UNDERGRADUATE CATALOG

2021-2022

Florida Campuses

Revised October 2021

Contents

Catalog Disclaimer 7
Notice of Nondiscrimination 7
Section I: Ana G. Mendez University 9
Our Profile 9
Mission 9
Institutional Values Statement 9
Accreditation, Memberships and Affiliations 10
Statement of Licensure 11
Statement of Policy 11
Legislative Boards 11
Section II: Sistema Universitario Ana G. Mendez 12
Profile 12
Central Administration and Board of Directors 12
Statement of Legal Control 13
Section III: Main Campus, Metro Orlando Campus, South Florida Campus and Tampa Bay Campus 14
Introduction 14
Physical Facilities 16
Campuses Address and Telephone Numbers 16
Main Campus 16
Metro Orlando Campus 16
South Florida Campus 17
Tampa Bay Campus 17
Academic Calendars 18
STUDENTS' ACADEMIC REQUIREMENTS, REGULATIONS AND SERVICES 28
Admissions 28
Non-Degree Programs 28
Undergraduate General Admission 28
Specific Program Admission Requirements 28
Appeals of Admission Decisions 29
Readmission 29
Admission Validity 30
Transfer of Credit into the University 30

International Students *31*
Method of Instruction *33*
Course Modules and Language of Delivery *33*
Classification of Students 33
Registration 33
Registration Validity *34*
Maintaining the Academic Offerings, Programing of Courses, Closing and Eliminating Sections *34*
Transferability of Institutional Credits to Other Institutions *35*
Program Changes, Withdrawals, and Transient Registration *36*
Academic Load, Class Attendance, and Academic Advising *36*
Evaluation of Student's Academic Achievement *37*
Definition of a Semester Credit Hour 37
Repeating Courses *40*
Independent Study *41*
Satisfactory Academic Progress *41*
Accumulated Credits Required and Retention Index 45
Graduation Requirements *45*
Financial Information 46
Fees and Tuition Costs *46*
Tuition *46*
*Laboratory Fees** *46*
Technology Fee *47*
Additional Expenses and Fees *47*
Student Identification Card *47*
Payment Methods *48*
Partial Withdrawal: Course Drop/Add Period *48*
Non-Attendance *48*
Cancellation and Refund Policy *48*
Refund Formula *48*
Financial Aid 49
Grant-Scholarship Programs *49*
Loan, Work-Study, and Veterans Programs *50*
Veterans' Educational Benefits 50

How to apply for Federal Financial Aid *50*
Student Services 51
Student Services *51*
Academic Advising *51*
Students Feedback and Complaints *51*
Student Code of Conduct and Discipline *52*
Disciplinary Procedures 53
Disciplinary Sanctions 54
Administrative Suspension or Dismissal from the Institution 54
Disciplinary Appeals 54
General Provisions 54
Course Numbering System *54*
The Course Prefix *54*
Amendments *55*
False information *55*
Student's Responsibility *55*
Institution's Responsibility *55*
Reserved Rights *55*
FERPA *55*
Law 186 (Only for US citizens and residents) 55
Anti-Hazing Policy *55*
Change of Name and/or Address *55*
Student Organizations 55
DISTANCE EDUCATION 56
Evaluation of Student's Academic Achievement *61*
Definition of a Semester Credit Hour for Distance Education 61
Time Frame of Institutional Response to Student 62
Quality of Life and Wellness 63
Academic Retention and Development 63
Minimum Student Enrollment per Session 63
Section III: Faculty 65
Full Time Faculty 65
Section IV: Programs of Study 80

Non-Degree Programs 80
Diploma in Bookkeeping and Accounting Technology 80
Diploma in Cybersecurity 82
Diploma in Medical Assistant 84
Diploma in Medical Billing and Coding 85
Diploma in Patient Care Technician 86
Diploma in Pharmacy Technician 88
Diploma in Phlebotomy Technician 90
Diploma in Production Technician 92
Diploma in Small Business Entrepreneurship 93
Diploma in Small Business Operation 95
Associate Degree Programs 97
Associate of Science in Computer Technology and Networks 97
Associate of Science in Engineering Technology and Quality Control 99
Associate of Science in Forensic Investigation 101
Associate of Science in Office Systems with Medical Billing 103
Associate of Science in Paralegal Studies 105
Associate of Applied Science in Pharmacy Technician 107
Associate in Science in Technical Studies 110
Associate in Science in Web Design 112
Bachelor of Business Administration in Accounting 114
Bachelor of Arts in Communications 117
Bachelor of Science in Community Health 120
Bachelor of Arts in Criminal Justice 123
Bachelor of Science in Criminology 126
Bachelor of Arts in Digital Journalism 129
Bachelor of Business Administration in Digital Marketing 132
Bachelor of Arts in Elementary Education 134
Bachelor of Business Administration in Finance and Economics 137
Bachelor of Arts in Graphic Design 141
Bachelor of Science in Health Services Management 144
Bachelor of Business Administration in Hispanic Marketing 147
Bachelor of Science in Hotel Management 150

Bachelor of Business Administration in Human Resources Management 153
Bachelor of Business Administration in Information Systems 156
Bachelor of Arts in Liberal Arts 159
Bachelor of Business Administration in Management 162
Bachelor of Business Administration in Organizational Development 165
Bachelor of Arts in Pre-Kindergarten/Primary Education 168
Bachelor of Science in Psychology 171
Bachelor of Arts in Public Relations and Advertising 174
Bachelor of Arts in Special Education 177
Bachelor of Science in Nursing (RN to BSN) 180
Course Descriptions 183

Catalog Disclaimer

Notwithstanding anything contained in this Catalog, Ana G. Mendez University, reserves the right, wherever it deems advisable: (1) to change or modify its tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirements in connection with the foregoing, and (3) to change or modify any academic or other policy. Changes in information in this catalog and new academic regulations will be published prior to the beginning of each academic term in each section, as applicable.

It is the responsibility of each student to ascertain current information that pertains to the individual programs, particularly regarding the fulfillment of degree requirements, through frequent reference to the Catalog and its addendum, and by consultation with the academic advisor, counselor, the Vice-Chancellor of Student Affairs, and/or other appropriate office. In preparing this catalog, efforts are made to provide pertinent and accurate information. Ana G. Mendez University assumes no responsibility for catalog errors or omissions.

An electronic copy of this catalog is available at *www.agmu.edu*.

Notice of Nondiscrimination

Ana G. Mendez University does not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, gender, social condition or political, religious, social or trade union beliefs; the university is required by Title IX not to discriminate in such a manner.

The Title IX Coordinator for students, parents or guardians, employees and applicants for admissions and employment is Ms. Grisel Vega Agosto, C.P.L. and can be reached at 5575 S. Semoran Blvd. Suite 502 Orlando, FL 32822, Telephone: 407-563-6501 Email: calvidonline@uagm.edu

Diversity enriches us as human beings

because it enables us to view life from a wide range of possibilities.

Ana G. Mendez University

Main Campus

5575 S. Semoran Blvd. Suite 502
Orlando, FL 32822
Telephone:
407-563-6501
Website: www.agmu.edu

Metro Orlando Campus

5601 S. Semoran Blvd. Suite 55
Orlando, FL 32822
Telephone No.: 407-207-3363
Fax: 407-207-3373

South Florida Campus

15201 NW 79th Court
Miami Lakes, FL 33016
Telephone No.: 954-885-5595
Fax: 954-885-5861

Tampa Bay Campus

3655 West Waters Ave.
Tampa, FL 33614
Telephone No.: 813-932-7500
Fax: 813-932-7527

Section I: Ana G. Mendez University

Our Profile

Ana G. Mendez University is a nonprofit institution of higher education located in Florida that operates a main campus and four (4) branch campuses: three (3) in Florida 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 with a variety of economic and educational backgrounds. AGMU offers programs in Spanish and English. Programs are also offered in a bilingual mode, following the 50/50 approach in which courses are taught 50% in English and 50% in Spanish. AGMU offers on-site, hybrid and online modalities.

For 70 years, the **Ana G. Mendez University System (SUAGM)** has changed the lives of thousands of students through education. Since 2011, Ana G. Mendez University, has been an instrumental part of this change; making education available and accessible to local and international students. The student population of more than 4,000 is composed of young adults and professionals. The academic staff consists of more than 15 full-time faculty members and two hundred (200) part-time equivalent professors. The full-time faculty members hold doctorates and master's degrees in their fields of expertise. Nearly eighty (80) percent of Ana G. Mendez University's full-time faculty hold a doctoral degree and twenty (20) percent of part-time faculty holds a doctoral degree.

The gender distribution of the faculty is equally divided. Ana G. Mendez University is a member of the Ana G. Mendez University System.

Mission

Ana G. Mendez University is an accredited institution that offers a university education of excellence through the on-site and online modalities using emerging and innovative technologies. It promotes innovation, research, entrepreneurship, as well as appreciation and respect for diversity. It encourages integral education through an approach in competencies for the benefit of the Hispanic and international communities. Its resources support the post-secondary, undergraduate, graduate, and continuing education academic offerings, framed by the highest standards of quality.

Vision

Ana G. Mendez University will be recognized as an institution focused on academic excellence, research, and service, with social responsibility and local and global projection.

Institutional Values Statement

Ana G. Mendez University is committed, as an institution of higher education, to:

1. Freedom of ideas and expression is the fundamental structure of the search and diffusion of knowledge.
2. Excellence is the highest ambition in all its affairs related to education, research, and service.
3. Respect for diversity and dignity of the human being.
4. Integrity in all its actions as an educational entity.
5. Equity by acknowledging the value of education as an instrument to access better opportunities and develop the full potential of the human being.
6. Innovation through continuously guaranteeing the relevance of its programs and services.
7. Social responsibility towards the needs of the community, the country, and humanity of which we are a part.

Institutional Objectives

To fulfill its mission, Ana G. Mendez University:

1. Promotes academic programs adjusted to the demand of local and international markets.
2. Diversifies the academic offerings through the design of programs in various disciplines for post-secondary, undergraduate, and graduate levels.
3. Offers continuing education opportunities for professional development and the general community.
4. Promotes an academic environment that allows for opportunities for growth, continuing professional development, and participation in institutional processes for faculty and associates.
5. Provides essential tools to ensure that students achieve their goals and obtain the academic degree they desire.
6. Establishes an academic and institutional assessment unit to develop a continuous improvement plan for quality standards and institutional processes.
7. Strengthens the online student services program by ensuring support and feedback to students in approximately 24 to 48 hours.
8. Fosters institutional values in academic, student, and administrative initiatives and processes.
9. Develops community programs and projects which contribute to improving the quality of life of the populations we serve.
10. Maximizes the use of technological infrastructure associated with the offering of courses and the provision of student services for on-site and online students.
11. Identifies emerging technologies to maximize efficiency through innovative processes and services.

Accreditation, Memberships and Affiliations

Ana G. Mendez University and its branch campuses are accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. The MSCHE is an accrediting agency recognized by the U.S. Department of Education.

AGMU is accredited as an authorized provider of continuing education by the International Association of Continuing Education and Training (IACET) until 2023. For more information, IACET is located at 21670 Ridgetop Circle, Suite 170, Sterling, VA 20166; Tel: (703) 763-0705. For more information on IACET visit: www.info@iacet.org.

Ana G. Mendez University has been approved by the Puerto Rico Board of Education to participate in the reciprocity agreement between the states to offer distance education programs and courses. NC-SARA is a voluntary agreement that allows Ana G. Mendez University to offer its programs and courses without having to undergo the licensing (approval) process in each authorized state in which it is interested in promoting its academic programs. For more information on NC-SARA visit: https://www.nc-sara.org.

In addition, AGMU has membership or is affiliated with the following professional associations:

- American Association of Collegiate Registrars and Admission Officers (AACRAO)
- American Council on Education (ACE)
- American Library Association (ALA)
- College Entrance Examination Board (CEEB)
- Departamento de Estado de Puerto Rico, Oficina de Registro y Licenciamiento de Instituciones de Educación
- Hispanic Association of Colleges and Universities (HACU)
- National Association of College Admissions Counselors (NACAC)

- National Council for State Authorization Reciprocity Agreements (NC-SARA)

Statement of Licensure

The Ana G. Mendez University in Florida is licensed by the Florida Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; Toll-Free telephone number (888) 224-6684 (www.fidoe.org/cie).

The Ana G. Mendez University in Puerto Rico is licensed by the Puerto Rico Department of State, Office for Registration and Licensing of Higher Education Institutions.

Statement of Policy

This catalog includes the main terms pertaining to the formal relationship between students and AGMU. 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 Ana G. Mendez University 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 Ana G. Mendez University and SUAGM. Information that pertains to the Metro Orlando, South Florida, and Tampa Bay campuses is included in Section III. Section IV details information on the programs offered at Ana G. Mendez University. 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 prior to the beginning of each academic term.

Legislative Boards

The Administrative Council of Ana G. Mendez University 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. Mendez 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 directors of the academic programs, six (6) 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 associate learning resources director, six (6) program directors, two (2) student representatives, one (1) faculty representative for each academic discipline, 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.

Section II: Sistema Universitario Ana G. Mendez

Profile

The Ana G. Mendez 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 and the Dallas Area Campus in Texas.

Moreover, in establishing a SUAGM presence in Florida and Texas, SUAGM furthers its Vision 2020 as a "high-quality, people-centered learning community, of advanced technology, and internationally oriented focus". The campuses in the US 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. Mendez 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, Academic Affairs, Marketing and Student Affairs, Finance Affairs, Administrative Affairs, Human Resources, and International Affairs. There is also a Vice President of Informatics and Telecommunications 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 Ana G. Mendez- Cupey Campus, Universidad Ana G. Mendez-Carolina Campus, and Ana G. Mendez University. All Chancellors and Vice Presidents report 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:

1. Government
2. Academic and Student Affairs
3. Finance
4. Audit

Board of Directors

Dr. René A. Soto Torres
Chairman of the Board

Mr. José F. Méndez
President of SUAGM and Permanent Member

Rafael A. Nadal Arcelay, Esq.
Permanent Member

Dr. Herminio Martínez-Escudero
Permanent Member

Mr. Ramiro Millán Catasús
Permanent Member

Héctor A. Jiménez Ramírez, MA

Manuel Agosto García

Mr. Wilfredo Cosme Ortiz

Rita Dendariarena-DiMartino, Esq.

Delia Castillo-Colorado, Esq.

Dr. Migdalia Torres Rivera

Dr. María J. Rodríguez Martínez

Statement of Legal Control

The Sistema Universitario Ana G. Mendez 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. Mendez, Inc. is registered with the Florida Department of State, Division of Corporations, to do business in Florida as Ana G. Mendez University.

Section III: Main Campus, Metro Orlando Campus, South Florida Campus and Tampa Bay Campus

Introduction

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

Ana G. Mendez University Administration

Gino Natalicchio, PhD
Chancellor

Donna Viens, PhD, CPA, CMA
Vice Chancellor, Academic Affairs

Claire Brady, EdD
Vice Chancellor, Student Affairs

Nilsa Rodríguez
Vice Chancellor, Institutional Effectiveness

Julio Socorro
Vice Chancellor, Admissions

Mike Dunlap
Vice Chancellor, Marketing

Jennifer Brock
Vice Chancellor, Product Strategy & Development

Flor M. Vázquez
Associate Vice Chancellor,
Accreditation/Accreditation Liaison Officer

William Lynch
Assistant Vice Chancellor, Learning, Research & Project Management

Carla Patalano, DBA
Associate Vice Chancellor, Academic Content & Delivery

Vacant
Director, School of Health Sciences

Janet Carrasquillo, PhD
Director, Schools of Liberal Arts

Glorivette Perez, EdD
Director, School of Technical and Professional Studies

Rosa Reyes
Director, School of Education and General Education

Vacant
Director, School of Science, Technology and the Environment

Juan G. Rivera, DBA
Director, School of Business and Tourism

Main Campus Administration by area

<u>Online Spanish</u>
Jose Martinez
Vice Chancellor of Online Spanish Operations

Denisse Colón Rodríguez
Director of Faculty

Marilys Rivera Díaz
Director of Admissions

Raul Homs
Director of Financial Aid
Primary federal aid representative to the US Department of Education

Jessie Pérez
Registrar

Sharon Correa Ramos
Director of Retention

Johjan Báez
Lead Bursar

Online English
John Robinson
Vice Chancellor of Online English Operations

John Britt, EdD
Academic Director

Davin Ramsaroop
Director of Admissions

Latoya Arthur
Financial Aid Director

Alba Reyes
Registrar

Melissa Villafañe
Director of Retention

US Ground
Bethany Parmer, EdD
Registrar

Jeniffer Molina
Director of Financial Aid Director

Christopher Garner-Quintero
Director of Retention

Monica Brotons
Director of Career Placement

Metro Orlando Campus Administration

Julio Socorro
Campus Director (Interim)

Rosa Musi
Academic Director

Luz Perez
Director of Admissions (Interim)

Jeniffer Molina
Financial Aid Director

Silquia Vélez
Senior Associate Registrar

Pedro Arroyo
Bursar

Dirza Almestica (Acting)
Assistant Director of Learning Resources Center

Vacant
Director of Student Affairs

South Florida Campus Administration

Marcela Munera
Campus Director

Dr. Luis Nodarse
Academic Director

Jorge Báez
Bursar

Jeniffer Molina
Financial Aid Director

Cinthia Tineo Vasquez
Associate Registrar/ Credential Evaluation Services

Sandra Martínez
Associate Director of Student Affairs

Dianelys Breijo
Assistant Director of Learning Resources Center

Tampa Bay Campus Administration and Staff

Rupert Acosta
Campus Director

María C. Rodríguez
Academic Director

Miriam Avilés
Bursar

Viviana Barrabia
Director of Student Affairs

Dirza Alméstica (Acting)
Assistant Director of Learning Resources Center

Manuel Robayna
Learning Assistant Specialist

Marisabel Quiroga
Associate Registrar

Jeniffer Molina
Financial Aid Director

For a full listing of AGMU administrative staff, contact the AGMU Human Resources Department.

Physical Facilities

AGMU is located at 5575 S. Semoran Blvd, Suite 502, Orlando, Florida 32822. The telephone number is 407-563-6501. The campus has 7,000 square feet with nine offices, 10 work areas, a conference room, and reception area. The area is full equipped with data infrastructure for phone and computers. AGMU staff and faculty have designated office equipment to conduct their work online. The equipment allows them to conduct web-based conferencing sessions and meetings. Faculty and staff have telephone and fax services, as well. Each staff member has a unique credential to access the university's learning management and student information systems. Parking space available for students and the administration.

The AGMU telephone number for Student Services Call Center is: 1- (787) 288-1118.

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

The South Florida Campus is located at 15201 NW 79th Ct., Miami Lakes, Florida 33016. The Campus has 21 classrooms, 1 science lab, 2 nursing labs, 1FNP lab, 1 pharmacy lab, 2 computer labs, 1 language lab, 1 library, administrative offices, a conference room, and students and staff lounge. Parking space available for students and the administration.

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

Campuses Address and Telephone Numbers

Main Campus
Physical and Mailing Address:
5575 South Semoran Blvd.
Suite # 502,
Orlando, FL 32822
Phone: 1-877-647-8246 / 407-563-6501
Fax: (407) 277-8706
Website: https://agmu.edu

Metro Orlando Campus
Physical and Mailing Address:
5601 South Semoran Blvd.

Suite # 55,
Orlando, FL 32822
Phone: 1-877-647-8246 / 407-207-3363
Fax: (407) 207-3373

Website: https://agmu.edu/en/content/metro-orlando-campus

South Florida Campus
Physical and Mailing Address
15201 NW 79th Ct.
Miami Lakes, FL 33016
Phone: 1-800-774-3030 / 954-885-5595
Fax: (954) 885-5861

Website: https://agmu.edu/en/content/south-florida-campus-

Tampa Bay Campus
Physical and Mailing Address
3655 West Waters Ave.
Tampa, Florida 33614
Phone: 1-800-919-1099 / 813-932-7500
Fax: (813) 932-7527

Website: https://agmu.edu/en/content/tampa-bay-campus-

Academic Calendars

ANA G. MENDEZ UNIVERSITY
FALL 2021 ACADEMIC CALENDAR
16, 8, & 5 WEEK COURSES
ORLANDO/MIAMI LAKES/TAMPA/ONLINE ENGLISH (Main) CAMPUSES

ACADEMIC CALENDAR: FIRST SEMESTER 2021-2022 (202211) *	
August 30	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (202212).
September 15	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second summer semester (202113).
September 18	Deadline for faculty to make changes or additions of grades and removals of summer semester incompletes (202113).
October 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first PT (202211 PT 51).
October 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (202211 PT 51).
November 22	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second PT (202211 PT 52).
November 24	Deadline for faculty to make changes or additions of grades and removal of incompletes from the second PT (2022-11 PT52).
November 7	Deadline to apply for graduation December 2021.

16 PT 15 WEEKS AUGUST 23 TO DECEMBER 18, 2021		51 FIRST PT 5 WEEKS AUGUST 30 TO OCTOBER 2, 2021		52 SECOND PT 5 WEEKS OCTOBER 4 TO NOVEMBER 6, 2021	
August 23	Start of classes	August 30	Start of classes	October 4	Start of Classes
September 13	Deadline for faculty to submit Attendance Census	September 9	Deadline for faculty to submit Attendance Census	October 9	Deadline for students to request adjustments to the class schedule (Add/Drop)
September 19	Deadline for students to request course reinstatement.	September 12	Deadline for students to request course reinstatement.	October 10	Deadline for faculty to submit Attendance Census
December 15	Deadline for partial and total withdrawal with "W" notation.	September 29	Deadline for partial and total withdrawal with "W" notation.	November 14	Deadline for students to request a course reinstatement
December 18	Last day of classes and final exams.	October 2	Last day of classes and final exams.	November 26	Deadline to request total or partial withdrawal with a notation of "W"
December 19	Professors enter final grades in Grade Book.	October 3	Professors enter final grades in Grade Book.	November 6	Last day of classes and final exams
				November 7	Deadline for faculty to submit grades

53 THIRD PT 5 WEEKS NOVEMBER 8 TO DECEMBER 18, 2021		81 FIRST PT 8 WEEKS AUGUST 23 TO OCTOBER 16, 2021		82 SECOND PT 8 WEEKS OCTOBER 18 TO DECEMBER 18, 2021	
November 8	Start of Classes	August 23	Start of classes	October 18	Start of Classes
November 13	Deadline for students to request adjustments to the class schedule (Add/Drop)	September 13	Deadline for faculty to submit Attendance Census	October 23	Deadline for students to request adjustments to the class schedule (Add/Drop)
November 14	Deadline for faculty to submit Attendance Census	September 19	Deadline for students to request course reinstatement.	October 31	Deadline for faculty to submit Attendance Census
November 18	Deadline for students to request a course reinstatement	October 13	Deadline for partial and total withdrawal with "W" notation.	November 4	Deadline for students to request a course reinstatement
December 7	Deadline to request total or partial withdrawal with a notation of "W"	October 16	Last day of classes and final exams.	November 30	Deadline to request total or partial withdrawal with a notation of "W"
December 18	Last day of classes and final exams	October 17	Professors enter final grades in Grade Book.	December 18	Last day of classes and final exams
December 19	Deadline for faculty to submit grades			December 19	Deadline for faculty to submit grades

November 20-28 - Thanksgiving Break

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

Calendar subject to change

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

ANA G. MENDEZ UNIVERSITY
SPRING 2022 ACADEMIC CALENDAR
16, 8, & 5 WEEK COURSES
ORLANDO/MIAMI LAKES/TAMPA/ONLINE ENGLISH (Main) CAMPUSES

ACADEMIC CALENDAR: SECOND SEMESTER 2021-2022 (2022-12)	
January 24	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2022-13).
February 7	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first semester third PT (2022-11 PT 53).
February 9	Deadline for faculty to make changes or additions of grades and removals of first semester third PT incompletes (2022-11 PT 53).
March 14	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first PT (2022-12 PT 51).
March 16	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-12 PT 51).
April 19	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second PT (2022-12 PT52).
April 21	Deadline for faculty to make changes or additions of grades and removal of incompletes from the second PT (2022-12 PT 52).
March 31	Deadline to apply for graduation May 2022.

16 PT 15 WEEKS JANUARY 17 TO MAY 7, 2022		51 FIRST PT 5 WEEKS JANUARY 24 TO FEBRUARY 26, 2022		52 SECOND PT 5 WEEKS FEBRUARY 28 TO APRIL 2, 2022	
January 17	Start of classes	January 24	Start of classes	February 28	Start of classes
January 31	Deadline to report census taking on Web for Faculty	February 3	Deadline to report census taking on Web for Faculty	March 10	Deadline to report census taking on Web for Faculty
February 5	Deadline for students to request course reinstatement.	February 6	Deadline for students to request course reinstatement.	March 13	Deadline for students to request course reinstatement.
May 4	Deadline for partial and total withdrawal with "W" notation.	February 23	Deadline for partial and total withdrawal with "W" notation.	March 30	Deadline for partial and total withdrawal with "W" notation.
May 7	Last day of classes and final exams.	February 26	Last day of classes and final exams.	April 2	Last day of classes and final exams.
May 8	Professors enter final grades in Grade Book.	February 27	Professors enter final grades in Grade Book.	April 3	Professors enter final grades in Grade Book.
53 THIRD PT 5 WEEKS APRIL 4 TO MAY 7, 2022		**81 FIRST PT 8 WEEKS JANUARY 17 TO MARCH 12, 2022**		**82 SECOND PT 8 WEEKS MARCH 14 TO MAY 7, 2022**	
April 4	Start of classes	January 17	Start of classes	March 14	Start of classes
April 14	Deadline to report census taking on Web for Faculty	January 31	Deadline to report census taking on Web for Faculty	March 28	Deadline to report census taking on Web for Faculty
April 17	Deadline for students to request course reinstatement.	February 5	Deadline for students to request course reinstatement.	April 3	Deadline for students to request course reinstatement.
May 4	Deadline for partial and total withdrawal with "W" notation.	March 9	Deadline for partial and total withdrawal with "W" notation.	May 4	Deadline for partial and total withdrawal with "W" notation.
May 7	Last day of classes and final exams.	March 12	Last day of classes and final exams.	May 7	Last day of classes and final exams.
May 8	Professors enter final grades in Grade Book.	March 13	Professors enter final grades in Grade Book.	May 8	Professors enter final grades in Grade Book.

Calendar subject to change

ANA G. MENDEZ UNIVERSITY
SUMMER 2022 ACADEMIC CALENDAR
5 WEEK COURSES
ORLANDO/MIAMI LAKES/TAMPA/ONLINE ENGLISH (Main) CAMPUSES

ACADEMIC CALENDAR: SUMMERSEMESTER 2021-2022 (2022-13)	
May 23	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2023-11).
June 6	Deadline for students to claim removal of incompletes, grade changes, or grade additions from second semester third PT (2022-12 PT 53).
June 8	Deadline for faculty to make changes or additions of grades and removal of incompletes from second semester third PT (2022-12 PT53).
July 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from first PT (2022-13 PT 53).
July 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-13 PT 53).
June 30	Deadline to apply for graduation summer 2022.

51 FIRST PT 5 WEEKS MAY 23 TO JULY 25, 2022		52 SECOND PT 5 WEEKS JUNE 27 TO AUGUST 5, 2022		53 FIRST PR 8 WEEKS MAY 16 TO JULY 16, 2022	
May 23	Start of classes	June 27	Start of classes	May 16	Start of classes
June 29	Deadline to report census taking on Web for Faculty	July 14	Deadline to report census taking on Web for Faculty	May 30	Deadline to report census taking on Web for Faculty
June 5	Deadline for students to request course reinstatement.	July 17	Deadline for students to request course reinstatement.	May 5	Deadline for students to request course reinstatement.
June 22	Deadline for partial and total withdrawal with "W" notation.	August 3	Deadline for partial and total withdrawal with "W" notation.	July 13	Deadline for partial and total withdrawal with "W" notation.
June 25	Last day of classes and final exams.	August 5	Last day of classes and final exams.	July 16	Last day of classes and final exams.
June 26	Professors enter final grades in Grade Book.	August 6	Professors enter final grades in Grade Book.	July 17	Professors enter final grades in GradeBook.

July 4 to 10, 2022 - Summer Break

Calendar subject to change

ANA G. MENDEZ UNIVERSITY
SUMMER 2022 ACADEMIC CALENDAR
6 and 12 WEEK COURSES
ORLANDO/MIAMI LAKES/TAMPA/ONLINE ENGLISH (Main) CAMPUSES

ACADEMIC CALENDAR: SUMMER SEMESTER 2021-2022 (2022-13)	
May 16	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2023-11).
May 30	Deadline for students to claim removal of incompletes, grade changes, or grade additions from second semester third PT (2022-12 PT 82).
June 1	Deadline for faculty to make changes or additions of grades and removal of incompletes from second semester third PT (2022-12 PT 82).
July 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from first PT (2022-13 PT 61).
July 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-13 PT 61).
June 30	Deadline to apply for graduation summer 2022.

61 FIRST PT 6 WEEKS MAY 16 TO JUNE 25, 2022		62 SECOND PT 6 WEEKS JUNE 27 TO AUGUST 13, 2022		12 FIRST PR 8 WEEKS MAY 16 TO AUGUST 13, 2022	
May 16	Start of classes	June 27	Start of classes	May 16	Start of classes
May 27	Deadline to report census taking on Web for Faculty	July 15	Deadline to report census taking on Web for Faculty	May 27	Deadline to report census taking on Web for Faculty
May 29	Deadline for students to request course reinstatement.	July 17	Deadline for students to request course reinstatement.	May 29	Deadline for students to request course reinstatement.
June 22	Deadline for partial and total withdrawal with "W" notation.	August 10	Deadline for partial and total withdrawal with "W" notation.	August 10	Deadline for partial and total withdrawal with "W" notation.
June 25	Last day of classes and final exams.	August 13	Last day of classes and final exams.	August 13	Last day of classes and final exams.
June 26	Professors enter final grades in Grade Book.	August 14	Professors enter final grades in Grade Book.	August 14	Professors enter final grades in Grade Book.

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

ANA G. MENDEZ UNIVERSITY
SUMMER 2022 ACADEMIC CALENDAR
8 WEEK COURSES
ORLANDO/MIAMI LAKES/TAMPA/ONLINE ENGLISH (Main) CAMPUSES

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

81 2022-33 SUMMER PT (8 WEEKS) May 16 to July 16, 2022	
May 16	Start of classes
May 16 to 21	Late registration, cancellations, relocations and adjustments to the class schedule.
May 23-24	Cancellation of enrollment with 100% refund to students who were admitted during late registration.
May 30	Deadline for teachers to complete Attendance Census.
June 5	Deadline for students to reinstate courses.
July 13	Deadline to request total or partial withdrawal with a notation of "W".
July 16	Last day of classes and final exams.
July 17	Deadline to Faculty registered final grade on the web.

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

ANA G. MENDEZ UNIVERSITY
FALL 2021 ACADEMIC CALENDAR
16, 8, & 5 WEEK COURSES
ONLINE SPANISH CAMPUS

ACADEMIC CALENDAR: FIRST SEMESTER 2021-2022 (202231)	
August 30	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2022-32).
September 15	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second summer semester (2021-33).
September 18	Deadline for faculty to make changes or additions of grades and removals of summer semester incompletes (2021-33).
October 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first PT (2022-31 PT 51).
October 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-31 PT 51).
November 22	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second PT (2022-31 PT 52).
November 24	Deadline for faculty to make changes or additions of grades and removal of incompletes from the second PT (2022-31 PT 52).
November 7	Deadline to apply for graduation December 2021.

16 PT 15 WEEKS AUGUST 23 TO DECEMBER 18, 2021		51 FIRST PT 5 WEEKS AUGUST 30 TO OCTOBER 2, 2021		52 SECOND PT 5 WEEKS OCTOBER 4 TO NOVEMBER 6, 2021	
August 23	Start of classes	August 30	Start of classes	October 4	Start of classes
September 13	Deadline to report census taking on Web for Faculty	September 9	Deadline to report census taking on Web for Faculty	October 14	Deadline to report census taking on Web for Faculty
September 19	Deadline for students to request course reinstatement.	September 12	Deadline for students to request course reinstatement.	October 17	Deadline for students to request course reinstatement.
December 15	Deadline for partial and total withdrawal with "W" notation.	September 29	Deadline for partial and total withdrawal with "W" notation.	November 3	Deadline for partial and total withdrawal with "W" notation.
December 18	Last day of classes and final exams.	October 2	Last day of classes and final exams.	November 6	Last day of classes and final exams.
December 19	Professors enter final grades in Grade Book.	October 3	Professors enter final grades in Grade Book.	November 7	Professors enter final grades in Grade Book.

53 THIRD PT 5 WEEKS NOVEMBER 8 TO DECEMBER 18, 2021		81 FIRST PT 8 WEEKS AUGUST 23 TO OCTOBER 16, 2021		82 SECOND PT 8 WEEKS OCTOBER 18 TO DECEMBER 18, 2021	
November 8	Start of classes	August 23	Start of classes	October 18	Start of classes
November 18	Deadline to report census taking on Web for Faculty	September 13	Deadline to report census taking on Web for Faculty	October 31	Deadline to report census taking on Web for Faculty
November 21	Deadline for students to request course reinstatement.	September 19	Deadline for students to request course reinstatement.	November 7	Deadline for students to request course reinstatement.
December 15	Deadline for partial and total withdrawal with "W" notation.	October 13	Deadline for partial and total withdrawal with "W" notation.	December 15	Deadline for partial and total withdrawal with "W" notation.
December 18	Last day of classes and final exams.	October 16	Last day of classes and final exams.	December 18	Last day of classes and final exams.
December 19	Professors enter final grades in Grade Book.	October 17	Professors enter final grades in Grade Book.	December 19	Professors enter final grades in Grade Book.

Calendar subject to change

*** November 20-28 - Thanksgiving Break ***
** September 17, 2021 is the celebration of the U.S. Constitution**

ANA G. MENDEZ UNIVERSITY
SPRING 2022 ACADEMIC CALENDAR
16, 8, & 5 WEEK COURSES
ONLINE SPANISH CAMPUS

ACADEMIC CALENDAR: SECOND SEMESTER 2021-2022 (202232)	
January 24	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2022-33).
February 7	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first semester third PT (2022-31 PT 53).
February 9	Deadline for faculty to make changes or additions of grades and removals of first semester third PT incompletes (2022-31 PT 53).
March 14	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the first PT (2022-32 PT 51).
March 16	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-32 PT 51).
April 19	Deadline for students to claim removal of incompletes, grade changes, or grade additions from the second PT (2022-32 PT52).
April 21	Deadline for faculty to make changes or additions of grades and removal of incompletes from the second PT (2022-32 PT 52).
March 31	Deadline to apply for graduation May 2022.

16 PT 15 WEEKS JANUARY 17 TO MAY 7, 2022		51 FIRST PT 5 WEEKS JANUARY 24 TO FEBRUARY 26, 2022		52 SECOND PT 5 WEEKS FEBRUARY 28 TO APRIL 2, 2022	
January 17	Start of classes	January 24	Start of classes	February 28	Start of classes
January 31	Deadline to report census taking on Web for Faculty	February 3	Deadline to report census taking on Web for Faculty	March 10	Deadline to report census taking on Web for Faculty
February 5	Deadline for students to request course reinstatement.	February 6	Deadline for students to request course reinstatement.	March 13	Deadline for students to request course reinstatement.
May 4	Deadline for partial and total withdrawal with "W" notation.	February 23	Deadline for partial and total withdrawal with "W" notation.	March 30	Deadline for partial and total withdrawal with "W" notation.
May 7	Last day of classes and final exams.	February 26	Last day of classes and final exams.	April 2	Last day of classes and final exams.
May 8	Professors enter final grades in Grade Book.	February 27	Professors enter final grades in Grade Book.	April 3	Professors enter final grades in Grade Book.

53 THIRD PT 5 WEEKS APRIL 4 TO MAY 7, 2022		81 FIRST PT 8 WEEKS JANUARY 17 TO MARCH 12, 2022		82 SECOND PT 8 WEEKS MARCH 14 TO MAY 7, 2022	
April 4	Start of classes	January 17	Start of classes	March 14	Start of classes
April 14	Deadline to report census taking on Web for Faculty	January 31	Deadline to report census taking on Web for Faculty	March 28	Deadline to report census taking on Web for Faculty
April 17	Deadline for students to request course reinstatement.	February 5	Deadline for students to request course reinstatement.	April 3	Deadline for students to request course reinstatement.
May 4	Deadline for partial and total withdrawal with "W" notation.	March 9	Deadline for partial and total withdrawal with "W" notation.	May 4	Deadline for partial and total withdrawal with "W" notation.
May 7	Last day of classes and final exams.	March 12	Last day of classes and final exams.	May 7	Last day of classes and final exams.
May 8	Professors enter final grades in Grade Book.	March 13	Professors enter final grades in Grade Book.	May 8	Professors enter final grades in Grade Book.

Calendar subject to change

ANA G. MENDEZ UNIVERSITY
SUMMER 2022 ACADEMIC CALENDAR
5 WEEK COURSES
ONLINE SPANISH CAMPUS

ACADEMIC CALENDAR: SUMMER SEMESTER 2021-2022 (2022-33)	
May 23	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2023-31).
June 6	Deadline for students to claim removal of incompletes, grade changes, or grade additions from second semester third PT (2022-32 PT 53).
June 8	Deadline for faculty to make changes or additions of grades and removal of incompletes from second semester third PT (2022-32 PT53).
July 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from first PT (2022-33 PT 53).
July 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-33 PT 53).
June 30	Deadline to apply for graduation summer 2022.

51 FIRST PT 5 WEEKS MAY 23 TO JULY 25, 2022		52 SECOND PT 5 WEEKS JUNE 27 TO AUGUST 5, 2022		53 FIRST PR 8 WEEKS MAY 16 TO JULY 16, 2022	
May 23	Start of classes	June 27	Start of classes	May 16	Start of classes
June 29	Deadline to report census taking on Web for Faculty	July 14	Deadline to report census taking on Web for Faculty	May 30	Deadline to report census taking on Web for Faculty
June 5	Deadline for students to request course reinstatement.	July 17	Deadline for students to request course reinstatement.	May 5	Deadline for students to request course reinstatement.
June 22	Deadline for partial and total withdrawal with "W" notation.	August 3	Deadline for partial and total withdrawal with "W" notation.	July 13	Deadline for partial and total withdrawal with "W" notation.
June 25	Last day of classes and final exams.	August 5	Last day of classes and final exams.	July 16	Last day of classes and final exams.
June 26	Professors enter final grades in Grade Book.	August 6	Professors enter final grades in Grade Book.	July 17	Professors enter final grades in GradeBook.

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

ANA G. MENDEZ UNIVERSITY
SUMMER 2022 ACADEMIC CALENDAR
6 and 12 WEEKS
ONLINE SPANISH CAMPUS

ACADEMIC CALENDAR: SUMMER SEMESTER 2021-2022 (2022-33)	
May 16	Deadline for students to request reclassification of program, concentration, or academic major for the next semester (2023-31).
May 30	Deadline for students to claim removal of incompletes, grade changes, or grade additions from second semester third PT (2022-32 PT 82).
June 1	Deadline for faculty to make changes or additions of grades and removal of incompletes from second semester third PT (2022-32 PT 82).
July 18	Deadline for students to claim removal of incompletes, grade changes, or grade additions from first PT (2022-33 PT 61).
July 20	Deadline for faculty to make changes or additions of grades and removal of incompletes from the first PT (2022-33 PT 61).
June 30	Deadline to apply for graduation summer 2022.

61 FIRST PT 6 WEEKS MAY 16 TO JUNE 25, 2022		62 SECOND PT 6 WEEKS JUNE 27 TO AUGUST 13, 2022		12 FIRST PR 8 WEEKS MAY 16 TO AUGUST 13, 2022	
May 16	Start of classes	June 27	Start of classes	May 16	Start of classes
May 27	Deadline to report census taking on Web for Faculty	July 15	Deadline to report census taking on Web for Faculty	May 27	Deadline to report census taking on Web for Faculty
May 29	Deadline for students to request course reinstatement.	July 17	Deadline for students to request course reinstatement.	May 29	Deadline for students to request course reinstatement.
June 22	Deadline for partial and total withdrawal with "W" notation.	August 10	Deadline for partial and total withdrawal with "W" notation.	August 10	Deadline for partial and total withdrawal with "W" notation.
June 25	Last day of classes and final exams.	August 13	Last day of classes and final exams.	August 13	Last day of classes and final exams.
June 26	Professors enter final grades in Grade Book.	August 14	Professors enter final grades in Grade Book.	August 14	Professors enter final grades in Grade Book.

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

ANA G. MENDEZ UNIVERSITY
SUMMER 2022 ACADEMIC CALENDAR
8 WEEKS
ONLINE SPANISH CAMPUS

ACADEMIC CALENDAR: SUMMER SEMESTER 2021-2022 (2022-33)	
May 16	Deadline to apply for program, concentration or major reclassification effective first semester 2023- 31
June 16	Deadline for students to remove incompletes and claim grades summer 2022-32 PT 82.
June 18	Deadline for teachers to remove incompletes and claim grades for 2022-32 PT 82.
June 18	Deadline to apply for graduation, student candidates for graduation summer 2022.

