United States. Emphasis is placed on the development of basic nursing skills, which are needed for promotion of health and maintenance of individuals, families and communities. The student is guided to consider the individual's motivation in seeking health care and how these problems interfere with the person's daily activities. Clinical practice provides opportunities for development of the skills needed in hospital and community settings to carry out the nursing role. Emphasis is placed on the client as a holistic being and the use of critical thinking when intervening in health and illness with a variety of individuals from different cultural/social backgrounds and age groups. **Pre-Requisites: NURS 200-O, CHEM 224-O, BIOL 300-O, BIOL 303-O, BIOL 304-O (Co-Req NURS 203-O, NURS 205-O)**

NURS 202-O Health and Physical Assessment

4 Credits

This course focuses on concepts of health promotion and disease prevention in conducting physical examinations and health assessments. Multidisciplinary and interdisciplinary collaboration, cultural competence, and professional interpersonal skills are modeled in order to achieve the goals of Healthy People 2010. Practice in the skills laboratory provides an opportunity for the students to examine and implement the nursing process with individuals, families and communities throughout the life span as consumers and resources of health care. The nursing diagnosis process, health screening, referrals

process, and physical examination techniques are discussed, applied, and practiced in laboratory experiences. **Pre-Requisites: NURS 201-O, NURS 203-O, NURS 205-O (Co-Req, NURS 303-O)**

NURS 203-O Pharmacology

4 Credits

This course presents students with the opportunity to develop critical thinking related to pharmacology concepts applied to the nursing process. 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. Advantages and disadvantages of pharmacotherapy and the patient's well-being are discussed. In addition, the course includes content on bioterrorism agents, drugs for HIV/AIDS, medication errors and gene therapy. **Pre-Requisites: NURS 200-O, CHEM 224-O, MATH 112-O, BIOL 300-O, BIOL 303-O, BIOL 304-O, PSYC 123-O, (Co-Req NURS 201-O, NURS 205-O)**

NURS 205-O Pathophysiology

3 Credits

This course presents the basic concepts of human pathophysiology and explains the processes of specific diseases. The course is divided in two parts: the microsystem and the macrosystem. Part one reviews cellular responses to infection, environmental factors, genetics, diet, cancer, and stress. Part two is organized by body systems. Students are expected to have a basic knowledge of microbiology, chemistry, anatomy and physiology. Relevant case studies are discussed in class, and aspects such as risk factors pertinent to pediatric, aging and women's health are presented. **Pre-Requisites: NURS 200-O, CHEM 224-O, MATH 112-O, BIOL 300-O, BIOL 303-O, BIOL 304-O, PSYC 123-O (Co-Req NURS 201-O, NURS 203-O)**

NURS 210-O Nursing Informatics

3 Credits

This course assists students to develop basic competencies in use of computers, data management software, patient care technologies, electronic communication, data gathering devices to deliver quality patient care, issues and policies relates to ethics and privacy regarding the treatment of patient information (HIPAA) and the impact of informatics related to data, technology, privacy, security and systems are addressed. **Pre-Requisites: NURS 201-O, NURS 203-O, MATH 112-O**

NURS 303-O Medical Surgical Nursing

5 Credits

This theoretical and clinical course prepares students to intervene with individuals in adult and elderly stages who present physiological alterations affecting their homeostasis. The focus is on the development of knowledge based on application of the nursing process, communication skills, critical thinking and therapeutic interventions, as essential to ensuring optimal care. The course includes theory, nursing skills laboratory, clinical experiences (hospitals and communities), and seminars. The hospitals used for clinical practice are at secondary and tertiary levels of care. **Pre-Requisites:** NURS 201-O, NURS 203-O, NURS 205-O (Co-Req NURS 202-O)

NURS 304-O Maternal & Child Nursing

5 Credits

This theoretical and clinical course focuses on concepts of the childbearing patient, her infant and the impact on her family. The nursing process is presented as a guide for intervention with families during the normal human development process including: pregnancy, delivery, postpartum, and care of the newborn. Health promotion is emphasized. Epidemiology, infectious, acute, and chronic diseases are discussed, taking into consideration maternal and newborn needs in community and hospital care settings, from a bio-psychosocial perspective. At the beginning of the course, specific maternal and childcare skills are practiced in a nursing skills laboratory. After this practice, students participate in different experiences within the clinical setting. **Pre-Requisites:** NURS 202-O, NURS 210-O, NURS 303-O (Co-Req NURS 305-O)

NURS 305-O Nursing Care of Children and Adolescents

5 Credits

This theoretical and clinical course focuses on the care of children and adolescents. The student is introduced to the concepts of nursing care from the first year of life through adolescence. Basic nursing skills are developed for the prevention of illness, health promotion, and health maintenance in this age group. Emphasis is placed on the client as a holistic being, on applying critical thinking, and on promoting the use of nursing diagnosis according to the North American Nursing Diagnosis Association (NANDA), with nursing interventions (NIC) and outcomes (NOC) adequate to this age group. **Pre-Requisites:** NURS 202-O, NURS 210-O, NURS 303-O (Co-Req NURS 304-O)