81 2022-33 SUMMER PT (8 WEEKS) May 16 to July 16, 2022	
May 16	Start of classes
May 16 to 21	Late registration, cancellations, relocations and adjustments to the class schedule.
May 23-24	Cancellation of enrollment with 100% refund to students who were admitted during late registration.
May 30	Deadline for teachers to complete Attendance Census.
June 5	Deadline for students to reinstate courses.
July 13	Deadline to request total or partial withdrawal with a notation of "W".
July 16	Last day of classes and final exams.
July 17	Deadline to Faculty registered final grade on the web.

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

STUDENTS' ACADEMIC REQUIREMENTS, REGULATIONS AND SERVICES

Admissions

Non-Degree Programs

Applicants must provide evidence of a standard high school diploma or its equivalent.

Undergraduate General Admission

General Requirements for Admission:

- The applicant must provide evidence of a standard high school diploma or its equivalent.
- Applicants who have completed previous college level coursework must provide evidence of a standard high school diploma or its equivalent and an official transcript from the transferring institution (this means a document issued by the institution which includes an official seal, generally with a stamp stating "official transcript").

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

Every applicant 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, agency recognized by the US Department of Education, or appropriate government agency, board, etc. confirming completion of secondary school or equivalent
- Grade report prepared by a secondary institution, agency recognized by the US Department of Education, or appropriate government agency, board confirming completion of secondary school or equivalent

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

Additional requirements may apply to specific academic programs.

*If the applicant is enrolling in a bilingual program, before enrolling in any course, applicant may be required to take a language proficiency assessment. Please refer to the AGMU Language Placement Protocol and the Transfer Credit Policy.

Specific Program Admission Requirements

Associate of Science in Technical Studies

1. Satisfactory completion of a minimum of 27 credits at the post-secondary level with a GPA of 2.00.

Bachelor of Arts in Education (BA) Major in Elementary Education, Pre-Kindergarten/Primary Education, and Special Education

1. Minimum GPA 2.50

Bachelor of Arts in Liberal Arts

1. Satisfactory completion of 30 or more transferable credits.
2. A minimum GPA of 2.00 on a scale of 4.00.

3. Submit official transcript of credits from the institutions attended.

Bachelor of Science in Community Health (BSCH)

1. Minimum GPA. 2.50 or its equivalent or evidence of 2 years of work experience.

Bachelor of Social Work

1. Social Work Baccalaureate program admission criteria requires a minimum High School grade point average of 2.25 or equivalent (GED).
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. Academic credit for life experience and previous work experience shall not be given, in whole or in part, in lieu of social work courses.

Bachelor of Science in Nursing, RN to BSN

Applicants to the **Bachelor of Science in Nursing (RN to BSN)** must meet the following additional requirements:

1. Submit official transcript of credits from an earned associate degree or diploma in Nursing from a recognized institution by the U.S. Department of Education with a minimum CGPA of 2.75 on a scale of 4.00.
2. Applicants must hold an unencumbered license as a registered nurse. An additional requirement applies to students residents of Puerto Rico: students must be collegiate members of the PR College of Nursing Professionals during their entire time at the RN to BSN program.
3. Undergo an admission interview.
4. Three years or more working as an RN.

Conditional Admissions

A student who applies for admission or re-admission, submits a student copy of his or her transcript, and meets all the admissions requirements for the selected program of student may be grant conditional admission to the university. Federal financial aid is not available to conditionally admitted students.

Incoming students shall submit official documentation within 30 calendar days from the beginning of the term to complete the student records. If the student fails to provide all required forms within the deadline, the admission and enrollment will be cancelled.

Applicants that do not meet one or more of the above-mentioned requirements may be interviewed by the Campus Director or designated representative. The Director or his authorized representative will determine if the applicant can be conditionally admitted.

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 Vice Chancellor of Student Affairs.

Deferment of Admissions

Upon request, the Admissions Office may defer admission to the following semester of the same academic year for which admission to the university was granted.

Readmission

A readmitted student is one who has interrupted his or her studies for at least one semester and wishes to return to the institution to continue his or her program of study. 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 Admissions Counselor 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 AGMU 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 of Credit into the University

A transfer student is defined as an active or former student entering Ana G. Mendez University from an accredited entity of post-secondary education. Official transcripts from all colleges attended must be received no later than forty-five (45) days after the start of the student's first term at AGMU to receive transfer credit. Transfer students must comply with AGMU residency requirements. Students from US and Puerto Rico campuses must earn 25% credits in residence at AGMU to receive technical certificate degree, associate degree, bachelor degree diploma and, master degree diploma. Transfer students must complete a minimum of 25% of the prescribed number of credit hours within their program of study in order to be measured for the recognition with honors.

As an institutional member of AACRAO, designated personnel have been qualified to review and evaluate foreign academic credentials. Applicants for admissions who have completed previous coursework outside the United States may receive a free of cost course and/or degree equivalency from Ana G. Mendez University.

Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned in the calculation of satisfactory academic progress. Transfer credits are not included when calculating the GPA. For additional information, please refer to the sections in the catalog entitled Satisfactory Academic Progress and Programmatic Admissions Requirements.

Students from other fully accredited universities may be admitted. Transfer credits will be considered attempted credits (T grade) and will not be considered for the calculation of the retention or graduation index.

Criteria for acceptance for transfer of credit are as follows:

1. The courses for transfer are similar in objectives and content to those offered by AGMU.

2. The courses for transfer can be applied toward graduation requirements.
3. The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better) for undergraduate courses. The letter grade (or equivalent) in the course for transfer is a "B" or better for graduate courses.
4. Core professional skills or technology courses may be accepted if those credits were earned no more than 5 years prior to enrollment date.
5. General Education courses may be accepted if those credits were earned no more than 10 years prior to the enrollment date.
6. Credits transferred from institutions are evaluated on the basis of equivalency with the content of the courses and credits required by AGMU.
7. Courses with a Passing Grade (Pass) will be considered for transfer, provided they have credits and are equivalent according to the curriculum.
8. The university does not accept remedial courses in transfer.

The authorized representative of the AGMU shall establish equivalencies for the courses, after consultation with the Academic or Program Director and if necessary, with the faculty specialized in the area. In some cases, the transferring institution's catalog and official course description provided by the student may be used to create course equivalencies. No official evaluation of transfer of credit is made until the student has been accepted by the university and an official transcript from the institution awarding the credits is received. The authorized representative, as applicable to the Campus, will inform the student of the courses officially accepted for transfer within 45 business days.

If the student does not agree with the decision on the granting or placement of credit earned at another institution, the student has the right to submit an appeal to the receiving campus. Students will be required to provide reasonable material to support the appeal. Once all the required information is received, the expectation is that we will provide the student with a written response within 15 business days. If the decision finds merit to change the course to meet a major requirement, authorized representative will update the student record and notify the student.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

International Students

1. At this moment, Ana G. Mendez University campuses are not authorized to receive international students. Interested international students can apply to online programs. Applicants must contact the Director of Admissions for more information.
2. All requirements for admission, readmission, and transfer will apply to international students.
3. The educational level of the international student must be validated through an official transcript.
4. Admission for international students will be subject to the immigration laws and regulations in effect.
5. Students will have a period of 56 calendar days to submit their documents from the beginning of the course to complete their file. If the student does not submit the required documentation, admission and enrollment will be canceled.

Special Students

Students who wish to take credit courses for the purposes of continuing education or transfer of credits to another institution may register as a

Special Student. Special students are classified as non-degree seeking students.

Students must show evidence of graduation from an accredited college or university or submit official documentation that denotes authorization to take courses, in order to become eligible to enroll at AGMU. Students may be required to participate in an interview with a representative of the university and/or academic department.

AGMU Language Placement Protocol

The purpose of the language placement assessment is to measure the applicant's current level of skills and knowledge in language (English and Spanish). The goal is to offer developmental coursework to students who reflect the need to enhance their language skills.

Placement Process - Undergraduate Level

New Students Without Evidence of Language Competency

To assess the language skills for new or transfer students unable to provide evidence of college-level language competency, the following assessment process applies:

- Take an English or Spanish Placement Assessment of 25 questions. The following table indicates how students will placed based on the final score:

Score	English Placement	Spanish Placement
70% - 100%	ENGL 115-O	SPAN 115-O
0% - 69%	ENGL 050-O	SPAN 100-O

- Students with a score of less than 70% have the option to test out of ENGL 050-O or SPAN 100-O by taking a placement assessment that measures the objectives of the courses. These assessments consist of 25 questions with a duration of 30 minutes each. The following table indicates how students will placed based on the final score:

Score	English Placement	Spanish Placement
70% - 100%	ENGL 102-O	SPAN 102-O
0% - 69%	ENGL 050-O	SPAN 100-O

Placement Process Waivers

Applicants may qualify for a language proficiency assessment wavier by submitting any of the following documents:

Undergraduate Program Applicants:

1. AGMU -PR students with equivalent college-level coursework in Spanish or English composition courses with a grade of C or higher.
2. Transfer students who have completed college-level English or Spanish Composition coursework from an institution where English or Spanish is the main language of instruction with a grade of C or higher.
3. Scores from recognized or validated standardized examinations in English or Spanish as follows:
    a. ACT sub-scores of at least 18 in writing and at least 21 in reading taken within five calendar years.
    b. SAT sub-scores of at least 480 in writing and at least 480 in critical reading taken within five calendar years.
    c. Prueba de Aptitud Académica (PAA)-College Board sub-scores of at least 420 for Reading and Writing (Español Lectura y Redacción) and at least 420 for English.
    d. TOEFL scores of 500 or higher on a paper-based examination, a score of 173 on a computer-based examination, or an internet-based score (iBT) of 61 taken within five calendar years.
    e. IELTS™ score of 6.0 or higher.
    f. Advanced Placement Exam (AP) in English Composition or Spanish Composition with score of 3 point or higher.
    g. International Baccalaureate in English Composition or Spanish Composition with score of 4 point or higher.

Language Courses

Students may present evidence of completion of English or Spanish College Composition coursework or its equivalent to be considered for transfer credit. Transfer credit for language courses may be awarded if the course description and objectives are equivalent to a language course offered at the institution. For more information, please refer to section in the catalog entitled Language Placement Protocol.

Method of Instruction

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

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

Course Modules and Language of Delivery

Programs at AGMU are offered in Spanish, English or Bilingual. Students may choose to complete their program of study on-site (face to face), online, or through blended/hybrid modality. These modalities are defined as:

1. **On-Campus**: it is the synchronous interaction between the professor and the student which is offered in a traditional classroom on the campus where the learning-teaching process is developed.
2. **Online**: process in which the professor and the student are separate in time, space, or both, and the totality of contact hours is offered through a technological platform *(*Learning Management System).
3. **Hybrid**: courses which combine the synchronous modality with the online modality and are supported by technological platform (Learning Management System).

The language of instruction and program delivery modality are subject to availability.

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

Classification of Students

By number of credit hours enrolled

- **Full time Students**– Those who have fulfilled *the admissions requirements* of the Institution and are carrying a program of 12 or more credit hours per semester in a program leading to a degree, diploma or certificate.
- **Half time Students** – Those who have fulfilled the admissions requirements of the University and enrolled in a program leading to a degree, diploma or certificate, but who are carrying three to 5 credit hours of work per semester.
- **Less than half time-** Those who have fulfilled the admission requirements of the University and enrolled in a program leading to a degree, diploma or certificate but who are carrying 2 or less credit hours of work per semester.

By credit hours leading to a degree

- **First-year Students-** Those who have a completed a minimum of 3 to 12 credit hours at the University.
- **Second-year Students-** Those who have completed a minimum of 13 to 24 credit hours at the University.
- **Third-year Students-** Those who have completed 25 or more credit hours at the University.

Registration

The Vice-Chancellor for Student Affairs determines the registration procedures. Candidates for admission will not be able to register until they have received an official statement or admission. Detailed information

explaining the registration procedures will be distributed in advance. Students are required to register on the dates established for their respective cohorts according to the registration schedule published by the University.

In order to officially register for courses, the student must:

1. Pay all required charges and fees to the Bursar's Office.
2. Complete and submit all required documents to the appropriate university department.

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.

Programming of Courses

The Office of the Vice Chancellor is responsible for determining which courses will be offered, the number of sections to be created, the number of sections and the instructor assigned to each course. Course programming is designed during the month of June for the following academic year, which begins in August.

Program Moratorium or Institutional Closure

The Institution must periodically evaluate fluctuations in the enrollment of programs and specialties, and the demand of the labor market for the same, to determine the continuity of their academic offerings. The Institution shall have the power to place in moratorium programs or specialties due to a decrease in the required enrollment. One semester prior to the enrollment process, the Vice Chancellor of Academic Affairs will inform the Systems Analyst of the Vice Chancellor of Student Affairs of the program or specialty that will be in moratorium. The Institution will ensure the availability of the courses to the students who follow the established curriculum, in an uninterrupted way (without failing or leaving a term of study in between), until they complete their academic degree.

Institutional Closure

In the event of an institutional or campus closure:

- One semester prior to the enrollment process for the following term, the university administration shall disclose its closure plan.
- Students will meet with the appropriate personnel to help them identify and make the necessary arrangements to ensure the completion their studies at the institution within the identified allotted time or make arrangements to transfer to another institution.
- The office of the Academic Affairs and Student Affairs shall establish a verifiable and reliable system to continue to provide students with information relevant to their academic work.
- The office of Student Affairs shall deliver to the licensing agency all academic records, in digital format, and will certify that the information is correct.

Pre-Registration

Pre-registration is the process by which active students have the opportunity to select the courses which they want to officially register for during the registration process. The pre-registration period takes place during the second semester.

Late Registration

Late registration will be held, if possible, before classes officially begin. Students who do not go through the pre-registration process, or who fail to attend registration on the assigned date, may register during the late registration period, provided there is space in the course sections they select. No student will be able to register after the period determined for late registration.

After the registration period, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel their registration by filling out the appropriate cancellation request forms which can be accessed through the Student Portal or at one of the university campuses.

Advanced Standing

A student's time to complete their program of study may be shortened through transfer of credit, credit from standardized placement assessment, prior learning, or challenge examinations. The maximum amount of advanced standing credit, regardless of source, cannot exceed 75% of the total degree program length for undergraduate programs.

Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. Advance standing through transfer credit, credit from standardized placement assessment or challenge examinations does not apply to students pursuing a diploma program.

Credit for Prior Learning or Challenge Examination

Students may obtain credit for prior learning through passing challenge examinations. 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 Registrar Office. The student will receive a general orientation and will complete related documents. Documents will be referred to the Academic Director for initial screening before referring them to an academic subject specialist for final analysis.
   b. Upon approval, the student will be notified of the corresponding payment to be made. The Academic Director and/or its representative will issue a permit for the exam and provide an 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.
   e. Appropriate documentation will be submitted to the Registrar.

Transferability of Institutional Credits to Other Institutions

The transferability of credits is solely at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits completed at Ana G. Mendez University will be accepted at any other institution.

Program Changes, Withdrawals, and Transient Registration

Re-classification of Program or Major

Active students may apply for reclassification to a program or major by applying for reclassification to his Academic & Student Service Counselor before the deadline 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. The campus Registrar 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, it may 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 Handbook.

Transient Registration

AGMU students will have the opportunity to take courses at other accredited institutions of higher education, if the courses are not offered at the institution and are required to continue course work in subsequent semesters.

1. In order to take a course at another institution, the student will submit the corresponding application form to the Associate Registrar at the 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.
2. Approval shall only be granted for those courses listed within a specific term.
3. Students must be in good academic standing.
4. Courses approved with a grade of "C" or higher for bachelors 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

A regular student is defined as a student who has fulfilled all admissions requirements to enter the institution, has enrolled in a program of study with 12 or more credits per semester, uninterrupted. Courses are scheduled in semester terms. Each semester is divided into five to fifteen weeks part of term.

1. The regular academic load for a full-time bachelor's student is twelve (12) credits per semester.

2. For an academic load of more than twelve (12) credits per semester or enrollment in more than two (2) classes per partial term, an authorization from the Vice-Chancellor or designee is required.
3. Students who have registered with the maximum academic load permitted and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the authorization from the appropriate Vice-Chancellor or designee.
4. No student may have an academic load greater than twelve (12) per semester credits. An academic load greater than twelve (12) credits will be permitted for students that are graduation candidates to be completed during the summer term. Approval from Vice-Chancellor or designee is required. This academic load may not be greater than three (3) credits.

Class Attendance

Regular attendance and participation in class discussion and activities are expected. It will enhance and enrich the experience for the entire class. If the student expects to miss class for any reason, it is the student's responsibility to notify the professor by email or telephone prior to class. Professors may take student attendance into consideration when grading and should explain the possible impact of absences on the student's grades. Professors are not required to allow students to make up work. Students are responsible for all material covered during the course, regardless of whether they are present in class. Thus, attendance is strongly recommended to better facilitate student achievement of academic goals.

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

Evaluation of Student's Academic Achievement

Definition of a Semester Credit Hour

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 outline under the guidance of a qualified instructor. Students are expected to engage in a minimum of two hours of out of class student work per each course credit hour.

Partial and Final Evaluations:

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

The university adheres to the following letter grade and points system:

1. For the purpose of computing the students average, the number value of the grades in the courses shall 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 included in the calculation of the student's grade average, except for the WF.

AU	Audit Course
I	Incomplete (IA, IB, IC, ID, IF)
IP	Course in Progress
NP	No Pass
NR	Grade Not Reported
P	Pass
T	Transfer Credit
W	Official Withdrawal
WA	Administrative Withdrawal
WF	Compulsory Withdrawal
WN	Administrative Withdrawal

A minimum 2.00 average is required for most undergraduate degree programs. Please refer to the section in the catalog entitled ***Programmatic Academic Achievement Requirements*** for additional information.

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

A "**WF**" indicates a withdrawal from a course with penalty for excessive and/or unjustified absences.

A "**WN**" Indicates no attendance in a course within the first two weeks of the term (no grade points). This is reported in the official census.

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

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

1. The 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.

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 credit hours attempted and earned.

A course with a "**NP**" indicates that the student has not met the minimum expectations of the course. A "NP" grade is not calculated into the CGPA but is considered in the determination of credit hours attempted and earned.

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 credit hours attempted and earned.

Students may register for courses as auditors. Auditing a course means performance in the course is not evaluated for a grade. Upon completion of the course, the student will receive the grade of "**AU**."

A course with a "**NR**" indicates that the final grade is not officially submitted. As a placeholder grade, a "**NR**" does not count towards the calculation of the CGPA and does not change the student's academic standing.

Once assigned by the professor or respective personnel, the grades are final and certified by the Registrar's Office in the students' official academic record. Nevertheless, a student has the right to appeal his/her grade to the Appeals Committee.

Withdrawals

Total or partial withdrawals are allowed during a part of term or Summer session as specified in the academic calendar, with the recommendation of the retention official, and processed by the Registrar's Office or through the student portal. The deadline for voluntary total withdrawals is prior to the last week of the term.

The institution reserves the right to require a student to withdraw from any course or from the University, temporarily, for any of the following reasons:

1. Possibility of hazard to the health of the student or that of other students, if enrollment were continued
2. Refusal to obey regulations or serious misconduct on the part of the student.
3. Deficient academic work (below required are scholastic standards).
4. Students who withdraw from the Institution or finish their studies without settling their financial obligations will not receive graduation certificates, transcripts or diplomas.

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 Registrar, 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 of the Vice 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 Vice Chancellor and/or Academic 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 option 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. Please refer to the section in the catalog entitled *Programmatic Academic Achievement Requirements* for additional information.
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 Externships/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. Please refer to the section in the catalog entitled *Programmatic Academic Achievement Requirements* for additional information.
6. No student will repeat a specified course until he or she has received a grade for it.
7. Repeated courses will count towards the evaluation of the student's satisfactory academic progress.

Independent Study

Courses in this category must comply with established requirements of weekly hours of 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.

Satisfactory 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 Ana G. Mendez University. Specific programs may mandate higher academic standards to meet SAP. It is the responsibility of the students to adhere to the academic standards for their program of study. Students who fail to maintain specific academic requirements will not be permitted to continue in their program of study.

Reviewing Satisfactory Progress

Minimum CGPA and Rate of Course of Completion

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

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

SAP Appeal Process

If the student loses federal financial aid assistance because of not meeting the minimum SAP requirements following a semester on Financial Aid Warning, he/she may apply for Appeal to the Vice Chancellor of Student Affairs or appointed representative 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 Vice Chancellor of Student Affairs or appointed representative. If the Vice Chancellor of Student Affairs or appointed representative 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 Vice Chancellor of Student Affairs or appointed representative 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 Registrar Office 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.

Remedial and Developmental Courses

Students enrolled in remedial courses are expected to receive passing grades in those courses in order to progress into the next term. Remedial courses do not count towards the determination of credit hours attempted and earned and will not be considered in the cumulative GPA when determining SAP. Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework.

Satisfactory Academic Progress Tables

Certificate/Diploma Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 12	50%	1.65
13 – 24	60%	1.75
25 - 60	67%	2.00

Associate Degree Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 28	57%	1.70
29 – 56	62%	1.85
57 +	67%	2.00

Bachelor Degree Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	1.70
31 – 60	60%	1.85
61 – 90	64%	2.00
91 +	67%	2.00

Nursing Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 24	55%	2.50
25 – 48	60%	2.75
49 - 92	64%	3.00
93 +	67%	3.00

Social Work Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	2.25
31 – 60	60%	2.30
61 – 90	64%	2.40
91 +	67%	2.50

Teacher Preparation/Education Programs		
Credits Attempted	% of Credits Earned	GPA
1 – 30	55%	2.00
31 – 60	60%	2.25
61 – 90	64%	2.50
91 +	67%	2.50

Programmatic Academic Achievement Requirements

Bachelor of Science in Nursing, RN to 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.
- To be awarded the degree of Bachelor of Science in Nursing (BSN), all applicants must complete the required general education course work prior to starting the nursing concentration courses for the RN to BSN program option. Upon evaluation of official transcripts from the accredited pre-licensure associate or diploma registered nurse program, the student will be transferred credits for the equivalent courses based on the following requirements.

Bachelor of Arts in Liberal Arts

1. A minimum of 120 credits will be required for graduation.
2. To earn a B.A. major in Liberal Arts degree, the student must obtain a minimum grade of C.
3. Approve the General Education capstone course
4. Approve the Program capstone course
5. The overall GPA graduation required is 2.00 on a scale of 4.00.
6. The maximum credits to transfer are subject to the evaluation of an official academic record, except for the two capstone courses, that must be taken in the institution.

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 Ana G. Mendez University.

Bachelor of Arts in Social Work

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 Ana G. Mendez University.

Internship/externship and practicum requirements

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

experiences. Also, students must comply with state and local certification requirements for the academic program, as applicable. Furthermore, students must comply with all requirements established by the internship/externship and practicum centers. All external practicum experiences will be conducted in English regardless if students are enrolled in a program offered in Spanish.

Accumulated Credits Required and Retention Index

Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually and those accepted as transfer. To complete a degree, a student must complete all academic requirements in a period of time not to exceed 150% of the total credit hours required to obtain the degree. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

Graduation Requirements

Eligibility to Obtain an Academic Degree

- 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.
- Students must have approved the total number of credits required for the degree with a minimum GPA of 2.00 for non-degree and degree programs. Please refer to the section in the catalog entitled Programmatic Academic Achievement Requirements for additional information.
- Students must have approved the total concentration or major courses with a minimum GPA of 2.00 for non-degree and degree programs.
- Transfer students must meet residency requirements.
- When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
- 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.
- Have applied for Graduation through the campus webpage or Registrar by the date established in the academic calendar.
- 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.
- All students applying for readmission to the institution will be subject to the graduation requirements in effect the year they are readmitted.
- Students receiving bachelor's degrees with a grade point average ranging from 3.50 to 3.74 will graduate with honors Cum Laude, those within the 3.75 to 3.89 range will graduate with honors Magna Cum Laude, and those with a grade point average ranging from 3.90 to 4.00 will graduate with honors Summa Cum Laude.
- Commencement will be held only once a year, at the end of the second academic semester. Students who fulfill their graduation requirements at the end of any semester or at the end of the summer session may apply and obtain a certification of completion of graduation requirements from the Registrar's Office before Commencement. Eligible candidates for graduation must attend the Commencement Ceremony.

- 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 programs. 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.

Tuition

United States Residents

Online Programs

Diploma Programs
Cost per Credit: $250.00

Undergraduate (Associate & Bachelor's Degrees)
Cost per Credit: $300.00

Other fees and charges (Fees are non-refundable)

Graduation Fee	$185.00
Transcript	$6.00
Returned Check Fee	$15.00
Diploma Duplicate	$25.00
Administrative Graduation	$35.00
Graduation Certificate	$5.00
Apostille Fee (International Students)	$35.00
Shipping Fee (International Students)	Varies by Country

On-site Programs

Diploma Programs
Cost per Credit: $300.00

Undergraduate (Associate & Bachelor's Degrees)
Cost per Credit: $411.00

Other fees and charges (Fees are non-refundable)

Graduation Fee	$180.00
ID Duplicate Card	$5.00
Transcript	$6.00
Returned Check Fee	$15.00
Diploma Duplicate	$25.00
Administrative Graduation	$35.00
Graduation Certificate	$5.00

Laboratory, Practice and Other fees (Fees are non-refundable)

Diploma Programs

Laboratory and Supplies fee for courses with laboratory requirements $100.00

Nursing and Allied Health

Fee for courses with a laboratory requisite $125.00

Puerto Rico Residents

Diploma Programs
Cost per Credit $180.00

Undergraduate (Associate & Bachelor's Degrees)
Cost per Credit: $190.00

Undergraduate Health Sciences
Cost per Credit: $476.00*
* All courses with the prefix BIOL, PHAR, HESC and NURS

Laboratory Fees*

Nursing:

NURS104-OL, NURS201-OL	$290
NURS103-OL, NURS203-OL	$185

NURS203-OL, NURS204-OL, NURS303-OL, NORS306-OL, NURS206-OL, NURS304-OL, NURS205-OL, NURS404-OL	$155.00
NURS207-O, NURS407-O	$500.00
Other Allied Health Courses	$125.00

*Laboratory Fees include other elements including but not limited to Laboratory Supplies, Electronic Simulation Tools, among others

Other fees and charges (Fees are non-refundable)

Graduation Fee	$185.00
Transcript	$6.00
Returned Check Fee	$15.00
Diploma Duplicate	$25.00
Administrative Graduation	$35.00
Graduation Certificate	$5.00
Apostille Fee (International Students)	$35.00
Shipping Fee (International Students)	Varies by Country

Technology Fee

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

United States Residents

Online and On-site programs

1. Fall and Spring Semesters $ 260.00
2. Summer Semester $ 130.00

Puerto Rico Residents

3. Fall and Spring Semesters $ 260.00
4. Summer Semester $ 130.00

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

1. Broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum.
2. 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.
3. Increase the integration of technology into the curriculum.
4. The technology fee for each academic term is not refundable.

Additional Expenses and Fees

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.

Books and Supplies:

All learning resources, textbooks and teaching materials are provided through the virtual library and Blackboard platform. In some cases, faculty will recommend textbooks, which students may acquire through the supplier of your choice. The approximate cost of books and supplies per term is $350.00.

Graduation Fee:

The student must apply for Graduation to the Registrar's Office by the date established in the academic calendar, along with a graduation fee, non-refundable.

Student Identification Card

The Institution issues an identification card to each student. The non-refundable 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.

Other Fees (Non-Refundable):

Official Transcript	$6.00
Diploma Duplicate	$25.00
Degree or Graduation Certification	$5.00

Graduation or Administrative Graduation Certification	$35.00
Challenge Exam	50% Cost per Credit Hour
Prior Learning	50% Cost per Credit Hour
Returned Check	$15.00
Apostille Fee	$35.00
Shipping Fee	Varies by state and/or country

Payment Methods

Tuition, fees and service charges must be paid in full during registration or at the time a student requests services. Payments can be made online or by cash, personal check, certified or manager's check, money order, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. . The Bursar's Office will not accept claims without receipts. *All tuition, general fees and service charges are subject to change during the life-term of this catalog.*

Partial Withdrawal: Course Drop/Add Period

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

Non-Attendance

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

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:

- Cancellation can be made in person, by Certified Mail or by termination.
- No charge will be made for applying for admission. If the student is admitted and enrolled and the student cancels within three (3) business days after signing the student enrollment agreement and making initial payment all funds will be refunded.
- Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all funds paid.
- 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.
- Any student who requests a total withdrawal of courses, after the drop-add period, but through 60% of the semester registered, will be reimbursed according to the refund formula.
- 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.
- Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice of the student.

Refund Formula

Any student who requests a total withdrawal of courses, after the drop-add period, but through 60% of the semester registered, will be reimbursed according to the following formula:

$$\frac{\text{TOTAL DAYS ELAPSED}}{\text{TOTAL SEMESTER DAYS}} = \text{\% of TOTAL COST}$$

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

Financial Aid

Ana G. Mendez University makes every effort to help its students obtain government financial aid for those who qualify and are unable to begin or continue their university education without such aid.

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

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

Grant-Scholarship Programs

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (SEOG)

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

State of Florida Grants

The Ana G. Mendez University is eligible to participate in the following scholarships:

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

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

Loan, Work-Study, and Veterans Programs

Federal Direct Loan

Federal Direct Loans are offered at a variable interest rate, with a cap of 8.25% for undergraduate and 9.50% for graduate programs. For "Subsidized-Direct" the government pays the interest while students are in school; for "Unsubsidized Direct" students are responsible for paying the interest while they are in school. If they choose not to pay the interest, it will accrue and be capitalized (added to 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' Educational Benefits

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

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

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

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

How to apply for Federal Financial Aid

To be considered for federal student aid, a student must complete a Free Application for Federal Student Financial Aid (FASFA). 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 FASFA 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 for, 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 l974 (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 adjudicates complaints and violations of this law.

Student Services

Student Services

Ana G. Mendez University reflects the commitment of the System and its member institutions 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. The university provides an array of services to students. In the Admissions office students can process their admission. The Registrar's office validates transfer credit for their courses. Students receive orientation and apply for financial aid through the Financial Aid office. The Counseling and Retention office provides personalized academic advising, helps students complete their course registration, and performs program planning and academic progress audits.

The Student Affairs department also offers orientation about other services available and acts as a liaison to other offices of the System and its member institutions. All locations have Academic Advisors to meet the counseling and career services needs of its students.

The Student Affairs, Admissions, Financial Aid, and Retention and Counseling officers are able to accommodate the demands of working adults through extended office hours:

Monday through Thursday:	9:00 a.m. - 8:00 p.m.
Friday:	9:00 a.m. - 6:00 p.m.
Saturday:	8:00 a.m. - 5:00 p.m.

Academic Advising

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

Students Feedback and Complaints

Students in each course section will select a student representative that will meet with the Campus

Director or its representative during the second or third week of class. Student representatives will provide feedback to staff on course, faculty, program, services, and facilities. Student representatives will also have responsibility for administering the end of course evaluations.

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Campus. They may also e-mail the campus staff with service requests or complaints. These requests will be reviewed at least every week by the Director of Integrated Services or the Student and Registrar Services Coordinator for referral or resolution. In the event of any unresolved conflict, students can contact the Florida Commission for Independent Education at (888) 224-6684 or 325 W. Gaines St, Suite 1414, Tallahassee, FL 32399.

Student Code of Conduct and Discipline

Code of Student Conduct and Discipline

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 polices 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 Vice Chancellor of Student Affairs or appointed designee.

Disciplinary rules and regulations are ratified by the Ana G. Mendez University System Board of Directors. The students at Ana G. Mendez University, are expected to honor, obey and respect these rules and regulations in all their ramifications. Due to the importance of the Student Code of Conduct and the Disciplinary Regulations established by the university, each student is required to obtain a copy of the Student's Regulations Handbook from the institution internet page, the Office of Admissions or the Office of the Registrar and must acknowledge receipt of it in writing. These requirements cannot be waved or omitted under any circumstances.

Disciplinary Regulations

Cases involving students disobeying rules, policies, regulations, statutes, and standards of conduct are classified as follows:

Faults - a problem of misconduct committed by a student that a faculty member, official or university employee considers to partially affect the institutional order.

Grave Fault - a fault made by a student that seriously affects the institutional order. Serious crimes include, but are not limited to:

- Conduct that damages institutional property
- The use of offensive language, disrespect, insults, threats of aggression, or attempted assault to officials, professors and/or students
- Disobedience or refusing to follow the instructions given by Ana G. Mendez University associates
- Distributing or publishing informational material via email without the authorization of the Office of the Vice-Chancellor of Student Affairs.
- Distribution of political propaganda
- Any type of conduct that interferes with the activities of the university and the teaching activity, i.e. tutoring classes, research, among others
- Forgery of official documents such as: records of grades, letters granting permits, withdrawals or registration forms, academic records and other official documents.
- Forgery of authorized signatures
- Violation of institutional rules, Puerto Rican laws, United States laws or international laws, when accessing Internet pages, emails, etc. to perform activities not related to academic work.
- Provide access to the institution of your computer system to unauthorized persons, including sharing the student's account number with another person, sharing another student's account number or

password with a faculty member or with a third party; alter or inquire about the account number or password of other users without authorization, and interrupt access to the computer system.

- Disobedience or violation of the conditions of probation and/or sanctions imposed in accordance with the procedures established by this Code. Any other action contemplated by law regarding cybercrime.

Students must agree to comply with the rules and policies and understand that the university shall have the right to suspend or terminate the student's enrollment at any time for violation of rules and policies as outlined in the catalog. The university may reserve the right to modify the rules and regulation, and students will be advised of any and all modifications prior to the beginning of the academic term.

These principles, rules, and regulations are clearly stated in the college by-laws, the Student Handbook, and in other regular or periodic publications from the Administration.

Disciplinary Procedures

a. The university representative shall inform the student of the crime of violation of the Code of Conduct and Discipline to him/her with a reprimand or corrective action. If inappropriate behavior continues, the university representative will notify the Vice-Chancellor of Student Affairs or appointed designee.

b. Cases involving one or more serious crimes will be handled by the Disciplinary Council, composed of two representatives of the administrative area and two representatives of the academic field. The Vice-Chancellor of Student Affairs or appointed designee may initiate a preliminary investigation and disciplinary proceeding in its own right, upon receipt of a report from a faculty member, official, employee or student of the institution about any act committed that is considered a felony.

c. The disciplinary process begins when the Vice-Chancellor of Student Affairs files the case.

d. The Vice-Chancellor of Student Affairs or appointed designee may temporarily suspend any student against whom a formal complaint was filed. Such provisional suspension shall not exceed fifteen (15) working days. A provisional suspension means an immediate ban on attending classes and participating in institutional activities.

e. The Vice-Chancellor of Student Affairs or appointed designee shall convene a meeting of the Disciplinary Council no later than the fifth (5th) business day after the formal complaint was filed, to inform members of the contents thereof and to present the case of the Office of the Vice-Chancellor of Student Affairs.

f. The Discipline Council will hold an administrative hearing to interview the plaintiff, student, witnesses and present the evidence gathered. The student will have the opportunity to make a personal or cybernetic appearance at the hearing in order to be able to comment on the evidence presented, to provide oral or written evidence, to refer to the witnesses, as well as to explain their position on the complaint. If the student does not respond to the citation and does not present an excuse to justify it, it will be understood that he/she accepts the facts. The process of investigation and discipline will continue, and decisions will be made.

g. The hearing may not be extended more than fifteen (15) business days. The Disciplinary Committee shall make a decision in accordance with the evidence submitted. In the event that the decision results in no crime, the documentation shall be filed, and any provisional suspension imposed shall be void. The Council shall inform the Vice-Chancellor of Student Affairs or appointed designee, who

shall in turn inform the student.

h. If the Council determines that a fault exists, it shall make a resolution and notify the Chancellor and the Vice-Chancellor of Student Affairs of the corresponding sanction. The Chancellor or Vice-Chancellor of Student Affairs shall notify the student, in writing and with acknowledgement of receipt, of the Council's determination and the sanction imposed. The student will be informed about his or her right to appeal to the Administrative Council within the time limit established by the code.

i. The Council's written decision shall contain a summary of the facts, the article or clause of the Code of Infringement, the infringement committed, the disciplinary sanction applied, and the signature of the person designated to notify the decision.

Disciplinary Sanctions

Disciplinary sanctions for a grave fault may be any of the following (not listed in priority order):

1. Written warning that the fault described in detail was incurred,
2. Establishment of probationary enrollment for a defined period of time. This trial period may be revoked, with the approval of the Vice-Chancellor of Student Affairs or the Chancellor, if the student does not meet the specific conditions established,
3. Restitution of compensation for loss and/or damage caused,
4. Suspension of all or some of the student's rights for a fixed term, during the current semester,
5. Suspension throughout the current semester,
6. Suspension throughout the current or long-term academic year, or
7. More than one of the aforementioned disciplinary sanctions.

Administrative Suspension or Dismissal from the Institution

If the sanction imposed by the Disciplinary Council is a suspension for the current semester or academic year, the Council must inform this determination the Vice Chancellor and the campus in which the student is enrolled. Faculty must also be informed.

A student suspended for the current semester or current academic year must apply for readmission and must be interviewed by the Vice-Chancellor of Student Affairs or their representative. If during the period in which the student was suspended, he/she has taken courses at another university institution, those courses will not be validated by the Ana G. Mendez University.

If the crime that led to a suspension for the current semester or academic year is repeated, it will be the basis for permanent dismissal from the institution. Students shall not be eligible to apply for readmission into any academic program or campuses within the university.

Disciplinary Appeals

The decision of the Discipline Council shall be final. Students may appeal the decision to the Administrative Council, in writing, by regular mail or email, within fifteen (15) working days. The student must also submit copy of the appeal to the Vice-Chancellor of Student Affairs and to the Discipline Council at the same of submitting the appeal to the Administrative Council. The decision of the Administrative Council shall be final and without appeal.

General Provisions

Course Numbering System

The following course numbering system is used by the AGMU:

- 050, 100 and 200 coded courses are lower division courses
- 300 and 400 coded courses are upper division 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.

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

Ana G. Mendez University 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 the right of the students to inspect and review them.

Law 186 (Only for US citizens and residents)

The institution lawfully complies with the dispositions of Law 186 of September 1, 2006. Better known as the Law that Prohibits the Use of the Social Security Number, Ana G. Mendez University does not use any student's social security number as Identification in public and private educational records or documents.

Anti-Hazing Policy

Sistema Universitario Ana G. Mendez Inc. do not recognize sororities, fraternities or similar student's organizations. Ana G. Mendez University 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's Office of any change of name, Social Security information or address (postal and physical) while he or she is an active student at the Institution. Student must present documentation, in order to update any information related to the Social Security card.

Student Organizations

The participation in student organizations provides opportunities for valuable experiences. Such participation fosters personal growth, encourages understanding, leadership, and cooperation and emphasizes the ideals of service, good citizenship and respect for human values. All student organizations, related to the University, must apply to the Office of the Vice-Chancellor of Student Affairs for registration. A faculty or administrative member assists and advises each registered group. Students can access the policies and procedures to register the organizations in the student portal.

DISTANCE EDUCATION

Ana G. Mendez University is an institutional entity dedicated particularly to the development, offering, and management of distance academic programs at the undergraduate and graduate levels, as well as other educational projects and distance education initiatives. In addition, the AGMU has the faculty to offer programs, courses and certifications through continuing education, in the distance mode. The Institution acknowledges that distance education is the educational alternative planned for the design of interactive, dynamic and social learning environments, available 24 hours, aimed at a student population that is diverse, massive and dispersed. The educational mode is mediated by the information and telecommunication technologies, traditional and innovative, that contribute to the construction of knowledge and the exchange of information through new methods of synchronous and asynchronous interactivity.

Ana G. Mendez University is equipped with the necessary technological infrastructure and has the responsibility of training faculty members, certify them as distance educators and manage the publication of online courses. The professional development process of certifying faculty member as distance educator combines sequence of workshops addressed to enhance learning concepts and skills development required to work as instructor of an online distance education course.

Admissions Requirements for Distance Education

Applicants seeking admission to online non-degree and degree programs must meet the following requirements, in addition to the university's general admission requirements listed in the catalog in the section entitled ***Admissions***:

5. Send by e-mail a full color front and back copy of a valid identification (government issued ID) with a photo to evidence an address where the applicant resides (i.e., driver's license).
6. International students may submit a Citizenship card or certificate of citizenship.
7. Students will be granted a period of 45 calendar days, from the beginning of the course term, to submit all the required documentation to complete the student file. Failure to meet the established deadline will result in the cancellation of the student's enrollment and admission.

Student Orientation

Prior to the beginning of the course, students who enroll in online and hybrid programs or courses must attend a mandatory student orientation.

The orientation provides training on the use of the Learning Management System (LMS). The training includes basic use of the LMS to access and complete modules, lessons and activities. It also includes the use of communication tools within the LMS such as discussion forums, email and chat. The training is a series of tutorials available 24/7 in the student portal. The tutorials incorporate short video clips and other tools that can be accessed at any time for quick reference.

The training sessions cover the following topics:

- Course login access/navigation: access to the LMS, content modules, and supplementary files.
- Course tools: how to participate in a discussion forum, how to submit

assignments, send and receive email, chat, whiteboard and how to see grades.

- Academic resources: access to the online library, online tutoring (NetTutor), Academic Integrity Norms.

Another important student orientation training is provided in the use of the Banner Student Services Portal. Banner is the institution's Student Information System (SIS). Banner SIS is a password protected portal that allows students to carry out all enrollment activities online, such as apply admission, registration, adds & drops, payment and access to students' financial information. These sessions cover the areas on how to use the portal where the students can register and pay for classes; see their transcript, access financial aid information and other areas. Students gain access to this portal with a single sign-on methodology.

Due to the integration of the different student services, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, program planning and academic progress audits.

The institution's website offers prospective and current students access to course and program information, as well as access to the institution's social media apps such as Twitter and Facebook. The website also serves as the entrance to other web portals offered by the institution, such as the Student Information System and the institution's Blackboard Portal.

The student orientation also offers an overview of academic policies and procedures. Among the regulations directly related to student academic success, the following topics are covered:

a. The full academic load that students must take for academic term to complete their grade.
b. The benefits of meeting their academic load to complete their degree on time.
c. The consequences of not carrying an acceptable academic load.
d. The importance of following the recommended course sequencing in the curriculum and enrolling in recommended courses for each term in order to avoid delay in your program of study within the established time.

Overview of the Distance Education Educational Delivery System

Distance Education at AGMU is a study and learning modality or independent study process assisted by technology, with the purpose of promoting learning without limitations of location, occupation and schedules. This education mode is self-directed by the student, who must plan, and time manage in order to complete the study material and study assignments to meet the requirements of the selected courses in their program of study. This study mode is characterized by the physical separation of instructors; the use of information technology and communication (print, digitized material, audiovisual material, computer resources, other materials and media) for the instruction and interaction between instructor and students and students with each other; facilitating lifelong learning strategies and equal educational opportunities to the entire student population. AGMU has a broad academic offering available through distance education and hybrid mode. Assurance on educational quality to the student and the provision of administrative services that go beyond geographic barriers and facilitates communication for students is of utmost importance. For this, the campus has access to direct services, adequate personnel, and the technology for the development of new modes in the teaching-learning process.

The AGMU provides an integrated portal with the technologies to support the programs offered in an online and hybrid delivery format. Courses are securely housed in a web-based learning management environment- Blackboard. It requires registered students to login into their courses using their unique login. Blackboard is an online platform providing a portal and a learning management system with synchronous and asynchronous online

tools designed to allow students and faculty interactions in the virtual learning environment.

All students' unique profile information allows faculty to identify them in virtual areas and activities such discussion board postings, assignment submittals and quizzes. Each interaction records a date, time and student identification information. The Blackboard Learning Management System (LMS) is the platform used to deliver the online academic program. It provides the necessary functionality to correctly administer hybrid or online educational programs. It incorporates a solid environment for sharing and administering content, conduct online evaluations, follow-up with students, manage tasks and assignments, and conduct online collaborative projects or coursework.

The platform provides for the delivery of synchronous as well as asynchronous education. Asynchronous delivery is accomplished via discussion forums, course email, lessons, modules and exams and quizzes. The majority of course activities are designed for asynchronous delivery, which provides student with the greatest flexibility in fulfilling academic requirements. For synchronous mode of delivery, tools like whiteboard and desktop space sharing using a feature called Blackboard Collaborate allows faculty to deliver instruction in real time.

Resources Available in the Delivery of Courses

AGMU has access and provides to students, staff and faculty the following resources and tools that support the delivery of online and hybrid courses:

Softchalk- This program transforms academic content into HTML format that includes a wide variety of learning activities. It also allows users to include assessment and evaluation tools that can be published on the Blackboard Grade Center. Once students have reviewed and completed the activities included in the Softchalk module, a completion certificate can be printed.

Blackboard Collaborate: The Blackboard Building Block allows faculty to schedule a live session and students to join in real time. This tools also allows faculty members to build groups within the platform. Faculty can also record their lectures through Blackboard Collaborate.

Articulate Studio 360 Presenter- Quickly creates flash-based presentations and e-learning courses.

Snagit & Camtasia- Snagit provides the tools needed to create eye-catching images and short videos for easy sharing. It is an excellent tool to capture a section of a screen or a video. On the other hand, Camtasia helps to create professional videos easily. This program can record on-screen activity, customize and edit content, add interactive elements, and share the videos or tutorials with anyone, on nearly any device. They both do video captures; Snagit is useful in the creation of screen shots and Camtasia for the creation of tutorials.

Biosig-ID- This tool captures a user's unique movements: direction, speed, length, angle, height etc. as they draw and create their passcode using just a mouse or finger. Each time a user logs in, their passcode is compared. Only if the patterns match will the "legitimate user" gain access to the online activity.

Courseval- This resource is a web-based and mobile-based course assessment system. It is also a surveying and evaluation software. It can be integrated into the Learning Management System (LMS).

Respondus Lock Down Browser- It is a specialized browser that provides a secure testing environment within the LMS. When the test begins, the user's desktop is locked, and it is not possible to print, copy, navigate or access other applications. It creates a secure environment for online testing.

Respondus Monitor- This resource is a supporting product which verifies the identity of each student. The tool lets the staff and faculty verify if the students are who they say they are.

Respondus 4.0 – This is an application for creating and managing exams that can be printed to paper or published directly to the LMS. This program allows users to transform tests done in Word format on

Web delivery form. It enhances the assessment capabilities.

Taskstream- This is a learning achievement tool. It manages data that streamlines workflow and improves process. It also provides custom workflow, data collection and reporting capabilities to support outcomes assessment initiatives that engage faculty, students and administrators.

Blackboard Retention Center (BRC) – BRC provides an easy way for faculty to discover which students in the course are at risk. Based on preconfigured rules and rules faculty create, students' engagement and participation are visually displayed, quickly alerting to potential risk. From the BRC, faculty can communicate with struggling students and help them take immediate action for improvement.

NetTutor- Is an online tutoring service that is integrated to the AGMU Blackboard platform. Students can access qualified discipline experts and tutors who have demonstrated interest in helping students succeed.

Early Administrative Retention System (EARS)- EARS is a mechanical support tool (tracking system), which allows agility, access to information and the collection of the results of interventions.

Daily Census - When a pattern is identified, the application automatically generates an intervention referral for absences/ tardiness in EARS and sends e-mails to the student according to the pattern detected.

Technology Requirements

In order to maximize the online or hybrid course learning experience, students are required to own or have access to a computer and internet connection. The university does not provide students with personal computers. However, each campus library has a limited number of personal computers available for student use on a first-come basis.

Supported Browsers

Blackboard supports five primary browsers. It is recommended that students run the browser checker on their technology equipment to ensure compatibility with all the tools available through the LMS.

Browser	Desktop Browser Versions	
Chrome[3]	49+	Supported
Edge[1,3]	20+	Supported
Firefox[3]	48+	Supported
Internet Explorer[1]	11+ (Windows Only)	Compatible[2]
Safari[1]	9+ (Mac Os Only)	Supported

[1] WebRTC isn't presently supported on these browsers, so the Create Recording feature will not work on these browsers. Both Microsoft and Apple have expressed they intend to support this standard in the future, in both Edge and Safari, respectively. These browsers can play back recordings created by the feature without issue.

[2] Microsoft ended active development for Internet Explorer in January 2016. Most features of Learn will work with IE11, so it is generally considered compatible. Some newer features in Learn may not, including Attendance and Create Recording. Reported issues isolated to Internet Explorer will not be resolved by Product Support. An alternative browser is recommended.

[3] Google Chrome versions 42+, Mozilla Firefox versions 52+, and Microsoft Edge don't support NPAPI-type plug-ins, including Java plug-ins and many media browser plug-ins. Blackboard doesn't support these browsers for using embedded media types that require third-party NPAPI plug-ins for viewing.

Supported Mobile Browsers

Browser	Mobile Browser Versions	Learn 2016 Theme
Chrome	49+	Compatible**
Edge	20+	Compatible**
Firefox	48+	Compatible**
Safari	With iOS 7+	Compatible**

** Modern mobile browsers are generally considered compatible when using the Learn 2016 system theme and user-added materials are mobile-compatible. Not all tools and workflows have been optimized for mobile use. Issues reported for tools that aren't yet optimized for mobile devices may be considered an enhancement request.

Blackboard App and Blackboard Instructor are supported native apps for mobile and tablet devices that interact with Blackboard Learn 9.1 servers. These apps may have their own device requirements. A variety of devices and operating systems were used to test the supported

browsers. Support is not limited to these specific operating systems. The desktop browser versions above are supported regardless of the particular device or operating system on which they run.

Other Supported Products

Blackboard strives to make all its products as accessible as possible. JAWS 18 and 17 are used during accessibility testing of each Blackboard Learn release.

Reports and visualizations are available in Analytics for Learn and are delivered via third party business intelligence tools from Blackboard partners, specifically Microsoft (Reporting Services) for embedded reports, and Pyramid (Pyramid BI Office) for dashboard building. These products have their own commitments to browser support, and so the details below are subject to change based on product decisions made by our partners.

1. Analytics for Learn reports that display within the Learn interface are supported in all the same browsers as Learn. Standalone Microsoft Reporting Services reports are also supported in the same browsers as Learn. Refer to the Microsoft website for more information on browser support for Microsoft Reporting Services.

2. To view Pyramid dashboards, an HTML-5 compatible browser is required. Older versions of Internet Explorer that have been deprecated by Microsoft are not compatible for viewing Pyramid reports. To build Pyramid dashboards, an NPAPI-compatible browser is required because the Pyramid builder uses the Microsoft Silverlight plugin. Google Chrome has deprecated NPAPI support, so this browser is incompatible. Firefox or Safari users must install and configure the Silverlight plugin to use it in their browser.

Operating systems used in testing	Windows 7, Windows 8, Windows 10, Mac OS 10.11, Mac OS 10.12, Mac OS 10.13, Chrome OS
Chrome OS tested device	Chromebook (Chrome Browser; Features Requiring NPAPI Plug-Ins Are Not Supported)

Student Attendance, Participation, and Monitoring

Student Attendance and Participation

Students enrolled in online or hybrid courses, in preparation for a course, must employ between 15-20 hours per week participating in experiences and activities established by the facilitator. These activities, delivered either synchronous or asynchronous, include and are not limited to discussion forums, virtual forums, chats, watching videos and other presentations.

Census Taking for Online and Hybrid Courses (Show/Now Show)

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.

- The faculty on record will certify attendance (Show/No Show Report) through the "Web for Faculty" to students who did not access the online course, within the deadline established in the academic calendar.
- Once the Registrar's Office receives the Show/No Show Report, the retention staff is informed to follow up the students reported as No Show.
- The Retention Office will be following up with students to identify the reasons for not accessing the course, and to offer assistance and guidance in the process of accessing and participating in the course. Students will also be advised of their status with the Registrar's Office and the academic implications of not participating in the course during the census weeks.
- If the student wishes to be reinstated in the course, he/she must establish communication with the instructor. For this, the student will must complete the

Course Re-Instatement Request Form available on the web-based forms repository through the student portal.

- With the approval of the instructor and the Registrar, the student may be reinstated in the course if noted on the report as No Show.

Monitoring Attendance and Participation After the Census Period/Unofficial Withdrawal

In order to support students in the completion of their course, and as part of the institution's retention efforts, faculty and staff monitor and report student participation for an additional 14 calendar days.

- After the census taking period of the Part of Term has been completed, the professor must process the access alert daily census every three days (Monday and Thursday) for an additional 14 days.
- As soon as the additional 14-day period has been completed, the Access Alert System retention center will send a report to the Retention Center Registrar's Office with those students who did not access to the course.
- The Registrar's Office will process an unofficial withdrawal to all the students who failed to complete the assigned activities or participate in the course. The un- official withdrawal is processed according to the student's last day of attendance and/or participation in the course.
- The Registrar's Office will send a letter (Non-Attendance Letter) thru email to the student notifying that he/she has been reported as non-attending.
- The student must respond to the Registar's Office via email within three (3) days from receipt of the notification.
- The professor must complete the Unofficial Withdrawal Form any time he/she identifies a student that is not attending the course.

Attendance will continue to be monitored throughout the term. The instructor is responsible for documenting student participation twice a week to refer students who are not participating in the course activities through the EARS Daily Census system.

- Retention officers will continue to monitor student participation as well as student referrals through EARS.
- The Registrar's Office will process an unofficial dismissal of all students who did not access the course. The unofficial withdrawal will be processed according to the date the student stopped participating in or attending the course.
- The Registrar's Office will send an email notifying of the unofficial withdrawal to students identified as not complying with the course attendance and participating policy.

Evaluation of Student's Academic Achievement

Definition of a Semester Credit Hour for Distance Education

The 34 Code of Federal Regulations (CFR) §600.2 defines a clock hour as a period of time consisting of:

1. a 50–60-minute class, lecture or recitation in a 60-minute period.
2. a 50–60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
3. sixty (60) minutes of a preparation in a correspondence course.

One semester credit hour is defined as:

1. the 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 outline under the guidance of a qualified instructor. Students are expected to engage in a minimum of two hours of out of class student work per each course credit hour; or
2. the equivalent amount of work as required in paragraph 1. of this definition of other academic activities including but not limited to laboratory work, internships, practice, studio work, and other academic work

leading to the award of a semester credit hour.

These standards apply to both non-degree, undergraduate, graduate and doctoral courses offered in face-to-face, hybrid or online format.

Direct faculty interaction can be achieved in many ways in an online environment. Examples include use of online meeting tools, online journaling or blogs, discussion-forum posts, online exams/quizzes, recorded lectures or use of voiceover Microsoft PowerPoint presentations, online collaborative study or project-based learning groups, etc.

The following* time estimates help ensure credit-hour compliance:

Pedagogical Technique	Average Time Per Instance
Quiz	20 minutes each
Exam	50 minutes each
Midterm or Final	60 minutes each
Informal Writing Assignment	15 minutes per page (250 words)
Formal Writing Assignment	30 minutes per page (250 words)
Textbook Reading	8 minutes per page (250 words)
Reading of Linked Article/Paper	10 minutes per page (250 words)
Listen To or Watch Linked Audio/Video	15 minutes each
Listen To or Watch Webinar	50 minutes each
Complete a Guided Lab Exercise	50 minutes each
Complete a Virtual Field Observation	30 minutes each
Complete a Guided Field Observation	60 minutes each
Complete a Game/Simulation	30 minutes each
Complete a Tutorial/Module	30 minutes each
Watch/Make Synchronous Presentations	30 minutes each
Make a Blog Entry	10 minutes each
Participate in a Chat Room or Forum Discussion	20 minutes each
Study or Assignment Group Participation	40 minutes each
Online Meeting or Office Hours with Instructor	20 minutes each

*chart quoted from Dickinson State University, 2016 HLC Conference

Partial and Final Evaluations:

1. Each part of term (PT), professors will evaluate students based on the competencies required of the course where there will be at least three (3) partial evaluations and a final evaluation. The number of partial evaluations vary according to the content of, and competencies measured in the course.
2. The weight of each evaluation is outlined in each course module. These evaluations may consist of exams, projects, cases or other appropriate activities.
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.
3. Faculty are required to post feedback and grades (if applicable) for each partial evaluation on a weekly basis.

Student Services

Time Frame of Institutional Response to Student

AGMU has a Help Desk Service Center for its educational institutions, supports all students within the university system. The services provided by the Contact and Customer Service Center are published in the student portal. The office is available Monday to Friday from 8:00 am to 6:00 pm Atlantic Time Zone. Students requiring support after hours are encouraged to refer to the Frequently Asked Questions (FAQ) page, where they can obtain answers to most common issues. Instructors, Help Desk, Customer Service, and

University staff respond to students' questions and inquiries within 24 to 48 hours, excluding weekends and holidays.

Quality of Life and Wellness

The Quality of Life and Wellness Office Service provides services to promote optimal personal and academic development of the students. The staff offers counseling services and preventive activities which promote healthful lifestyles. Our goal is to be a resource to students for any concerns they might have while they are students at Ana G. Mendez University.

Academic Retention and Development

This office provides the student population at a distance with academic and administrative support services, providing them with the necessary tools through the early identification of their needs, with a proactive follow-up, supported by technology (TIC's) to channel the required services.

The Retention Office is focused on promoting quality experiences aligned with the achievement and strengthening of the academic goals of the students, at undergraduate and graduate levels. The staff offers academic service and support including academic assessment, academic evaluation, tutoring, placement tests and other services.

Tutoring

Online tutoring is a component to help students be more successful. For tutoring schedule contact our Web site.

Workshops

The program offers a variety free pre-recorded and live webinar in the areas of stress management, procrastination, study skills, personal success and other related areas.

Students with Special Needs

This office provides access and reasonable accommodation for students who have documented disabilities so they can achieve their full educational potential.

Placement & Career Services

The career center helps students with skills they need to perform successful job searches and to assist them to develop and implement job search strategies. The Career Center does not guarantee employment upon attaining a degree but supports the students with occupational information and trends. You can interact with the Career Center staff by e-mail and telephone.

Minimum Student Enrollment per Session

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

Instructional Design Activity, Interaction, Subject Object, Technique and Tools

Instructional Event	Type of Interaction	Subject/ Object	Technique	Technological Tools
Grab Attention	Two-way	Professor- Student	Presentation of video clip, Group discussion	Video, Audio, Animation, Discussion forums, Chat (via Blackboard Collaborate)
Facilitate Browsing	Two-way	Professor- Student- Student- Content	Presentation of Tutorials	Multimedia application: Captivate
Inform Learning Objectives	Two-way	Professor- Student- Student- Content	Presentation of multimedia information	Multimedia applications: Articulate Presenter / Engage / Captivate
Stimulate Previous Knowledge	Two-way	Professor- Student- Student- Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web links, emails, Discussion forums
Present information stimuli	Two-way	Professor- Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web Pages, Emails, Discussion Forums
Provide guided learning.	Two-way	Professor- Student- Student- Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Webpages, Email, Discussion Forums.
Increase Achievement	Multi-directional	Professor- Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forum
Provide Feedback	Multi-directional	Professor- Student- Student- Content	Direct Communication Assessment instruments	Tests. Messages (8b), Email, Discussion Forum
Analyze the Process	Multi-directional	Student- Content Student-Student	Case studies Research. Projects Group Work	Email, Discussion Forum, Chat (via Blackboard Collaborate), Digital, Drop Box
Knowledge Creation	Multi-directional	Student- Content Student-Student Student- Context	Case studies Research Projects Guided Questions Group Work	Email, Discussion Forums, Chat (via Blackboard Collaborate), Digital Drop Box.
Practice and application	Multi-directional	Student- Content Student-Student Student- Context	Evaluations Projects Presentations Written Documents Research Projects	Text, Email, Discussion Forums, Chat (via Blackboard Collaborate), Digital drop Box.

Section III: Faculty

The Faculty of Ana G. Mendez University have a minimum of a master's degree in their area of expertise and a minimum of three years of professional experience. Faculty teaching non-degree and certificate level courses hold the credentials required by the designated state regulatory and accrediting agencies. Faculty members must demonstrate and be certified to have the aptitude and ability to facilitate courses within the designated discipline. An updated list of certified faculty is available in the administrative office at each campus. The Faculty, although assigned to a specific campus, may be shared between the four campuses. An asterisk (*) denotes the role of Lead Faculty.

Full Time Faculty

Faculty Member	Degrees/Diplomas Held
Bóssolo, Ivette*	Juris Doctor, Florida State University
Brito, Jorge	- Master of Science in Nursing, Family Nurse Practitioner, Universidad Ana G. Mendez- Gurabo Campus - Master of Science in Nursing, University of Phoenix - Doctor of Medicine, Higher Institute of Medical Sciences of Santiago de Cuba
Burgos, Luis A.	Doctor in Education Educational Administration, Interamerican University
Caiaffa, Andrés	- Doctor of Nursing Practice University of Miami - Master of Science in Nursing Florida International University
Carmona, Lorraine	Master of Arts in Curriculum and Instruction of English, Universidad Del Este
Collins, Glenda*	Master of Social Work, Florida State University
Colón, Chalie*	Master of Business Administration in International Business, Everest University
Díaz, Calix*	Ph. D Clinical Psychology, Carlos Albizu University 1. Master of Social Work, Universidad de Puerto Rico
Diaz, Emily	- Master of Science in Nursing, Family Nurse Practitioner, UAGM- Gurabo Campus, - Master of Science in Nursing, Medical Surgical Nursing, Pontificial Catholic University
Díaz, Sharon	Master of Arts in English Education Universidad de Puerto Rico
Dueñas, Ana	Master of Science in Nursing-FNP, Turabo University
González, Mildred*	Master of Science in Social Work, Columbia University
Jiménez, Amilcar*	Master of Business Administration in Marketing, Interamerican University of Puerto Rico, San Juan, PR
Landis, David	- Master of Arts in Spanish, Middlebury College - Master of Science in Linguistics, Georgetown University, Washington, DC
Levrier, Michelie	MSN Family Nurse Practitioner, Purdue University
Maury, Antolin	Doctor of Nursing Practice-Nursing, The University of Alabama, Tuscaloosa, Alabama Master of Science in Nursing, Florida International University
Montañez, Carlos	MSN, Nursing Education, University of Phoenix
Ortiz, Irma*	Master of Education in Reading, Grand Canyon University (Over 50 credits at doctorate level in Education)
Ortiz, Mary	Master of Science in Nursing, Gerontology, Caribbean University, San Juan, PR
Otero, José	Master of Science in Nursing, Universidad de Puerto Rico
Pacheco, Luisa	Doctor in Clinical Psychology, Carlos Albizu University, Miami, FL

	Master of Social Work, Administration, Policy, and Organization, University of Illinios, Chicago, IL
Rivera Ortiz, Juan G.	- DBA Management, Universidad del Turabo - MBA Human Resources, Universidad del Turabo
Rodríguez, Ibis	- PhD in Caribbean and Hispanic Literature, Centro de Estudios Avanzados de Puerto Rico y el Caribe - MA in Spanish Language, InterAmerican University
Rojas, José*	Doctor of Medicine, Higher Institute of Medical Sciences of Havana, Havana, Cuba Master of Science in Nursing, University of Phoenix, Phoenix, AZ Master of Science in Nursing- Family Nurse Practitioner, Universidad del Turabo, Miami Lakes, FL
Sanabria, Jennifer*	MA in English Education, University of Puerto Rico, Mayaguez, PR
Sandoval, Adalgiza	Doctor of Psychology, California Southern University, Irvine, CA Master of Social Work, Hunter College, New York, NY
Torres, Joshua	Master in Social Work, Inter American University, San Juan, PR
Vega, Arturo	Master of Spanish Literature and Cultures, Universidad de Salamanca, Salamanca, Spain
Woelki, Nancy	- Doctorate in Nursing Practice, Chamberlain College of Nursing, Addison, IL - Master of Science in Nursing, Family Nurse Practitioner, Universidad Ana G. Mendez- Gurabo, Miami Lakes, FL
Zayas, Carla	- Graduate Certificate in Latin American Studies, University of South Florida - Master of Arts in Spanish, University of South Florida

Part Time and Adjunct Faculty

Faculty Member	Degrees/Diplomas Held
Alvarez, Pedro	Master of Science, Spanish Language - Nova Southeastern University
Alvarez-Salamo, Xiomara	Master of Social Work, Florida State University
Barnes, Denise	Master of Arts in English Curriculum, Caribbean University
Bernuil Quintanar, Jose L.	Doctor in Medicine, Universidad Autónoma de México
Bolivar, Marga	Master of Science in Engineering Management, University of South Florida
Caballero, Wanda Y.	Master of Education in Guidance and Counseling, Universidad del Turabo
Cadiz, Yvonne R.	Master of Arts in TESOL, New York University
Carmona Torres, Lorraine	Master of Arts in Curriculum and Instruction in English, Universidad del Este
Collins, Glenda	Master of Social Work, Florida State University
Crespo, Sonia V.	Master of Chemistry, Universidad Central De Quito
Cruz-Monge Veronica	Master of Education in English Curriculum, Caribbean University
Engel Peñalosa, Luz Marina	Master of Education in Language Arts, Carthage College
Estévez, Oribel	Doctor of Education in Higher Education Leadership, Nova Southeastern University
Estrada, Maria Teresa	Master of Social Work, University of Central Florida

Faculty Member	Degrees/Diplomas Held
Garcia, Edwin	Master of Fine Arts in Creative Writing in English, Queens University of Charlotte
Gonzalez Repollet, Brenda	Master of Arts in Mathematics Curriculum, Caribbean University
González, Develyn	Master of Arts in Spanish Language, University of South Florida
Harper, Maria del C.	Master of Media Design Management, Sanford Brown College
Hernández, Adriana	Master of Science in Industrial Engineering & Management, University Of South Florida
Hernandez, Marian	Doctor of Philosophy, Science and Engineering. Tulane University
Irizarry, Hilda E.	Master of Education in TESOL, Grand Canyon University
Kurian, Genevieve B.	Master of Education in Curriculum and Instruction English, National Louis University
Landrón, Martha Lucía	Master of Arts in Spanish Language, Universidad De Leon
Melendez, Lory	Master of Arts in Psychology and Counseling, Intern American University
Mena, Nelson	Master of Business Administration, University of South Florida
Mena, Rosmer	Master of Social Work, University of South Florida
Millan, Lillianie	Master of Arts in Curriculum and Instruction in English, Universidad del Este
Moradiellos, Darwin	Doctor of Philosophy in Biometric University of Minnesota Twin Cities
Ortiz Sustache, Giovani	Master of Education in TESL, Universidad del Turabo, Tampa FL 2015
Otero, Zaylee	Doctor of Psychology, Pedro Albizu University
Reyes Santos, René	Master of Arts in History Education, Universidad De Puerto Rico
Rivera Ramos, Waldemar	Master of Education in Guidance and Counseling, Nova Southeastern University
Rodriguez, Elizabeth	Master of Science in Spanish Language Education, Nova Southeastern University
Rodriguez, Jose M.	Master of Divinity in Pastoral Studies, Southern Baptist Theological Seminary
Rosales Arceo, Aída	Master of Education in International Languages, Framingham College
Rosario, Marisol	Master of Arts in Spanish Literature and Linguistics, University of South Florida,
Ruíz, Lydia Isabel	Master of Arts in Spanish, University of Northern Iowa
Torres Chaparro, Edgar	Master of Business Administration in Information Systems, Nova Southeastern University
Zayas, Santiago Carla	Graduate Certificate in Latin American Studies, University of South Master of Arts in Spanish, University of South Florida
Arroyo, Juan E.	Master of Arts in Labor Relations, Universidad Interamericana
Bangerter, Travis	Master of Business Administration, University of Phoenix
Betancourt, Heydi	Doctor in Medicine, Universidad de la Havana
Carvalho, Kathaline	Juris Doctor, Stetson University School of Law Master of Arts in Criminology, University of South Florida
Colina Rojas, Ali	Master of Arts Major in Economics, St. Louis University
De Jesús, Myriam	Master of Science in Nursing Education, University of Phoenix
Fret, Juan J.	Master of Business Administration in Accounting, Universidad Interamericana,
Fuentes Jaimán, Rafael E.	Doctor of Philosophy, Clinical Sexologist, The American Academy of Clinical Sexologists
Garcia Mendez, Alberto	Master of Science in Nursing in Family Nurse Practitioner, South University,
Gebrú, Daniel W.	Master of Clinical Pharmacy, Universidad de La Habana

Faculty Member	Degrees/Diplomas Held
Jiménez Gómez, Amílcar	Master of Business Administration in Marketing, Universidad Interamericana,
Jimenez, Edda	Doctorate in Pharmacy, Nova Southeastern University
Lamenza, Martiza	Bachelor of Science in Pharmacy, University of Puerto Rico
Lugo Rosa, Orlando	Master of Business Administration, Project Management, DeVry University
Martínez, Pablo L.	Master of Arts in International Relations, Troy University
Matos, Samuel	Doctorate in Public Health, University of South Florida
Morales, Edna	Bachelor's Degree in Pharmacy, Massachusetts College of Pharmacy
Navas, Marisol	Dual Degree Master of Sciences in Nursing and Master of Sciences in Health Administration, University of Phoenix
Ocasio Pérez, Lissette	Master of Business Administration in Accounting, Universidad Interamericana
Ortiz Roman, Mary L.	Master of Science in Nursing, Gerontology. Caribbean University
Rivera, Lydia	Master of Science in Nursing, University of Phoenix
Rivera, Sonia	Registered Pharmacy Technician, Med Tech College
Robayna, Manuel	Master of Business Administration in Management and Strategic Leadership, Universidad Metropolitana
Rodriguez, Michelle	Master of Social Work, Adelphi University
Roman, Cesar	Master of Arts in Psychology, Interamerican University
Valenzuela, Dante	Masters of Education in Leadership Administration, University of Illinois
Vargas, Irma	Master of Education in Counseling, Universidad del Turabo
Velarde, Einar J.	Master of Arts in International Relations, Graduate Certificate in Economics, St. Mary's University,
Velasquez, Cavi	Master of Business Administration in Strategic Leadership, Universidad Metropolitana
Barbarossa, Marco	Master in Engineering Management, Crummer School of Business, Rollins College
Burgos, Luis	Doctor in Education Educational Administration, Interamerican University
Colón, Chalie	Master of Business Administration in International Business, Everest University,
Chittenden, Harold Del Río, Rafael	Master of Arts in Organizational Management, Master of Business Administration, University of Phoenix
Gabauer, Carola	Master of Business Administration in Management and Strategic Leadership, Universidad Ana G. Mendez
Gil, Bernardo	Master of Business Administration in Global Management, University of Phoenix,
Medina, Luis Angel	Master of Business Administration in Global Management, University of Phoenix
Correa, Rafael	Master of Arts in Human Resources Management, Webster University
Ortiz, Ely Ann	Master of Business Administration in Management, University of Phoenix
Barber, Deborah	Master of Business Administration in Finance, Ana G. Mendez University
Cravener, Marilyn	Master of Accounting and Financial Management DeVry University
Andrade, Pablo F.	Master of Arts in Applied Economics, University of Central Florida
Rocafort, Héctor	Master of Business Administration in Marketing, Universidad de Puerto Rico

Faculty Member	Degrees/Diplomas Held
Avilés, José J.	Master of Public Health in Biostatistics, Universidad de Puerto Rico, San Juan, PR Master of Business Administration in Quantitative Methods, Universidad de Puerto Rico, San Juan, PR
Calcaño, José	Master of Science in Statistics, Iowa State University
Roldán, Violeta	Master of Arts in Middle School Mathematics, University of Central Florida
Soler, Jackeline	Mater of Education in Teaching Curriculum in Mathematics, Inter American University
Colón, Ismabel	Doctor of Philosophy in Research & Academic Psychology, Universidad de Puerto Rico
Deliz, Tania	Master of Education in Guidance & counseling, Universidad del Turabo
Hernández, Ismael	Master of Science in Psychology, Keiser University
Rivera, Vemari	Master of Arts in Organizational Industrial Psychology, Inter American University
Cintrón, Brenda	Master of Education in Special Education, Universidad de Puerto Rico
Mediavilla, Jerick	Master of Arts in Learning Design and Educational Technology, Universidad del Sagrado Corazón
Padilla, Jacqueline	Master in Social Work Universidad Interamericana
Torres, Joshua	Master in Social Work, Inter American University
Bóssolo, Ivette	Juris Doctor, Florida State University
Serrano, Ricardo	Master of Engineering Management
Torrealba, Glenda	Master of Arts in Criminal Justice, Boston University
Valedón, Joanverónika	Juris Doctor, University of Florida
Villafañe, Omar	Juris Doctor, University of Puerto Rico
Abondano, Wanda	Doctor of Pharmacy, University of Florida
Brisolla, Aysha	Master of Science in Healthcare Administration and Logistics, University of Phoenix
Hoepp, Lizeth	Bachelor in Pharmacy, Santa Maria University
Guevara, Jesús	Bachelor of Science in Pharmacy, University of Los Andes
Saleh, José	Doctor in Pharmacy, Mid-Western University
Saleh, Samir	Doctor of Pharmacy, University of Florida
Santiago, Gladys S.	Doctor in Pharmacy, Nova Southeastern University
Ayala, Celia M.	Master of Science in Nursing, University of Phoenix
Camacho, Evelinda	Master of Science in Nursing, University of Phoenix
Colón, Anna A.	Master of Science in Nursing, Herzing University
Del Valle, Griselle	Master of Science in Nursing, Universidad de Puerto Rico
Hernández, Rita	Master of Science in Nursing, Universidad de Puerto Rico
Irizarry, Cesar	Doctor of Chiropractic, Life University College Master of Business Administration in Healthcare Management, Jones International University
Jiménez, Yvonne	Master of Science in Nursing-Nurse Educator, Kaplan University
Silva, Dianelys	Master in Management in Health Services, Universidad del Este
Levrier, Michelie	Master of Science in Nursing- Family Nurse Practitioner, Purdue University
Montañez, Carlos	Master of Science in Nursing, Nursing Education, University of Phoenix

Faculty Member	Degrees/Diplomas Held
Nieves, Luz Eneida	Master of Public Health in Epidemiology, University of Puerto Rico
Otero, José L.	Master of Science in Nursing, Universidad de Puerto Rico
Santos, Giovelly	Master of Science in Nursing, Nursing Educator, Herzing University
Zaborsky, Mary Jane	Master of Science in Nursing, Universidad de Puerto Rico
Abraham, Leticia	Master of Science in Spanish Language Education, Nova Southeastern University,
Alomar, Maricelly	Master of Arts in Education, Guidance & Counseling, Universidad Interamericana de Puerto Rico
Aponte, Carmen M.	Master of Science in Computer Information Systems, University of Phoenix, 2006
Ascensión, Aurora	Master of Education in Teaching English as a Second Language (ESOL) Universidad del Turabo
Buleje, Miguel	Doctor of Philosophy in Information Systems, Nova Southeastern University Master of Business Administration, NTU School of Applied Science, Walden University
Cedeño, Jonathan	Master of Education in Teaching English as a Second Language, Universidad del Turabo
Cortés, Gretel	Doctor of Medicine, Ibero-American University
Crawford, Ariadna	Master of Arts in Educational Computing, Universidad Interamericana, Puerto Rico, 2000
Dávila, Somáliz	Master of Education in Guidance and Counseling, Pontificia Universidad Católica de Puerto Rico
De Jesús, Edwin	Master of Education Guidance and Counseling, Universidad del Turabo
Diaz, Sharon	Master of Arts in English Education, Universidad de Puerto Rico
Eguia, Marco	Master of Science in Computing in Open Information, Universidad Interamericana de Puerto Rico
Escartin, Ayeisha	Doctor of Medicine, Iberoamericana University
Garrastegui, Luis	Doctor of Medicine, Universidad Iberoamericana
Herrera, Miguel	Master of Arts in Social Administration in Social Work, Temple University,
Jacome, Olga	Doctorate in Education Science, Major in Spanish and Literature, Universidad de Guayaquil
Leduc, José R.	Doctor of Medicine, Universidad Central Del Este
López, Antonio S.	Ph.D. Romances Languages-Spanish, University of Central Florida Master of Arts in Hispanic Studies, Pontifical Catholic University of Puerto Rico,
Medina, Rosana	Master of Education in Guidance and Counseling, Universidad de PR 1992
Mendez, Cecilia	Master of Education in Teaching English as a Second Language (ESOL), Universidad del Turabo
Muccio, Paola	Master in Education, Curriculum and Instruction, Universidad Sergio Arboleda
Nevarez, Carla	Master of Sciences in Educational Technology, DeVry University,
Pacheco, Magaly	Doctorate of Education in Counseling and Guidance, Universidad Interamericana

Faculty Member	Degrees/Diplomas Held
	Master of Public Administration, Universidad de Puerto Rico
Pagán, Angel	Master of Arts in Philosophy, Cleveland State University
Patiño, Adriana	Master of Science in Spanish Language Education, Nova Southeastern University
Pérez, Esther	Master of Science in Teaching English to Speakers of Other Languages (TESOL), Nova Southeastern University
Puerta, María I.	Doctor of Philosophy in Social Sciences, Universidad Carobobo Master in Political Sciences, Universidad Central de Venezuela
Ramirez, Heidi	Mater in Education in TESOL, Universidad del Turabo
Rivera, Carmen	Master of Arts in Spanish University of Central Florida
Rivera, Erica	Master of Arts in English Education, University of Puerto Rico
Rivero, Giovanna	Doctor of Philosophy in Romance Languages, University of Florida
Rodríguez, Ibis	Doctor of Philosophy Caribbean and Hispanic Literature, Centro de Estudios Avanzados de Puerto Rico y el Caribe Master of Arts in Spanish Language, InterAmerican University
Sanabria, Jeniffer	Master of Arts in English Education, University of Puerto Rico
Santiago, Ubaldo	Master of Education in Guidance and Counseling, Universidad del Turabo
Soto, Sherly	Master of Education in TESOL, Universidad del Turabo
Squillaro, Graciela	Master of Arts in Spanish, University of Central Florida
Torres, Angel E.	Master of Social Work, University of Connecticut
Vélez, Myra	Master of Arts in English University of Central Florida
Agueverre, Gonzalo	Master of Science in Math Education, Nova Southeastern University
Aldana, Luis Enrique	Master of Science in Math Education Nova Southeastern University, FL 2010
Arroyo, Marylind	Doctor in Education, Teaching, Universidad Ana G. Mendez Master of Arts in Education, English Curriculum, Caribbean University
Buitrago, Vivian	Master in Education, Teaching English as a Second Language, Universidad del Turabo Master of Fine Arts in Graphic Design, Savannah Colllege
Bruno Gonzalez, Sonia	Master of Education in Bilingual Education, Universidad del Este, San Juan, PR
Campos, Carlos	Master in Science in Electrical Engineering, University of Kansas, KA 1985
Capote-Cobian, Jose	Master of Science in Mathematics Education, Nova Southeastern University,
Cespedes, Yamilet	Master of Science in Mathematics Education, Nova Southeastern University
Collado, Juan	Doctor of Education in Organizational Leadership, Nova Southeastern University

Faculty Member	Degrees/Diplomas Held
	Master of Science – TESOL, Nova Southeastern University
Easdale, Alexander	Master of Arts in Latin American and Caribbean Studies, Florida International University
Farrell, Gryselle	Doctor of Education, Curriculum and Teaching, University of Puerto Rico Master of Arts in TESOL, University of Puerto Rico
Forteza, Barbaro	Master of Science in Spanish Language Education, Nova Southeastern University
Francis, Maria	Master of Linguistics in ESOL and Spanish, University of Basque County Master in Psychology, Universidad de Barcelona
Landis, David Henri	Master of Science in Linguistics, Georgetown University
Lopez, Fernando	Master of Science in Spanish Language Education, Nova Southeastern University,
Lorenzo, Elias	Master of Arts in Latin American &Caribbean Studies, Indian University, Doctor of Philosophy in Portuguese, Indian University
Mendez, Gustavo Adolfo	Master of Science in Spanish Language Education, Nova Southeastern University Doctor in Medicine, Xavier Pontifical University
Mercado, Reylbeck	Master of Science in Teaching English as a Second Language (TESOL), Florida University Master in Teaching/Learning of the Spanish Language and its Culture, University of Granada Master of Business Administration in Medical Management, Nova Southeastern University
Otero, Janet	Doctor of Philosophy in Spanish, Florida International University
Petrash, Vilma	Master of Public & International Affairs, Public Health and Administration, University of Pittsburgh
Ponce, Liliana	Master of Science in Spanish Language Education, Nova Southeastern University, Davie, FL Master of Arts in Social Anthropology, University of Kent at Canterbury, Kent, United Kingdom
Ramos, Javier	Master of Science in Mathematics, Nova Southeastern University Master of Education in Special Education, Universidad San Buenaventura
Salme, David J	Master of Science in Mathematics Education, Nova Southeastern University
Sanchez, Isabel	Master of Education in Elementary Education, Nova Southeastern University

Faculty Member	Degrees/Diplomas Held
Santiago, Zoraida	Doctor of Education in Special Education, Interamerican University of Puerto Rico Master of Arts in Special Education, Interamerican University of Puerto Rico
Slutz, David	Master of Education in Curriculum- Reading, Grand Canyon University
Tudela, Maria Elena	Master of Science in Spanish Language Education, Nova Southeastern University
Valverde, Lourdes	Doctor of Philosophy in Education – Mathematics, Universidad Enrique Jose Varona
Vazquez, Elizabeth	Master of Arts in Education in ESOL, University of Phoenix,
Vega, Arturo	Master of Spanish Literature and Cultures, Universidad De Salamanca
Abreu, Johannes	Doctor of Philosophy in Economics, Universidad de la Havana Master of Business Administration in Accounting and Finance, DeVry University Master in Business Administration, Universidad de la Havana
Calcador, Carlos	Doctor of Business Administration, Walden University Master in Business Administration-Accounting, Universidad Metropolitana
Cintron, Jose	Master of Business Administration in Accounting, Universidad Metropolitana
Guadalupe, Jorge	Master Business Administration in Accounting, Universidad Metropolitana
Lopez, Angel	Master of Business Administration, Business Administration, Andrews University Certified Public Accountant, state of Florida
Martinez, Broderick	Doctorate of Business Administration, in Accounting, Argosy University Master of Business Administration in Accounting, Nova Southeastern University
Medina, Fernando	Master of Accounting -Taxation, Nova Southeastern University
Nunez, Maria Eleana	Master of Science in Taxation, University of Miami
Nunez, Pedro E.	Master of Business Administration in Finance, University of Denver
Urdaneta, Ulises	Master of Business Administration in Finance, Andres Bello Catholic University
Velez, Michelle	Master in Business Administration-Finance, University of Puerto Rico
Arcelay Vargas, Nancy	Doctor of Health Science, Health Sciences, Keiser University Doctor of Education, Educational Leadership, Argosy University Master of Education in Instructional Technology, American Intercontinental University Master of Public Health in Maternal and Child Health, University of Puerto Rico