NURS 403-O Community Health Nursing

5 Credits

This theoretical and clinical course focuses on the study of principles and practices involved in community health nursing and the development of skills for health education in community settings. Students are familiarized with models, theories, concepts and skills related to community interventions. Public Health concepts are discussed and applied to the health improvement of different communities. Community physical and social environments are analyzed, including the role of the different organizations. Emphasis is given to priorities for health promotion and maintenance according to Healthy People 2010, including health disparities and the essential role of the nursing professional. **Pre-Requisites:** NURS 304-O, NURS 305-O (Co-Req NURS 404-O)

NURS 404-O Mental Health Nursing

5 Credits

The focus of this theoretical and clinical course is the promotion of health and provision of opportunities for clients to maximize their ability to live, work, socialize, and learn in the communities of their choice. The practice of mental health nursing is presented from the perspective of helping people manage difficulties, solve problems, decrease emotional pain, and promote growth, while respecting their rights to their own values, beliefs and decisions. Nursing students are encouraged to engage in self-analysis in order to increase their understanding and self-acceptance. This is important because nurses who are able to clarify their own beliefs and values are less likely to be judgmental or to impose their own values and beliefs on clients. Neurobiological, psychosocial, sociological, and spiritual theories are discussed, to help students understand clients and their experiences and to help them engage in the healing process. Emphasis is given to development of effective communications skills, application of the nursing process, community mental health, critical thinking and cultural diversity. **Pre-Requisites:** NURS 304-O, NURS 305-O (Co-Req NURS 403-O)

NURS 405-O Nursing Leadership

3 Credits

The focus of this course is on the basic concepts of effective nursing leadership and management within today's dynamic health care system where nursing roles are evolving. The impact of economics, information, technology, and politics on the health care system is discussed and analyzed. Problems and challenges are

viewed as opportunities for growth and improvement for the health care team where nursing plays a key role. The student has the opportunity to critically analyze case studies in various health care settings. A variety of concepts and theories from research and literature are analyzed and applied to practice. Participation in local, national, and international nursing and non-nursing organizations is encouraged. **Pre-Requisites: NURS 403-O, NURS 404-O (Co-Req NURS 406-O, NURS 407-O)**

NURS 406-O Practicum

4 Credits

In this course the student has the opportunity to integrate knowledge from previous courses with the purpose of promoting professional attitudes, internal motivation, development of responsibility, and accountability for practice. Emphasis is placed on the development of skills in the clinical area selected by the student in agreement with the professor. The goal is to increase clinical skills and apply critical thinking, using nursing diagnoses according to the North American Nursing Diagnosis Association (NANDA, NIC and NOC). In addition, students have the opportunity to practice the employer-employee relationship and leadership skills. In addition to the clinical experiences, the group meets once a week for two hours to discuss issues relevant to this stage of their professional development. **Pre-Requisites: NURS 403-O, NURS 404-O (Co-Req NURS 405-O, NURS 407-O)**

NURS 407-O Knowledge Integration in Nursing

3 Credits

The focus of this course is integration of knowledge in preparation for local and/or national professional examination tests. Students have the opportunity to become familiar with the requirements for practicing the nursing profession in Maryland and the National Council Licensure Examination (NCLEX). In addition, students will review and practice the basic components included in the examination test required by the Department of Health to practice the profession of Nursing and the NCLEX. **Pre-Requisites: NURS 403-O, NURS 404-O (Co-Req NURS 405-O, NURS 406-O)**

NURS 500-O Theoretical Foundations of Advanced Practice Nursing

3 Credits

Discussion and analysis of a wide range of theories from nursing and other sciences. Scientific knowledge of care is presented as the central concept and essence of nursing. Emphasis is given to clinical care and research

focused on a comprehensive and holistic approach. The practice of nursing is viewed as directly related to the development and revision of nursing theory where advanced practice nurses can make important contributions. **Pre Requisite: None**

NURS 501-O Public Health Policies, Ethics and Systems

3 Credits

The nature of the U.S. health care delivery system including Maryland is explored. The social, economic, cultural and political forces that impact the delivery of primary health care are discussed with emphasis on how they influence nursing. Discussion and analysis of professional aspects of advanced practice nursing including how to implement the role. Public policies and legislation are discussed at local, national and global levels. The student examines health care policy development and analyzes the effects of policy on the health status of local communities. This course provides an opportunity for the student to design innovative strategies that may influence the direction of public policy to improve the health care locally and advance the profession of nursing in Maryland. Discussion and analysis of factors influencing human essential moral status and the ethics of the health care systems. Different dilemmas are selected and analyzed to justify the most appropriate decisions and actions to solve them in an ethical manner. **Pre-Requisite: NURS 505-O**