Faculty Member	Degrees/Diplomas Held
Fernandez, Henry	Doctoral Degree in Education, Education Leadership, University Central of Ashdod Golda Meir Master of Science, Math Education, Nova Southeastern University Master of Arts in Education, Educational Leadership, Argosy University Master of Science in Health Services, Florida International University
Kouri, Juan H	Master of Health Services Administration, George Washington University Washington, DC 1988
Laureano-Vega, Manuel	Doctor of Medicine, Universidad Central del Este Master of Science in Biology, Universidad Puerto Rico
Velis, Evelio	Doctor of Medicine, The Higher Institute of Medical Science Doctor of Philosophy in Biostatistics, European-American University Master of Science in Health Services Administration, Barry University
Jaen, Bladimir	Master of Business Administration in Human Resources Universidad Metropolitana, San Juan, PR
Tua, Olga Vanessa	Master of Business Administration in Human Resources, Universidad Metropolitana
Araujo, Ricardo	Master of Business Administration-International Business, University of Miami
Bedu, Lisette	Doctor of Business Administration, Argosy University Master of Administration in Marketing, Argosy University
Buchanan, Vielka	Master of Business Administration in Management, Kaplan University
Garcia, Mariano	Master in Marketing and Communication, University of Havana
Giraldo, Juan Pablo	Master of Business Administration – Business Administration, Nova Southeastern University
Kravetz, Isaac	Master of Business Administration in Management, University of Phoenix. Doctor of Medicine, National Autonomous University of Mexico
Lopez, Mario Alberto	Master Degree in Management and Strategic Leadership, University of Este
Lopez, Steven	Master of Business Administration in Management, Southern New Hampshire University

Faculty Member	Degrees/Diplomas Held
McCarthy, Michael	Master of Business Administration in Management, Central Institute of Business Administration
Mercader, Jose Luis	Master of Business Administration, University of South Carolina
Morabito, Gerardo	Master of Business Administration in Management and Strategic Leadership, Universidad Metropolitana
Paez, Pablo	Master of Business Administration, University of Pennsylvania
Porta, Saidi	Master of Business Administration in Management, Nova Southeastern University
Santiago, Eric	Master of Science in Education, Keiser University
Tomecek, Karl	Master of Business Administration in Management, Nova Southeastern University
Tracanelli, Silvio	Doctor of Management Sciences, Universidad Rafael Belloso Chaquin
Martinez, Gustavo	Master in Engineering & Technology, Cornell University Master Certificate in Project Management, George Washington University
Noguerol, Luis	Doctor of Philosophy in Management, Organizational Leadership & Information Technology, University of Phoenix Master in Mathematics, University of Holguin Oscar Lucero Moya
Nieves, Anibal	Doctor of Philosophy in Computer Technology in Education, Nova Southeastern University Master of Science in Microcomputer Applied Management, Nova Southeastern University
Andino, Marcel	Doctor of Philosophy and Information in Technology, Universidad de La Havana Master of Automated Control, Universidad De La Habana, Habana, Cuba
Velez, Gustavo	Master of Business Administration – Technology Management, University of Phoenix, Phoenix, AZ
Cruz – Carmona, Carlos	Graduate Certificate – Conflict Analysis and Resolution Nova Southeastern University Master of Public Administration Universidad de Puerto Rico
Pinzon, Luis Felipe	Master of Public Administration Nova Southeastern University
Colon, Deborah	Juris Doctor, Pontifical Catholic University of Puerto Rico
Godinez, Felix	Master of Arts, Language and Linguistics, Florida Atlantic University Juris Doctorate, Case Western Reserve University

Faculty Member	Degrees/Diplomas Held
	Master of Philosophy in Economics and Politics in Latin American Studies, University of Oxford
Meneses, Gorka	Master of Arts in Criminal Justice, Universidad Interamericana de Puerto Rico
Recio, Edward	Juris Doctor, Georgetown University
Carlson, Karen	Master of Counseling in Marriage and Family, University of Phoenix
Cianciulli, Vittoria	Master of Science in Psychology and Mental Health Counseling, Nova Southeastern University
Cornejo, Edward	Doctor of Philosophy – History, The City University of New York Master of Philosophy – History, The City University of New York, NY 2006 Master of Arts in Counseling Manhattan College, NY 1991
Fernandez, Beatrice	Master of Education in Guidance and Counseling, Universidad del Turabo
Gonzalez, Maria	Doctorate of Humanities and Social Sciences, Sociology, Nova Southeastern University Doctorate of Leadership and Education in Counseling, Barry University Master of Science in Marriage and Family Therapy, Saint Thomas University
Moreno, Cynthia	Master of Science in Psychology, Carlos Albizu University
Polanco, Jose	Master of Science in School Counseling, Carlos Albizu University
Torres, Alejandro	Doctor of Ministry, Barry University Master of Business Administration – Management and Strategic Leadership Universidad del Este Master of Science in Psychology - Marriage and Family Therapy Carlos Albizu University Master of Arts – Spanish, St. John's University
Troche, Sonia	Doctor of Philosophy in Industrial Organizational Psychology, Universidad Católica de Puerto Rico Master of Education in Guidance and Counseling, Universidad Pontífica de Puerto Rico
Vega, Hernan	Doctor in Psychology, Health Psychology/Behavioral Medicine, North Central University Master of Science in Counseling Psychology, Nova Southeastern University
Abreu, Llianie	Master of Social Work, Loyola University Master of Science in Nonprofit Management, Columbia University
Martinez, Gabriel	Master of Social Work, University of Central Florida
Naranjo, Fabio	Doctor of Philosophy in Social Work, Barry University
Pacheco, Abdy	Master of Social Work, Barry University

Faculty Member	Degrees/Diplomas Held
Rodriguez, Mildred	Master of Science, Social Work, Columbia University
Rodriguez, Martha	Master of Social Work, Barry University
Sandoval, Adalgiza	Doctor of Psychology, California Southern University Master of Social Work, Hunter College
Luis Gonzalez	Master of Science, Broadcasting, Boston University
Rosado, Glenda	Master of Science, Mass Communication, Florida International University
Andino, Gilberto	Master of Science in Nursing, Towson University
Balcazar, Ana	Master of Science in Nursing, Florida International University
Bello, Rodolfo	Master of Science in Nursing-FNP, Universidad del Turabo
Bermudez, Monica	Bachelor of Science in Nursing, West Coast University
Bonet, Sally	Master of Science in Nursing-Education, University of Phoenix
Brito, Jorge	Doctorate in Nursing Practice, Chamberlain College of Nursing Master of Science in Nursing in Family Nurse Practitioner, Universidad del Turabo Master of Science in Nursing, University of Phoenix Doctor of Medicine, Higher Institute of Medical Sciences of Santiago de Cuba
Cabrera, Stephanie	Master of Science in Nursing-FNP, Chamberlain University
Camacho, Mailen	Master of Science in Nursing, University of Phoenix University of Phoenix, AZ 2012
Canizares, Mayelin	Doctor of Medicine, Instituto Superior de Ciencias Medica de Villa Clara
	Master of Science in Nursing- Family Nurse Practitioner, Universidad del Turabo
Delgado, Dailin	Master of Science in Nursing, University of Phoenix
Diaz, Yedelis	Master of Science in Nursing-Family Nurse Practitioner, Chamberlain University
Duarte, Lissette	Master of Science in Nursing-Family Nurse Practitioner, Florida National University
Escorcia, Bianca	Master of Science in Nursing-Family Nurse Practioner, Florida International University
Fernandez, Sarai	Doctor of Medicine, The Higher Institute of Medical Science of Havana Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo
Meybi, Fernandez	Master of Science in Nursing, University of Miami

Faculty Member	Degrees/Diplomas Held
Illas, Carmen	Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo
Molina, Maibys	Doctor of Nursing Practice, Nursing, Grand Canyon University Master of Science in Nursing, Florida International University, Miami, FL
Morejon, Roberto	Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo
Navarro, Claudia	Master of Science in Nursing, Florida International University, Miami, FL Doctor of Medicine, University of North Barranquilla, Barranquilla, Colombia
Padron, Yudit	Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo, Miami Lakes, FL
Peña, Nancy	Doctor of Medicine, Higher Institute of Medical Science of Villa Clara, Havana, Cuba Master of Science in Nursing- Family Nurse Practiotioner, Universidad del Turabo, Miami Lakes, FL
Perez, Neyma	Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo, San Juan, PR
Perez, Maria	Master of Science in Nursing Education, Barry University, Miami, FL
Rodriguez, Rene	Doctor of Medicine, Institute of Medical Science, Havana, Cuba Master of Science in Nursing- Family Nurse Practitioner, Universidad del Turabo, San Juan, PR
Salvat, Kirenia	Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo, Miami, FL
Silva, Ricardo	Doctor of Medicine, The Higher Institute of Medical Sciences, Havana, Cuba Master of Science in Nursing, Florida International University, Miami, FL
Velis, Maria	Master of Science in Nursing- Nursing Education, University of Phoenix, Phoenix, AZ
Vilabrille, Geisy	Master of Science in Nursing-Family Nurse Practitioner, Universidad del Turabo, San Juan, PR
Davin, Rafael	Doctor of Philosophy in Biological Sciences, World University, San Juan, PR Master of Science in Biological Sciences, World University, San Juan, PR
Del Negro, Maria	Doctor of Medicine, Surgery, Universidad Central de Venezuela, Caracas, Venezuela Master of Science Degree in Medical Science, Universidad Central de Venezuela, Caracas, Venezuela
Gandia, Carlos	Doctor of Veterinary Medicine, Universidad Nacional Pedro Henríquez Ureña, Santiago, Dominican Republic
Lopez, Reinaldo	Doctor of Philosophy in Chemistry, Comision Nacional de Grados Cientificos, Havana, Cuba
Lozano, Bellaida	Doctor of Medicine, Surgery, Universidad de Carabobo, Carabobo Venezuela

Faculty Member	Degrees/Diplomas Held
	Master of Science in Education, Nova Southeastern University, Davie, FL
Perez, Antonio Mijail	Doctor of Philosophy in Biological Sciences, University of the Basque Country, Madrid, Spain

Section IV: Programs of Study

Non-Degree Programs

Diploma in Bookkeeping and Accounting Technology

36 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

Diploma in Bookkeeping and Accounting Technology

36 credits

Course Number	Course Title	Credits	Prerequisite
ENGL 101-O or SPAN 101-O	Introductory English Language Course Basic Level I / Introducción a la Lengua Española	3	
ENGL 103-0 or SPAN 103-O	Introductory English Language Course Basic Level II / Introducción a la Lengua Española II	3	ENGL 101-O or SPAN 101-O
MATH 101-O	Mathematical Reasoning I	3	
COIC 111-O	Software Applications for Business Administration	3	MATH 101
MANC 101-O	Introduction to Business	3	
MANC 125-O	Business Ethics	3	
MANC 126-O	Business Communication	3	
FINC 101-O	Principles of Finance Accounting	3	MATH 101
ACCT101-O	Principles of Managerial Accounting	3	MATH 101
ACCT 110-O	Computer Systems Applied to Accounting I	3	ACCT 101, COIC 111
ACCT 111-O	Computer Systems Applied to Accounting II	3	ACCT 110, COIC 111
MANC 127-O	Reconciliation and Auditing	3	ACCT 110, ACCT 111, COIC 111
	Total	**36**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Cybersecurity

30 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

A program that focuses on the technological and operational aspects of information warfare, including cyber-attack and cyber defense. Students will learn the role of an information technology security specialist, demonstrate compliance and operational security, the use of ethical hacking, how to prevent IT attacks, the use of physical security, and the proficiency in network device security and access control models, legal and ethical issues, and cyber warfare systems development and acquisition.

PROGRAM OBJECTIVES

1. Demonstrate knowledge, skill, and application of computer systems
2. Demonstrate knowledge of different operating systems
3. Demonstrate an understanding of Internet safety and ethical issues in cybersecurity
4. Demonstrate an understanding of cybersecurity, including its origins, trends, culture, and legal implications
5. Describe the national agencies and supporting initiatives involved in cybersecurity.
6. Discuss the underlying concepts of terms used in cybersecurity
7. Demonstrate an understanding of basic computer components, their functions, and their operation
8. Demonstrate an understanding of the technical underpinnings of cybersecurity and its taxonomy, terminology, and challenges
9. Demonstrate an understanding of common cyber-attack mechanisms, their consequences, and motivation for their use
10. Demonstrate an understanding of social engineering and its implications to cybersecurity
11. Demonstrate an understanding of methods and strategies for controlling access to computer networks

Diploma in Cybersecurity

30 credits

Course	Title	Credits	Prerequisites
MATH 101	Mathematical Reasoning I	3	
COIC 101	Introduction to Computers	3	
CYBS 101	Computer Hardware and Networks	3	COIC 101
CYBS 102	Installing and Configuring Windows Servers	3	COIC 101
CYBS 103	Network Infrastructure Security	3	COIC 101
CYBS 104	Introduction to Cyber Security Management and Digital Crime	3	CYBS 101, CYBS 102, CYBS 103
CYBS 105	Cybersecurity Operation-Identity and Information Security	3	CYBS 101, CYBS 102, CYBS 103
CYBS 106	Linux Networking and Security	3	CYBS 101, CYBS 102, CYBS 103
CYBS 107	Digital Forensics and Investigation	3	CYBS 101, CYBS 102, CYBS 103
CYBS 108	Penetration Testing and Legal-Ethical Hacking	3	CYBS 101, CYBS 102, CYBS 103
	TOTAL CREDITS	**30**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.
4. This program will be accepting students for the term that starts in October 2021.

Diploma in Medical Assistant

36 credits

Program Delivery Modality: Campus Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

Course	Title	Credits	Prerequisites
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I or Introducción a la Lengua Española I	3	
MATH 101	Mathematical Reasoning I	3	
COIC 101	Introduction to Computers	3	
HEST 100	Health, Safety and Medical Law and Ethics	3	
HEST 101	Medical Terminology	3	
BIOT 106	Anatomy and Physiology	4	
MEDA 201	Clinical Laboratory Procedures	4	BIOT 106, HEST 101, Concurrent with MEDA 202
MEDA 202	Examining Room Procedures	4	BIOT 106, HEST 101, Concurrent with MEDA 201
MEDA 203	Fundamentals of Pharmacology	3	MATH 101
MEDA 204	Medical Office Management	3	MATH 101, COIC 101, HEST 101, BIOT 106, MEDA 201, MEDA 202, MEDA 203, HEST 100
MEDA 205	Medical Assistant Externship	3	MEDA 204
	TOTAL CREDITS	**36**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Medical Billing and Coding

36 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

1. Applicants to must provide evidence of a standard high school diploma or its equivalent.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Course	Title	Credits	Prerequisites
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I / Introducción a la Lengua Española	3	
MATH 101	Mathematical Reasoning I	3	
OFAS 121	Basic Keyboarding	3	
COIC 101	Introduction to Computers	3	
MIBC 101	Medical Terminology and Abbreviations	3	Concurrent with BIOT 106
MIBC 102	Medical Billing Services	3	MATH 101, Concurrent with MIBC 107
MIBC 106	Reconciliation and Auditing	3	MATH 101, Concurrent with MIBC 103
MIBC 107	Health, Safety and Medical Law and Ethics	3	
MIBC 103	Clinical and Professional Coding	4	MIBC 102
BIOT 106	Anatomy and Physiology	4	
MIBC 105	Billing and Electronic Records	4	All courses
	TOTAL CREDITS	**36**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Patient Care Technician

36 credits

Program Delivery Modality:	Campus	Hybrid
Language of Instruction:	Spanish	English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Patient Care Technician program prepares the student, among other things, patient assistance, geriatric care and nursing assistance. The content includes but is not limited to taking vital signs, collecting specimens, 12-lead EKG, basic phlebotomy techniques, safety and security procedures, and personal patient care procedures. The curriculum integration of theory and practice prepares the student with the necessary skills and knowledge to pursue an entry-level employment in Health Industry.

PROGRAM OBJECTIVES

1. Communicate and interact therapeutically with residents and their families with sensitivity to the physical, social, and mental needs of residents. Provide biological, psychological and social support
2. Assist residents in attaining and maintaining maximum functional independence.
3. Perform physical comfort and safety functions
4. Provide personal patient care and perform patient care procedures
5. Provide care for geriatric patients
6. Apply principles of infection control
7. Assist with restorative (rehabilitative) activities
8. Perform patient care procedure
9. Demonstrate legal and ethics responsibilities specific to home health aide
10. Demonstrate knowledge of organizational and effective team member skills in a clinical setting

Diploma in Patient Care Technician

36 credits

Course	Title	Credits	Prerequisites
MATH 101	Mathematical Reasoning I	3	
BIOT 106	Anatomy and Physiology	4	
HEST 100	Health, Safety and Medical Law and Ethics	3	
HEST 101	Medical Terminology	3	
MEDA 203	Pharmacology	3	MATH 101
PCTC 101	Nursing Assistant Skills	4	MEDA 203, HEST 100, HEST 101, BIOT 106, MATH 101
PCTC 102	Clinical Laboratory Phlebotomy Procedure with EKG	3	BIOT 106, HEST 101, MATH 101
PCTC 103	Personal Patient Care-Plan and Procedures	3	BIOT 106, PCTC 101, HEST 101, MEDA 203
PCTC 104	Geriatric Care	4	BIOT 106, PCTC 101, HEST 101, MEDA 203
PCTC 105	Health Care Delivery System and Rehabilitation Services	3	BIOT 106, PCTC 101, HEST 101, MEDA 203
PCTC 106	Patient Care Clinical Externship	3	All courses
	TOTAL CREDITS	**36**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Pharmacy Technician

40 credits

Program Delivery Modality:	Campus	Hybrid
Language of Instruction:	Spanish	English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

Diploma in Pharmacy Technician

40 credits

Course	Title	Credits	Prerequisites
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I / Introducción a la Lengua Española	3	
MATH 101	Mathematical Reasoning I	3	
HEST 100	Health, Safety and Medical Law and Ethics	3	
BIOT 106	Anatomy and Physiology	4	
PHAT 100	Introduction to Pharmacy	3	HEST 100
PHAT 115	Pharmaceutical Calculations	3	MATH 101
PHAT 120	Pharmacotherapy	3	BIOT 106
PHAT 125	Administration and Pharmacy Law	3	PHAT 100
PHAT 130	Pharmacy Sterile and Non-Sterile Compounding Laboratory	3	PHAT 115, PHAT 120
PHAT 135	Posology	3	PHAT 115
PHAT 148	Introduction to Pharmacy Practice	3	HEST 100, MATH 101, BIOT 106, PHAT 100, PHAT 115, PHAT 120, PHAT 125, PHAT 130L, PHAT 135, Concurrent with PHAT 150
PHAT 150	Externship I	3	HEST 100, MATH 101, BIOT 106, PHAT 100, PHAT 115, PHAT 120, PHAT 125, PHAT 130L, PHAT 135, Concurrent with PHAT 148
PHAT 151	Externship II	3	PHAT 148, PHAT 150
	TOTAL CREDITS	**40**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Phlebotomy Technician

30 credits

Program Delivery Modality:	Campus	Hybrid
Language of Instruction:	Spanish	English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Phlebotomy Technician diploma prepares the student, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. Also, includes instruction in medical ethics, medical terminology anatomy and physiology, EKG and professional conduct in a health care setting.

PROGRAM OBJECTIVES

1. Demonstrate the ability to communicate and use interpersonal skills effectively.
2. Demonstrate legal and ethical responsibilities.
3. Demonstrate an understanding of and apply wellness and disease concepts.
4. Recognize and practice safety and security procedures.
5. Recognize and practice infection control procedures.
6. Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
7. Apply basic math and science skills.
8. Discuss phlebotomy in relation to the health care setting.
9. Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
10. Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
11. Demonstrate skills and knowledge necessary to perform phlebotomy.
12. Practice accepted procedures of transporting, accessioning and processing specimens.
13. Practice quality assurance and safety.

Diploma in Phlebotomy Technician

30 credits

Course	Title	Credits	Prerequisites
MATH 101	Mathematical Reasoning I	3	
COIC 101	Introduction to Computers	3	
BIOT 106	Anatomy and Physiology	4	
HEST 100	Health, Safety and Medical Law and Ethics	3	
HEST 101	Medical Terminology	3	
PCTC 102	Clinical Laboratory Phlebotomy Procedures with EKG	3	BIOT 106, HEST 101, MATH 101
PHLE 100	Blood-Borne Pathogens	2	
PHLE 101	Collection Equipment and Specimen Transportation Procedures	3	BIOT 106, PHLE 100, HEST 100
PHLE 102	Communication and Interview Techniques in Health Care Settings	3	HEST 100
PHLE 103	Phlebotomy Capstone	3	All courses
	TOTAL CREDITS	**30**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Production Technician

18 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

a. Safety practices on the job and in a manufacturing setting
b. Quality practices and measurement
c. Knowledge of manufacturing process, materials and production
d. Awareness of maintenance in a manufacturing setting
e. Understanding of design and blueprints

Course	Title	Credits	Prerequisites
QETE 240	Quality Management Principles and Improvement Tools	3	
EETE 216	Industrial Electronics	3	
ENGI 161	Engineering Technology Graphics	3	
METE 224	Manufacturing Process Technology	3	
IMEN 404	Industrial Safety and Health Management	3	
METE 228	Mechanical Measurements Technology	3	
	TOTAL CREDITS	**18**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Small Business Entrepreneurship

36 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Small Business Entrepreneurship diploma is designed to prepare students to perform marketing and management functions associated to owning and operating a small business.

PROGRAM OBJECTIVES

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

Diploma in Small Business Entrepreneurship

36 credits

Course	Title	Credits	Prerequisites
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I / Introducción a la Lengua Española	3	
ENGL 103 or SPAN 103	Introductory English Language Course Basic Level II / Introducción a la Lengua Española II	3	ENGL 101 or SPAN 101
MATH 101	Mathematical Reasoning I	3	
MANC 101	Introduction to Business	3	
ENMT 101	Introduction to Entrepreneurial Development	3	
MGMT 101	Management and Leadership Principles	3	
MANC 210	Administrative Theory	3	MANC 101
MANC 213	Personnel Administration	3	MANC 101
MANC 204	Legal Environment in Business	3	MANC 101, MANC 210
MARC 133	Fundamentals of Marketing	3	MANC 101, ENMT 101
MANC 126	Business Communication	3	MANC 101
ACCT 101	Principles of Managerial Accounting	3	MATH 101
	TOTAL CREDITS	**36**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Diploma in Small Business Operation

36 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

Diploma in Small Business Operation

36 credits

Course	Title	Credits	Prerequisites
ENGL 101 or SPAN 101	Introductory English Language Course Basic Level I / Introducción a la Lengua Española	3	
ENGL 103 or SPAN 103	Introductory English Language Course Basic Level II / Introducción a la Lengua Española II	3	ENGL 101 or SPAN 101
MATH 101	Mathematical Reasoning I	3	
MANC 101	Introduction to Business	3	
MANC 210	Administrative Theory	3	MANC 101
MANC 126	Business Communication	3	MANC 101
MGMT 101	Management and Leadership Principles	3	
MANC 213	Personnel Administration	3	MANC 101
MANC 204	Legal Environment in Business	3	MANC 101, MANC 210
FINC 101	Principles of Finance Accounting	3	MATH 101
ACCT 101	Principles of Managerial Accounting	3	MATH 101
SBOT 101	Principles of Selling	3	MANC 101
	TOTAL CREDITS	**36**	

Notes:

1. This program may be offered in English or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences, as applicable.
3. Students must comply with state and local education certification requirements for the diploma program, as applicable.

Associate Degree Programs

Associate of Science in Computer Technology and Networks

62 credits

Program Delivery Modality:	Campus	Hybrid	
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

In this program the student develops the theoretical knowledge and practical skills necessary to succeed in the changing world of technology. Graduates will be prepared to work on data analysis, installation and estimation and maintenance of new or existing computer systems and networks. The curriculum also provides the ability to solve technical problems, develop human relationships and establish effective communication in English and Spanish. The graduate may work in industrial areas, service companies or in their own business.

PROGRAM OBJECTIVES

The general objectives of the program prepare engineering technology graduates professionally, so that they will be capable of fulfilling the technological needs of society and excel in the maintenance and improvement of computer systems.

1. An ability to apply knowledge of mathematics, science, and technology
2. An ability to repair systems, components, or processes to meet desired needs
3. An ability to function in multidisciplinary teams
4. An ability to analyze and interpret data
5. An understanding of ethical responsibility
6. An ability to communicate effectively
7. A recognition of the need for, and an ability to engage in life-long learning
8. A knowledge of contemporary issues

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
3. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
4. Students must comply with state and local education certification requirements for the degree program, as applicable.

Associate of Science in Computer Technology and Networks

62 credits

General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
ENGL 115-O	English Reading and Writing I	4	
HUMA 101-O	World Cultures I	3	
MATH 111-O	Intermediate Algebra I	3	
MATH 112-O	Intermediate Algebra II	3	MATH 111-O
SPAN 115-O	Reading, Writing and Oral Communication in Spanish I	4	
	TOTAL	**17**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ENGL 116-O	English Reading and Writing II	4	ENGL 115-O
ENGL 331-O	Public Speaking	4	ENGL 116-O
FSEN 100-O	Introduction to Engineering Technology	3	MATH 111-O, MATH 112-O
MATH 151-O	Pre-Calculus I	4	MATH 112-O, Concurrent with ENGI 122-O
MATH 152-O	Pre-Calculus II	4	MATH 151-O
ENGI 122-O	Introduction to Computer Programming	3	FSEN 100-O, Concurrent with MATH 151-O
	TOTAL	**22**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
CTEC 220-O	Fundamentals of Computers, Peripherals and Operating Systems	3	Concurrent with CTEC 220-OL
CTEC 220-OL	Fundamentals of Computers, Peripherals and Operating Systems Laboratory	1	Concurrent with CTEC 220-O
EETE 223-O	Fundamentals of Computer Electronic	3	ENGI 122-O, MATH 152-O, Concurrent with EETE 223-OL
EETE 223-OL	Fundamentals of Computer Electronic Laboratory	1	ENGI 122-O, MATH 152-O, Concurrent with EETE 223-O
TCOM 335-O	Principles of Telecommunications and Networking	3	EETE 223-O, CTEC 220-O, CTEC 220-OL Concurrent with TCOM 335-OL
TCOM 335-OL	Principles of Telecommunications and Networking Laboratory	1	EETE 223-O, CTEC 220-O, CTEC 220-OL, Concurrent with TCOM 335-O
TCOM 350-O	Fundamentals of Networking Infrastructure Management	3	CTEC 220-O, CTEC 220-OL, TCOM 335-O, TCOM 335-OL, Concurrent with TCOM 350-OL
TCOM 350-OL	Fundamentals of Networking Infrastructure Management Laboratory	1	CTEC 220-O, CTEC 220-OL, TCOM 335-O, TCOM 335-OL, Concurrent with TCOM 350-O
CTEC 230-O	Fundamentals of Intermediate Programming	3	MATH 152-O, ENGI 122-O, TCOM 335-O, TCOM 335-OL, TCOM 350-O, TCOM 350-OL
	TOTAL	**19**	
Elective Courses			
Course	**Title**	**Credits**	**Prerequisite**
MATH 221-O	Calculus I	4	MATH 152-O
EETE 255-O	Fundamentals of Microprocessors	4	EETE 223-O, EETE 223-OL
	TOTAL	**4**	
	TOTAL CREDITS	**62**	

Associate of Science in Engineering Technology and Quality Control

61 credits

Program Delivery Modality:	Campus	Hybrid	Online
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

This program prepares students as technicians improving the quality of products and services. The areas of statistical processes, regulation, validation, and industrial safety will be studied. The program also provides the development of skills and knowledge in problem solving, data analysis, computer applications and effective communication in English and Spanish. The graduates will be prepared to work in pharmaceutical, biotechnological, or medical device companies. The program focuses on areas of quality assurance for industrial or service environments.

PROGRAM OBJECTIVES

To prepare quality control engineering technology graduates professionally, so that they will be capable of fulfilling the technological needs of society and excel in the maintenance and improvement of quality systems. Specific objectives of this program include:

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

Associate of Science in Engineering Technology and Quality Control

61 credits

General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
ENGL 115-O	English Reading and Writing I	4	
HUMA 101-O	World Cultures I	3	
MATH 111-O	Intermediate Algebra I	3	
SOSC 111-O	Individual, Community, Government and Social Responsibility I	3	
SPAN 115-O	Reading, Writing and Oral Communication in Spanish I	4	
	TOTAL	**17**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ENGL 116-O	English Reading and Writing II	4	ENGL 115-O
ENGL 331-O	Public Speaking	4	ENGL 116-O
FSEN 100-O	Introduction to Engineering Technology	3	MATH 111-O, MATH 112-O
MATH 112-O	Intermediate Algebra II	3	MATH 111-O
MATH 151-O	Pre-Calculus I	4	MATH 112-O, Concurrent with ENGI 122-O
ENGI 122-O	Introduction to Computer Programming	3	FSEN 100-O, Concurrent with MATH 151-O
	TOTAL	**21**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
QETE 240-O	Quality Management Principles and Improvement Tools	3	ENGI 122-O, MATH 151-O
QETE 245-O	Fundamentals of Statistical Process Control/Metrology	3	ENGI 122-O, MATH 151-O, Concurrent with QETE 245-OL
QETE 245-OL	Fundamentals of Statistical Process Control/Metrology Laboratory	1	ENGI 122-O, MATH 151-O, Concurrent with QETE 245-O
QETE 250-O	Introduction to Technical Engineering Management	3	QETE 240-O, QETE 245-O, QETE 245-OL
QETE 260-O	Principles of Industrial Regulations and Validations	4	QETE 250-O
IMEN 404-O	Industrial Safety and Health Management	3	QETE 255-O, QETE 260-O
QETE 255-O	Fundamentals of Lean Manufacturing Six-Sigma	3	QETE 250-O
	TOTAL	**20**	
Elective Courses			
Courses	**Title**	**Credits**	**Prerequisites**
MATH 221-O	Calculus I	4	MATH 152-O
EETE 216-O	Industrial Electronics	3	MATH 151-O
ENGI 161-O	Engineering Technology Graphics	3	MATH 151-O, ENGI 122-O
METE 224-O	Manufacturing Process Technology	3	MATH 151-O
METE 228-O	Mechanical Measurements Technology	3	MATH 151-O
	TOTAL	**3**	
	TOTAL CREDITS	**61**	

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
3. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
4. Students must comply with state and local education certification requirements for the degree program, as applicable.

Associate of Science in Forensic Investigation

63 credits

Program Delivery Modality:	Campus	Hybrid	Online
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Associate Degree in Forensic Investigation provides an introduction to forensic investigation form a theorical and practical perspective. Students will be prepared to apply techniques, methods, procedures, basic knowledge to perform necessary skills as a forensic investigator.

PROGRAM OBJECTIVES

1. Know the doctrines and principles of law that intervene in the field of criminal and forensic investigation.
2. Describe and distinguish the nature and functions of forensic investigation from a scientific and legal perspective.
3. Develop a deep sense of human solidarity and social responsibility in accordance with knowledge of the ethical and moral standards that must guide thought and action as a forensic investigator.
4. Expose critically the basic theories of criminal and forensic investigation.
5. Recognize and describe the application of the scientific method in forensic investigation.
6. Develop skills to increase the ability to observe behavior and record systematic notes in objective and critical terms.
7. Develop assigned interpersonal skills, ability to analyze problems, and establish an action plan.
8. Demonstrate mastery of criminal investigation techniques.
9. Demonstrate ability to sustain a coherent analysis in matters related to their area of work.
10. Develop skills to conduct interviews efficiently.
11. Integrate contemporary knowledge of forensic science to clarify crimes.
12. Allow students to test skills acquired within controlled environments by applying theories and techniques of forensic science.
13. Establish a balance between the theoretical and practical aspects that make up the study of forensic science and public safety in its aspects of investigation and intervention with citizens.
14. Contribute to the development of forensic investigation technicians

Associate of Science in Forensic Investigation

63 credits

Introduction Course (3 credits)			
Code	**Course name**	**Credits**	**Prerequisite**
FYIS 101 or QYLE110	Induction Seminar to University Life or Attitude Development and University Adaptation	3	Must be taken during the first term
General Education (15 Courses)			
SPAN 101 SPAN 103 SPAN 105	Introduction to Spanish Language – Basic Level Introduction to Spanish Language –Intermediate Level Introduction to Spanish Language – Advanced Level	3	
ENGL 101 ENGL 103 ENGL 105	Introduction to English Language – Basic Level Introduction to English Language –Intermediate Level Introduction to English Language – Advanced Level	3	
MATH 112	College Algebra	3	
SOSC 101	Introduction to Social Sciences I	3	
COIS 101	Introduction to Computers	3	
Core Professional Courses (18 Credits)			
CRIM 100	Criminal Law	3	
CRIM 102	Criminal Procedures	3	CRIM 100
CRIM 104	Evidence	3	CRIM 102
IFOR 205	Basic Criminal Investigation	3	
IFOR 210	Forensic Photography and Crime Scene Planimetry	3	
IFOR 215	Fundamental principles of collection and processing of evidence at the scene of the crime	3	
Major Courses (27 Credits)			
IFOR 220	Forensic Investigation of Traffic Accidents	3	IFOR 205
IFOR 225	Interview Techniques and Testimony in court	3	
IFOR 230	Introduction to Forensic Dactyloscopy	3	IFOR 205
IFOR 235	Investigation of Cyber Crimes	3	IFOR 205
IFOR 240	Scientific Study of the Crime Scene	3	IFOR 205
IFOR 245	Introduction of Fraud Investigation	3	IFOR 205
IFOR 250	Introduction to Fire Investigation	3	IFOR 205
IFOR 255	Surveillance and Tracking: Technical and Ethical Aspects	3	
IFOR 275	Integration Seminar in Forensic Investigation	3	All major courses
	TOTAL	**63**	

Notes:

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

2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

3. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.

4. Students must comply with state and local education certification requirements for the degree program, as applicable.

Associate of Science in Office Systems with Medical Billing

64 credits

Program Delivery Modality:	Campus	Hybrid	Online
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Associate Degree in Office Systems with Medical Billing will enable students to acquire the knowledge and skills to work in an environment of automated medical office. It will specialize in the use of medical terminology, procedures and medical office management and processes to perform medical billing transactions efficiently.

PROGRAM OBJECTIVES

1. Train the student to know the terms and procedures used in a medical facility.
2. Train the student to know the basic accounting concepts that their application allows them to apply it through analysis of financial reports.
3. Develop the student with the skills and abilities to be able to process bills for health services.
4. Provide students with the knowledge so that they can identify, use and determine diagnoses in accordance with established guidelines.
5. Develop the skills to recognize, verify, and correct common mistakes in the billing process.
6. Train the student to apply administrative aspects and skills according to legal stipulations that establish correct management in various situations.
7. Apply the skills to identify the requirements of different insurance companies in electronic claims processes.
8. Apply the skills that allow the student to prepare electronic documentation, submit payments and claims to insurance companies.
9. Train the student so that they can develop the skills to integrate, import and export different documents between programs.
10. Train the student to develop the necessary skills to manage databases.
11. Develop in the student the skills for the use and management of technological tools in an integral way.
12. To develop in the student the skills to transcribe medical information through the use of the dictation and transcription machine, as well as in the production of medical reports.

Associate of Science in Office Systems with Medical Billing

64 credits

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101 or SPAN 103 or SPAN 105	Introduction to Spanish Language – Basic Level or Introduction to Spanish Language –Intermediate or Introduction to Spanish Language – Advanced Level	3	
ENGL 101 or ENGL 103 or ENGL 105	Introduction to English - Basic Level or Introduction to English – Intermediate or Introduction to English - Advanced Level	3	
MATH 112	College Algebra	3	
COIS 101	Introduction to Computer	3	
SOSC 111	Individual, Community, Government and Social Responsibility I	3	
	TOTAL	**15**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
OSMB 101	Accounting for Medical Biling	3	
BIOT 106	Anatomy and Physiology	4	
OSMB 100	Medical Terminology	3	
OSMB 102	Billing	3	OSMB 100
OSMB 103	Coding	3	OSMB 100
OSMB 104	Billing Audit	3	
OSMB 105	Legal and Administrative Procedures	3	OSMB 102
OSMB 106	Electronic Billing	3	COIS 101, OSMB 102, OSMB 103
OSMB 107	Electronic Medical Records	3	COIS 101, OSMB 102
OSMB 108	Integrated Applications	3	COIS 101
OSMB 109	Introduction to Database Management	3	COIS 101
OSMB 110	Introduction to Office System Technology	3	COIS 101
OSMB 111	Medical Transcription	3	COIS 101
OSMB 113	Coding of Services and Procedures	3	OSMB 103
OSMB 114	Health, Safety, Medical Law and Ethics	3	
	TOTAL	**46**	
	TOTAL CREDITS	**64**	

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
3. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
4. Students must comply with state and local education certification requirements for the degree program, as applicable.

Associate of Science in Paralegal Studies

65 credits

Program Delivery Modality:	Campus	Hybrid	Online
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

This program is designed to prepare students to work in the legal field for law firms, banks, corporations, and government agencies in the performance of delegated, substantive legal services under the supervision of a licensed attorney. Students receive instruction in the substantive and procedural law necessary to function in the legal environment under the direction and supervision of attorneys in areas such as civil litigation, real property, legal research and writing, business organizations, and legal technology. Students will understand the ethical framework within which they will work and will be able to analyze and communicate effectively in these areas. Instruction stresses practical applications. Note: Paralegals cannot give legal advice, represent a client, or provide legal services directly to the public, except as permitted by law.

PROGRAM OBJECTIVES

To prepare the student for employments as paralegals under the supervision of a licensed attorney. They will prepare to perform functions such as research, drafting, investigatory, record-keeping and related administrative task among other functions permitted by law for the profession of a Paralegal. The student will be able to:

1. Demonstrate knowledge of the ethical and professional standards of the paralegal.
2. Demonstrate ability to utilize the law library and apply knowledge to legal writing.
3. Demonstrate knowledge of tort law, constitutional law, and criminal law concepts and their application to factual situations.
4. Demonstrate knowledge of all phases of trial practice and procedure.
5. Demonstrate knowledge of estate planning and probate administration concepts and their application to probate procedures.
6. Demonstrate knowledge of the fundamental principles of the law of business organizations.
7. Demonstrate knowledge of fundamental principles of contract law including the uniform commercial code.
8. Demonstrate knowledge of, and ability to perform, litigation techniques and procedures.
9. Demonstrate knowledge of management techniques and procedures.
10. Demonstrate knowledge of family law and procedure.
11. Demonstrate knowledge of employability skills.
12. Demonstrate an understanding of entrepreneurship.

Associate of Science in Paralegal Studies

65 credits

FYIS 101 or QYLE 110-O	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
ENGL 115-O	English Reading and Writing I	4	
SPAN 115-O	Reading, Writing and Oral Communication in Spanish I	4	
SOSC 111-O	Individual, Community, Government and Social Responsibility I	3	
MATH 111-O	Intermediate Algebra I	3	
PYSC 123-O	General Psychology (Compendium)	3	
	TOTAL	**17**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
MANA 126-O	Business Communication	3	
CRIM 100-O	Criminal Law	3	
CRIM 101-O	Constitutional Protection and Civil Rights	3	
CRIM 102-O	Criminal Procedures	3	CRIM 100-O
CRIM 103-O	Evidence, Case Preparation and Testimony	3	CRIM 100-O, CRIM 101-O, CRIM 102-O
PARS 101-O	Introduction to Legal Practice and Ethics	3	CRIM 100-O, CRIM 101-O
PARS 102-O	Real State Property Fundamentals	3	CRIM 100-O, CRIM 101-O, CRIM 102-O
PARS 103-O	Civil Litigation Fundamentals	3	CRIM 103-O
PARS 104-O	Legal Research and Theory with Legal Writing	3	CRIM 103-O, PARS 105-O
PARS 105-O	Computer Technology in a Legal Office	3	
PARS 106-O	Foundations of Wills, Trusts, and Estate Administration	3	PARS 101-O, PARS 104-O
PARS 107-O	Insurance Case Management for Paralegals	3	PARS 101-O
PARS 108-O	Family Law	3	CRIM 100-O, CRIM 101-O
PARS 109-O	Debtor-Creditor/Bankruptcy	3	PARS 101-O
PARS 110-O	Paralegal Law Office and Management Skills	3	All major courses
	TOTAL	**45**	
	TOTAL CREDITS	**65**	

Notes:

1. This program may be offered in English or Bilingual mode (English-Spanish), according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
3. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
4. Students must comply with state and local education certification requirements for the degree program, as applicable.