NURS 502-O Nursing Science and the Research Process

3 Credits

Discussion of professional nursing practice that is based on evidence to achieve optimal outcomes. Pragmatic considerations of scientific inquiry in the use and conduct of research in practice. The scientific method is presented as it relates to nursing research. Experimental and non-experimental methods of conducting clinical research are examined, with ethical implications. Emphasis is given to the writing of a research proposal as the plan for a scientific project. Successful grantsmanship is presented as an art that requires sound planning for the project development of a well written proposal, and selection of an appropriate funding source. **Pre-Requisite: NURS 500-O**

NURS 503-O Nursing Research Project: Proposal to Publication

3 Credits

The research proposal for this study must have been approved in the previous course (NURS 502-O). The

implementation phase of a clinical nursing research project focused on evidenced-based. This phase is presented as requiring a set of thoughtful, careful, organized and sequential activities to conduct a research project which improves the quality of care. Ethical conduct of research with human subjects, animal subjects and research staff is discussed. In this course the student demonstrates the implementation of a study that has received institutional approval and contribute to the advancement of nursing practice. Emphasis is given on preparation of a scientific paper about the research and submission for publication as an essential step of the research process in order to contribute to the development of a foundation for practice, to provide visionary leadership, and to achieve personal satisfaction.

Pre Requisites: NURS 502-O, HESC 500-O

NURS 504-O Advanced History Taking and Physical Assessment

3 Credits

Discussion, performance and interpretation of the theoretical knowledge and development of psychomotor skills for advanced health assessments and techniques with clients of all ages and cultural backgrounds. Develop a client database and a differential diagnosis of common client complaints encountered in primary health care practice settings. Demonstrate the ability to obtain and record a comprehensive adult, elderly, adolescent and well-client database. **Pre-Requisites: NURS 506-O, NURS 507-O**

NURS 505-O Health Promotion and Disease Prevention: Transcultural Considerations

2 Credits

Discussion of health priorities according to Healthy People 2010. Analysis of human caring as an essential dimension of advanced practice nursing work, especially dealing with life crises, health maintenance problems, and change in health practices. Discussion of demands made by changing life-styles and disease patterns, new and complex technologies, shifting demographics, global economies, dramatic health system changes and sociobiological and environmental threats to health and safety. Development of culturally competent holistic plans of care that address the health promotion and disease prevention needs of client populations. Theoretical models are presented as the means by which health care practitioners can give structure and organization to disease prevention and health promotion programs. **Pre-Requisite: None**

NURS 506-O Advanced Pathophysiology

3 Credits

A course analyzing the complex interrelationships and interdependence of pathophysiological concepts that produce alterations in the human functioning across the life span. This serves as a primary component of the foundation for clinical assessment, decision making and management for advanced nursing practice. Interpretation of the natural history and clinical manifestations for specific illness in terms of their etiology and pathogenesis. Description of the relationship between pathologic changes in body defense and the illness experience. Discussion of the features of pathophysiologic processes involved in the body's reactions to injury and infection, the immune response, circulatory disturbances and abnormalities of cellular growth. Description of the relationship between pathophysiologic process and alterations in body fluids and the pathophysiologic process involved in altered endocrine, exocrine and neuromuscular functions. **Pre-Requisite: MSN Students only.**

NURS 507-O Advanced Pharmacology

3 Credits

Analysis of the essential pharmacotherapeutics for advance nursing practice. Study of the actions and effects of drugs on human systems across the life-span. Analysis of the scope of legal professional nursing responsibilities related to pharmacology in an expanded role. Description and identification of the actions, effects, uses and potential interaction of the major categories of drugs. Discussion of the pharmacologic process of absorption, distribution, metabolism, excretion and the factors that influence the pharmacokinetics of drugs. Analysis of the physiologic effects of the drugs in the individual across the life-span and the factors, which influence the patient response to therapeutic agents, adverse drug reactions and appropriate interventions. Description of the controversies related to the biodisponibility and bioequivalence of the drugs. **Pre-Requisite: MSN Students only.**

NURS 508-O Diagnostics and Differential Diagnosis

3 Credits

Presentation of the critical thinking process necessary to form differential diagnoses. These differential diagnoses are established after analyzing the findings from the history and physical assessment and results of laboratory findings (diagnostic findings). This course emphasizes the importance of ordering the correct diagnosis. Discussion

and practice of proper specimen collection, handling of specimens, analysis of microscope slides and radiologic examinations. **Pre-Requisites: NURS 506-O, NURS 507-O**

NURS 509-O Pharmacology for FNP's

3 Credits

Practical exposure to the general principles of providing and monitoring drug therapy for FNP's. Identification of a disease, review of the drugs used to treat the disease, select treatments, special patient considerations and therapy adjustment. Finally, learned how to provide a primary, second and third line therapy when the first line fails. Discussion of the prescription, monitoring and evaluation of pharmacologic agents utilized to treat common disease states. Description of the teaching needed by individuals and families to properly adhere to prescribed pharmacology therapy. Identification of the roles and responsibilities of the FNP in prescribing pharmacologic agents, monitoring and evaluating patient responses. The collaborative role of the FNP with the physician when consulting in providing, monitoring and evaluating the pharmacologic agents is identified and discussed. **Pre-Requisites: NURS 506-O, NURS 507-O**