Associate of Applied Science in Pharmacy Technician

64 credits

Program Delivery Modality:	Campus	Hybrid	
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Program of Associate Applied Science (AAS) in Pharmacy Technician aspires to develop students with the knowledge and skills to perform as an important component of the teamwork of a pharmacy. The students will have the opportunity to acquire knowledge through didactic courses directed to know the most important aspects of this field. The program will also provide the opportunity to develop the techniques and skills that will enable the student to work with a high level of competence.

The Pharmacy Technician is the professional that helps the Pharmacist to dispatch medication prescribed by the doctor, under the supervision of the authorized Pharmacist. The auxiliary is qualified to work in the hospital pharmacy, community pharmacy, as well as any other licensed distributor of pharmaceutical products.

The dispatch of meds implies a series of activities in sequence that consists among others in taking care of the patient; receive and interpret the received prescription; select the product; as well as the appropriate delivery package; to verify dose; to prepare simple solutions, ointments and other pharmaceutical preparations; to carry out suitable labeling using computerized systems and computation of prices.

PROGRAM OBJECTIVES

The graduate of this academic offering will be a bilingual professional academically prepared to perform technical pharmacy functions under the supervision of a licensed pharmacist. The graduate of this academic offering will be:

1. Academically prepared and capable of performing in his work environment and contribute to the health of individuals by performing to the highest professional standards of the Pharmacy Technician.
2. Will be knowledgeable of laws, regulations, and conduct of his pharmacy technician practice and his ethical responsibilities.
3. Facilitate and work effectively with License Pharmacy to ensure proper dispensations of prescription to clients and general public.

Associate of Applied Science in Pharmacy Technician

64 credits

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 115-O	Reading, Writing and Oral Communication in Spanish I	4	
MATH 120-O	Introduction to Algebra	3	
ENGL 115-O	English Reading and Writing I	4	
	TOTAL	**11**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
PHAR 210	Pharmaceutical Calculations I	3	MATH 120-O
PHAR 211	Pharmaceutical Calculations II	3	PHAR 210
PHAR 212	Pharmacy Administration	3	
PHAR 226	Pharmacotherapy for Pharmacy Technicians I	3	
PHAR 227	Pharmacotherapy for Pharmacy Technicians II	3	PHAR 226
PHAR 228	Pharmacotherapy for Pharmacy Technicians III	3	PHAR 227
PHAR 230	Pharmaceutical Technology I	3	PHAR 212, PHAR 228, Concurrent with PHAR 230L
PHAR 230L	Laboratory of Pharmaceutical Technology I	3	PHAR 212, PHAR 228, Concurrent with PHAR 230
PHAR 231	Pharmaceutical Technology II	3	PHAR 230, Concurrent with PHAR 231L
PHAR 231L	Laboratory of Pharmaceutical Technology II	3	PHAR 230, Concurrent with PHAR 231
PHAR 233	Posology	3	PHAR 210, PHAR 212
PHAR 250	Hospital Pharmacy	2	PHAR 210, PHAR 212
PHAR 251	Prescription Dispensing and Pharmaceutical Specialties I	3	PHAR 210, PHAR 211, PHAR 212, PHAR 226, PHAR 227, PHAR 228, PHAR 230, PHAR 230L, PHAR 231, PHAR 231L, PHAR 233, PHAR 250
PHAR 252	Prescription Dispensing and Pharmaceutical Specialties II	3	PHAR 210, PHAR 211, PHAR 212, PHAR 226, PHAR 227, PHAR 228, PHAR 230, PHAR 230L, PHAR 231, PHAR 231L, PHAR 233, PHAR 250, PHAR 251
PHAR 255	Pharmaceutical Legislation	3	PHAR 212
PHAR 256	Supervised Practice in Pharmacy I*	2	PHAR 210, PHAR 211, PHAR 212, PHAR 226, PHAR 227, PHAR 228, PHAR 230, PHAR 230L, PHAR 231, PHAR 231L, PHAR 233, PHAR 250, PHAR 251, PHAR 252, PHAR 255, Concurrent with PHAR 258
PHAR 257	Supervised Practice in Pharmacy II*	2	PHAR 256
PHAR 258	Practicum Seminar	2	PHAR 210, PHAR 211, PHAR 212, PHAR 226, PHAR 227, PHAR 228, PHAR 230, PHAR 230L, PHAR 231, PHAR 231L, PHAR 233, PHAR 250, PHAR 251, PHAR 252, PHAR 255, Concurrent with PHAR 256
	TOTAL	**50**	
	TOTAL CREDITS	**64**	

Notes:

1. This program may be offered in English or Bilingual mode (English-Spanish), according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
3. Students must comply with state and local education certification requirements for the degree program, as applicable.
4. * The term before enrolling in this course, the student shall receive academic counseling from the facilitator in charge of the field experience process to identify a pharmacy to complete the field experience.

Associate in Science in Technical Studies

62 credits

Program Delivery Modality:	Campus	Hybrid	Online
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

The objective of the AS in Technical Studies program is to integrate approved credits from licensed and/or accredited post-secondary entities, at the non-degree and up to the equivalent of two years in a degree-seeking program, with a selected concentration package complementary to the occupation. The students will:

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

Associate in Science in Technical Studies

62 credits

General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
ENGL 115	English Reading and Writing I	4	
SPAN 115	Reading, Writing and Oral Communication in Spanish I	4	
SOSC 111	Individual, Community, Government and Social Responsibility I	3	
MATH 111	Intermediate Algebra I	3	
INGS 101	Research Information Literacy	3	
	TOTAL	**17**	
Core Specialization Transfer Credit			
Transfer credits: Satisfactory completion of a minimum of 27 credits at the post-secondary level. The maximum number of credits to transfer (up to 46 credits) is subject to the evaluation of an official academic record, with the exception of 16 semester credits, which must be completed at institution.			
	TOTAL	**27**	
Career Path (Select one concentration path)			
Path in Business			
Course	**Title**	**Credits**	**Prerequisites**
MANA 101	Introduction to Business	3	
ENMA 101	Introduction to Entrepreneurial Development	3	
MANA 210	Administrative Theory	3	
MANA 213	Personnel Administration	3	
	TOTAL	**12**	
Path in Health Administration			
Course	**Title**	**Credits**	**Prerequisites**
HADM 101	Communication Skills for Health Care Professionals	3	
HADM 110	Health Care Management	3	
HADM 130	Ethics and Social Responsability in the Health Care Services	3	
HADM 140	Accounting for Health Care Services and Administration	3	
	TOTAL	**12**	
Path in Health Technology			
Course	**Title**	**Credits**	**Prerequisites**
COIS 101	Introduction to Computers	3	
COIS 111	Software Applications for Business Administration	3	
COIS 112	Information System Concepts	3	
COIS 221	Data Analysis Tools	3	
	TOTAL	**12**	
Elective Courses			
	Elective	3	
	Elective	3	
	TOTAL	**6**	
	TOTAL CREDITS	**62**	

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
3. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.
4. Students must comply with state and local education certification requirements for the degree program, as applicable.

Associate in Science in Web Design

60 credits

Program Delivery Modality:	Campus	Hybrid	Online
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Associate Degree in Web Design prepares the student to become a Web Designer, an expert capable of dealing with the Internet's continuous string of advances, with the training and skills to define, create, and design them. A web designer configures telecommunications systems to ease people's access to content and audiovisual information.

PROGRAM OBJECTIVES

- Communicate and solve visual problems.
- Mastery of the programming language used for the Web.
- Analyze the social impact and manage visual communication strategies on the Web.
- Implement specialized programming languages and digital tools to develop multiplatform projects
- Mastery of the manipulation of images, photographs, icons, shapes and other design structures.
- Develop creative and original visual communication ideas through a web page.
- Master digital design, layout and web programming for Web assembly.
- Understand the elements of color, shapes, structures suitable for visual communication and publication on the Web.
- Develop business, self-management, and marketing skills.
- To understand art in a general way as an expression of the wishes, aspirations, needs, and aesthetics of the human being, as well as the resources available on the object in interaction with the user throughout history.
- Professional capable of communicating orally and in writing, in Spanish and English, applying the postulates of the discipline of communication.
- Professional with capacity for scientific reasoning and critical thinking.
- Professional capable of understanding contemporary social issues within a social historical context.

Associate in Science in Web Design

60 credits

FYIS 101 or QYLE 110-O	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101 SPAN 103 SPAN 105	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	3	
ENGL 101 ENGL 103 ENGL 105	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	3	
MATH 112	College Algebra	3	
SCIE 111	Integrated Science I	3	
HUMA 101	World Cultures I	3	
	TOTAL	**15**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
DESI 121	Drawing I	3	
ENTR 260	Entrepreneurship	3	
HIDE 100	History of Art	3	HUMA 101
	TOTAL	**9**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
WEDE 100	Web Design and Graphics Studio 1	3	
WEDE 200	Web Design and Graphics Studio 2	3	WEDE 100
WEDE 250	Web Design and Graphics Studio 3	3	WEDE 200
WEDE 260	Web Design and Graphics Studio 4	3	WEDE 250
WEDE 280	Portfolio	3	WEDE 250
DESI 285	Digital Photography	3	
GRAD 130	Image Studio – Black and White	3	
GRAD 215	Graphic Design Studio 3	3	WEDE 100
CTEC 210	Operating Systems, Installation and Configuration	3	WEDE 200
CTEC 240	Programming for the Web	3	WEDE 200
WEDE 275	Integration Seminar for Web Design	3	WEDE 250
	TOTAL	**33**	
	TOTAL CREDITS	**60**	

Notes:

1. This program may be offered in English, Bilingual mode (English-Spanish), or Spanish according to demand. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Accounting

124 credits

Program Delivery Modality:		Online
Language of Instruction:	Spanish	English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with a major in Accounting exposes students to vital knowledge and skills used in accounting positions. Students will identify various aspects of accounting, such as: accounting principles and theories, elements of intermediate accounting, advanced accounting, cost accounting, tax accounting, auditing, reporting procedures, state analysis, professional standards and ethics, accounting research and specific applications to for-profit companies, government and nonprofit public, among others.

PROGRAM OBJECTIVES

- Apply the complete accounting cycle.
- Analyze the information provided by accounting systems to facilitate decision-making.
- Apply the fundamental principles defined in the conceptual framework of financial accounting, identifying their use in specific situations.
- Register transactions or other events that affect economically an entity, whether governmental or private, with or without profit, applying the fundamental accounting theory and practice.
- Use the existing principles, methods and procedures in different accounting areas: taxes, costs, planning, budget, legal aspects, consulting, audits, among others.
- Contribute to the efficient functioning of organizations in economic and ethical terms to demonstrate in an organized way the productivity of available resources.
- Apply the principles and standards that regulate accounting practice.
- Identify and analyze information provided by accounting systems to facilitate decision making in a documented manner.
- Prepare financial statements and accounting reports for internal and external users of the organization applying generally accepted accounting principles (GAAP).

Bachelor of Business Administration in Accounting

124 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 101-102 or SOSC 103 and PSYC 123
ECON 325	Introduction to International Trade	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 131	Human Relations in Trade	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 112
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**39**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 201	Intermediate Accounting I	4	
ACCO 202	Intermediate Accounting II	4	ACCO 201
ACCO 203	Cost Accounting	4	ACCO 202
ACCO 205 or ACCO 320	Taxes of Puerto Rico Federal Income Tax	3	ACCO 112
ACCO 304	Auditing	3	ACCO 202
ACCO 308	Contemporary Accounting	3	ACCO 202
ACCO 450	Advanced Accounting	4	ACCO 308
	TOTAL	25	
Major Electives (Choose two courses - 6 credits)			

Course	Title	Credits	Prerequisites
ACCO 250	Computerized Accounting	3	
ACCO 295	Managerial Accounting	3	
ACCO 297	Funds and Government Accounting	3	
ACCO 306	Accounting Information Systems	3	
ACCO 402	Advanced Cost Accounting	3	
FINA 301	Financial Statements Analysis	3	
	TOTAL	**6**	
Free Elective (3 credits)			
	Choose a course from Accounting, Information Systems or Management Sequential	3	
	TOTAL	**3**	
	TOTAL CREDITS	**124**	

*General Education courses may be substituted for any SPAN course

Notes:

1. For the free elective, you must choose a sequential course in Management, Accounting or Information Systems.
2. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Communications

123 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Arts with a major in Communications prepares students to work in the media: radio, television, press, internet, etc. You can be a professional in journalism (print, radio, television, digital), public relations or advertising.

PROGRAM OBJECTIVES

1. Recognize and use the fundamental principles, theories, concepts and models of social communication.
2. Identify the behavior, social impact and content of messages created by social media.
3. Understand the importance of social responsibility in the process of informing, educating and entertaining, as well as in the formation of public opinion.
4. Trained students in the knowledge of the social responsibility of the media, the ethical principles of his profession and his contribution to cultural and social development.
5. Express their own personal and interpersonal attitudes and skills for effective performance in group work.
6. Apply critical thinking skills when facing diverse situations.
7. Will show mastery of the skills of verbal and written expression in Spanish and other languages.
8. Create and publish journalistic products and / or services that demonstrate the acquisition of the techniques and methods contained in the courses in that area.
9. Develop audiovisual programs (radio, television, video, etc.) that demonstrate the mastery of the techniques and methods contained in the courses in that area.
10. Create and implement public relations and advertising plans, programs and / or strategies that demonstrate mastery of the techniques and methods contained in the courses in that area.

Bachelor of Arts in Communications

123 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102, or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 102
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
STAT 300	Elements of Statistics I	3	MATH 112
GEOG 205	Global Communities and Resources: Critical Perspective	3	SOSC 102
SOSC 320	Social Research Techniques	3	STAT 300
SOCI 358-O	Social Problems of the Hispanic Community in United States	3	
ECON 207	New World Order Economy	3	SOSC 102
COMM 205	Communication Theory	3	
COMM 212	Development and Management of Media Enterprises	3	COMM 205
COMM 210	Legal and Ethical Aspects of Communications	3	COMM 205
COMM 325	Introduction to Advertising	3	COMM 205
COMM 320	Introduction to Public Relations	3	COMM 205
COMM 400	T.V. Principles	3	
	TOTAL	**33**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMM 230	Fundamentals of Journalism	3	COMM 205
COMM 305	Writing and Style in Journalism	3	COMM 205, COMM 230
COMM 307	Writing for Communication's Media	3	COMM 205
COMM 311	Photojournalism	3	COMM 205
COMM 430	Journalism Workshop	3	COMM 230
COMM 380	Principles of Radio	3	COMM 205
COMM 385	Radio Production and Direction	3	COMM 205
COMM 420	Writing for Public Relations	3	COMM 205, COMM 320
COMU 203	Audiovisual Communications Media I	3	
PROD 205	Audiovisual Production I	3	

COMM 455	Integration Seminar	3	24 major credits
	TOTAL	**33**	
Elective			
Free Elective		**3**	
	TOTAL	**3**	
	TOTAL CREDITS	**123**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Science in Community Health

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

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.

PROGRAM OBJECTIVES

1. The main goals of the BSCH Program include the following:
    a. Prepare entry level BSCH Community Health professionals for successful employment and graduate studies;
    b. Foster a high degree of professionalism as a supporting member of the health interdisciplinary team;
    c. Produce graduates with the ability to apply practical knowledge in the workplace and willing to continuously develop skills throughout their health career.
    d. To respond to society's demand for human resources with skills in the field of community health.
    e. 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.

Bachelor of Science in Community Health

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
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
HUMA 101-O	World Cultures I	3	
HUMA 102-O	World Cultures II	3	HUMA 101-O
MATH 111-O	Intermediate Algebra I	3	
PSYC 123-O	General Psychology (Compendium)	3	SOSC 112-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
SPAN 115-O & SPAN116-O Or ENGL221-O & ENGL222-O	Reading, Writing, and Oral Communication in Spanish I & Reading, Writing, and Oral Communication in Spanish II OR Reading and Composition I & Reading & Composition II	8	
SPAN 255-O or ENG 220-O	Spanish for Writing and Research Academic Reading and Writing I	4	SPAN 116-O
	TOTAL	**42**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
BIOL 103-O	Biology for Health Sciences	3	
BIOL 303-O	Human Biology I	3	BIOL 103-O, Concurrent with BIOL 303-OL
BIOL 303L-O	Human Biology I Laboratory	1	BIOL 103-O, Concurrent with BIOL 303-O
COMP 110-O	Introduction to Computers and Software	3	
PSYC 228-O	Diversity Psychology	3	
	TOTAL	**13**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
HESC 201-O	Statistics for Health Sciences	3	MATH 111-O, BIOL 303-O
COHE 201-O	Healthcare Systems, Policy and Politics	3	
COHE 202-O	Health Law and Ethics	3	
COHE 203-O	Introduction to Public and Community Health	3	COHE 201-O
COHE 204-O	Infectious Disease, Epidemiology and 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 and 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 and Psychological Perspectives	4	COHE 302-O
COHE 304-O	Instructional Methods and 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 and Reproductive Health	4	COHE 204-O, BIOL 303-O, PSYC 123-O
COHE 401-O	Health Promotion and 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 and 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
	TOTAL	**62**	
	TOTAL CREDITS	**120**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
2. Students must abide by all required hours set by the state for practicum experiences and placement requirements for the professional area set by the State Law.

Bachelor of Arts in Criminal Justice

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

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

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

PROGRAM OBJECTIVES

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

Bachelor of Arts in Criminal Justice

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMP 110-O	Computer and Software	3	
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
HUMA 101-O	World Cultures I	3	
HUMA 102-O	World Cultures II	3	HUMA 101-O
MATH 120-O	Algebra	3	
SCIE 111-O	Integrated Science I	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
SPAN 115-O & SPAN116-O Or ENGL221-O & ENGL222-O	Reading, Writing, and Oral Communication in Spanish I & Reading, Writing, and Oral Communication in Spanish II OR Reading and Composition I & Reading & Composition II	8	
SPAN 255-O OR ENGL 220-O	Spanish for Writing and Research OR Academic Reading and Writing I	4	SPAN 116-O
	TOTAL	**45**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
CRIM 107-O	Introduction to Criminal Justice	3	SOSC 112-O
SOSC 258-O	Research Techniques in Social Sciences	3	
PSYC 350-O	Psychopathology Principles	3	PSYC 123-O
SOCI 325-O	Sociology of Deviancy	3	SOCI 203-O
POSC 373-O	Political Systems of United States of America	3	
SOCI 203-O	Principles of Sociology / Survey Course	3	SOSC 112-O
PSYC 123-O	General Psychology (Compendium)	3	
SOSC 303-O	Applied Statistics Methods for Social Sciences	3	MATH 120-O
CRIM 400-O	Human Rights in the Contemporary World	3	SOSC 112-O
	TOTAL	**27**	
Major Courses			
Theory and Practice			
Course	**Title**	**Credits**	**Prerequisites**
CRIM 306-O	Comparative Criminal Justice System	3	CRIM 107-O
CRIM 350-O	The Correction System	3	CRIM 107-O
CRIM 427-O	Therapeutic Jurisprudence and Restorative Justice	3	CRIM 107-O
CRIM 335-O	Ethical Aspects of Justice	3	CRIM 107-O
CRIM 405-O	Multiculturalism and Crime	3	CRIM 107-O
	TOTAL	**15**	

Law Enforcement			
Course	**Title**	**Credits**	**Prerequisites**
CRIM 300-O	General Principles of Penal Law	3	CRIM 107-O
CRIM 360-O	Criminal Investigation Techniques	3	CRIM 300-O
CRIM 432-O	Criminal Technology, Fraud and Cybercrimes	3	CRIM 107-O
CRIM 301 -O	Special Laws in Criminal Legislation	3	CRIM 300-O
CRIM 380-O	Criminalistics	3	CRIM 360-O
	TOTAL	**15**	
Law			
Course	**Title**	**Credits**	**Prerequisites**
CRIM 200-O	Constitutional Protections and Civil Rights	3	SOSC 112-O
CRIM 370-O	Law of Evidence	3	CRIM 302-O
CRIM 434-O	Forensic Psychology in the Criminal Justice System	3	CRIM 370-O, PSYC 123-O, SOCI 325-O
CRIM 302-O	Criminal Procedure	3	CRIM 300-O
CRIM 415-O	Evidence, Case Preparation and Testimony	3	CRIM 370-O
	TOTAL	**15**	
	TOTAL CREDITS	**120**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Science in Criminology

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Science with a major in Criminology allows students to understand the causes of criminality, how society reacts to it and the interrelations between law and society. It includes learning from a humanistic and interdisciplinary approach, theories of crime and methods used to study crime, law and society. This program provides students with a broad perspective on the complex relationships between legal, social, political, historical and psychological influences that affect criminality, justice and legal processes.

PROGRAM OBJECTIVES

1. Knowledge of the main theories in the field of Criminology and their development as an empirical and ethical-normative discipline.
2. They will know the general principles of the Puerto Rico Penal Code, the types of crimes, the penalties associated with them and the elements of the crime.
3. They will be able to compare the Criminal Justice System of Puerto Rico and the United States, both in terms of its structure and its functions and relationships with other institutions in a democracy.
4. They will know the basic principles of the scientific method applied to criminal investigation and of the modern techniques of locating and interpreting information.
5. They will be familiar with the situation of juvenile delinquency in Puerto Rico, its causes, its prevention and its treatment.
6. They will demonstrate knowledge of the correctional system of Puerto Rico, its philosophy, legal framework, as well as the administrative procedures of the penal institutions, the Parole Board and diversion programs.
7. They will understand the principles of criminal law and their application in legal actions, the charter of civil rights and the rights of the accused in a democracy. They will also recognize the rules of evidence and their application in criminal cases.
8. They will be exposed, through an observational or simulated experience, to the integration of knowledge and in a supervised manner, to the operation of some institution of the criminal justice system.

Bachelor of Science in Criminology

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101 -102 or ENGL 103 -104or ENGL 105 -106	Introduction to English Language - Basic Level Introduction to English Language- Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111 - 112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition OR ENGL/COMM Course as listed in the catalog	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102 or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course.
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 112
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
STAT 300	Elements of Statistics I	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102
POSC 380	Constitutional Law	3	
PSYC 123	General Psychology (Compendium)	3	SOSC 102 or SOSC 103
PSYC 350	Principles of Psychopathology	3	PSYC 122, or PSYC 123
SOSC 320	Social Research Techniques I	3	STAT 300
SOCI 325	Social of Deviance	3	
SOCI 358	Social Problems of Puerto Rico	3	
GEOG 205	Global Communities and Resources: Critical Perspective	3	SOSC 102
	TOTAL	**27**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
CRIM 205	Introduction to Criminology	3	SOSC 102
CRIM 300	Criminal Law	3	CRIM 205
CRIM 305	Criminal Justice System in Puerto Rico	3	

CRIM 310	Photography and Forensic Planimetry	3	
CRIM 320	Criminal Investigation Techniques	3	SOSC 320
CRIM 325	Juvenile Delinquency in Puerto Rico	3	
CRIM 327	Correctional Program: Administration Principles	3	CRIM 205
CRIM 400	Criminal Procedure	3	CRIM 300
CRIM 415	Evidence	3	CRIM 400
CRIM 435	Preparation of Cases and Testimonies before the Court	3	
CRIM 450	Legal Medicine	3	CRIM 300
CRIM 476	Seminar	3	24 major credits
	TOTAL	**36**	
Electives			
Free Elective		3	
	TOTAL	**3**	
	TOTAL CREDITS	**120**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Digital Journalism

123 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Arts in Digital Journalism prepares journalists to develop news content for digital platforms, both traditional media: radio, television and the press, as well as emerging media in the industry.

PROGRAM OBJECTIVES

1. Recognize and use the fundamental principles, theories, concepts, and models of social communication.
2. Understand the basic principles of journalism
3. Demonstrate basic oral and written communication skills in Spanish and English.
4. Know the legal aspects of press freedom.
5. Recognize the importance of social responsibility in the process of informing, educating and entertaining, as well as in the formation of public opinion.
6. Apply ethical principles on a personal level.
7. Express their own personal and interpersonal attitudes and skills for effective performance in group work.
8. Show critical thinking skills when facing diverse situations.
9. Create and publish digital journalistic products that demonstrate the technical knowledge acquired in courses in that area.
10. Effectively use technology and electronic media to create journalistic content.
11. Create audiovisual content, as well as achieve the publication of electronic pages on the Internet with an emphasis on digital journalism.
12. Master the technical aspects of creating audiovisual content.
13. Know the technical aspects of creating audiovisual content to be used in digital media.

Bachelor of Arts in Digital Journalism

123 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* OR SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition OR ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104, or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102, or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 102
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
STAT 300	Elements of Statistics I	3	MATH 112
GEOG 205	Global Communities and Resources: Critical Perspective	3	SOSC 102
SOSC 320	Social Research Techniques	3	STAT 300
SOCI 358-O	Social Problems of the Hispanic Community in the United States	3	
ECON 207	New World Order Economy	3	SOSC 102
COMM 205	Communication Theory	3	
COMM 212	Development and Management of Media Enterprises	3	COMM 205
COMM 210	Legal and Ethical Aspects of Communications	3	COMM 205
COMM 325	Introduction to Advertising	3	COMM 205

COMM 320	Introduction to Public Relations	3	COMM 205
COMM 400	T.V. Principles	3	
	TOTAL	**33**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMM 230	Fundamentals of Journalism	3	COMM 205
COMM 305	Writing and Style in Journalism	3	COMM 205, COMM 230
COMU 308	Writing and Style for Audiovisual Communication	3	COMM 205
COMM 311	Photojournalism	3	COMM 205
COMM 430	Journalism Workshop	3	COMM 230
COMM 380	Principles of Radio	3	COMM 205
COMM 250	Digital Journalism	3	COMM 230
COMU 313	Cinematography and Camera Operation	3	COMM 205
COMM 330	Design and Publishing of Electronic Pages	3	COMM 205
PROD 205	Audiovisual Production I	3	
COMM 455	Integration Seminar	3	24 credits in Communications
	TOTAL	**33**	
Elective			
Free Elective		**3**	
	TOTAL	**3**	
	TOTAL CREDITS	**123**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Digital Marketing

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor's in Business Administration with major in Digital Marketing covers the latest trends in online marketing applied to the business world and to the digital transformation of companies. The student will be trained to be able to achieve company objectives by executing a digital marketing plan, in addition to obtaining information about the audience and the industry through market research, maximizing the use of search engines. The historical evolution of the digital world and its different components are studied, including the integration of the most influential social networks today. The student will be able to integrate digital marketing tools as part of the marketing strategies, seeking to learn how to create profitable strategies, from planning, execution, analysis and optimization.

PROGRAM OBJECTIVES

1. Demonstrate comprehension of digital marketing concepts and different trends at the global level.
2. Identify and explain the operation of digital platforms as work supports for marketing and brand communications.
3. Demonstrate knowledge of the planning process, implementation and monitoring of strategies and multi-platform digital marketing programs.
4. Compare and contrast technological convergence and cultural convergence.
5. Apply the skills and knowledge in digital marketing.

*General Education courses may be substituted for any SPAN course

Bachelor of Business Administration in Digital Marketing

120 credits

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102 or PSYC 123
ECON 325	Introduction to International Business	3	ECON 123
MANA 125	Business Ethics	3	
MANA 210	Administrative Theories	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 112
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**36**	
Major Courses			
MARK 240	Introduction to Search Engines Platforms	3	MARK 242
MARK 241	Social Media Marketing	3	MARK 242
MARK 242	Digital Marketing	3	MARK 251 & MARK 311
MARK 320	Marketing Research	3	MARK 133, STAT 201
MARK 318	Content Marketing	3	MARK 242
MARK 251	Advertising and Promotion	3	MARK 133
MARK 425	Digital Marketing Forum	3	MARK 240, MARK 241, MARK 318
	TOTAL	**21**	
Major Electives (Select four courses - 12 credits)			
MARK 410	International Marketing	3	MARK 133
MARK 206	Consumer Behavior	3	MARK 133
MARK 311	Electronic Marketing	3	MARK 133
MARK 420	Product and Brand Management	3	MARK 133
MARK 400	Service Marketing	3	MARK 133
MARK 306	Sales	3	MARK 133
ENTR 360	Entrepreneurship	3	
	TOTAL	**12**	
	TOTAL CREDITS	**120**	

Bachelor of Arts in Elementary Education

126 credits

Program Delivery Modality:	Campus	Hybrid	
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The B.A. Elementary Education prepares elementary teachers as generalist with knowledge in literacy, math, science, and social studies. The program provides foundational training in educational theory, practice and techniques to build safe and productive learning environments. The program aims to prepare reflective, ethical and responsive teachers who are committed to ensure every student has access to opportunities to learn. Every course, field-based observation and internship is intended to build the student's skills and competencies to be an effective teacher.

This degree offers a path to a bachelor's degree with a track to certification or non-certification track.

PROGRAM OBJECTIVES

1. Demonstrate knowledge of subject matter and pedagogy.
2. Utilize effective classroom and behavior management techniques.
3. Design, implement, and assess developmentally appropriate and individualized teaching/learning activities for all students.
4. Understand and demonstrate respect for individual needs and diversity.
5. Integrate instructional and assistive technology to enhance learning for all students.
6. Commit to continuous student and personal growth through reflection and professional development.
7. Advocate change to improve education for students, school system, and self; display leadership qualities.
8. Effectively communicate and collaborate with students, parents, colleagues, schools, and communities.

Bachelor of Arts in Elementary Education

126 credits

Program Delivery Modality: Campus Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O	Attitude Development and University Adaptation	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
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
HIST 273-O	History of the United States	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
SCIE 111-O	Integrated Science I	3	
SCIE 112-O	Integrated Science II	3	SCIE 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
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	8	
SPAN 255-O OR ENGL 220-O	Spanish for Writing and Research OR Academic Reading and Writing I	4	SPAN 116-O
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
EDUC 171-O	Human Growth and Development	3	
EDUC 110-O	Introduction to Teaching Profession: Theory and Practice	3	EDUC 171-O
EDUC 115-O	Learning Theories	3	EDUC 110-O
EDUC 120-O	Curriculum, Planning and Assessment	3	EDUC 110-O
EDUC 125-O	Classroom and Behavior Management	3	EDUC 110-O
SPED 210-O	Survey of Exceptionalities: The Inclusive Classroom	3	EDUC 115-O
EDUC 219-O	Teaching Strategies and Differentiated Learning Strategies	3	EDUC 115-O
EDUC 220-O	Technology Integration in the Classroom	3	EDUC 120-O
EDUC 225-O	Teaching Reading and Writing Across Content Areas	3	EDUC 115-O
EDUC 230-O	Legal, Ethical and Safety in Schools	3	
TESL 310-O	Language Development: English Learners	3	EDUC 115-O
TESL 315-O	Teaching and Learning of English Learners in the Classroom	3	TESL 310-O, EDUC 115-O
	TOTAL	**36**	

Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
EDUC 320-O	Literacy Development and Instruction	3	EDUC 120-O
EDUC 325-O	Literacy Assessment, Evaluation and Remediation	3	EDUC 320-O
EDUC 330-O	Cross-Curricular Literacy Materials and Resources	3	EDUC 320-O
EDUC 323-O	Literature for Children	3	EDUC 320-O
EDUC 335-O	Social Studies in Elementary Education	3	
EDUC 340-O	Mathematics in Elementary Education	3	
EDUC 345-O	Science in Elementary Education	3	
EDUC 351-O	Art, Music and Movement: Pedagogy, Strategies and Management	3	
EDUC 410-O	Interdisciplinary Pedagogy and Methods: Construction	3	Concurrent with EDUC 415-O
EDUC 415-O	Internship I*	3	
EDUC 421-O	Interdisciplinary Pedagogy and Methods: Differentiation	3	Concurrent with EDUC 425-O
EDUC 425-O	Internship II	3	EDUC 415-O
	TOTAL	**36**	
	TOTAL CREDITS	**126**	

*General Education courses may be substituted for any SPAN course

Notes:

1. The program requires clinical field observations that are integrated throughout the program for a cumulative of hours prior to Internship I and II. The program includes two semesters, Internship I and II, in an elementary school setting, full-time providing students a supervised field experience in which they can demonstrate their skills, knowledge and pedagogical practices. The student must refer to the Internship Handbook available from the Academic director for specific requirements and procedures.
2. If the student is interested in opportunities for employment in state public schools, state certification is required. Students are required to demonstrate mastery of the necessary basic skills, content, and pedagogical knowledge by obtaining qualifying scores on all state examinations required for professional (standard) certification.
3. *If student is seeking professional (standard) level certification upon graduation, all certification examinations must be passed, practicum and program degree must be completed to apply to the designated state certification agency prior to practicum or graduation. If any of the aforementioned requirements are not met prior to practicum or graduation, student will acknowledge professional (standard) certification will not be met and may have to pursue a conditional/temporary or alternative certification to meet professional (standard) certification requirements.
4. The Elementary Education program meets the educational eligibility criteria for certification in the state in which the program is offered. Graduates of the program who wish to teach in another U.S. state or country may require additional eligibility criteria to qualify for licensure and/or certification in those locations. We are unable to confirm the licensure and/or certification requirements of other states or countries. Therefore, if you intend to pursue such credentialing in another state or elsewhere, it is advised that you to contact the applicable state or country credentialing authority to familiarize yourself with its specific requirements and determine if this program meets the applicable eligibility criteria.
5. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Finance and Economics

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with a major in Finance and Economics prepares a professional with knowledge of the financial operations of companies and local and international economic systems who can work in private, public companies, as well as self-employed.

PROGRAM OBJECTIVES

1. Apply the knowledge acquired in the different areas of Business Administration that allow you to perform in related administrative and business positions.
2. Demonstrate a critical attitude towards the contemporary economic problems of local and the global economy.
3. Identify basic economic indicators, analyze fluctuations in the country's economy, and judge the application of fiscal and monetary policy tools.
4. Conceptualize, develop and implement economic techniques to recognize and evaluate economic problems of the company and local and global society.
5. Apply the different methods and techniques used in the analysis of financial data and the selection of strategies corresponding to each situation.
6. Analyze the sources and trends of government income and spending and the implications of fiscal policy on consumption, savings and investment.
7. Participate in the decision-making of the company applying the knowledge acquired in its specialty area.
8. Know how management decisions are related and their effect on the achievement of the company's objectives.
9. Know how business decisions are related and analyze their effect on the environment, the local and global economy.
10. Master the mathematics and use of graphs as work tools in the analysis and solution of economic and financial problems.
11. Distinguish the human being as a resource or factor of production.
12. Compete favorably in the business and employment market, demonstrating a solid preparation in the area of Finance-Economy and a positive attitude towards work.
13. Analyze and apply knowledge of markets and financial institutions in managerial decision-making processes.
14. Analyze the flow of events throughout history and the social, economic, and political that have affected national and local economic development trends.
15. Apply the basic concepts to prepare a government budget.
16. Distinguish between different types of risks and the methods of managing them.
17. Describe the operation of financial institutions and financial markets.
18. Explain the nature of money, the functions and evolution of central banking and major international transactions and interpret the effects on the currency markets.

19. Define the role of financial institutions and outline the structure.
20. Determine optimal production levels based on production and cost functions.
21. Analyze the effects of government intervention on the company.
22. Contribute to the creation of knowledge through research projects applied to their field and the use of their findings for the development of new companies.
23. Apply critical thinking skills when solving problems, discuss and make recommendations based on the analysis of the theories studied.
24. Professional capable of communicating orally and in writing, in Spanish and English.
25. Professional with capacity for scientific reasoning and critical thinking.
26. Professional capable of understanding contemporary social issues within a social historical context.

Bachelor of Business Administration in Finance and Economics

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I, II	8	ACCO 111
STAT 201	Statistics for Management I	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102 o 103
ECON 325	Introduction to International Business	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Management Theories	3	
MANA 131 o MANA 213	Human Relationships in Commerce Human Resources Administration	3	MANA 210
BUSI 204	Business Law	4	
FINA 202	Business Finance	3	ACCO 112
MARK 133	Principles of Marketing	3	
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**39**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
FINA 204	Money and Banking	3	ECON 123
FINA 305	Public Finance	3	FINA 202
FINA 401	Investment	3	ECON 123, FINA 202
ECON 253	Economic Development of Puerto Rico	3	ECON 123

ECON 400	Managerial Economics	3	ECON 123
ECON 403	Environmental Economics	3	ECON 123
ECON 401	Macroeconomic Theories	3	ECON 123
	TOTAL	**21**	
Major Electives (Select two courses for 6 credits)			
Course	**Title**	**Credits**	**Prerequisites**
ECON 363	Global Economic Trends	3	ECON 123
ECON 420	International Economics and Finance	3	ECON 325, ECON 401
FINA 240	Risk and Insurance	3	FINA 202
FINA 301	Financial Statement Analysis	3	FINA 202
FINA 308	Real Estate and Property Administration	3	FINA 202
FINA 312	Financing Institutions	3	FINA 202
FINA 320	Banking Policies Administration	3	FINA 202
FINA 200	Personal Financial Planning	3	
BUIS 101	Business Immersion Seminar	3	
	TOTAL	**6**	
Free Elective			
Free Elective		3	
	TOTAL	**3**	
	TOTAL CREDITS	**120**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Graphic Design

123 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Arts with a major in Graphic Design prepares the student to work as a graphic designer, who will master the language of design, both in its visual and non-visual dimensions and will face new physical, technological, social and cultural worlds. Graduates of the Graphic Design bachelor's program will be trained to properly judge the quality and effectiveness of design projects through rigorous use of current thinking in the field of design. As a graphic designer, you can be: Creative Director, Package Designer, Textile Designer, Corporate Identity Designer, Brand Designer, Advertising Designer, Art Director, and Print Director.

PROGRAM OBJECTIVES

1. Communicate and solve visual problems.
2. Mastering the elements and principles, as well as typography, combine in solving communication problems.
3. Analyze the social impact and manage visual communication strategies in graphic design.
4. Mastering the tracking and manipulation of images, photographs, icons, multimedia shapes and other design structures.
5. Develop creative and original visual communication ideas for various formats.
6. Master digital design, layout and web programming for different delivery formats.
7. Understand the elements of color, shapes, structures suitable for visual communication and publication in various formats or media.
8. Develop business, self-management, and marketing skills.
9. To understand in a general way the art as an expression of the desires, aspirations, needs, and aesthetics of the human being, as well as the resources available on the object in interaction with the user throughout history.
10. Apply the design process, including research and analysis, search for alternatives, prototyping and evaluation of results.
11. Understand the history and theory of graphic design from different perspectives, including art history, criticism, communication theory, as well as the social and cultural uses of design objects.
12. Design and produce print, digital or mixed media works.
13. Communicate orally and in writing, in Spanish and English, applying the postulates of the discipline
14. Apply scientific reasoning and critical thinking.

Bachelor of Arts in Graphic Design

123 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102, or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 102
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
DESI 121	Drawing I	3	
DESI 315	Ethic and Legislation in Design	3	
ENTR 360	Entrepreneurship	3	
HIDE 100	History of Art	3	HUMA 101
HIDE 110	Representing Culture: Art & Artifact 1500-1850	3	HIDE 100
HIDE 200	History of Design 1800-Today	3	HIDE 110
	TOTAL	**18**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
DESI 285	Digital Photography	3	
GRAD 130	Image Studio - Black and White	3	
GRAD 131	Image Studio – Color	3	GRAD 130
GRAD 145	Communication Studio	3	GRAD 131
GRAD 105	Typography I	3	GRAD 130
GRAD 215	Typography II	3	GRAD 105
GRAD 202	Graphic Design Studio 1	3	GRAD 130
GRAD 210	Graphic Design Studio 2	3	GRAD 202, GRAD 145

GRAD 310	Graphic Design Studio 3	3	GRAD 210, WEDE 100
GRAD 320	Packaging Design	3	GRAD 210
GRAD 325	Video Editing	3	GRAD 210
GRAD 410	Senior Design Project I	3	GRAD 310
GRAD 420	Senior Design Project II	3	GRAD 410
GRAD 430	Portfolio Studio	3	GRAD 310, GRAD 410, GRAD 420
WEDE 100	Web Design and Graphics Studio 1	3	
WEDE 200	Web Design and Graphics Studio 2	3	WEDE 100
	TOTAL	**48**	
Elective			
Free Elective		**3**	
	TOTAL	**3**	
	TOTAL CREDITS	**123**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Science in Health Services Management

120 credits

Program Delivery Modality: Online
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Science with a major in Health Services Management prepares the students to perform successfully in primary and intermediate management in health service organizations. What distinguishes these professionals are their knowledge in the field of public health, in the field of management and integration of both fields. In this way, it will ensure the balance between the provision of public health services and an effective administration.

PROGRAM OBJECTIVES

1. Provide the health industry, both in the public and private sectors, with specialized human resources in Health Services Management.
2. Contribute to the training of professionals capable of establishing creative and cost-effective strategies in the search for alternatives that keep the organization at the highest levels of competence.
3. Prepare professionals with the necessary leadership that allows them to lead the development and improvement of the health programs in which they work.
4. Develop professionals who possess the skills of collaborative and teamwork that can maintain group cohesion and optimal productivity.
5. Train professionals who possess the knowledge and technical skills that allow them the best job performance in the management of health services and public health in general.
6. Develop professionals who have the sensitivity, commitment and dedication that allows them to establish affective and effective communication.
7. Train professionals who can compete favorably in the employment market, both in Puerto Rico and abroad.

Bachelor of Science in Health Services Management

120 credits

Program Delivery Modality: Online

Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 113-114	Introducción a la Contabilidad I y II	6	ACCO 113 for ACCO 114
ECON 123	Introduction to Economics (Compendium)	3	SOSC 101-102 or SOSC 103 and PSYC 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 213	Human Resources Management	3	MANA 210
MANA 230	Organizational Behavior	3	
PUHE 101	Introductions to Public Health and Health Education	3	
PUHE 201	Introduction to Biostatistics	3	
PUHE 203	Introductions to Epidemiology	3	PUHE 201
PUHE 210	Biological Aspects of Human Diseases	3	PUHE 203, SCIE 111
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**36**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
HESM 110	Health Services Management	3	

HESM 210	Health Systems Models	3	
HESM 220	Services Planning and Evaluation of Health Services	3	
HESM 230	Basic Accounting for the Health Industry	3	ACCO 111, HESM 110, QUME 250
HESM 310	Economics of the Health Industry	3	ACCO 111, HESM 110
HESM 320	Basic Finance for the Health Industry	3	
HESM 330	Legal Aspects in the Health Industry	3	HESM 110, MANA 210, PUHE 101
HESM 340	Budgeting for the Health Industry	3	
HESM 410	Health Information Systems	3	COIS 101, HESM 110, HESM 230, HESM 310, HESM 320
HESM 420	Special Topics in Health Services	3	HESM 110, HESM 220, HESM 320, HESM 340
HESM 431	Seminar in the Health Services Management	3	30 concentration credits
	TOTAL	**33**	
	TOTAL CREDITS	**120**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Hispanic Marketing

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with major in Hispanic Marketing program is designed with the intention that students acquire the necessary cultural knowledge about Hispanic consumers, to use marketing strategies that allow them to establish more successful campaigns. This program will provide the student with great knowledge and ideas for effective communication and marketing strategies that can be used to reach diverse ethnic groups. It will provide the foundation for using culture as a localization tool, especially within the larger Hispanic markets. The cultural beliefs, values, perceptions and behaviors shared by this group and a review of the best strategies for establishing better relationships with Hispanic clients are explored.

PROGRAM OBJECTIVES

1. Provide a course of study consistent with the needs of the industry.
2. Present a multicultural perspective of the marketing concepts, theories and practices.
3. Demonstrate the issues that stand out in the Hispanic market, their trends and the practices that contribute to decision making.

Bachelor of Business Administration in Hispanic Marketing

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
Pick 2 GE* SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Pick 2 General Education Courses OR Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 101-102, or SPAN 103 -104 or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 101-102 or SOSC 103 and PSYC 123
ECON 325	Introduction to International Business	3	ECON 123
MANA 125	Business Ethics	3	
MANA 210	Administrative Theories	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 112
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**36**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**

MARK 247	Hispanic Marketing	3	
MARK 255	Marketing Communications	3	
MARK 248	Multicultural Marketing	3	
MARK 320	Marketing Research	3	MARK 133, STAT 201
MARK 420	Product and Brand Management	3	MARK 133
MARK 400	Service Marketing	3	MARK 133
MARK 426	Hispanic Marketing Forum	3	MARK 247, MARK 248, MARK 255
	TOTAL	**21**	
Guided Electives (Select four courses)			
Course	**Title**	**Credits**	**Prerequisites**
MARK 410	International Marketing	3	MARK 133
MARK 206	Consumer Behavior	3	MARK 133
MARK 311	Electronic Marketing	3	MARK 133
MARK 251	Advertising and Promotion	3	MARK 133
MARK 330	Retail	3	
MARK 306	Sales	3	MARK 133
ENTR 360	Entrepreneurship	3	
		3	
	TOTAL	**12**	
	TOTAL CREDITS	**120**	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Science in Hotel Management

121 credits

Program Delivery Modality:	Campus		Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

Upon completion of this program students learn to perform management functions through related coursework in Rooms Division Management, Revenue Management, Accounting, Hospitality Sales and Marketing, and Casino Operations, among others.

PROGRAM OBJECTIVES

The graduate of this academic offering will be a bilingual professional prepared to perform successfully in the areas of tourism and hotel management. What sets these professionals apart is their knowledge in the field of tourism and hotel management. The graduate of this academic offer will be a:

a. Professional prepared academically and capable of performing in his workplace and contribute favorably to the development of society.
b. Leader in service management applying his knowledge and initiative to guarantee that the public obtains quality service.
c. Professional knowledgeable of policies, norms, regulations, and organizational conduct and their relationship to the tourism and hotel industry.
d. Facilitator who provides a collaborative environment so that the human resources of the organization may achieve their highest potential in their service offerings.

Bachelor of Science with Hotel Management

121 credits

Program Delivery Modality: Campus Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMP 110-O	Introduction to Computers and Software	3	
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
HIST 273-O	History of the United States	3	
HUMA 101-O	World Cultures I	3	
HUMA 102-O	World Cultures II	3	HUMA 101-O
MATH 112-O	College Algebra	3	
SCIE 111-O	Integrated Science I	3	
SCIE 112-O	Integrated Science II	3	SCIE 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
SPAN 115-O & SPAN116-O Or ENGL221-O & ENGL222-O	Reading, Writing, and Oral Communication in Spanish I & Reading, Writing, and Oral Communication in Spanish II OR Reading and Composition I & Reading & Composition II	8	
SPAN 255-O OR ENGL 220-O	Spanish for Writing and Research OR Academic Reading and Writing I	4	SPAN 116-O
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-O	Introduction to Accounting I	4	
ITHM 101-O	Introduction to The Hospitality Industry	3	
ITHM 102-O	Introduction to Management in Hospitality	3	ITHM 101-O
ITHM 115-O	Tourism System	3	ITHM 101-O, COMP 110-O
ITHM 250-O	Internship I	3	ITHM 101-O, ITHM 102-O, ITHM 115-O, ITHM 280-O
ITHM 280-O	Guest Services	3	ITHM 101-O
ITHM 290-O	Spreadsheets and Database Applications	3	COMP 110-O
ITHM 360-O	Hospitality Accounting	3	ACCO 111-O, ITHM 290-O
ITHM 365-O	Labor and Hospitality Law	3	MANA 213-O, ITHM 250-O
ITHM 370-O	Hospitality, Sales, And Marketing	3	ITHM 102-O
MANA 213-O	Personnel Management	3	
MANA 217-O	International Relations	3	
MATH 199-O	Quantitative Methods I	3	MATH 112
	TOTAL	**40**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**

ITHM 300-O	Rooms Division	3	ITHM 101-O
ITHM 306-O	Casino Operations	3	ITHM 102-O
ITHM 400-O	Revenue Management for Hotel Operations	3	ITHM 250-O, ITHM 290-O
ITHM 390-O	Advanced Internship in Hotel Operations	3	ITHM 250-O
ITHM 402-O	Organizational Behavior in the Hospitality Industry	3	ITHM 102-O
ITHM 460-O	Capstone Course	3	ITHM 390-O, ITHM 400-O
	TOTAL	**18**	
Elective Courses			
Course	**Title**	**Credits**	**Prerequisites**
	Elective Course		
	Elective Course		
	Elective Course		
	TOTAL	9	
	TOTAL CREDITS	121	

*General Education courses may be substituted for any SPAN course

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Human Resources Management

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with a major in Human Resources develops professionals with the knowledge, skills, abilities and competencies required to perform functions of technical, administrative, managerial and research in public and private organizations at the local and international sceneries. Emphasis in the development of competencies, aligned to the changing environments of the management of human resources, in training the students as analysts or specialists in the essential functions of management and administration of human resources in the organizations.

PROGRAM OBJECTIVES

1. Develop specialists and professionals in the administration and management of human resources with the knowledge, skills and competencies to serve successfully as agents of change of organizational values and cultures.
2. Contribute to the training of professionals able to increase the efficiency and profitability of enterprises, through the improvement of processes, redesign of organizational structures and efficient use of information and communication technology.
3. Develop leaders with a high sense of ethics and respect for diversity, representing the social, generational, cultural differences among others, in the work environment at the global level.
4. To promote the development of strategies to advance an agenda based on human talent as a promoter of cultures of achievement, focused on the goals of the organization.
5. Promote the development of professionals that are continuous learners and main managers in the strategic planning of human talent through training, research and innovation.
6. Contribute to the training of qualified professionals to develop innovative strategies to meet the demand resulting from processes of change in the organizational, governmental, cultural or in the environment.

Bachelor of Business Administration in Human Resources Management

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102 or SOSC 103 and PSYC 123
ECON 325	Introduction to International Trade	3	ECON 123
MGMT 101	Managerial Principles and Leadership	3	
MGMT 220	Organization and Business Behavior	3	
MGMT 230	Human Resources Management and Handling Diversity	3	MGMT 101
BUSI 204	Business Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Business Finance		ACCO 112
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**39**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
HURM 201	Recruitment, Selection and Talent Management	3	MGMT 230
HURM 210	Policy Making, Evaluation, and Reward System	3	MGMT 230
HURM 215	Human Resources Information System	3	MGMT 230
HURM 240	Employment and Labor Law	3	MGMT 230
HURM 250	Training, Development and Career Management	3	MGMT 230

HURM 304	Human Resources Evaluation and Performance Measurement	3	HURM 210, MGMT 230
HURM 320	Negotiation and Conflict Management	3	MGMT 230
HURM 330	Safety and Health Management in Workplace	3	MGMT 230
ODHR 409	Consulting Management Principles of in Human Resources	3	MGMT 220, MGMT 230, MGMT 240
MGMT 431	Integration Seminar	3	All concentration courses
	TOTAL	**30**	
	TOTAL CREDITS	**120**	

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Information Systems

125 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with a major in Information Systems prepares students to obtain and apply the knowledge and proficiency needed in computer skills as well as network technology, required to design, develop, and support information systems that allow streamline and troubleshooting. It also enables students to analyze existing systems to optimize and support the operations of the company, to make effective management and planning decisions.

PROGRAM OBJECTIVES

1. Use skills to modify computer programs using different languages existing in the market.
2. Outline the application of their knowledge in the Computation Centers of public and private Organizations.
3. Apply competencies in the areas of analysis and information design in the various organizations.
4. Manifest mastery of the skills to use the different applications (software).
5. Encourage the definition and development of data structures and computerized file management.
6. Encourage the development of knowledge and application of the different operating systems, their functions and utilities. It will promote values and positive attitudes that allow it to become a better human being and a productive entity in our society.
7. Demonstrate the mastery of skills in the areas of logic and mathematics and how to apply it in their area of expertise.
8. Apply professional ethical principles that govern the profession.

Bachelor of Business Administration in Information Systems

125 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102 or PSYC 123
ECON 325	Introduction to International Trade	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 131	Human Relations in Trade	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 112
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**39**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
OFAD 141	Keyboard Skills	3	
COIS 110	Introduction to Information Systems	4	COIS 101
COIS 215	Introduction to Application Development	3	COIS 110
COIS 216	Design and Implementation of Desktop Applications	4	COIS 215
COIS 304	Concepts of "Hardware" and "Software"	3	COIS 110
COIS 312	Design and Implementation of Distributed Applications	3	COIS 216

COIS 320	Architecture Solutions	3	COIS 312
COIS 412	Networking	3	COIS 304
	TOTAL	**26**	
Major Electives (Choose two courses for 6 credits)			
Course	**Title**	**Credits**	**Prerequisites**
COIS 408	Topics in Information Systems	3	COIS 216
COIS 411	Database Development	3	COIS 110
COIS 424	Web Pages and E-Commerce	3	COIS 412
	TOTAL	**6**	
Free Elective (3 credits)			
	Choose a course from Accounting, Information Systems or Management Sequential	3	
	TOTAL	**3**	
	TOTAL CREDITS	**125**	

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Liberal Arts

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Arts in Liberal Arts is designed for students with previous learning experience at undergraduate level at other Institutions. This program provides students with the opportunity to complete a bachelor's degree and prepare them to compete for entry level positions in a specific area or discipline or apply for a graduate program. The students must choose one of the five major tracks: Psychology, Cultural Studies, Business Administration, Education and Religion. This program is not designed to meet licensure requirements.

PROGRAM OBJECTIVES

1. Completes a traditional bachelor's degree.
2. Compete for entry level positions in a specific area or discipline or apply for a graduate program.
3. Identify global issues from the social, psychological, humanistic, economic and political perspectives.
4. Analyze the biological, behavioral and social aspects of human beings.
5. Explain the multi-disciplinary nature of learning and problem solving.
6. Explain the relationship and contribution of the arts and the humanities in the development of society.
7. Apply ethical values and principles as a responsible citizen.
8. Discuss the importance of the conservation of nature and the environment.
9. Value human rights, tolerance, diversity, and individual and cultural differences.
10. Develop critical thinking skills to solve problems.
11. Communicate effectively in oral and written English and functionally in a second language as language learners.
12. Apply mathematical, reasoning skills and scientific inquiry methods
13. Achieve basic literacy in technology.

Bachelor of Arts in Liberal Arts
120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102, or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 102
	TOTAL	**51**	
Minor Courses (Student must select one of the tracks with 21 credits)			
Psychology Minor Courses			
Course	**Title**	**Credits**	**Prerequisites**
PSYC 123	General Psychology (Compendium)	3	SOSC 201-202
PSYC 225	Social Psychology	3	PSYC 123
PSYC 283	Human Development	3	PSYC 123
PSYC 405	Physiological Psychology	3	PSYC 123
PSYC 321	Theories of Personality	3	PSYC 123
PSYC 350	Principles of Psychopathology	3	PSYC 123
PSYC 401 PSYC ___	Experimental Psychology or Other Psychology Related Course	3	PSYC 123
Communications Minor Courses			
COMM 205	Communication Theory	3	
COMM 210	Legal and Ethical Aspects of Communications	3	COMM 205
COMM 325	Introduction to Advertising	3	COMM 205
COMM 212	Development and Management of Media Enterprises	3	COMM 205
COMM 230	Fundamentals of Journalism Writing	3	COMM 205
COMM 400	Television Principles	3	COMM 205
COMM 380	Principles of Radio	3	COMM 205
Business Administration Minor Courses			
ACCO 113-114	Introduction to Accounting I and II	6	ACCO 113 for ACCO 114
MARK 133	Principles of Marketing	3	
COIS 201	Data Processing Principles	3	
FINA 202	Business Finance	3	ACCO 114
MANA 204	Business Law and Entrepreneurial Ethics	3	
INBU 350	International Business	3	
Education Minor Courses			

EDUC 104	Human Growth and Development	3	
EDUC 172	Educational Psychology	3	EDUC 104
ITAD 308	Family and Community: Bridges for the Infant and Toddler Formation	3	
SPED 315	Teaching Exceptional Children	3	EDUC 104
ITAD 403	Creation and Management of Environment for Infants and Toddlers	3	
EDUC 363	Curriculum Planning and Design	3	
EDUC 202	Teaching Materials and Learning Devices	3	
Biology Minor Courses			
BIOL 191	General Biology I	3	
BIOL 192	General Biology II	3	BIOL 191
CHEM 191	General Chemistry I	3	MATH 112
CHEM 192	General Chemistry II	3	CHEM 191
BIOL 320	Microbiology	3	BIOL 192
BIOL 350	Biochemistry	3	BIOL 192, CHEM 192
BIOL 340	Genetics	3	BIOL 192, CHEM 192
Religious Studies (Students interested in this minor must have approved the credits indicated in the areas listed as below)			
	Theology Courses	9	
	Religious History	3	
	Philosophy of Religion	6	
	Social and Cultural Aspects of a Religion	3	
	TOTAL	**21**	
Elective Courses (Additional Courses transferred from previous academic experience)			
Course	**Title**	**Credits**	**Prerequisites**
	TOTAL	**39**	
Grade Requirements			
CPST 400	General Education Capstone Course	3	36 credits of General Education
CPST 401	Program Capstone Course	3	Pass CPST 400 and 21 credits on major courses
	TOTAL	**6**	
	TOTAL CREDITS	**120**	

Bachelor of Business Administration in Management

123 credits

Program Delivery Modality:		Online
Language of Instruction:	Spanish	English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with a major in Management prepares students with skills that meets the business demands and fill administrative positions in government or private organizations. The manager is responsible for the management of the company and must be committed to effectively use the resources of the organization to achieve the company's goals and mission.

PROGRAM OBJECTIVES

1. Understand the management functions that are implemented nationally and internationally.
2. Understand and analyze existing organizations and how they respond to the needs of today's society.
3. Examine and identify the functions in an organization and improve the tasks that are performed.
4. Develop a culture of teamwork, respect for others and promote communication in the organization.
5. Analyze and interpret the different management theories and their impact on organizations.
6. Value the multiple functions and managerial tasks of the different hierarchical levels of an organization.
7. Apply professional ethical principles that govern the profession.
8. Manage the skills of supervision of human resources in the company.
9. Understand and apply the legal aspects applicable to the business environment.
10. Understand the management functions that are implemented internationally in multinational companies.

Bachelor of Business Administration in Management

123 credits

Program Delivery Modality: Online

Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar to University Life	3	Must be taken the 1st part of term or enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102 or PSYC 123
ECON 325	Introduction to International Trade	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 131	Human Relations in Trade	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 112
QUME 250	Quantitative Methods	3	MATH 112
	TOTAL	**39**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
FINA 240	Risk and Insurance	3	FINA 202
MANA 125	Business Ethics	3	
MANA 213	Human Resources Management	3	
MANA 230	Organizational Behavior	3	
MANA 340	Production and Operations Management	3	QUME 250, MANA 210
MANA 404	Labor Relations	3	
MANA 401	Seminar in Strategic Management	3	FINA 202, MANA 131, MANA 210, MARK 133, and 12 credits of the concentration courses in Management.
	TOTAL	21	
Major Electives (Select three courses)			
Course	**Title**	**Credits**	**Prerequisites**
MANA 350	Business, Government and Society	3	
ACCO 295	Management Accounting	3	

OFAD 141	Keyboard Skills	3	
ENMA 200	Business Creativity	3	
ENMA 301	Business Financial Planning	3	
ENMA 310	Franchising, Strategic Alliances and Family Business	3	
FINA 308	Real Estate and Property Management	3	
	TOTAL	**9**	
Free Elective (3 credits)			
	Choose a course from Accounting, Information Systems or Management Curriculum	3	
	TOTAL	**3**	
	TOTAL CREDITS	**123**	

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Business Administration in Organizational Development

120 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Business Administration with major in Organizational Development prepares professionals with the necessary skills to promote the development of public and private organizations from the perspective of the development of human talent. The emphasis is on organizational design integrating internal and external elements that influence the productivity and motivation of the individual and that can impact the operation of the company.

PROGRAM OBJECTIVES

1. It will comprehensively develop professionals with the necessary competencies for conflict management and resolution in different work scenarios.
2. It will foster critical-creative thinking to develop strategies aimed at improving the work environment.
3. It will develop individuals who promote innovation through diagnostic techniques, planning, implementation and management of organizational changes.
4. Will develop individuals capable of occupying leadership roles in public and private organizations.
5. It will contribute to the training of professionals who design training and consulting programs as an effectiveness strategy in organizations.
6. Will promote organizational innovation through the application of concepts of organizational effectiveness, individual and group performance, effective communication and motivation.
7. It will contribute to the training of professionals capable of recognizing diverse cultural perspectives and their implications in work settings.

Bachelor of Business Administration in Organizational Development

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101-O	Attitude Development and University Adaptation or Induction Seminar to University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104 or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102 or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**48**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
ACCO 111-112	Introduction to Accounting I, II	8	ACCO 111 for ACCO 112
STAT 201	Statistics for Management I	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 102 or PSYC 123
ECON 325	Introduction to International Business	3	ECON 123
MGMT 101	Managerial Principles and Leadership	3	
MGMT 220	Organization and Business Behavior	3	
MGMT 230	Human Resources Management and Handling Diversity	3	MGMT 101
BUSI 204	Business Law	4	
MARK 133	Marketing Principles	3	
FINA 202	Business Finance	3	ACCO 112
QUME 250	Quantitative Methods I	3	MATH 112
	TOTAL	**39**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
ODHR 203	Strategic Organizational Communication	3	
ODHR 204	Organizational Psychology	3	
ODHR 305	Diversity in Organizations	3	
ODHR 306	Conflict Resolution and Arbitrage	3	
ODHR 307	Training and Human Resource Development	3	

ODHR 308	Leading Organizational Change	3	
ODHR 409	Consulting Management Principles of In Human Resources	3	ODHR 204
ODHR 410	Organizational Coaching	3	
ODHR 411	Total Quality in Work Scenarios	3	
MGMT 431	Integration Seminar	3	All concentration courses
	TOTAL	**30**	
	TOTAL CREDITS	**120**	

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Pre-Kindergarten/Primary Education

130 credits

Program Delivery Modality:	Campus	Hybrid	
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Arts in Pre-Kindergarten/Primary Education prepares students to meet the standard knowledge and skills that are specified for teacher preparation, including content specific standards, teacher standards and pedagogical standards of effective teaching in Pre-K through 3rd grade and impact on student achievement.

Courses and experiences include instruction, observation, and practice to demonstrate competency in the following areas:

1. Content knowledge and expertise
2. Instructional design, planning, and delivery
3. Learning environment and management
4. Knowledge of students and student learning for instructional delivery and facilitation
5. Assessment to engage, monitor and inform instructional decision-making
6. Professional practices, responsibilities and conduct

PROGRAM OBJECTIVES

1. Understand the importance of the social, personal, and academic mission of early childhood education.
2. Develop and form effective teachers with high-quality standards in early childhood education.
3. Guide graduates to implement, modify, and integrate early childhood education curricula.
4. Analyze social, psychological, and philosophical aspect of the early childhood foundations of education.
5. Apply a variety of educational strategies and techniques to effectively develop cognitive and fine motor skills in young children.
6. Expose the graduates to a variety of educational field experiences in a public school that will help them to develop the skills, attitudes, and abilities in order to become early childhood educators.
7. Incorporate technological innovations to enrich the student's learning and the young children whom they are going to be assisting.

Bachelor of Arts in Pre-Kindergarten/Primary Education

130 credits

Program Delivery Modality: Campus Hybrid

Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110 -O	Attitude Development and University Adaptation	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMP 110-O	Computers and Software	3	
ENGL 115-O	English Reading and Writing I	4	
ENGL 116-O	English Reading and Writing II	4	ENGL 115
ENGL 331-O	Public Speaking	4	ENGL 116
HIST 273-O	History of the United States	3	
HUMA 101-O	World Cultures I	3	
HUMA 102-O	World Cultures II	3	HUMA 101
MATH 111-O	Intermediate Algebra I	3	
MATH 112-O	Intermediate Algebra II	3	MATH 111
SCIE 111-O	Integrated Science I	3	
SCIE 112-O	Integrated Science II	3	SCIE 111
SOSC 111-O	Individual, Community, Government and Social Responsibility I	3	
SOSC 112-O	Individual, Community, Government and Social Responsibility II	3	SOSC 111
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
SPAN 255-O	Spanish for Writing and Research	4	SPAN 116
	TOTAL	**54**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
EDUC 135-O	Philosophical, Sociological and Psychological Foundation of Education	3	
EDUC 171-O	Human Growth and Development	3	
EDUC 202-O	Technology and Materials for Teaching and Learning	3	COMP 110
EDUC 205-O	Introduction to Assistive Technology	3	
EDUC 409-O	Planning and Evaluation of Learning	3	
ECED 322-O	Health, Nutrition and Preventive Medicine	3	
ECED 403-O	Curriculum Development in Preschool and Primary Education	3	
TESL 223-O	Applied Linguistics in ESOL	3	
	TOTAL	**24**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
ECED 173-O	Introduction to the Early Childhood Education	3	
ECED 207-O	Theories of Child Development and Learning	3	
ECED 308-O	Management of the Early Childhood Education Environment	3	
ECED 310-O	Perceptual-Motor Development, Learning and the Brain	3	SCIE 112
ECED 311-O	Cognitive and Logic-Mathematical Development	3	
ECED 329-O	Nature and Needs of the Exceptional Child	3	
ECED 332-O	Integration and Participation of Family Pre-K Care Centers	3	
ECED 402-O	Creative Expression in Early Childhood/ Primary Education	3	
ECED 405-O	Language Development in the Context of Reading/Writing	3	
ECED 410-O	Teaching and Reading to Non-English Speakers in PreK-3	3	ECED 405
EDUC 410-O	Teaching Math at the Primary Level	3	MATH 112
EDUC 411-O	Teaching Sciences at the Primary Level	3	SCIE 112
EDUC 414-O	Language Arts at the Primary Level	3	ENGL 331
Research/ / Capstone Courses			

Course	Title	Credits	Prerequisites
EDUC 435-O	Interdisciplinary Seminar (*For Professional (standard) certification all state examinations and practicum are required)	3	All core and major courses
EDUC 436-O	Pedagogical Integration Seminar (*For Professional (standard) certification all state examinations and practicum are required)	3	All core and major courses
ECED 442-O	Practice Seminar in Early Childhood and Primary Education (Requires approval from the school)	1	All major courses Concurrent with ECED 443
ECED 443-O	Practicum in Early Childhood and Primary Education (Requires approval from the school)	3	All major courses Concurrent with ECED 442
	TOTAL	**49**	
	TOTAL CREDITS	**130**	

Notes:

1. The program requires clinical field observations that are integrated throughout the program for a cumulative of hours prior to internship. The program includes a practicum in a Pre-K-3rd grade setting, s full-time for 12 week providing students a supervised field experience in which they can demonstrate their skills, knowledge, and pedagogical practices. The student must refer to the Internship Handbook for specific requirements and procedures.
2. If the student is interested in opportunities for employment in state public schools, state certification is required. Students are required to demonstrate mastery of the necessary basic skills, content, and pedagogical knowledge by obtaining qualifying scores on all state examinations required for profession (standard) certification.
3. If student is seeking professional (standard) level certification upon graduation, all certification examinations must be passed, practicum and program degree must be completed to apply to the designated state certification agency prior to practicum or graduation. If any of the aforementioned requirements are not met prior to practicum or graduation, student will acknowledge professional (standard) certification will not be met and may have to pursue a conditional or temporary certification while completing certification professional requirements.
4. The Pre-Kindergarten/Primary Education program meets the educational eligibility criteria for certification in the state of Florida. Graduates of the program who wish to teach in another U.S. state or country may require additional eligibility criteria to qualify for licensure and/or certification in those locations. We are unable to confirm the licensure and/or certification requirements of other states or countries. Therefore, if you intend to pursue such credentialing in another state or elsewhere, it is advised that you to contact the applicable state or country credentialing authority to familiarize yourself with its specific requirements and determine if this program meets the applicable eligibility criteria.
5. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.
6. Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences.

Bachelor of Science in Psychology

120 credits

Program Delivery Modality:		Online
Language of Instruction:	Spanish	English

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Social Sciences with a major in Psychology prepares graduates to continue graduate studies in all areas of professional practice of psychology (psychological counseling, clinical psychology, school psychology, industrial / organizational psychology). In addition, the student will acquire knowledge and skills that will allow him to perform research, prevention and provision of basic services in mental health care.

PROGRAM OBJECTIVES

1. Demonstrate knowledge of the foundations of psychology.
2. Demonstrate understanding of research methods used in psychology.
3. Execute critical thinking skills in psychology.
4. Apply the principles of the science of psychology.
5. Demonstrate ethical values in psychology.

Bachelor of Science in Psychology

120 credits

Program Delivery Modality: Online

Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

FYIS 101	Induction Seminar for University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101 -102 or SPAN 103 -104 or SPAN 105 -106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language –Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101 -102 or ENGL 103 -104or ENGL 105 -106	Introduction to English Language - Basic Level Introduction to English Language- Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111 - 112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104, or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102, or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 102
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
STAT 300	Elements of Statistics I	3	MATH 112
SOSC 320	Social Research Techniques I	3	STAT 300
SOCI 203	Sociology Principles (Compendium)	3	SOSC 102
STAT 301	Elements of Statistics II	3	STAT 300
PSYC 121	General Psychology I	3	
PSYC 122	General Psychology II	3	PSYC 121
PSYC 205	Personal Growth & Development	3	PSYC 122
GEOG 205	Global Communities and Resources Critical Perspective	3	SOSC 102
	TOTAL	**24**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
PSYC 225	Social Psychology	3	PSYC 122
PSYC 283	Human Development	3	PSYC 122
PSYC 405	Physiological Psychology	3	PSYC 122
PSYC 321	Theories of Personality	3	PSYC 122
PSYC 350	Principles of Psychopathology	3	PSYC 122
PSYC 400	Experimental Psychology	4	PSYC 122, STAT 301
PSYC 450	Seminary of Integration	2	PSYC 122, PSYC 350
	TOTAL	**21**	
Major Electives (Select 4 courses)			
Course	**Title**	**Credits**	**Prerequisites**

PSYC 221	Child Psychology	3	PSYC 122
PSYC 222	Adolescent Psychology	3	PSYC 122
PSYC 305	Human Relations and Public Service	3	PSYC 122
PSYC 307	Group Dynamics	3	PSYC 122
PSYC 343	Learning Theories	3	PSYC 122
PSYC 355	Industrial Psychology	3	PSYC 122
PSYC 360	Seminar on Human Sexuality	3	PSYC 122
	TOTAL	**12**	
Electives			
Free Elective		3	
Free Elective		3	
Free Elective		3	
	TOTAL	**9**	
	TOTAL CREDITS	**120**	

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Public Relations and Advertising

126 credits

Program Delivery Modality:	Campus	Online	Hybrid
Language of Instruction:	Spanish	English	

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

This program prepares students to work in the field of public relations and advertising, both in public and private agencies and / or in their own companies. You can work on developing and executing strategies in these fields.

PROGRAM OBJECTIVES

1. Professional capable of communicating orally and in writing, in Spanish and English, applying the postulates of the discipline of communication.
2. Professional with capacity for scientific reasoning and critical thinking.
3. Professional capable of understanding contemporary social issues within a historical social context.
4. Professional capable of responsibly applying the theories of social communication within the legislation, regulations and jurisprudence applicable to the media.
5. Professional capable of responsibly applying the concepts, characteristics, functions and other components of advertising and marketing.
6. Professional capable of responsibly applying the concepts, characteristics, functions and other components of public relations.
7. Professional capable of responsibly applying the concepts, characteristics, functions and other components of visual and radio communication.
8. Professional capable of applying the principles of social communication, advertising and marketing to create advertising campaigns in various media.
9. Professional capable of creating and managing companies in the media industry.

Bachelor of Arts in Public Relations and Advertising

126 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O or FYIS 101	Attitude Development and University Adaptation or Induction Seminar for University Life	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 102, or SPAN 104, or SPAN 106
ENGL 212	English Second Year Basic Level	3	ENGL 102, or ENGL 104 or ENGL 106
ENGL 350	Conversational English	3	ENGL 102, or ENGL 104, or ENGL 106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	TOTAL	**51**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
STAT 300	Elements of Statistics I	3	MATH 112
GEOG 205	Global Communities and Resources: critical perspective	3	SOSC 102
SOSC 320	Social Research Techniques	3	STAT 300
SOCI 358	Social Problems of the Hispanic Community in United States	3	
ECON 207	New World Order Economy	3	SOSC 102
COMM 205	Communication Theory	3	
COMM 212	Development and Management of Media Enterprises	3	COMM 205
COMM 210	Legal and Ethical Aspects of Communications	3	COMM 205
COMM 325	Introduction to Advertising	3	COMM 205
COMM 320	Introduction to Public Relations	3	COMM 205
COMM 400	T.V. Principles	3	
	TOTAL	**33**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMM 230	Fundamentals of Journalism	3	COMM 205
COMM 420	Writing for Public Relations	3	COMM 205, COMM 320
COMM 390	Strategic media planning	3	COMM 205, COMM 320
COMU 307	Writing for Communication's Media	3	COMM 205
COMM 311	Photojournalism	3	COMM 205
COMM 435	Crisis Communication in Public Relations	3	COMM 230
COMM 380	Principles of Radio	3	COMM 205

COMM 440	Public Relations Campaigns	3	COMM 320
COMM 445	Advertising Campaigns	3	COMM 325
COMM 330	Design and Publishing of Electronic Pages	3	COMM 205
PROD 205	Audiovisual Production I	3	
COMM 455	Integration Seminar	3	24 concentration credits
	TOTAL	**36**	
Elective			
Free Elective		**3**	
	TOTAL	**3**	
	TOTAL CREDITS	**126**	

Notes:

1. If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Arts in Special Education

130 credits

Program Delivery Modality:	Campus	Hybrid	
Language of Instruction:	Spanish	English	Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Arts in Special Education prepares students to meet the standard knowledge and skills that are specified for teacher preparation, including content-specific standards, teacher standards and pedagogical standards of effective teaching in Pre-K-12th grade and impact on student achievement. The program is designed to prepare students to become effective special education teachers who are capable of working with children and youth who have a variety of disabilities and in differing developmental stages. Students in this program are prepared to play a vital role in developing their students' capacities to lead lives that are productive and independent.

Courses and experiences include instruction, observation, and practice to demonstrate competency in the following areas:

- Content knowledge and expertise
- Instructional design, planning, and delivery
- Learning environment and management
- Knowledge of students and student learning for instructional delivery and facilitation
- Assessment to engage, monitor and inform instructional decision-making
- Professional practices, responsibilities and conduct

PROGRAM OBJECTIVES

1. To support the development of concepts and capacities necessary for pre-service teachers and incumbent teachers who are interested in professional development in special education.
2. To strengthen and broaden this program by making it available during the day, at night and on Saturdays.
3. To offer students professional and personal assistance orientations, support, and guidance, throughout their program.
4. To provide education, training, and retraining through high-quality certification at different academic levels.
5. To increase program demand through mass media advertising.
6. To broaden students' knowledge, basic skills, and necessary attitudes, so they may become competitive dual language professionals by providing them with access to quality training and retraining on different academic levels.
7. To integrate clinical field experience into the program by providing seminars, a pre-practicum, and a practicum that support special education and its related areas by developing values of citizenship and community service in Florida.
8. To ensure a high-quality academic offering to special education students through effective evaluation methods, self-evaluation tools, and ongoing assessment.
9. To keep teaching practices current through the latest advances in technology.
10. To provide students with varied instructional resources and professional development in a collaborative learning community.
11. To effectively and efficiently strengthen the structure, organization, and procedures necessary to assist active and prospective students.

Bachelor of Arts in Special Education

130 credits

Program Delivery Modality: Campus Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

QYLE 110-O	Attitude Development and University Adaptation	3	Must be taken in the 1st term of enrollment
General Education Courses			
Course	**Title**	**Credits**	**Prerequisites**
COMP 110-O	Computers and Software	3	
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
HIST 273-O	History of the United States of America	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
SCIE 111-O	Integrated Science I	3	
SCIE 112-O	Integrated Science II	3	SCIE 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
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
	TOTAL	**54**	
Core / Professional Courses			
Course	**Title**	**Credits**	**Prerequisites**
EDUC 135-O	Philosophical, Sociological and Psychological Foundations of Education	3	
EDUC 171-O	Human Growth and Development I	3	
EDUC 172-O	Human Growth and Development II	3	EDUC 171-O
EDUC 202-O	Technology and Materials for Teaching and Learning	3	COMP 110-O
EDUC 204-O	Education for Children with Exceptional Needs and Inclusion	3	
EDUC 205-O	Introduction to Assistive Technology	3	
EDUC 409-O	Planning and Evaluation of Learning	3	
TESL 223-O	Applied Linguistics in ESOL	3	
	TOTAL	**24**	
Major Courses			
Course	**Title**	**Credits**	**Prerequisites**
EDUC 403-O	Curriculum Design	3	
EDUC 435-O	Interdisciplinary Seminar (*For Professional (standard) certification all state examinations and practicum are required)	3	All core and major courses
EDUC 436-O	Pedagogical Integration Seminar (*For Professional (standard) certification all state examinations and practicum are required)	3	All core and major courses
SPED 101-O	Teacher Preparation in Special Education	3	EDUC 171-O, EDUC 135-O

SPED 102-O	Assistive Technology and Other Resources in Special Education	3	EDUC 202-O, EDUC 204-O EDUC 205-O, SPED 101-O
SPED 103-O	Learning Disabilities	3	SPED 101-O, EDUC 135-O
SPED 203-O	Nature, Needs, and Behavior Modification in the Special Education Student with Attention Deficit Disorder	3	SPED 101-O
SPED 204-O	Nature, Needs, and Behavior Modification of Gifted Education Student	3	SPED 101-O
SPED 205-O	Integration of the Fine Arts in Special Education	3	SPED 101-O, EDUC 202-O, EDUC 204-O
SPED 207-O	Methodology, Adaptations, and Accommodations for the Special Education Student in Science and Mathematics Teaching at the Elementary Level	3	SPED 101-O, SCIE 112-O, MATH 112-O
SPED 208-O	Methodology, Adaptations, and Accommodations for the Special Education Student in Science and Mathematics Teaching at the Secondary Level	3	SPED 101-O, SCIE 112-O, MATH 112-O
SPED 210-O	Language Development and the Reading-Writing Processes in the Special Education Student I	3	SPED 101-O, SPAN 255-O, ENGL 115-O
SPED 295-O	Evaluation and Assessment in Students with Special Needs	3	EDUC 171-O, SPED 101-O, EDUC 135-O
SPED 211-O	Language Development and The Reading-Writing Processes in the Special Education Student II	3	SPED 210-O
SPED 300-O	The Brain and Learning	3	EDUC 171-O, SPED 101-O, EDUC 135-O
SPED 405-O	Teaching Practicum in Special Education	3	All courses
SPED 406-O	Seminar on Teaching Practicum in Special Education	1	Concurrent with SPED 405-O
	TOTAL	**49**	
	TOTAL CREDITS	**123**	

Notes:

- The Special Education program meets the educational eligibility criteria for certification in the state in which the program is offered. Graduates of the program who wish to teach in another U.S. state or country may require additional eligibility criteria to qualify for licensure and/or certification in those locations. We are unable to confirm the licensure and/or certification requirements of other states or countries. Therefore, if you intend to pursue such credentialing in another state or elsewhere, it is advised that you to contact the applicable state or country credentialing authority to familiarize yourself with its specific requirements and determine if this program meets the applicable eligibility criteria.
- Students must abide with the minimum required hours and policies set by the state and local education agencies for practicum experiences. The practicum is 12 weeks, full-time hours. The student must refer to the Internship Handbook for specific requirements and procedures.
- The program requires clinical field observations that are integrated throughout the program for a cumulative of hours prior to internship. The program includes a practicum in a Pre-K-12th grade setting, full-time for 12 weeks providing students a supervised field experience in which they can demonstrate their skills, knowledge, and pedagogical practices.
- If the student is interested in opportunities for employment in state public schools, state certification is required. Students are required to demonstrate mastery of the necessary basic skills, content, and pedagogical knowledge by obtaining qualifying scores on all state examinations required for profession (standard) certification. If student is seeking professional (standard) level certification upon graduation, all certification examinations must be passed, practicum and program degree must be completed to apply to the designated state certification agency prior to practicum or graduation. If any of the aforementioned requirements are not met prior to practicum or graduation, student will acknowledge professional (standard) certification will not be met and may have to pursue a conditional or temporary certification while completing certification professional requirements.
- If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

Bachelor of Science in Nursing (RN to BSN)

120 credits

Program Delivery Modality: Online

Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

PROGRAM DESCRIPTION

The Bachelor of Science in Nursing (RN to BSN) aims to offer students who earned an associate degree in nursing the opportunity to meet and obtain the requirements of the bachelor's degree. This program consists of 120 credits, which are distributed between general education, professional core and concentration.

PROGRAM OBJECTIVES

1. Develop critical thinking and problem-solving skills.
2. Develop managerial and leadership skills to create healthy working relationships.
3. Understand, appreciate and respect cultural differences.
4. Understand the nature of the health professions.
5. Integrate strategies for the promotion and maintenance of health, risk reduction and disease prevention throughout life.
6. Discuss the evolution and treatment of the disease process of family and community members.
7. Integrate health informatics into professional practice.
8. Develop ethical values that influence the decision-making process in nursing practice and interpersonal relationships.
9. Understand the environment and organizations in which health services are provided.
10. Recognize the importance of continuing education and identify the values of the profession
11. Recognize the importance of professional nursing associations in establishing public health policies and in professional improvement.
12. Interpret and use scientific data in nursing interventions through collaborative research work.

*This program is not accepting new students

Bachelor of Science in Nursing (RN to BSN)

120 credits

Program Delivery Modality: Campus Online Hybrid
Language of Instruction: Spanish English Bilingual

The language of instruction and program delivery modality are subject to availability.