NURS 510-O Primary Care I

3 Credits

This course is the first of a three part series focusing on established primary care evidence based guidelines. Provides advanced practice knowledge of standard protocols through discussion in conference sessions and clinical experience. Emphasizes wellness, illness prevention, treatment of chronic and acute diseases throughout the life span. Builds upon the advanced practice core courses of advanced pathophysiology, advanced pharmacology, advanced history taking, and physical assessment. Integrates theories of collaborative practice, cultural competencies, ethical and legal issues. Covers: Health Maintenance Issues, Skin Disorders, and Infection diseases, general symptoms, behavioral problems, mental health and HEENT. The clinical portion of the course will consist of 19 hours per week for the duration of this 8 week course making a total of 150 hours. **Pre-Requisites: NURS 504-O, NURS 505-O, NURS 506-O, NURS 507-O, NURS 508-O**

NURS 511-O Primary Care II

3 Credits

This course is the second of a three part series focusing on established primary care evidence based guidelines. Provides advanced practice knowledge of standard

protocols through discussion in conference sessions and clinical experience. Emphasizes wellness, illness prevention, treatment of chronic and acute diseases throughout the life span. Builds upon the advanced practice core courses of advanced pathophysiology, advanced pharmacology, advanced history taking, and physical assessment. Covers: Pulmonary and Cardiovascular Disorders, Gastrointestinal Diseases, Metabolic and Endocrine Disorders. The clinical portion of the course will consist of 19 hours per week for the duration of this 8 week course making a total of 150 hours.

Pre-Requisite: NURS 510-O

NURS 512-O Primary Care III

3 Credits

This is the third course of a three part series focusing on established primary care patient care evidence based guidelines. Provides advanced practice knowledge of standard protocols through discussion in conference sessions and clinical experience. Emphasizes wellness, illness prevention, treatment of chronic and acute diseases throughout the life span. Builds upon the advanced practice core courses of advanced pathophysiology, advanced pharmacology, advanced history taking, and physical assessment. Covers: Genitourinary Disorders, Prenatal Care, Postpartum and Family Planning, Women's Health Issues, Sexually Transmitted Diseases, Hematologic Disorders, Musculoskeletal Disorders and Ambulatory Emergencies. The clinical portion of the course will consist of 19 hours per week for the duration of this 8 week course making a total of 150 hours. **Pre-Requisite: NURS 511-O**

NURS 513-O Residency

3 Credits

Culminating clinical experience consisting of 240 hours of clinical practice in an ambulatory setting providing comprehensive primary care services to underserved communities. Students will be paired with qualified and credentialed nurse practitioners or physicians who will be oriented and trained and certified to serve as preceptors. Provides a depth of practice during 8-hour clinical days. Students develop and refine FNP competencies through clinical hours/experience. Weekly seminar conferences provide a forum for clinical case study discussions, case presentations and preparation for the mock FNP certification test, which is required to be taking and passed in order to approve the course. **Pre Requisite: NURS 512-O**

OTEM 101-O Introduction to Office Technology Systems
3 Credits

The course introduces the student to basic computer concepts, the Internet as a technological resource, electronic mail, and the importance of the different applications. It will familiarize the student with the basic concepts of prosecution of information, as well as the basic concepts on the electronic prosecution of data. Emphasis will be placed on the computer handling. **Pre-Requisite: None**

OTEM 201-O Information Technology
3 Credits

This course will develop different input technologies: digital image, scanning, speech recognition, electronic communication and information processing. **Pre-Requisite: OTEM 101-O**

OTEM 202-O End-User Productivity Programs
3 Credits

This course introduces three of the most important office applications: Word Processing, Excel, and PowerPoint. By the end of the course the students will know how to use the office applications to create documents, such as reports, spreadsheets, and PowerPoint presentations. The exercises focus on the most common skills that every computer user needs for proficiency. **Pre-Requisite: OTEM 201-O**

OTEM 303-O Introduction to Database Administration
3 Credits

This course provides the concepts, advanced techniques, and skills necessary in the process of relational databases, analysis and design. It is intended to offer the necessary tools for maintaining and managing information. The student will learn how to analyze information and present it in table reports, forms, and queries. The basics of SQL programming are introduced. **Pre-Requisite: OTEM 201-O**

OTEM 310-O Office Information Administration
3 Credits

This course develops in the student the competitions to administer all types of offices. The processes and administrative basic principles and topics are presented such as: administration of documents using the rules promulgated by ARMA (Association of Records Managers and Administrators, Inc.), ethical aspects and social responsibility, efficiently work and time management, the importance of ergonomics in the office environment,

relevant information for the selection of office personnel. Motivational techniques of motivation and the selection of employees are also discussed. **Pre-Requisite: None**