Course	Title	Credits	Pre-requisite
FYIS 101	Introduction Seminar to Distance University Life	3	
General Education 36 credits (Selection of courses as *applicable after transfer courses*) 48 credits[1]			
*SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language- Intermediate Introduction to English Language- Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215 OR PICK 1 ENGL OR COMM	Writing and Composition or ENGL/COMM Course as listed in the catalog	3	SPAN 101-102, or SPAN 103 -104 or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 102
Professional Core *(Degree Requirement) 12 credits*			
Course	**Title**	**Credits**	**Pre-requisite**
HESM 460*	Applied Biostatistics	3	
HESC 365	Health Sciences Research	3	
CHEM 224	Fundamentals of General Chemistry	3	
BIOL 300	Microbiology	3	
Concentration *(Degree Requirement) 21 credits[2]*			
Course	**Title**	**Credits**	**Pre-requisite**
NURS 210	Nursing Informatics	3	
NURS 402	Management and Leadership Seminar in Nursing	3	
NURS 400	Nursing Role in Family Care and the Community	3	
NURS 407	Knowledge Integration in Nursing	3	

NURS 401	Diversity in the Nursing Profession	3	
NURS 404	Regulation and Healthcare Policy	3	
HESM 110	Health Services Management	3	
Electives *(Degree Requirement)*			
NURS 403	Nutrition for Nursing	3	
PUHE 101	Introduction to Public Health and Health Education	3	
	Total Credits	**120[3]**	

[1]In the case of general education courses, students must take courses not transferred, in accordance with the general education component AGMU. In addition, you must take all the courses that appear in the core professional and concentration course components.

[2]Student receive a total of 30 transfer credits, upon submission of an unencumbered license as a registered nurse, for the following nursing competencies: Fundamentals of Nursing, Medical Surgical I and II, Mental Health, Pediatrics, Maternity (OB-GYN), and Pharmacology.

[3]At the end, the student should have completed at least 120 credits among courses in this program and credits transferred.

*If enrolling in a bilingual program, please refer to AGMU Language Placement Protocol.

*This program is not accepting new students

Course Descriptions

ACCO 101-O Principle of Managerial Accounting
Credits – 3
Accounting for business information requirements with cost accounting concepts and relationships, statement of cash flows, financial statement analysis, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making.

ACCO 110-OA Quantitative Aspects
Credits - 3
This course includes the use of the electronic calculator for the student to work in business applications of the following concepts. Use of percent in business, commercial discounts, cash discounts, commissions, profit margin, simple interest, compound interest, present value, discounting commercial loans, payroll deductions, inventory, and depreciation.

ACCO 110-OB Computer System Applied to Accounting I
Credits - 3
Introduction to use of computers to process and organize accounting information. Includes analysis of transactions, data entry, and preparation and analysis of computer-generated financial statements and reports. Include Laboratory.

ACCO 111-A Introduction to Accounting I
Credits - 3
Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

ACCO 111-B Introduction to Accounting I
Credits - 4
This course introduces the basic principles of accounting theory and practice, emphasizing the sole-proprietorship form of business. Primary areas of study include nature of a business, the accounting equation, the theory of debit and credit, preparation of financial statements, adjusting process, the accounting cycle, special journals, accounting for merchandise business, inventory, internal control for cash procedures, and receivables.

ACCO 111-OA Introduction to Accounting I
Credits - 3
This course covers the fundamentals of the financial accounting. It includes the process of registration of the transactions; management of the accounts practices; the worksheets; preparation of the financial statements; management of the cash; account receivables and inventory systems.

ACCO 111-OB Computer System Applied to Accounting II
Credits - 3
Introduction to use of spreadsheets in accounting. Students use spreadsheets to complete the accounting cycle, prepare financial statements and reports, and perform financial analysis. Include Laboratory.

ACCO 112A - Introduction to Accounting II
Credits - 3
Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

ACCO 112B - Introduction to Accounting II
Credits - 4
Study accounting for fixed assets and intangible assets, current liabilities, with an emphasis in payroll accounting system. The course discusses how partnerships and corporations are structured and formed. Describe the cash flow activities reported in the statement of cash flows.

ACCO 112-O Introduction to Accounting II
Credits - 3
The course Elementary Accounting II studies the basic concepts in registering fixed assets and equipment. It also covers the areas of methods of depreciation and payroll accounting, corporations and statement of cash flows.

ACCO 113 - Introduction to Accounting I
Credits - 3
Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

ACCO 113-O Introduction to Accounting III
Credits - 3
The course centers on accounting for the issuance of common stock, preferred stock, and the items reported in retained earnings. Content includes accounting issues related to the long-term liabilities (bonds, notes payable, and leases). The accounting treatment for investments in debts and stock and the implications for the company are discussed. Cash flow activities reported in the statement

of cash flow are also discussed. Financial statement analysis, and its effect on decision-making is also considered.

ACCO 114 - Introduction to Accounting II
Credits - 3
Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

ACCO 201 - Intermediate Accounting I
Credits - 3
The accounting process and a review of the accounting cycle. Development of accounting theory and practice, preparation of financial statements including Statement of Cash Flows. Problems related to the control, valuation, presentation, and recording of cash; accounts receivable; Cost flow and special valuation methods of inventories.

ACCO 202 - Intermediate Accounting II
Credits - 3
Control methods, valuation, income determination, record and presentation of assets classified as property, physical plant, equipment, intangible assets, short and long-term investments and short and long-term debt. The course includes the study of the characteristics of a corporation, record, presentation and analysis of shareholders' equity; paid capital and retained earnings.

ACCO 203 - Cost Accounting
Credits - 3
Fundamentals and basic concepts of cost accounting systems for the accumulation of costs, job costing, procedural cost, joint costs and standard cost. It includes the discussion of the nature of quantitative aspects of indirect costs of the departmental overhead, and the relationship of the accounting systems with the decision-making process.

ACCO 205 - Taxes of Puerto Rico
Credits - 3
The history and the purpose of the income contribution; concepts and methods to determine the net taxable income of individuals and corporations, and the preparation of income tax returns according to the Internal Revenue Code of Puerto Rico as amended.

ACCO 250 - Computerized Accounting
Credits - 3
The use of accounting software to record business transactions and operational data to generate accounting records, financial statements and other reports. It includes the generally accepted accounting principles and emphasis on the use of electronic sheets is reinforced.

ACCO 295 - Managerial Accounting
Credits - 3
Use and management of accounting information in the management functions of planning, control and decision-making. Includes funds analysis, cost ratio, volume, budget preparation and standard costs, analysis of short-term decisions and capital budget.

ACCO 297 - Funds and Government Accounting
Credits - 3
The accounting principles applicable to the control, registration and presentation of the government financial information and the non-profit institutions; as well as preparation of financial statements. It emphasizes on the accounting principles that apply to the different funds of government, universities and voluntary health and charity entities.

ACCO 301-O Intermediate Accounting I
Credits - 3
This course will study the generally accepted, basic principles of accounting, as they are applied to the presentation and disclosure of the accounting information in the financial statements and related notes. It includes wage entries, adjustments, work sheets, financial statements, appraisal of the assets and liabilities by classification. IT also includes the procedures and principles that are followed in the presentation of the owner’s equity and the income statement.

ACCO 302-O Intermediate Accounting II
Credits - 3
Students will study the basis and the generally accepted principles of accounting, according to their application to the presentation and disclosure of accounting information in the financial statements and related notes. This includes journal entries, adjustments, work sheets, financial statement preparation, specifically the theories and basic principles applied to the acquisition and appraisal of uncommon assets, financial analysis of the company through debt or capital emission, financing alternatives through rent, investment registering theories, and recognizing profit and income.

ACCO 303-O Cost Accounting
Credits - 3
This course will study the fundamental principles of the Cost Accounting and functions. The accumulated system of cost, methods to determine the cost classification, problem solutions, statements preparations, use of forms and registers and decision-making. The course also includes: the accountant role in the organization, cost’s purpose and terms, cost analysis, cost by orders, cost base on activities, master budget and flexible budget,

variance, managerial control and accounting responsibility.

ACCO 304 - Auditing
Credits - 3
Generally Accepted Auditing Standards (GAAS). Includes the external auditor's reports, internal controls, ethical and legal responsibility, evidence, planning and audit documentation, audit program, sampling techniques and internal controls of the accounting systems.

ACCO 304-O Auditing I
Credits - 3
Study of accounting theory, auditing procedures, worksheets, internal control and fraud. Preparation of Audit Financial Statements, forms, procedures and methodology.

ACCO 307-O Auditing II
Credits - 3
Study of the audit process focused on the practical part of the procedures and emphasizing the Risk Assessment SAS (SAS 104-111), from the planning of the audit using analytical procedures, to determine materiality and risk, auditing internal controls and fraud. Implementation of the processes of a
audit cycles in the 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. The student will complete the audit process, review contingencies and commitments, issuance of the auditor's report and subsequent events.

ACCO 308 - Contemporary Accounting
Credits - 3
Analysis and interpretation of generally accepted accounting principles (GAAP). The conceptual framework that provides the basis for the preparation and presentation of financial statements. Develop and review current status of financial accounting theories and analysis of the Financial Accounting Standards Board (FASB) Statements and Accounting Principles Board (APB) opinions.

ACCO 310-O Forensic Accounting
Credits - 3
This course studies the concept and development of forensic accounting through an analysis of their trends and institutions. It identifies and explains each one of the forensic accounting crimes and the methodology to detect them. The course also analyzes the main aspects of litigation services provided by forensic accountants, through the proper management of evidence, and the accurate calculations of commercial damage. This course integrates a deep analysis of cybercrime and the methodology applied to conduct an accurate business valuation. Finally, the course discusses practical case studies to understand the principles and unusual procedures and relationships related to forensic accounting.

ACCO 320 - Federal Income Tax
Credits - 3
Study of the historical development and purpose of the federal tax system, basic contributory concepts, types of income, taxable income determination and the federal income tax return preparation for individuals, associations and corporations.

ACCO 320-O Federal Income Tax I
Credits - 3
Study of the historic development and the conceptual structure of the Federal Income Tax System; objectives, and basic concepts of the imposition system; income tax rate; kind of the income tax forms; how to prepare the different tax forms; taxable income; contributive credits and others.

ACCO 321-O Federal Income Tax II
Credits - 3
Students will study taxes on federal income, as well as the regulations applicable to corporations and societies. The course also includes topics related to taxes on inheritances and donations.

ACCO 330-O Corporate Accounting Government
Credits - 3
This course introduces the student to the corporate world, especially with details that pertain to the role of the key players. It includes the importance of corporate governance for the twenty-first century, rights and obligations, as well as the legal and ethical challenges that the board of directors' face. Emphasis is placed on monitoring the implementation and administration of management to ensure the effectiveness of the board of directors. It also presents aspects of corporate governance and international non-profit institutions vs. the American model.

ACCO 340-O EDP Auditing
Credits - 3
Auditing, assurance and internal control, information technology governance, operating systems and networks, data management systems, system evaluation and control, processing financial reporting system, computer-aided audit tool, data structures, revenue and expenditures cycle test of controls and substantive testing.

ACCO 350-O Accounting Computerized Systems
Credits - 3
This course is designed to teach how the computer can be used as an accounting tool. It is not intended to teach any new accounting concepts, but rather how accounting procedures can be applied though computer applications with the use of a general ledger software package. Also included are modules for accounts receivable and payable, and asset management. In introducing the computer as an accounting tool, students will be given the criteria to evaluate accounting software. Students will learn how to use the computer for both general ledger and subsidiary ledger transactions. General journals and special journals will be used. Most course work will be completed in the computer lab during class hours.

ACCO 391-O Cost Accounting II
Credits - 3
Include the Activity Based Costing system and the management considering design, manufacturing and distribution Process; simple costing using a single indirect cost pool and the five steps decision-making process. Consider the master budgets and operating budgets considering the timing, advantages and the responsibilities in the implementation. The inventory costing using variable, absorption and throughout methods is also part of the course. The strategies, the balanced scorecard in the profitability analysis are emphasizes. Also, the course includes the cost allocation and methods analysis for different departments.

ACCO 395-O Managerial Accounting I
Credits - 3
Managerial reports preparation. The use of those in the decision-making process. Planning and control of the operations. Includes costs definition in terms of its behavior and function; cost analysis, volume and benefit; master and flexible budget; short-term decision-making.

ACCO 396-O Managerial Accounting II
Credits - 3
This course covers the second part of ACCO 395. It 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.

ACCO 420-O Government and Nonprofit Accounting I
Credits - 3
The course includes discussions of the characteristics and types of G&NP organizations. The objectives of G&NP accounting and financial reporting are an essential part of the course. Topics presented include authoritative sources of G&NP accounting principles and reporting standards. In addition: as well as concepts, objectives and characteristics of SLG accounting and financial reporting, characteristics of SLG accounting and financial reporting and the fundamental features of the SLG accounting and financial reporting model. Special attention is given to: general fund and special revenue funds and general fund accounting. The course will help students understand the preparation of the financial statements proper to governmental and nonprofit organizations. A very special subject in the course is the government budgetary perspective, budgetary accounting and reporting, budget comparison schedule or statement of revenues, expenditures, and changes in fund balance, as well as budgetary entries, budgetary planning, control, and evaluation, basic budgetary terminology, budgetary approaches and emphases, and budget preparation constitutes a very special subject in the course.

ACCO 450 - Advanced Accounting
Credits - 3
Generally accepted accounting principles as applied to business combinations, Investment in Common Stock, partnerships, and consolidated financial statements. Overview of the accounting principles that apply to government funds. Control, recording process, and reporting of financial information of government units.

ACCO 453-O Accounting Project
Credits - 3
The most important integrating experience in the studies of a bachelor's degree student. The student must synthesize and apply knowledge from the perspective of the accounting discipline in simulated situations and different scenarios. Financial decisions are examined from an integrative perspective of the variables that affect them and which fall within the specialty courses. It can be performed as a workshop, a research seminar, an individual project or group, or a creative work done in a study, a laboratory or field research.

BIOL 101-OA Introduction to the Study of Biological Sciences
Credits - 3
This is the first of a two (2)-part college level courses dealing with the fundamental concepts of biology for students whose educational objective is not focused on natural sciences. This course will facilitate the acquisition

of necessary scientific background to have a general understanding of our biological world, its components, and its relationship with its human counterparts. Topics fundamental to the study of life sciences will be covered, such as scientific methodology, characteristics of living organisms, the cell and its organelles, photosynthesis, cellular respiration, mitosis, and meiosis. Finally, we will discuss the anatomy and physiology of various systems of the human body. The integration of these scientific concepts with other areas of study will be emphasized.

BIOL 101-OB Introduction Biological Sciences I
Credits - 3
This course is designed to provide instruction in the fundamentals of cell structure and physiology. It includes an examination of the cultural aspects of biology and science that provide for man's interaction with his ecological environment. Emphasis is placed on organic evolution as well as on human biological processes.

BIOL 102-O Introduction Biological Sciences II
Credits - 3
The course familiarizes the student with the basic concept of modern biology. Topics included are characteristics of living organisms, organization of life, metabolism, reproduction, integration, coordination, and diversity of life.

BIOL 103-O Biology for Health Sciences
Credits - 3
Biology compendium which includes fundamental concepts of the cell, genetics, and the introduction to Anatomy and Physiology.

BIOL 104 Human Biology II
Credits - 4
This course is designed for students of the Allied Health Sciences Program. It integrates the micro-, histo- and macro anatomy and physiology of human systems. Includes concepts of Anatomy, Physiology and Health Sciences in relation with the diseases that affect the humans, and the foundations on structure and function of endocrine, cardiovascular, lymphatic, nonspecific resistance, and immunity, respiratory, digestive, urinary and reproductive systems. This is a 15-weeks course with one-hour labs weekly.

BIOL 105-O Microbiology
Credits - 4
Designed for students of the Allied Health Sciences Programs. Discusses fundamental concepts of microbiology, including the latest advances in the area. It covers micro-organism, their pathology, methods for controlling their growth and immunology. This is an 8-weeks course with 4-hour lectures and 2-hour labs.

BIOL 106-OA Compendium of Human Biology
Credits - 3
This course enriches the Medical Billing and Coding student with the foundations of a broad medical terminology vocabulary. Provides the basis for understanding the normal anatomy and pathophysiology of diverse systems at the cellular level structure and multi-systemic. It also serves as a tool for the comprehension of concepts and medical diseases that most commonly affects the human being.

BIOL 106-OB Human Biology I
This course is designed for students of the Allied Health Sciences Program. It integrates the micro, histo, and macro anatomy and physiology of human systems. Includes concepts of Anatomy, Physiology and Health Sciences in relation with the diseases that affect the humans, and the basic foundations on structure and function of the cells, tissues, organs, systems and organisms. The chemical structure of the material, its physiological meddling in the studies of the constitution of our body, as well as processes that take part in our homeostasis. Continuous the semester with the study of the integumentary, skeletal, muscular and nervous system. This is a 15-weeks course with one-hour labs weekly.

BIOL 191 - General Biology I
Credits - 3
An introductory survey of current biological concepts for students majoring in the sciences. Emphasis will be placed on topics which include characteristics of living things, scientific method, biologically important compounds and molecules, cells, energy and metabolism, genetics, evolution and ethical aspects related to technology and scientific research.

BIOL 192 - General Biology II
Credits - 3
General biology course for natural sciences students. Include the following topics: biodiversity, basic concepts of anatomy and physiology of plants and animals, ecology and ethical aspects related to technology and scientific research.

BIOL 250-O Introduction to the Study of Environmental Sciences
Credits - 3
The course is a practical and appreciative study of the environment. It presents basic concepts of environment and human population as a frame of reference for the rest of the topics. The content also includes analysis and evaluation of soil, water, air, and energy resources, emphasizing fundamental aspects of pollution of these

resources and their possible fitness. The development of the topic of environmental ethics is discussed with concern.

BIOL 300 - Microbiology for Health Sciences Students
Credits - 3
Fundamental concepts of microbiology such as: bacteriology, mycology, virology, parasitology and immunology. Emphasis in pathogenic microorganisms and diagnosis of infectious disorders.

BIOL 300-O Microbiology
Credits - 3
This course emphasizes the fundamental concepts of microbiology such as: bacteriology, mycology, virology, parasitology and immunology. The course discusses and analyzes a variety of topics about pathogenic microorganisms, signs, symptoms, diagnosis of infectious disorders and basic treatment. This course also analyzes the capacity of microorganisms that cause diseases, prevent diseases, and their economic importance in human societies.

BIOL 300-OL Microbiology Laboratory
Credits - 3
Students will be exposed to the microbial world and the techniques for their study from the human and environmental health perspectives. During the course students will learn fundamental techniques for the study of microorganisms and their manipulation. Each laboratory experience and other activities have been chosen to encourage students to think for themselves, take initiative, and be responsible in their work as part of the ethical principles.

BIOL 303-O Human Biology I
Credits - 3
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.

BIOL 303-OL Human Biology Laboratory I
Credit - 1
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.

BIOL 304-O Human Biology II
Credits - 3
The course integrates the functions and organization of all the systems of the human body. Emphasizes all the metabolic and physiological processes of the human body.

BIOL 304-OL Human Biology II Laboratory
Credit - 1
The laboratory experiments were designed 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 and to take initiative and be responsible in their work. The course focuses in the ethics principles related to the study of human biology.

BIOL 320 - Microbiology
Credits - 3
In this introductory course students will study the morphology, taxonomy, ecology and the fundamental characteristics of microorganisms (e.g. bacteria, fungi, algae, protozoa and viruses) physiology. It also explores the basic techniques of enrichment, selection, isolation, enumeration and identification of microorganisms. Also, ethical issues will be discussed and analyzed regarding the management, handling of microorganisms and the application of modern techniques and their impact on health, the environment and the economy.

BIOL 340 - Genetics
Credits - 3
Study the principles of genetics at the molecular, citological, organismal and population level. Study of the structure, function and composition of the genetic material and how it is express. Also, the study of the factors responsible for genetic variability and how this promote evolution. Emphasis in the ethical aspects related to the Human Genome Project, clonation, transgenic research and genetic engineering.

BIOL 350 - Biochemistry
Credits - 3
Systematic discussion of biological molecules, such as amino acids, proteins, nucleic acids, carbohydrates, and lipid structures. Characterization, physical properties, and method of isolation of these molecules are studied. The pathways for the degradation and biosynthesis of the major class of biological molecules will be discussed. The bioenergetics aspects of metabolism will be discussed first within the context of the whole catabolism and anabolism, individual pathways and enzymatic reactions.

BIOT 106-O Anatomy and Physiology
Credits - 4
This course enables students to acquire the fundamentals of the Biological Sciences focused on the characteristics of matter, the cell, the introduction to human anatomy and physiology and genetics.

BUSI 204 - Business Law
Credits - 4
Introduction to our legal system. History of law. The Constitution of USA. Origin and development of business law. Sources of legal obligations between parties. Civil, business, and criminal cases. Includes the study of civil and business contracts, its formation and validity. Guarantee contracts, such as: mortgages, bonds, guarantees, pound shops contracts, and conditional sales. Business organizations, such as sole proprietorships, partnerships, and corporations. Introduction to negotiable instruments', bankruptcy, patents, and copy rights laws. Applicable laws on contracts performed via Internet, the long arm statutes, the digital signature and obligations between parties. Proceedings of federal cases to sue of citizens of other states.

CTEC 210 – Operating Systems, Installation & Configuration
Credits - 3
This course covers all software components comprising a PC. It introduces every component and analyses its functionalities and weaknesses. It analyses the role of each component in supporting an application and the user functional goal. It presents the PC as a package of matched components and dissects all of its internals individually and integrally. Some of the software components are the operating system and its sub-components, data communications software components, DOS components, peripheral administration components, Windows Systems architecture, disk operating software, essential user applications, memory management software, software upgrades management. It covers in detail software problems.

CTEC 220 Fundamentals of Computer, Peripherals and Operating Systems
Credits - 3
This course covers all components and ancillary systems comprising a personal computer. It introduces every component and analyses its functionalities and weaknesses. It presents the PC as a package of matched components and dissects all of its internals individually and integrally. Also, this course covers all software components comprising a PC. It analyses the role of each component in supporting an application and the user functional goal. Some of the software components are the operating system and its subcomponents. It covers in detail software problems in detail.

CTEC 220-OL Fundamentals of Computer, Peripherals and Operating Systems Laboratory
Credit – 1
This laboratory course provides students with theoretical concepts and practical skills in using personal computers and peripherals. It discusses the concepts of "motherboard", input and output ports, power supplier, update, and preventive maintenance, among others. The issues are addressed to the operating principles, selection and specifications for personal computers. This course also prepares students to take the certification exam for personal computers "A +".

CTEC 230-O Fundamentals of Intermediate Programming
Credits - 3
This is an intermediate-level course in computer programming. It provides a wealth of current, real-world applications, and examples drawn from the scientific and engineering fields. It allows students to fully exploit the potential uses of C and C++ programming languages. This course includes problem analysis and design of algorithms, programming structures, modular programming, sorting, searching, pointers, multidimensional arrays, string processing, structures, and file processing.

CTEC 340 – Programming for the Web
Credits - 3
This course provides the student with a basic understanding and skills to program for Web Sites. It covers the basics of Data Base manipulation techniques using MySQL and PHP. It covers matters such as configuration for DBA systems on the Web, PHP scripts, performance and error handling. Finally, the students are presented with a live example of a simple Web Based DBA control application. The course then focuses on one of the most important suite development suite/environments today. The Macromedia Dreamweaver. It covers the complete development cycle using these tools from plan to publish and maintenance. Matters such as DreamWeaver workflow, formatting for the Web, cascading style sheets, dimensional tables, forms, frames, templates, layers, animation and others are covered. It also covers Fireworks image and text manipulations, working with objects, effects, creating buttons, backgrounds, hotspots, sliced images, rollovers, integrating Fireworks images with HTML applications and

finally auditing and publishing your WebSite and the post-publishing practices.

CHEM 191 – General Chemistry I
Credits - 3
Emphasis in this course is aimed to the study of the states of the matter, atomic and molecular structures, nomenclature of inorganic compounds, classification of elements in the periodic table, chemical bond, chemical equations and reactions, stoichiometry. In the laboratory students are trained in the use of basic laboratory techniques such as the use of volumetric equipment, titration and qualitative analysis. Students are taught to keep a good laboratory notebook and safety on the laboratory.

CHEM 192 – General Chemistry I
Credits - 3
Emphasis in this course is aimed to the study of intermolecular forces, properties of solids and liquids, solutions: types and properties, way to express concentration of solutions, chemical kinetics, chemical equilibrium, acid-base reactions, thermodynamics and electrochemistry including discussion of oxidation-reduction reactions. In the laboratory students are trained in the use of basic laboratory techniques such as the use of volumetric equipment, titration and qualitative analysis. Students are taught to keep a good laboratory notebook and safety on the laboratory.

CHEM 224 - Fundamentals of General Chemistry
Credits - 3
Study of the principles of General Chemistry designed for students of health-related professions. The course 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.

CHEM 224-O Fundamentals of General Chemistry
Credits - 3
The course promotes the 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, organic chemistry, biochemistry, and their application to physiological functions.

CHEM 224-OL Fundamentals of General Chemistry Laboratory
Credit - 1
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.

COAT 107 - Keyboarding and Basic Skills in The Computer
Credits - 3
The course content includes an introduction to technology in personal computers, applications and ethics in the use of computers. Students get direct experience with operating systems of computers and solve problems through practice with immediate applications of Word, Excel and Power Point.

COHE 201-O Healthcare Systems, Policy, & Politics
Credits - 3
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.

COHE 202-O Health Law and Ethics
Credits - 3
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.

COHE 203-O Introduction to Public & Community Health
Credits - 3
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.

COHE 204-O Infectious Disease Epidemiology & Prevention
Credits - 3
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.

COHE 205-O Health Disparities
Credits - 3
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.

COHE 206-O Community Health Work, Education, & Communications
Credits - 3
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.

COHE 207-O Community Health Education
Credits - 3
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.

COHE 301-O Community Health Leadership
Credits - 3
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.

COHE 302-O Behavioral Health Education
Credits - 3
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.

COHE 303-O Trauma & Psychological Perspectives
Credits - 4
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.

COHE 304-O Instructional Methods & Culturally Competent Community Health Work
Credits - 3
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.

COHE 305-O Assessment, Planning, and Evaluation of Health Programs
Credits - 3
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.

COHE 306-O Human Sexuality & Reproductive Health
Credits - 4
In this course, students will examine the fundamentals of sexuality and reproductive health within the context of public health as a key area in the protection of individual health status as well as society. The course will focus on basic aspects of human sexuality, reproductive health, teen pregnancy, violence and abuse in humans, maternal mortality related to pregnancy and childbirth, contraception and abortion, sexually transmitted infections (STI), cancer associated with STI, and prostitution and pornography. The course also highlights the role of the community specialist and his value as a leader in the search, together with communities, of solutions on important aspects of sexuality and reproductive health.

COHE 401-O Health Promotion and Disease Prevention I
Credits - 3
This course exposes students to the contributions of health promotion to a healthy life; the different models and approaches to health promotion; the relationship between health promotion and health education; explore the Ethical and political values in health promotion; strategies and interventions to promote health and different settings in which health promotion interventions take place towards positive health and well-being.

COHE 402-O Health Promotion and Disease Prevention II
Credits - 3
This course is the continuation of the Health Promotion and Disease Prevention I course. In this course, we will study the process of diseases and chronic diseases that prevail in communities. We will also use the different models, approaches to health promotion as well as the strategies and interventions learned previously, and we will use them as tools in health education activities for the prevention of diseases in communities.

COHE 403-O Community Health Research Design
Credits - 3
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.

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.

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

COIS 100-O Computer Literacy
Credits - 3
This is a computer literacy course that exposes the student to historical development, organization, functions, capabilities, limitations, and applications of modern computer systems and types of peripheral devices.

COIS 101-O Introduction to Computers
Credits - 3
This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

COIS 102-OA Logical Concepts and Problem Solving
Credits - 3
This course is a practical and theoretical introduction to basic programming principles. It includes the 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.

COIS 102-OB Programming Principles
Credits - 3
This course is a practical and theoretical introduction to basic programming principles. It includes the 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.

COIS 110 - Introduction to Information Systems
Credits - 3
Introduction to system concepts, information technology and DBMS software. It covers how information is used in organizations and how information technology improves the operations of the organization. Students are provided with solid grounding in business uses of information technology in a rapidly changing environment, and discussion about critical issues surrounding the use of IT in organizations is provided.

COIS 111-O Software Applications for Business Administration
Credits - 3
Study of the fundamental concepts and applications of information systems relating to business. Integration of application programs for business productivity such as: database management system (DBMS), statistical and graphical functions in spreadsheets. The course develops an evaluative environment and through practical exercises in a computer lab.

COIS 112-O Information System Concepts

Credits - 3
Introduction to system, information technology and DMNS software. It covers how information is used in organizations and how information technology improves the operations of the organization. It requires laboratory.

COIS 201 – Data Processing Principles
Credits - 3
Introduction to computerized systems, its uses, and benefits in Business Administration. Study of the basic concepts and technical terms in the field of information systems. The course also provides the opportunity for using applications in word processing, spreadsheets and graphics.

COIS 215-O Introduction to Application Development

Credits - 3
This course develops the skills necessary to create software. It includes software design and the use of a programming language.

COIS 216 - Design and Implementation of Desktop Applications
Credits - 3
Teaches Microsoft Visual Basic programmers, the skills to successfully create and deploy applications and components. Requires laboratory.

COIS 221-O Data Analysis Tools

Credits - 3
This course is designed to developed skills intermediate-advance skills in the use of spreadsheets for management and data analysis. A spreadsheet lets you work with data tables, graphics, databases, macros, and other advanced applications, it requires a laboratory.

COIS 240-O Object Oriented Programming
Credits - 3
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.

COIS 250-O Systems Analysis and Design
Credits - 3
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.

COIS 304 - Concepts of Hardware and Software
Credits - 3
A survey of technical topics related to computer systems with emphasis on the relationships between hardware architecture, system software and applications software. Explores the architecture of processors and storage systems and its implications for systems software design are covered including their impact on the development

of application programs in the business environment. Requires laboratory.

COIS 312 - Design and Implementation of Distributed Applications
Credits - 3
Basic principles of how to build three-tier client/server solutions. Designed for Microsoft Visual Basic programmers, who currently build distributed applications that access corporate databases. Requires laboratory.

COIS 320 - Architecture Solutions
Credits - 3
This course provides the student with the basic skills necessary for the analysis, design and development of information systems. The students will learn how to develop logical and physical models. It includes database modeling, Structured Query Language (SQL), and data base administration. It also includes basic concepts on project management. Requires laboratory.

COIS 350-O Structured Design with Object Programming
Credits - 3
The course centers on principles of programming, with emphasis on commercial applications using the Visual Basic programming language. The use of object programming techniques and the appropriate documentation that supplements a computer program. Support documentation includes resources such as: TOE's (Task Object Event), flowcharts, hierarchy charts, decision tables, UML's (unified modeling language) and others. The goal of this course is to provide the beginning programmer with complete coverage of all major introductory programming topics.

COIS 360-O Telecommunications and Computer Network
Credits - 3
This course, Telecommunications and Computer networks (COIS 360), is designed for individuals in the field of computer information systems. The course describes the historical evolution, fundamental concepts, terms and latest state of the art computer network products available for management information. Emphasis will be given in the areas of planning, design and implement computer networks. The course also describes the most common networking topologies and protocols. It also studies, by comparison the most common design and implementation strategies like centralized versus distributed processing while studying the theory and technical concepts of computer networks internal structure and devices.

COIS 408 - Topics in Information Systems
Credits - 3
This course provides students with previous programming language knowledge, tools to develop desktop applications in C++ language with an emphasis on programs that solve problems in the business world. Requires laboratory.

COIS 411 - Database Development
Credits - 3
It provides basic skills relating to the design and development of database systems. Students will learn about database system analysis, modeling techniques and database development strategies. Requires laboratory.

COIS 412 - Networking
Credits - 3
Provides the background necessary to understand technology for local area networks (LANs), wide area networks (WANs), and the Internet. Requires laboratory.

COIS 420-OA Introduction to Databases and SQL Programming
Credits - 3
Course dealing with the development of programs that create, organize and manage databases. Its main focus is on the functions of development, modifying and accessing structures within the relational database. The course will include topics like data modeling, the normalization process, the creation of Entity-Relationships Diagrams, the application of databases structures as well and the relational and hierarchical database models. The course will be complemented with the development of applications in SQL (Structure Query Language), and PL/SQL (Procedural Language/SQL).

COIS 420-OB Introduction to Database Management and Design
Credits - 3
Course dealing with the development of programs that create, organize and manage databases. Its main focus is on the functions of development, modifying and accessing structures within the relational database. The course will include topics like data modeling, the normalization process, the creation of Entity-Relationships Diagrams, the application of databases structures as well and the relational and hierarchical database models. The course will be complemented with the development of applications in SQL (Structure Query Language), and PL/SQL (Procedural Language/SQL).

COIS 421-O SQL Advance Programming
Credits - 3
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.

COIS 422-O Database Applications Development
Credits - 3
Major elective course in which the student will build all the necessary expertise on handling the critical tasks of planning and develop database backup and recovery strategies. Students will be exposed to exercises using backup methodologies based on business requirements in a typical enterprise. Utilize multiple strategies to recover from different types of failures. Also gain hands-on experiences learning a series of steps for the optimization and performance of the DBMS. Learn how to implement tuning techniques for improving data access and storage, support, practice diagnosing and resolving a variety of performance problems using real-world scenarios.

COIS 423-O Database Administration
Credits - 3
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.

COIS 424 - Web pages and E-Commerce
Credits - 3
This course develops the skills necessary to design, create, implement and maintain electronic web pages. Includes experiences with web pages designing tool, database management and transactions processing. Requires laboratory.

COIS 432-O Computer Network Design
Credits - 3
A specialized course concentrating in Local Area Network design (LAN). The student will be able to learn the necessary methodologies for the design of computer-based networks using wired, wireless, and optical media. They will learn to use application software in a simulation environment in order to prevent errors and time loss before a computer network is installed. This specialized course will provide the students a knowledge-base for diagnosing and anticipating problems in order to avoid the increase of costs and production loss in businesses.

COIS 425-O Object-Oriented Programming with JAVA
Credits - 3
The course centers on the study of the principles and fundamental concepts of the programming language JAVA. The course covers the design of well-structured applications using clear and precise procedures through the use UML. It promotes the effective use of the control structures, and the optimal performance of the operational environment, in applications developed for the Internet.

COIS 433-O Wireless Local Area Network
Credits - 3
Course that describes the technologies involved in all aspects within a local computer network and how wireless personal devices interact and communicate with each other. Using a practical approach, students will learn wireless devices communicate with wireless local area networks through protocols and access points. Students will also learn how to design, install and troubleshoot a wireless LAN network on a safe-base environment applying rules in the program to manage a device.

COIS 434-O Application Development for Mobile Devices
Credits - 3
In this course the student begins in the application programming environment for mobile devices. The student will be able to develop applications to access information and data from any mobile device connected to the LAN while in motion. The course provides the skills for the distribution of mobile applications on both fronts, the creation of services and devices. It also provides guidance on the complex networks of acronyms and standards on which the data are disseminated. The student will learn how to diagnose and detect security flaws and emerging technologies.

COIS 435-O Computer Networks Administration and Data Communications
Credits - 3
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.

COIS 435-O Managing Computer Networks and Data Communications
Credits - 3
Study all the essential elements for network management computers and data communication. The course emphasizes the development of skills in the design and administration of modern communication networks, with the use of digital technology. The transfer platforms data and telecommunications, service-oriented client – server are also used. It will cover the different applications to manipulate the information highway and the impact of these elements in our society. Requires use of Laboratory.

COIS 450-O Information Systems Development Project
Credits - 3
The course (COIS 450), Systems Development Project, guides the students to the application of concepts, principles and practices for developing a software system. Training for this process is achieved using software project management methodologies with integrated team dynamics in search of a solution to a simulated real-world information technology need. The course complements the study of real-life information technology need exercises and teamwork interactions simulating real world development teams, including presentations of development progress. This course requires laboratory exercises.

COIS 470-O Web Application Programming
Credits - 3
This course covers planning and development of home pages on the World Wide Web. Techniques for applications written in PHP with database interaction using MySQL are presented, as well as more complex pages than those developed with HTML. Cases studies are discussed and analyzed.

COMM 140- Effective Communications
Credits - 3
Effective Communications is designed to help students develop communication skills necessary to the workforce. Through case studies, students will analyze and discuss the appropriate methods of communicating based on the situation. Students will be required to utilize presentation software to communicate a topic to the class.

COMM 205 - Communication Theory
Credits - 3
Study of the communication concept, paradigms of human communication and functions of so-called media. Study and analysis of media effects theories and theories of mass communication. In addition, analysis of organizational communication, its features, functions and key components, as well as contemporary theories of the New Technologies of Information and Communication (NTIC).

COMM 210 - Legal and Ethical Aspects of Communications
Credits - 3
This course places emphasis on the analysis of the legislation, regulation and jurisprudence applicable to the communications medium of the country. This course also focuses on the professional responsibility of the communications.

COMM 212 - Development and Management of Media Enterprises
Credits - 3
This course provides students basic skills in the development and management of a company in the field of communications. Historical and theoretical aspects are studied, and the development of strategies for the audiovisual industries.

COMM 230 - Fundamentals of Journalism
Credits - 3
The course studies the main theories about the origins of journalism, it's current concepts and purposes. The essential elements of codes of ethics, law and media, digital journalism, as well as different journalistic genres are also addressed.

COMM 240- Interpersonal and Organizational Communications (prereq COMM 140)
Credits - 3
Interpersonal and organization communications examine perception, interactions and stereotypes found in daily business communications. Students will learn how to assess communication by separating fact and myth statements as well as how to communicate across gender, race, culture and modality

COMM 250 – Digital Journalism
Credits – 3
In this course students will develop their skills and knowledge on how to write correctly and journalistically for the digital media. The first part of the course teaching conceived changes that digital advances have resulted in journalism. The second part foresees an ample exercise of writing for digital media, which intends to take the lessons learned from the elaboration, discussion and

analysis of journalism texts produced by students and the press and put them into practice.

COMM 305 - Writing and Style in Journalism
Credits - 3
The course studies the definition and structure of the news story, and its value and importance. The basic techniques for writing, interviewing and editing are also addressed.

COMM 307 - Writing for Communication's Media
Credits - 3
Study of the theoretical principles and the technique of scriptwriting for radio, television and cinema. Emphasis on television programs, television spots and dramatic scriptwriting by considering the structure and format of the script. Writing of scripts for short films, spots, documentaries and other communication devices. CELTX will be used for the correct script format for applications pertaining to the cinema and WORD for other media (as television, documentaries and spots).

COMM 311 - Photojournalism
Credits - 3
Study of the digital still photography camera and introduction to the digital moving image camera. Presentations of the technical aspects of photography. Technical consideration of depth of field, composition and perspective in the construction of the photograph. Introduction of the principles still photography and those of the moving image camera. Study of the main areas of photojournalism. Introduction of the technical aspects of data transference from the digital camera (of the still and moving image camera) to the computer. Presentation of basic skills of photographic retouching and study of the principles of a photographer's ethic in relation to photojournalism.

COMM 320 - Introduction to Public Relations
Credits - 3
The study of concepts, features, functions and other components of the public relations as well as their interrelations with the media and other communication disciplines and / or marketing. Ethics and social responsibility and the main concepts of public relations in organizations are discussed, including crisis management and resolution and public relations planning.

COMM 325 - Introduction to Advertising
Credits - 3
The study of advertising concepts, functions and other components, ethics and social responsibility, and the relationship between advertising and other communication and/or marketing disciplines. Critical analysis, planning and creation for advertising is addressed including Internet advertising as well.

COMM 330 - Design and Publishing of Electronic Pages
Credits - 3
In this course students will develop the appropriate skills and knowledge appropriate to design and publish web pages. The first part of the course will teach the nature of the cyber network and its interaction with the world of communications, especially journalism. The second part foresees an ample exercise of design and publishing web pages on the internet, and the discussion and analysis of the publications made by students and digital media.

COMM 380 – Principles of Radio
Credits - 3
This course will study the radio as a social communication medium: its social and historical context, and the theorical and practical aspects. Radio programming, strategies for programming and the basic equipment for radio broadcasting are also addressed.

COMM 385 - Radio Production and Direction
Credits - 3
This course is a practical workshop intended so students can develop aptitudes and experience in the use of audio equipment. Concepts such as: recording and mixing music, multi-level recordings, the creation of scripts for educational, news, and variety programs; and the preparation of commercial and public service announcements and advertising- will be presented and analyzed in class.

COMM 390 – Strategic Media Planning
Credits - 3
Theoretical and methodological foundations of strategic media planning in advertising are studied as well as the market and its components. Students will elaborate, with the guidance of the professor, a strategic media plan for advertising presenting at least one of the methodologies used for design, implementation and evaluation.

COMM 400 – T.V. Principles
Credits - 3
Theoretic and practical study of television as a communication means. Study of the basic concepts of "Television Studies" as are the television text, the nature of televisual language, the televisual sign, television audiences and the history of television as a communication means. Introduction of television production basic concepts in and/or outside the studio. Basic study of the computer in the process of television production. Basic Study of television locution and

speech. Study of the skills for the creation of televisual scripts and proposals.

COMM 420 - Writing for Public Relations
Credits - 3
The course studies the definition and structure of the most used texts in the field of public relations, including press releases, blogs, speeches, social networking, press kits and handbook for crisis management. The basic techniques for writing and editing are also addressed.

COMM 430 - Journalism Workshop
Credits - 3
This course comprises an advanced journalism workshop. At the end of the course students will be able to understand the meaning and be able to write news articles, investigative reports, chronicles, and conduct interviews.