OTEM 401-O Electronic Publications
3 Credits

Electronic Publications is an introductory course that will acquaint students with graphic design technique, principles of page layout and design, and desktop publishing terminology and applications. Students will create a variety of documents such as flyers, brochures, newsletters, and business cards. This course will assist the students in producing documents that communicate effectively through good design and application of basic concept of desktop publishing. **Pre-Requisites: OTEM 202-O, OTEM 405-O**

OTEM 402-O Network Electronic Document Publications
3 Credits

The course is designed to enhance skills and knowledge of the professional web author by using cross-platform HTML editor for creating and managing Web sites and pages. The student will use a variety of techniques and tool activities designed to develop pages for the commercial/professional web developer standard. The student will design, develop and manage the navigation of the Web sites and Web pages. **Pre-Requisites: OTEM 202-O, OTEM 401-O**

OTEM 404-O Office Systems Training and Development
3 Credits

This course focuses on learning theories and instructional development to education as applied in the training of employees in office systems. The following material will be covered: needs of the employee and the business, selection of instructional strategies, conducting the training, along with follow-up re-training. **Pre-Requisite: None**

OTEM 405-O Integration of Applications
3 Credits

In this course students will integrate Microsoft Office Applications. The software to be covered is Word, Excel, PowerPoint, Access and Outlook. During the course students will apply the knowledge and skills acquired in word Processing, spreadsheet, electronic presentations and database. Students will apply the internet options including e-mail. Students will also apply critical thinking in solving problems. **Pre-Requisites: OTEM 202-O, OTEM 303-O**

OTEM 410-O Final Project in Electronic Publications

3 Credits

The capstone simulations allow students to apply all the skills acquired in the previous courses, and see them come together in developing site projects and facilitate collaborative learning. Emphasis is placed on projects, simulations, and case studies that challenge and sharpen learners' problem-solving skills. The course provides an opportunity for students to gain practical experience in web design environments. **Pre-Requisites: OTEM 401-O, OTEM 402-O**

OTEM 415-O Strategic Content Management

3 Credits

This course provides principles and practices for designing, developing, and maintaining web-based projects of all sizes and audiences. The content management strategy is unique because it combines three critical components: processes, technology, and people. **Pre-Requisite: OTEM 405-O**

OTEM 416-O Electronic Documents Management

3 Credits

The Electronic Document Management course clearly defines and simplifies the principles of document engineering and management. It sets the proven techniques and methods for planning, building, and maintaining automated systems (EDMS) for fast and efficient storage and retrieval of documents and forms. **Pre-Requisite: OTEM 415-O**

OTEM 420-O Final Project: Management of Electronic Content

3 Credits

This course focuses on the application of concepts, principles and design practices of systems and programming techniques, for the development of applications in the engineering and administration of documents. It includes the design of files and the programming for the implementation of the (EDMS) and (CMS) System. The course requires computer laboratory. **Pre-Requisites: OTEM 415-O, OTEM 416-O**

POSC 380-O Constitutional Law

3 Credits

The course is an introduction to the constitutional development of United States, with emphasis on civil rights provisions in the Constitution. **Pre-Requisite: SOSC 111-O**

PRTE 630-O Instructional Design and Technological Project I

3 Credits

Individual supervised project consisting of presenting an innovative technological instructional design as a solution to a real educational problem of practical nature. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection, data analysis, interpretation, presentation, and conclusions. Significant information must be presented to prove the need of the technology integration as a tool for virtual education environments. **Pre-Requisites: Core courses**

PRTE 640-O Instructional Design and Technological Project II

3 Credits

Individual supervised project consisting of research and critical analysis of instructional design models for virtual educational environments. Study of the model's process for distance education and E-Learning will be emphasized. Discussions will be held to guide students in identifying the problem, present the hypothesis, research, data collection and data analysis, interpretation, presentation and conclusions. Significant information must be presented to prove the need of the instructional technologist and the performance of student's involvement in virtual learning communities. **Pre-Requisites: Core courses**

PSYC 123-O General Psychology (Compendium)

3 Credits

This course is a condensed version of PSYC 121-O and PSYC 122-O. It is an introduction to basic theories of human behavior and their relation to social progress and individual growth. **Pre-Requisite: SOSC 112-O**

PSYC 225-O Social Psychology

3 Credits

The course centers on the relationship between the individual and society. Attitudes, perception of group behavior, prejudices, and conformity will be discussed. **Pre-Requisite: PSYC 123-O**

PSYC 228-O Diversity Psychology

3 Credits

Scientific study of social interaction in the development of personality from the perspectives of psychology and sociology; includes relationships with others, as well as,

with groups within the cultural environment. Emphasis is given to understanding the process of socialization, symbolism, social values, citizenship, behavioral dynamics, and group interrelation and cultural context influence each other; and analysis of how conflicts arise in the workplace and the individual as a result of this interaction. The study of the theoretical context of both approaches will be the base for the discussion of readings, personal and workplace case analysis, problem solving, teamwork, and critical reflections. Responsible use of technology will be encouraged. **Pre-Requisite: None**

QYLE 110-O Attitude Development and University

Adaptation*

3 Credits

Analysis and evaluation of the values, attitudes, and prejudices in the academic and professional life. Studies the effect that students' behavior has in their lives and in other people's lives as well. Evaluates different styles of ethical behavior from different philosophical perspectives. This allows them to choose the perspectives that foster greater self-control particularly in the academic setting. Students apply concepts through concept maps, self-reflections, case study, role-playing, group work, and the responsible use of technology. The course must be completed within the first term of enrollment in the institution. *Required for all new undergraduate students.

SCIE 111-O Integrated Sciences I

3 Credits

Integrated Sciences I, gives the students the opportunity to familiarize themselves and integrate concepts from the different areas of science. The topics included in this course are: Sciences processes, the scientific method, interrelationship between science and technology, matter, energy, physical sciences, and chemistry. Through the use of learning activities the student will identify, analyze, and discuss teaching techniques and strategies to relay their knowledge to their future students in a constructivist and dynamic way. **Pre-Requisite: None**

SCIE 112-O Integrated Sciences II

3 Credits

SCIE 112-O is the second part of the introductory course to the fundamental concepts of Environmental Science and Biology. The course focuses on the study of living organisms and the interaction among them, placing emphasis on the scientific method, logical reasoning and the development of critical and creative through to

understand the molecular and cellular base of all organisms. It also covers topics such as evolution and inheritance based on classic and molecular genetics. It discusses cell energy, metabolism, cell reproduction and growth and their interrelation, to understand how organisms function and the role homeostasis plays on each living being. **Pre-Requisite: SCIE 111-O**

SOCI 358-O Social Problems of the Hispanic Community in United States

3 Credits

The course deals with social problems in contemporary United States. Historical perspective on the problems, their causes, public and private problem-solving policies will be discussed. Topics include demographic problems, poverty, educational deprivation, crime, drugs and alcohol and the problems of victims in United States. **Pre-Requisite: SOSOC 112-O**

SOSC 101-O Introduction of Social Sciences I

3 Credits

This course focuses on the human society. The main topics addressed in the course are the individual and his or her relationship to society, collective behavior and Maryland and its relationship to the social and historical development of western civilization. Economic, psychological, sociological, anthropological and political problems of the contemporary world are integrated and applied to real life scenarios.

SOSC 102-O Introduction of Social Sciences II

3 Credits

This course focuses on the human society. The main topics addressed in the course are the individual and his or her relationship to society, collective behavior and Maryland and its relationship to the social and historical development of western civilization. Economic, psychological, sociological, anthropological and political problems of the contemporary world are integrated and applied to real life scenarios.

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. Topics are stated in the context of the personal, interpersonal and social dimensions.

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. Topics are stated in the context of the personal, interpersonal and social dimensions. **Pre-Requisite: SOSC 111-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 120-O**

SOWO 200-O Introduction to Social Work

3 Credits

The aim of this course is to discuss the basic concepts, historical development, and the fundamental components of the Social Work profession. It will allow the examination of values, beliefs, and ethical principles of the Social Work profession. **Pre-Requisite: SOSC 111-O**

SOWO 211-O Human Behavior and Social Environment I

3 Credits

This course provides a conceptual framework that allows students to examine human behavior and its relationship with the social environment. Studies the relationship and the influence of psychosocial and spiritual factors in social systems and theories related to the human behavior. **Pre-Requisite: SOWO 200-O**

SOWO 212-O Human Behavior and Social Environment II

3 Credits

Study of the sequence of intervention levels from micro to the macro systems, based on the knowledge of the General Systems Theory. Emphasis on critical analysis of the structural and functional aspects of the systems, the manifestations of oppression and the dimensions of human diversity. **Pre-Requisites: SOWO 200-O, SOWO 211-O, Concurrent SOWO 311-O**

SOWO 300-O Social Policy

3 Credits

This course will allow the identification of factors that influence Social Policy and the organization of the Social Welfare System. Students will analyze existing social services and the roles of Generalist Social Work Professionals. **Pre-Requisites: SOWO 200-O, SOWO 211-O, SOWO 212-O**

SOWO 311-O Social Work Methodology I

3 Credits

This course shows an overview of the methodology of social work and development of the generalist. Allows the identification of phases and purposes of the aid process and its applicability to individuals, families, groups and communities. It emphasize on the professional relationship, values and ethical principles. **Pre-Requisites: SOWO 200-O, SOWO 211-O, Concurrent SOWO 212-O**

SOWO 312-O Social Work Methodology II: Individual and Family

3 Credits

The student will develop knowledge and skills in the intervention with individuals and families and the social problems faced within society; on the basis of Generalist Social Work Method and micro systemic intervention models. The student will document his intervention guided by the ethical principles of the profession. **Pre-Requisites: SOWO 200-O, SOWO 211-O, SOWO 212-O, SOWO 311-O**

SOWO 313-O Interview and Documentation in Social Work

3 Credits

This course provides knowledge about the purpose, components and factors of the human communication process, interview and documentation in Social Work. Development of the necessary skills to interview and document the process within the ethical standards of Social Work. Allows the development of the skills needed to interview and document the process within the ethical parameters of the profession of social work. **Pre-Requisites: SOWO 200-O, SOWO 211-O, SOWO 212-O, SOWO 311-O, SOWO 312-O**

SOWO 314-O Social Work Methodology with Groups

3 Credits

This course provides knowledge and skills development in the general intervention with groups. Allows the

discussion of theoretical and practical aspects related to the implementation of the general method with group experiences. It also promotes the analysis of the fundamental principles that guide the intervention with group. **Pre-Requisites:** SOWO 200-O, SOWO 211-O, SOWO 212-O, SOWO 311-O, SOWO 312-O

SOWO 315-O Social Work Methodology with Communities

3 Credits

The course allows the student to acquire fundamental knowledge and develop skills in a generalist intervention with communities. Promotes the discussion of the theoretical approaches and applicable models of community interventions and the historical evolution of Community Social Work and its development in United States. **Pre-Requisites:** SOWO 200-O, SOWO 211-O, SOWO 212-O, SOWO 311-O, SOWO 312-O

SOWO 320-O Social Research Techniques

3 Credits

This course aims towards the identification of the nature and function of scientific social research and its contribution to the knowledge and practice of the Social Work profession. It will allow ethical applications, quantitative, and qualitative methodological approaches. **Pre-Requisites:** SOWO 200-O, SOWO 211-O SOWO 212-O, SOSC 303-O

SOWO 325-O Social Gerontology

3 Credits

This course is directed towards the identification of biopsychosocial, cultural, and legal implications of the aging process, and the manifestations of age discrimination. The theoretical and methodological approaches towards the interventions with the aged, will be studied. **Pre-Requisites:** SOWO 200-O, SOWO 211-O, SOWO 212-O, SOWO 311-O, SOWO 312-O

SOWO 330-O Seminar: Current Topics in Social Work

3 Credits

The course addresses topics relevant to the practice of the social work profession. Students study theoretical and practical aspects in topics, such as: gay, lesbian, bisexual, transgender, transsexual; survivors of domestic violence, delinquents, drug dependents, the elderly, victims of child abuse, physically and mentally challenged individuals, marginalized people, the homeless, among others. The seminar will allow the students to critically analyze the context of the topics, and to examine their values, and

beliefs in the ethical intervention of the social work profession. **Pre-Requisites:** SOWO 200-O, SOWO 211-O, SOWO 212-O, SOWO 311-O, SOWO 312-O

SOWO 441-O Practicum Seminar I

3 Credits

Seminar that complements Supervised Practicum I (SOWO 451) and integrates the student's knowledge, skills and attitudes to construct his/her identity as a professional social worker. It facilitates the understanding of the relationship between theoretical knowledge and practical experience in the context of an agency and direct service. **Pre-Requisites:** SOWO 311-O, SOWO 312-O, SOWO 313-O, SOWO 314-O, SOWO 315-O, Co-Requisite SOWO 451-O

SOWO 442-O Practicum Seminar II

3 Credits

Seminar that complements Supervised Practicum II (SOWO 452). It facilitates the integration of acquired theoretical knowledge skills attitudes with practical experience, emphasizing methodological aspects of intervention in diverse contexts. **Pre-Requisites:** SOWO 441-O, SOWO 451-O, Co-Requisite SOWO 452-O

SOWO 451-O Supervised Practice I

4 Credits

Course allows student placement in direct service activities, stressing students' immersion in an organizational context and his/her beginning of the process of generalist professional interventions with assigned situations, under the supervision of a licensed and qualified professional social worker. **Pre-Requisites:** SOWO 311-O, SOWO 312-O, SOWO 313-O, SOWO 314-O, SOWO 315-O, Co-Requisite SOWO 441-O

SOWO 452-O Supervised Practice II

4 Credits

The purpose of Supervised Practicum I is to continue with intervention subsequent phases of the generalist method initiated in supervised practicum II (SOWO 451), and the evaluation of the practicum experience. It facilitates the application of theories, methods, and acquired skills in an ethical and responsible manner, under the supervision of a licensed and qualified professional social worker. **Pre-Requisites:** SOWO 441-O, SOWO 451-O, Co-Requisite SOWO 442-O SPAN 050-O (Undergraduate Level Students only who are not native speakers of Spanish)

SPAN 050-O Basic Preparatory Spanish

3 Credits

This is a preparatory Spanish course for undergraduate level students. It is designed based on a conversational and grammatical integrated approach. The course integrates a language lab to complete undergraduate level activities, workshops, and exercises to increase proficiency in Spanish. Dual language (English/Spanish) methodologies and strategies are used.

SPAN 100-O Communications Skills for 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 102-O Basic Level 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 115-O Reading, Writing, and the Oral Communication in Spanish 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.

Pre-Requisite: NONE

SPAN 116-O Reading, Writing, and the Oral Communication in Spanish 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, pleonasms, 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. **Pre-Requisite: SPAN 115-O**

SPAN 151-O Basic Spanish I

3 Credits

This course is designed for students who score between 41 to 60 percent on the SUAGM Spanish Placement Test. The course covers the history and evolution of the Spanish language. The course also covers the development of reading and writing skills, vocabulary enrichment, analysis of basic Spanish grammatical structures, and supplementary readings. This course requires the use of E-Lab and/or the Language Lab. **Pre-Requisite: None**

SPAN 153-O Introductory Spanish Language Course Intermediate Level I

3 Credits

This course is designed for students who score between 76 to 90 percent on the SUAGM Spanish Placement Test. It is an introduction to linguistics. This course covers the historical evolution of the Spanish language. Additionally, the course includes Grammar review, vocabulary enrichment, and written communication.

SPAN 154-O Introductory Spanish Language Course Intermediate Level II

3 Credits

This course is designed for students who score between 91 to 100 percent on the SUAGM Spanish Placement Test. It is an introduction to linguistics. This course covers the historical evolution of the Spanish language. Additionally, the course includes Grammar review, vocabulary enrichment, and written communication.

SPAN 215-O Advanced Composition I

3 Credits

This developmental course emphasizes the development of the skills needed to write logically and correctly in Spanish. It focuses on research techniques. **Pre-Requisite: SPAN 151-O**

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. **Pre-Requisites: SPAN 115-O, SPAN 116-O**

SPAN 463-O Spanish-American Literature

3 Credits

This course focuses on the study of Hispanic/Spanish literature from its early beginnings, emphasizing authors and classic literary works of each period. **Pre-Requisites: None**

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 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. **Pre-Requisites: None**

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 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. **Pre-Requisites: None**

SPAN 502-O Academic Writing for Graduate Students II

3 Credits

A native speaking student who takes the SUAGM 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. This course requires the use of E-Lab or the Language Lab. **Pre-Requisites: None**

SPED 315-O Teaching Exceptional Children

3 Credits

This is an introductory course in special education. The course covers the analysis of social, emotional, and educational needs of children with different exceptional qualities. It also includes diagnosis, educational and rehabilitation services, family and community attitudes, and civil rights. It places emphasis on the educational needs and learning styles of exceptional children; teaching methods, techniques, and curricular content. **Pre-Requisite: None**

STAT 201-O Administration Statistics I

3 Credits

This is an introductory statistics course dealing with frequency distribution, presentation of statistical data, measure of central tendency, and dispersion. The concept of probability, and probability distributions used commonly in business analysis is emphasized. **Pre-Requisite: MATH 112-O**

STAT 202-O Administration Statistics II

3 Credits

This course focuses on the study of sampling distributions, estimating with confidence intervals, hypothesis testing, analysis of variance, simple regression and correlation, decision analysis, and techniques of quality control. Chi-square and other nonparametric test are studied in the course. **Pre-Requisite: STAT 201-O**

STAT 555-O Statistics for Decision-Making

3 Credits

The course centers on the study of concepts and statistical methods useful to administrators in their decision-making processes. The course covers descriptive statistics and inferential statistics. Computer applications are part of the course.

TESL 222-O Methods of Teaching ESOL Students in School

3 Credits

This course is a survey of the historical law, and current approaches, methods, and techniques of teaching English to Speakers of Other Languages. Successful classroom practices that address the needs of culturally diverse and language minority students will be analyzed. If addresses

ESOL requirements and Maryland TESOL Program Goals. The course is designed to provide students with information and skills concerning the education of students who have limited English proficiency (LEP). The course focuses on cross cultural understanding strategies, and methods of teaching, curriculum, assessment and linguistics research based practices to improve student achievement. This course is considered the ESOL required course. This course must be taken before the student takes any other ESOL integrated course. **Pre-Requisite: ENGL 231-O**

TESL 223-O Applied Linguistics in ESOL

3 Credits

This course is designed to provide students with the essential foundation on which they can build future studies of language learning, language acquisition, and teaching. It examines major areas of linguistics (e.g., phonology, syntax, semantics, pragmatics, and sociolinguistics) and focus on various aspects of language structure and use. What does it mean to be proficient in a language? How are young children able to produce an infinite number of sentences given a relatively limited set of lexical items? What are the types of variation found in language? How do second language learners approach the complex task of second language acquisition? These are only some of the questions that this course will address. This course should be taken as a capstone ESOL course. **Pre-Requisite: TESL 222-O**

TESL 522-O Theory and Practice of Teaching ESOL

Students in Schools

3 Credits

This course has been designed for graduate students in the area of Guidance and Counseling and Educational Leadership to meet the requirements of the state of Maryland regarding ESOL. This course focuses on the application of the historical processes and research based on proven practices for ESOL students to achieve academic performance in school from the perspective of the guidance counselor and school administrators' expectations and roles. The course is a survey of law, linguistics, culture, methodology, curriculum, and assessment practices that impact student achievement and school administrators. Students will develop a clinical field experience project that applies to their area of expertise. **Pre-Requisite: None**

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2018-2019**



AUGUST 1, 2018