COMM 435 - Crisis Communication in Public Relations
Credits - 3
Study of fundamental theories of crisis communication as well as the essential elements and the relationship between organizational crisis and media and leadership in crisis management. They will also study historically relevant cases, the communication management of organizational crisis and crisis management of these different types of responses. A plan of prevention and crisis communication in organizations is developed.

COMM 440 – Public Relations Campaigns
Credits - 3
Analysis of cases of public relations in organizations. Diagnosis of public relations in organizations, and using this as a basis, students will undertake the design, implementation and evaluation of PR campaigns, with the advice of the professor.

COMM 445 – Advertising Campaigns
Credits - 3
Analysis of cases of advertising in organizations. Diagnosis of advertising in organizations, and using this as a basis, students will undertake the design, implementation and evaluation of advertising campaigns, with the advice of the Professor.

COMM 455 – Integration Seminar
Credits - 3
Comprehensive, theoretical, conceptual and communicational analysis approach from the perspective of public relations and advertising. This course allows application of knowledge, skills and abilities acquired in previous courses in order to improve the effectiveness and efficiency of communication plan or strategy. Emphasis is placed on research as an essential element, linked to new trends in the discipline of study. The course is based on the analysis of case studies and research.

COMP 110-O Computer and Software
Credits - 3
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.

COMU 203 - Audiovisual Communications Media I
Credits - 3
Study of film language as the principal instrument of the communicative expression of cinema, video and multimedia. Study of the major film language categories as they are related to narrative, style, film form and meaning. Study of the history of film language in relation to the idea of film as art and those of poetic and prose expression in film, video and multimedia. Presentation of postmodernism as a context in which the nature of film language ought to be contemporarily thought. Understanding of the role of professional communications personnel within the history of the language of cinema.

COMU 308 - Writing and Style for Audiovisual Communication
Credits – 3
Teaching of writing and style for the script used in cinematographic communication. Study of the structural dimension of script used in cinematographic communication in its classical, post-classical and experimental expressions. Presentation of the concept of poetics in relation to the script used in cinematographic communication and its structure. Study of the mechanism and practice of the script used in cinematographic communication through the means provided by the software for its writing which are standard in the world cinema industry. Study of the role of scriptwriter as a communications professional as part of a recognition of the impact of communications media in the development of a global world and the social and cultural development of cinema and audiovisual media.

COMU 313 - Cinematography and Camera Operation
Credits – 3
Introduction to the theory and practice of digital cinematography in the "RAW" format for the moving image camera. Study and application of the principal concepts of illumination, composition, depth of field,

perspective and lenses for digital cinematography. Study of the concept of plane for thinking the moving image. Application and use of software for the creation of storyboards and for digital correction and colorization of the moving image in the "RAW" format. Study of the instrument of the technical script as part of the role and function of communication professionals within a global world. Study of the creative process as an independent endeavor of communication professionals.

CONS 100-O Construction Communication Skills: Personal and Crew Safety Protocol
Credits - 4
In this course students will learn the rules and protocols that are vital to personal and crew safety. Students will learn to use harnesses and protective gear in order to work on a construction site. OSHA, first aid and CPR are also included in this course. Emphasis in this course is placed on communication among team members and leaders in the interest of safety.

CONS 101-0 Construction communication skills: Understanding Building Plans
Credits - 3
Students in this course will develop skills and knowledge related to reading blueprints and the relationship between the construction worker and the work plan. This course is essential in the development of skills including application of measurements and methods to actual construction site activity, related tools and skills requirements. Drafting is also included in this course. Students will also learn the basic protocols for building maintenance, troubleshooting, minor repairs and reporting site issues to building management. Emphasis in this course is placed on communication among team members and leaders in the interest of accurately accomplishing the anticipated outcomes.

CONS 102-O Construction communication skills: Understanding City Planning Regulations
Credits - 3
Students in this course will learn the general process of determining a plan for construction. The course emphasizes permitting processes as they relate to the plans drafted for construction. The course also emphasizes work inspection and related requirements.

CONS 120-O Construction Methods
Credits - 3
In this course students begin the skills development process of basic construction methods, procedures and protocols and basic tools related to each task. Students will learn the importance of being able to layout a building site; determine the elevations of a site excavation, and concrete footing and other components; build concrete footing and wall forms; frame and sheath floors, walls and roofs; and build stairs. Students will also learn the importance of understanding the needs of the region based on geography and meteorology. This course introduces students to commercial and residential renovation, interior and exterior additions, new room divisions and other project related items. This course includes a lab.

CONS 120-OL Construction Methods Laboratory
Credit - 1
In this course students begin the skills development process of basic construction methods, procedures and protocols and basic tools related to each task. Students will learn the importance of being able to layout a building site; determine the elevations of a site excavation, and concrete footing and other components; build concrete footing and wall forms; frame and sheath floors, walls and roofs; and build stairs. Students will also learn the importance of understanding the needs of the region based on geography and meteorology. This course introduces students to commercial and residential renovation, interior and exterior additions, new room divisions and other project related items. This course includes a lab. This is the course lab of CONS 120-O.

CONS 130-O Formwork & Joinery
Credits - 2
Formwork carpenters build the molds that retain wet concrete in the construction of foundations and other concrete structures. Students will learn large and small-scale formwork for residential construction, as well as how specialized formwork carpenters work on large commercial projects. This course includes a lab.

CONS 130-OL Formwork & Joinery Laboratory
Credit - 1
Formwork carpenters build the molds that retain wet concrete in the construction of foundations and other concrete structures. Students will learn large and small-scale formwork for residential construction, as well as how specialized formwork carpenters work on large commercial projects. This course includes a lab. This is the course lab of CONS 130-O.

CONS 140-O Heating, Ventilation, Air Conditioning
Credits - 2
This course trains students in Heating, ventilation, and air conditioning (HVAC), the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality. This course takes students from blueprints and plans to the installation showing how such systems flow through a structure and how such systems operate.

CONS 150-O Carpentry
Credits - 2
Students in this course learn why carpentry is one of the most versatile areas of construction, with workers usually doing many different tasks. Students will learn about insulation installation, drywall installation, kitchen cabinets, and other disciplines of carpentry. Students will learn to work with many types of materials including wood, plastic, fiberglass, or drywall as well as the tools and equipment needed to form and shape such materials. This course includes a lab.

CONS 150-OL Carpentry Laboratory
Credit – 1
Students in this course learn why carpentry is one of the most versatile areas of construction, with workers usually doing many different tasks. Students will learn about insulation installation, drywall installation, kitchen cabinets, and other disciplines of carpentry. Students will learn to work with many types of materials including wood, plastic, fiberglass, or drywall as well as the tools and equipment needed to form and shape such materials. This is the course lab of CONS 150-O.

CONS 155-O Masonry
Credits - 2
Students learn brickwork in this course, which is among the common material used in masonry construction. The common materials of masonry construction are brick, building stone such as marble, granite, and limestone, cast stone, concrete block, glass block, and adobe, which are highly durable construction material. This course includes a lab.

CONS 155-OL Masonry Laboratory
Credit – 1
Students learn brickwork in this course, which is among the common material used in masonry construction. The common materials of masonry construction are brick, building stone such as marble, granite, and limestone, cast stone, concrete block, glass block, and adobe, which are highly durable construction material. This is the course lab of CONS 155-O.

CONS 160-O Plumbing
Credits - 2
Students will learn the basics of plumbing, specifically as it pertains to building plans and related piping and fixtures. Students in this course will review the plumbing plans drafted by architects and ensure that the spaces required for plumbing work are observed. Students learn to identify the most common pipes, and equipment related to plumbing in the context of construction. This course includes a lab.

CONS 160-OL Plumbing Laboratory
Credits - 2
Students will learn the basics of plumbing, specifically as it pertains to building plans and related piping and fixtures. Students in this course will review the plumbing plans drafted by architects and ensure that the spaces required for plumbing work are observed. Students learn to identify the most common pipes, and equipment related to plumbing in the context of construction. This is the course lab of CONS 160-O.

CONS 165-O Electrical
Credit - 1
This course is designed to help students understand the basics of electricity, safety protocols, and the relationship between electrical plans and implementation. Students will learn the basic process of electrical installation. This course includes a lab.

CONS 165-OL Electrical Laboratory
Credit - 1
This course is designed to help students understand the basics of electricity, safety protocols, and the relationship between electrical plans and implementation. Students will learn the basic process of electrical installation. This is the course lab of CONS 165-O.

CONS 170-O Maintenance
Credits - 3
This course is designed to help students understand the basics of maintenance and safety protocols. Students will learn the basic process and related requirements.

CONS 180-O Final Construction Project
Credits - 3
In this course, students will develop a final project related to the areas, procedures, and skills learned in the program's curriculum. The student will be responsible for integrating security protocols, using the tools and performance associated with the project that is assigned and approved by the faculty. The main objective of the course is for the student to successfully complete all assigned projects and assignments.

CPST 400 - General Education Capstone
Credits - 3
This course allows application of competencies acquired in general education courses. Students apply concepts and theories into the construction of a research project as the culminating summative evaluation of General Education Learning Outcomes achievement. This course is based on the analysis of case studies and research.

CPST 401 - Program Capstone Course
Credits - 3

Liberal Arts Capstone provides students with the opportunity to summarize, synthesize, and build upon course work in their undergraduate major area, resulting in a research project. Students in this course will demonstrate their achievement of learning outcomes associated with their major area of study as well as the general outcomes of the Bachelor of Arts degree.

CRAN 201-O Basic of Electronics Circuits
Credits - 3
Non-Fundamental concepts of electronic behavior are identified. The course includes principles of AC and DC, laws and theorems concerning the analysis of circuits, passive and active elements of circuits, operation of test equipment, circuit simulators and related issues. Theoretical analysis of circuits and how to measure voltage are emphasized.

CRAN 202-O Installation and Computers Repair I
Credits - 3
Description of computer parts, electronic devices, power supplies, stabilizers and UPS are some of the topics included in this course, as well as the basic techniques and ways to assemble a computer. To diagnose problems and repair color calibration, frequencies and proofs of monitor VGA, TRC and LCD screen as well as the diagnosis and repair of Inkjet and laser printers are also included.

CRAN 203-O Installation and Computers Repair II
Credits - 3
Emphasis on the technical skills and configuring process for BIOS (Basic Input Output System) of the computer and the necessary steps for its installation is the main goal of this course. Included are identification and configuration of its parts, preventive maintenance, diagnosis, repair and proper installation of computer hardware, such as the motherboard, processor, RAM (Random Access Memory), video card and hard drive.

CRAN 204-O Installation of Operating System
Credits - 3
Concepts, functions, use of Windows 10 and drive structure, files and directories, installation and configuration of system versions, resources location, hard drive optimization and security policies, among other topics are included in this course.

CRAN 210-O Networking Essentials I
Credits - 3
This course has an emphasis in data communication networks. Included the necessary skills to set up and managing a small local Area Network and to work effectively with network engineers and administrators

CRAN 211-O Networking Essentials II
Credits - 3
Explores disciplines in the field of information technology. Students will develop a project where they apply the concepts, ethics and security to investigate development, IT management, applied technology, and IT network support is organizations.

CRIM 103-O Introduction to Criminal Justice
Credits - 3
Introductory course in which the origin and development of the Criminal Justice System in Florida will be studied. The class will examine the aspect and basic functions of the police, the courts, defense's lawyers, district attorney, the correction facilities and the juvenile justice system. Consideration is given to the study of the crime, definition, reach and factors associated with crime.

CRIM 107-O Introduction to Criminal Justice
Credits - 3
This is an introductory course to the field of criminal justice with an emphasis on studying the origins and the development of the schools of thought in the field of criminology throughout history. The course will provide ample discussion of the various theories that contributed to the development of the scientific field of criminology. The course also focuses on the structure, institutions and basic functions of the criminal justice system. The course provides an opportunity for the study and analysis of crime in our society identifying its causes and available options.

CRIM 110-O General Principles of Penal Law
Credits - 3
This is an introductory course to criminal law. The course uses the Penal Code as the basis for the study of the nature of crime, its elements, available defenses for the accused, and the sentencing guidelines.

CRIM 118-O Civil System
Credits - 3
This course seeks to provide the student with knowledge of the historical process that promoted the development of our civil law system and its main components, such as Property Law, Family Law, Contracts, Estate Law, and Torts.

CRIM 200-OA Constitutional Protections and Civil Rights

Credits - 3
This course examines the legal, constitutional, and judicial protections and guarantees of citizens, in accordance with Supreme Court decisions. Emphasis will be given to civil rights, the Bill of Rights, and the origins

and development of the Constitution of the United States and the corresponding state.

CRIM 200-OB CONSTITUTIONAL LAW AND CIVIL RIGHTS
Credits – 3
The course deals with statutory, constitutional and Supreme Court case law sources of civil rights. Emphasis of contradictory government actions, including legislation limiting the rights.

CRIM 203-O Criminal and Juvenile Legislation in Florida
Credits - 3
This course focuses on general principles of the Penal Code of Florida are studied in this course. The topics covered are criminal intention, tentative, authors, the conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the physiology of causality. The course studies crimes against persons and property. Case study and jurisprudence are an integral component of the course.

CRIM 204-O Special Penal Law
Credits - 3
Study of the special penal laws that regulate the penal conduct in the state. The psychology of juvenile legislation and the study of the law that cover minor offenders. Case study and jurisprudence. One semester, 3 hours weekly.

CRIM 205 - Introduction to Criminology
Credits - 3
The course presents an outline of the field, its development, present trends, and specializations. Topics include criminology as an empirical science, crime, the delinquent, and the victim, as well as investigation and criminal statistics.

CRIM 206-O Introduction to Judicial Procedures
Credits - 3
This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court.

CRIM 207-O Criminal/Procedural Law and Evidence

Credits - 3
This course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal justice. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process.

CRIM 208-O Evidence, Case Preparation, and Testimony
Credits - 3
This course studies the rules of evidence related to the criminal process, with emphasis on hearsay and its exception. The course focuses on how to prepare an effective presentation of a criminal case before a court, and how to give oral testimony.

CRIM 210-O Criminal Investigation Techniques
Credits - 3
This course emphasizes the study and guidelines of basic criminal investigation techniques. The study is done considering the historical origins and trajectory of today's technological advances in investigative methods.

CRIM 212-O Law of Evidence
Credits - 3
This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts in the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence.

CRIM 215-O Criminalistics
Credits - 3
This course is an introductory course to forensic science which consists of the study of the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation. The course also covers the constitutional principles that guarantee due process to an individual in the handling of the various types of evidence during a criminal investigation. Strong emphasis will be given to the importance and use of evidence in a judicial proceeding and in the crime solving process.

CRIM 300-OA General Principles of Penal Law
Credits - 3
Students study and analyze the origin, concepts, source, and characteristics of Criminal Law. The course examines Criminal Law as a complex socio-legal phenomenon. The course specifically studies the relevant general principles in the application of current criminal law.

CRIM 300-OB CRIMINAL LAW
Credits – 3

The course deals with general practices of the criminal code. Topics include types of crimes, penalties, and security measures, as well as comparative study of cases to analyze the elements of crime.

CRIM 301-O Special Laws in Criminal Legislation
Credits - 3
This course examines and analyzes special criminal laws, for example, legislation on minors, domestic violence, and legislation on controlled substances and others. The latter will focus on public health perspectives to the controlled substances abuse problems. Also, the course will review the general principals of criminal law.

CRIM 302-O Criminal Procedure
Credits - 3
The course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal law. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process.

CRIM 305 - Criminal Justice System
Credits - 3
The course is an overview of the criminal justice system. Topics include a comparative approach to the legal framework, the system's structures, functions,

CRIM 306-O Comparative Criminal Justice Systems

Credits - 3
This course focuses on the comparative analysis of different legal traditions such as civil law and common law. It looks at similarities and differences of legal, correctional, and penal systems throughout the world. Different philosophies of justice, equality, punishment, crime, and crime prevention will be discussed in comparison to those of the United States.

CRIM 310 - Photography and Forensic Planimetry
Credits - 3
Study and application of methods and photography techniques from a forensic perspective. The study of photography as a graphic objective of the condition in which the crime scene is developed. Study of the crime scene with the purpose of establishing conditions for the evidence found. Study of the diagram or sketch that is elaborated in the crime scene. The course also provides an establishment of specific crime motives where the results become favorable to solve criminal cases.

CRIM 310-O Constitutional Protection and Civil Rights

Credits - 3
This course focuses on the study of the legal, constitutional, and judicial protections and guarantees in accordance with Supreme Court decisions to individuals. Emphasis will be given to civil rights, the Bill of Rights, and the origins and development of the Constitution of the United States.

CRIM 315-O Administrative Law
Credits - 3
The course examines the development of judicial review of administrative decisions under the common law, as well, as the development of non-judicial and statutory review mechanisms. Students will understand the principles and procedures for review of administrative action, and the ability to apply such understanding to the solution of problems. In addition, students will have an appreciation of the relationship between law and public sector administration.

CRIM 318-O Police Organization and Management
Credits - 3
This course includes the study and analysis of the organizational structure and administrative procedures of the State, State Trooper, Sheriff and, Police Departments. The course focuses on the functions, duties, powers and relations with the community.

CRIM 320 - Criminal Investigation Techniques
Credits - 3
The course centers on scientific methods of investigation within a legal framework. Case studies are thoroughly analyzed. Observation techniques and evaluation of relevant information will be discussed. Modern methods of locating, obtaining and interpreting information will be presented.

CRIM 325 - Juvenile Delinquency
Credits - 3
The course centers on the definition of the problems of juvenile delinquency. Topics include social, cultural, psychological and legal aspects; causes and prevention; prosecution and treatment of the juvenile delinquent.

CRIM 327 - Correctional Programs: Administration Principles
Credits - 3
The course deals with the principles of the correctional system: philosophy, legal framework and regulations. Topics include structures, functions and procedures in the administration of penal institutions, the parole program, the adult probation system, the classification program, the diagnosis and treatment of inmates. The

area of custody programs and treatment of minors is also discussed.

CRIM 333-O Prevention and Sociological Aspects of Criminal Behavior
Credits - 3
Sociological study of criminal behavior based in the search of its etiology. This course emphasizes in the analysis of the criminal phenomenon, based on sociological and criminological theories of crime. Students will analyze the individual and collective effects of crime. They will also develop proposals and discuss the public policies related to prevention, intervention, and treatment of crime worldwide.

CRIM 335-O Ethical Aspects of Justice
Credits - 3
This course studies the principles and ethical theories that guide the individual decision-making process within the Criminal Justice System. The laws that regulate individual and professional ethical behavior are discussed. This course is carried out by use of conferences and research in jurisprudence.

CRIM 336-O Seminar on Substance Use and Abuse
Credits - 3
The course is designed to explore the use and abuse of alcohol, tobacco, and other drugs. The physiological, psychological, and social effects will be studied and analyzed critically and objectively. Particular emphasis will be placed on the participation of various agencies in relation to prevention, treatment, and the control that the substance use and abuse exercises over the community.

CRIM 340-O The Justice System and Juvenile Delinquency
Credits - 3
The course presents a broad vision of juvenile delinquency. The theories relating to the causes of delinquency (nature and extent) are studied in order to analyze the causes of illegal behavior of youths, within the context of the family, school, and community, are discussed. Delinquent behavior and due process of the law related to the modern social institutions in the state will be discussed. The students will analyze the social relations to the problems of juvenile crime (prevention, treatment, and control), as well as, the analysis of the history and role of the juvenile court system.

CRIM 350-O The Correctional System of Florida
Credits - 3
This course is aimed to study and analyze the Correctional System of Florida. The students will be exposed to the analysis of the philosophy of society protection and rehabilitation of law offenders. In addition, participants will review the legal foundations, the organization and management of the Correctional System. The study of the main components of the Correctional System will also include the analysis of the penal institutions of the state, and all programs related to the correctional system.

CRIM 360-O Criminal Investigation Techniques
Credits - 3
This course consists of the study, description, and analysis of criminal investigation techniques, including the collection, identification and preservation of evidence at the crime scene, as well as crime solving methodology and procedures. Students will also explore a variety of prevention strategies through the application of the constitutional rights during the investigations.

CRIM 370-O Law of Evidence
Credits - 3
This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts of the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence.

CRIM 380-O Criminalistics
Credits - 3
An introductory course to forensic science which consists of the study of the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation, as well as the constitutional principles that guarantee due process to an individual in the handling of the various types of evidence during a criminal investigation. Strong emphasis will be given to the importance and use of evidence in a judicial proceeding and in crime solving.

CRIM 400 Criminal Procedure
Credits - 3
Study of the criminal procedure rules and its application in the judicial process. Analysis of the criminal procedure rules and its relationship with the constitutional rights of the accused. Study of the judicial interpretation of the rules by the Supreme Court of ***Puerto Rico***.

CRIM 400-O Human Rights in the Contemporary World

Credits - 3
This course emphasizes the study of the development of the Human Rights concept. It focuses on the knowledge

of human rights and their relation to dignity of the human being.

CRIM 400-O Criminal Procedure
Credits - 3
This course studies the established procedures for the treatment of lawbreakers. This course also covers the criminal procedures to be followed in the investigation, arrest and the corrective measures that apply. Attention is also given to civil rights of citizens and important decisions of the Supreme Court.

CRIM 401-O Practicum in Criminal Justice
Credits - 3
In this course, the student will have an opportunity to practice the theoretical knowledge acquired by working for a public or private entity related to the criminal justice system. The professor will serve as a guide and will provide the resources, orientation, and coordination of the practicum process. The selection of the entity for the placement of the student will be made by the professor with the assistance of the student. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures.

CRIM 405-O Multiculturalism and Crime
Credits - 3
The primary focus of this course is the interrelation between diversity and crime. It focuses on the impact of culture on human behavior and the interpretation of right and wrong. In addition, the course analyzes how gender, race, nationality, ethnic origin, religion, and other factors impact the criminal justice system and the distribution of justice in the United States.

CRIM 415 Evidence
Credits - 3
Study of the evidence rules and their application in criminal cases. Analysis of the evidence presentation's techniques in criminal cases and court testimony. Study of judicial interpretations of the rules.

CRIM 415-O Evidence, Case Preparation and Testimony

Credits - 3
A study of the rules of evidence relating to the judicial process, with emphasis on hearsay and its exception. Students will learn how to prepare an effective presentation of a case before a court, and how to present evidence. Special emphasis will be given to report writing, analysis of legal documents, presentation of testimony, and submission of documents as evidence.

CRIM 425-O Applied Criminalistics
Credits - 3
The course consists of the study of the origin and development of forensic sciences based on the different types of evidence used in criminal investigation. Emphasis is placed on the importance of the preservation and handling of evidence in the judicial process. It includes topics such as the definition and scope of forensic sciences, its study and application of the scientific technique in criminal investigation, from an updated approach and directed towards specialized research in scientific legal techniques.

CRIM 427-O Therapeutic Jurisprudence and Restorative Justice
Credits - 3
This course studies the impact that laws and legal processes have on the emotional, social, and psychological well-being of offenders and victims. It focuses on alternative methods that help solve legal problems creatively and effectively. Emphasis is given to alternative methods for dispute resolution, restorative justice, drug courts, specialized courts, collaborative divorce law, among other topics. Readings draw from sociology, psychology, criminal justice, and counseling, among other disciplines.

CRIM 430-O Rehabilitation, Civil Rights, and the State Correctional System
Credits - 3
Principles of the correction system, its philosophy, legal bases, organization and administration of correctional facilities. Included are the area of penal institutions, community programs, the parole board, community rehabilitation, the Bureau of evaluation and canceling, program of treatment and assistance for people confined to penal institutions and the penal officers group.

CRIM 432-O Criminal Technology, Fraud, and Cyber Crimes
Credits - 3
This course aims to familiarize students with the term fraud and its definition in the Penal Code, and offenses in which the term applies to fraud in our criminal justice system. Also, consider the terms for the inhabitants of Cyberspace. Students will learn to apply the form of search and tracking of evidence on computers and digital equipment. Work on how to identify, preserve, package and present such evidence in a legal and proper scrutiny should be submitted to the preservation of the "Chain of Evidence." Includes the study of Federal Law, State & International applied in the digital computer fraud.

CRIM 434-O Forensic Psychology in the Criminal Justice System
Credits - 3
Studies the application of psychology to legal proceedings. Integrates different types of psychological analyses to the evaluation of witnesses, evidence, and presentation of evidence in court. Students will learn to use modern techniques of interrogation and psychological interview. They will also apply theoretical knowledge to the evaluation of both victims and offenders.

CRIM 435 - Case Preparation and Testimony
Credits - 3
The course deals with the development of skills needed for preparing reports and for procedural handling of evidence. Presentation of evidence and testimony is emphasized.

CRIM 436-O General Overview of the Forensic Sciences
Credits - 3
Study of the basic principles of the auxiliary sciences of Criminal Law. Emphasizes in the application of science to legal proceedings in the Criminal Justice System. They work on issues related to toxicology, anthropology, pathology, chemistry, physics, dentistry, among other disciplines, from a forensic perspective. Applies scientific knowledge to the legal context for the training of forensic expert thinking.

CRIM 475-O Supervised Practicum
Credits - 3
This is a field experience in which the student will have the opportunity to apply the knowledge gained and the skills and values developed in a private or public agency that has a working relation with the Criminal Justice System.

CRIM 450 - Legal Medicine
Credits - 3
The course deals with the legal aspects of medicine. Medical and legal cases will be discussed, including cases of malpractice. Emphasis is placed on case discussion, laboratory practice, techniques and theories related to legal medicine.

CRIM 476 - Seminar
Credits - 3
The course is an integration of theory and experience through observation in a judicial or correctional institution.

CYBS 101-O Computer Hardware and Networks
Credits - 3
The computer hardware course is a hands-on laboratory-oriented course designed to introduce the student to the operation, support, and troubleshooting of PCs, peripherals, and network connectivity issues. Major terms covered in this course are hardware concepts, Troubleshooting, repair, maintenance and support. It covers CISCO ROUTER TECHNOLOGY and the beginning router configurations, routed and routing protocols, and an introduction to LAN switching. Discusses different LAN and WAN techniques and matches merits of user's requirements to meet business needs. This course prepares the student for the CompTIA A+ Hardware exam.

CYBS 102-O Installing and Configuring Windows Server
Credits - 3
This course provides the student with the knowledge and skills necessary for installing, configuring, managing, and supporting the latest Microsoft network infrastructure. Major focus would be on the understanding of the network technologies most commonly used with Windows Server and IP-enabled networks. This course is part one in a series of three courses that provide the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment.

CYBS 103-O Network Infrastructure Security
Credits - 3
A proper network security posture must be comprised of multiple layers. This course provides a comprehensive analysis of a wide breadth of network security technologies that could be deployed to harden a network infrastructure against various attacks. The course covers the installation, and security configurations of various network devices including switches, access points, routers, proxy servers, firewalls, intrusion detection systems, intrusion prevention systems and other security and network appliances at different layers of the OSI model.

CYBS 104-O Introduction to Cyber Security Management and Digital Crime
Credits - 3
Foundation knowledge and essentials skills in all security domains in the cyber world - information security, systems security, network security, mobile security, physical security, ethics and laws, related technologies, defense and mitigation techniques used in protecting

businesses. This course covers the technical and managerial knowledge required to effectively manage the overall security posture of an organization. Topics include: Security and risk management, asset security, communication and network security, identity and access management, security assessment and testing, security operations, software development security

CYBS 105-O Cybersecurity Operation-Identity and Information Security
Credits - 3
This course provides an overview of information security. This is a hands-on course designed to prepare students for the challenges facing network security. Students will learn information security terminology, principles of security, and basic types of intrusions. Students are also introduced to various ways to secure systems that store, process, and transport information. Also provides an introductory overview to identity management and security by presenting working definitions of Personal Identifiable Information (PII); identity management and security challenges and best practices; and the combined people, processes, policies, and technology required to manage and secure PII for a number of different market sectors.

CYBS 106-O Linux Networking and Security
Credits - 3
This course provides an essential foundation for students requiring the Linux operating system to perform cyber security related operations. The course engages the student with numerous network security and digital forensics-related labs designed to introduce concepts and develop techniques essential for success in cyber security field. Emphasis is made in the use of both open-source software and security-related utilities

CYBS 107-O Digital Forensics and Investigation
Credits - 3
This course provides an overview of cybercrime and its investigation. A foundational understanding of the criminal justice system, including laws specific to cybercrime investigation. Students will learn about the variety of crimes occurring, how the investigative process is applied for each type of crime, and problems that are unique to cyber investigation. Also, introduce students to acquire and analyze digital evidence. The course covers tools and techniques and explains topics such as file structure, data recovery, e-mail and network investigations, and expert witness testimony. In addition, the student will gain practical knowledge in conducting digital investigations and preserving digital evidence that maybe used in court or corporate inquiries

CYBS 108-O Penetration Testing and Legal-Ethical Hacking
Credits - 3
This course covers the process and methods for assessing the security posture of information systems. It reviews in depth the phases of penetration testing to include but not limited to: planning, reconnaissance, scanning, exploiting, post-exploitation and reporting. Tools techniques and procedures for each of the phases will be discussed. The overarching objective of this course is to arm the student with the practical knowledge necessary to integrate the defense-in-depth strategy, as detailed by the National Security Agency (NSA), in deploying, hardening, monitoring, and defending critical information infrastructure in accordance to legal and ethical guidelines of the profession. The class must develop a cybersecurity activity, which they can present their group project and or the best practices of cybersecurity in organizations.

DESI 121 – Drawing I
Credits - 3
In this studio course students will be introduced to the basic drawing skill required for the representation of objects, figures and spaces. The importance of sketching as a means of recording and demonstrating concepts and processes will be emphasized. Black and white media, in particular pencil, pen and marker will be emphasized. The development of fundamental drawing skills and standard manual product illustration skills will be stressed.

DESI 285 – Digital Photography
Credits - 3
This course develops the creative vision of what is the necessary photography composition to apply in the design world. Beginning with the necessary basic knowledge in the photography field and ending in the digital world. The students will work with different digital images format. They learn how to work with the most useful software in the digital images industry, as a tool for manage and manipulate digital images.

DESI 315 - Ethic and Legislation in Design
Credits - 3
This course introduces students to legal and ethics issues that affect the design. Topics of examination include intellectual property, freedom of expression and contract law. The basic legal issues of contract and property law,

within the creative context, will be examined: agreements, copyright, trademark, and patents. Students will learn how to protect their rights, and as importantly, how to lead the legal debate with the identifications of legal concepts and terms which applies to the practice of design. In addition, the course will approach other ethics issues: free speech, obscenity, pornography, libel, privacy and their damages. The course will introduce the student to the ability of distinguish poor or good ethical justifications. We will be seeing legacy, moral and ethics principles.

ECED 173-O Introduction to Early Childhood/Primary Education
Credits - 3
This course offers an overview of the field of early childhood and primary education. Aspects such as history, state and federal legislation, public policy, philosophy, programs, curricula and the early childhood profession are analyzed. A proper understanding of the reasons, rationale, importance, and objectives of early childhood and primary education in contemporary society and in the next decades is addressed.

ECED 207-O Theories of Child Development and Learning
Credits - 3
The purpose of this course is to expose students to the theories, which represent the main standpoints of progressive education. Implications of child development and learning processes on teaching approaches are examined.

ECED 308-O Management of the Early Childhood/Primary Education Environment
Credits - 3
The purpose of this course is to provide a strong foundation on the design, management, and interpersonal relationships within the learning environment. Interaction between environment and significant learning is addressed. The course provides an overview of State Laws and Regulations as they relate to Early Childhood Education in the state.

ECED 310-O Perceptual Motor- Development, Learning and the Brain
Credits - 3
This course studies the theories on the development of the human brain. It covers current research related to this field. Educational implications of these theories on the processes of child development and learning, as well as, their impact on modern pedagogy are analyzed.

ECED 311-O Cognitive and Logic – Mathematical Development
Credits - 3
The purpose of this course is to provide future professionals with the knowledge and tools to understand the cognitive development – structures and processes - of preschool and primary education children, including logic-mathematical development. This course also provides the knowledge and skills for professionals in this field to facilitate development through the planning of appropriate curriculum.

ECED 322-O Health, Nutrition and Preventive Medicine
Credits - 3
This course concentrates on the study of related factors to conservation and health improvement. The course focuses on health environment analysis and its impact on the preschooler, elementary, and secondary students. Emphases on the factors that affect the teacher's mental health as well as the student's mental health are integrated in the course. Discussion about drug and alcohol use and abuse and its impact on conduct is addressed. The study about the importance of nutrition, hygiene, and physical aptitude is integrated in the course. Evaluation of personal health habits and the relation with the individual performance is also studied in the course.

ECED 329-O Nature and Needs of the Exceptional Child
Credits - 3
This course covers the psychological, social, historical and philosophical foundations of early childhood education geared at satisfying areas that need to be strengthened in children with exceptional needs and capabilities. The following aspects are analyzed: nature and learning needs of preschoolers and primaries with exceptional needs and capabilities; procedures, techniques, and instruments for diagnosis and intervention for this population; educational programs, models and teaching approaches; curricular development for an education of this nature.

ECED 332-O Integration and Participation of Family in Pre-K Care Centers
Credits - 3
This course is design to develop awareness among future teachers on the importance of the family in the educational scenario of children. It also covers a self-reflection about the diversity concept of families (their beliefs acceptance degree, multiculturalism, gender, respect, socio-economical level, among others). It includes the design, administration, and analysis of research instruments for Pre-K centers and child development.

ECED 402-O Creative Expression in Early Childhood/Primary Education
Credits - 3
In this course, students are exposed to experiences in creativity in order to develop an awareness of the need of aesthetic expression in the preschool and the primary education curriculum. Workshops include movement activities, plastic arts, music, and children's games.

ECED 403-O Curriculum Development in Preschool and Primary Education
Credits - 3
This course presents diverse curricular models for Early Childhood Education. Emphasis is given to the analysis of different curricular designs, which take growth and development as point of departure, for Pre-K and Primary Education. The course reviews curricular approaches geared at Pre-K and Primary Education.

ECED 405-O Language Development in the Context of Reading/Writing
Credits - 3
This course covers the study of oral and written language development from birth to age eight. Theories and recent research are presented. Curricular models that promote language development with emphasis on phonics, phonological awareness, shared reading and guided reading. Integration of children's literature into the curriculum: survey, evaluation, selection of books for children, strategies for selection and use of literacy genres is also studied.

ECED 410-O Teaching Reading to non-English Speakers in Pre-K-3
Credits - 3
This course covers the fundamentals of language development with emphasis on the development of reading skills and strategies. It focuses on the development of a comprehensive, balanced literacy program integrating reading, writing, listening, and speaking to enable students to meet the State English Language Arts Standards. It prepares students in the adaptation of instructional methods and materials to provide enrichment for students with special learning needs and students from linguistically and culturally diverse backgrounds.

ECED 442-O Practice Seminar in Early Childhood and Primary Education
Credit - 1
This course covers a discussion, analysis, and evaluation of the responsibilities and situations arising in Early Childhood Education and Primary Education Student/Teaching Practice. It is designed to enrich and complement the day-to-day practicum experience as required in the state. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures.

ECED 443-O Practicum in Early Childhood (Pre-K) and Primary Education (K-3)
Credits - 3
This course is the final requirement in the early childhood and primary teacher education program. It is the field experience in which the candidate assumes the duties and responsibilities a teacher performs in a preschool and the primary education environment, as required in the state. It offers students the opportunity to promote physical, emotional, social and intellectual development of children. Students work under the supervision of a certified clinical educator from an accredited school and a college supervisor trained in clinical educator strategies. The practicum in teaching lasts 12 weeks providing students with field experiences to demonstrate 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. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures.

ECON 121-O Introduction to Economics: Microeconomics
Credits - 3
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.

ECON 122-O Introduction to Economics: Macroeconomics
Credits - 3
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.

ECON 123 - Economic Principles and Problems (Compendium)
Credits - 3
It provides the student with theoretical and applied knowledge about the fundamentals of economics. The student will learn fundamental principles and theories for micro and macroeconomic analysis. Emphasis on developing application skills in situations and problems faced by public and private companies.

ECON 123-O Economics Compendium
Credits - 3
This course provides the student with the theoretic knowledge and application of Economics. The student will learn the essential principles and theories for micro and macro analysis. Time is devoted to developing the skills needed to identify and solve the problems encountered by the public and private sectors.

ECON 207 - New World Order Economy
Credits - 3
The course includes a diagnostic view of the contemporary economic forces and their social, environmental and political effects. It also includes the fundamental economic perspectives for future societies.

ECON 253 – Economic Development of Puerto Rico
Credits - 3
Characteristics and trends in Puerto Rico's economic history, economic structure, agriculture, banking, transportation, communications, industrial development, public policy toward business, and international trade. Emphasis on contemporary ideas, issues and policies is addressed.

ECON 325 Introduction to International Trade
Credits - 3
Introduction to International Business Systems and their effect on the commercial behavior of countries. Emphasizes the relationships between business enterprises, government, and the financial sectors and their involvement in international business activities. Corporate policies and strategies in the global operations.

ECON 350-O International Economy

Credits - 3
This course studies the concepts, theories and applications of international economics and finance; analysis of economic relationships between nations; review international trade common practices (imports and exports); review of macroeconomics data on imports and exports in the US economy as collected and published by the US government; study of government intervention in international trade.

ECON 363 - Global Economic Trends
Credits - 3
Study of, the economic, social, population, political, cultural and geographic environment that affects de economic development of the nations and regions of the world. Special emphasis on modern economic trends amid diversity.

ECON 400 – Managerial Economics
Credits - 3
Analysis of modern theory of the firm and its applications: consumer behavior, price, production, costs, markets and economic efficiency. Allocation of the productive resources and the equilibrium theory.

ECON 403 – Environmental Economics
Credits - 3
Problems of the environment: pollution, government functions and market techniques to stop pollution. Economic analysis on cost and benefits of environmental quality. Analysis of government control measures and international efforts to protect the environment.

ECON 401 – Macroeconomic Theory
Credits - 3
Determination of national income, price systems, employment, fiscal and monetary policies in economic growth, analysis of expense, savings, investment and money.

ECON 420 – International Economics and Finance
Credits - 3
The economy and international trade, the international monetary system, balance of payments, trade barriers, commercial policies and international financial institutions.

EDUC 104- Human Growth and Development
Credits - 3
The course centers on the study of psychological thought related to growth and development from birth through adolescence, and its implications for the teacher and the school. 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. Ten hours of classroom observations are part of the requirements.

EDUC 106-O Introduction to Education
Credits - 3
EDUC 106 offers a general vision of education, and it's social commitment in the academic and professional fields. This course introduces an objective study/analysis of the state educational system, and the role of teachers and students as the most important elements in education. The course is designed to provide future teachers or aspiring teachers, a comprehensive vision of education past and present.

EDUC 110-O Introduction to Teaching Profession: Theory and Practice
Credits - 3
Historical, philosophical, and sociological foundations of education, current programs, educational/care practices and legal and ethical issues. Includes the study schools and society, school and community/parent relationships, and school/classroom organizational patterns.

EDUC 115-O Learning Theories
Credits - 3
Application of learning theory and cognitive organization and process. An overview of the development of learning theory and cognitive models in the beginning of human learning and mental processes. The roles of educators and students in the learning process and the impact of the interactive classroom environment on learning are examined.

EDUC 120-O Curriculum, Planning and Assessment
Credits - 3
An introduction to the systematic process of planning for effective classroom instruction and assessment in context of standards-based education. Theories, methods, and procedures underlying the development and design of curriculum, instruction, assessment and their interrelatedness. Researched based practices designed to improve student learning; develop 21st Century Skills in the classroom; alignment of learning theory and learner variables; removal of barriers to student achievement; and inclusion to meet diverse student needs are discussed. Students will learn how data driven decision-making can lead to improved student achievement.
10 hours of Field Experience required

EDUC 123-O Creative Expression in Children
Credits - 3
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 Pre-school to sixth grade elementary school, will be practiced. Discussion of ways used to motivate free expression and creativity in infants and young children. Development of appreciation of fine arts in young children.

EDUC 125-O Classroom and Behavior Management
Credits - 3
Overview of basic principles of classroom organization and management of instruction, including theoretical knowledge about the art and science of classroom management. Behavior management from organizing time, materials, and classroom space to strategies for managing individual and large group student behaviors, transitions, lab activities, and other arrangements for classrooms in general education. A broad range of techniques is presented with attention to social, cultural and gender differences and parent/teacher conferences as factors important to effective classroom management. Code of ethics and standard practices for educators including professional and ethical practices and conduct toward colleagues and students, social media, anti-bullying, suicide and mental health issues are also discussed. 10 hours of Field Experience required.

EDUC 135-O Philosophical, Sociological and Psychological Foundations in Education
Credits - 3
The course Philosophical Foundations of Education is an introductory course to the knowledge, skills and professional competencies required for the educational preparation of teachers at all levels. It is geared towards the study of the psychological, sociological and philosophical principles in the field of education.

EDUC 171-O Human Growth and Development
Credits - 3
The course is an analysis based on studies on educational psychology processes of growth and development. It studies the changes that occur in the human being from the moment of conception throughout the stages of development. It includes the study of physical, motor, sensory, language, psychosocial, emotional, moral, creative, critical thinking and problem-solving developments. It studies the psychological changes that

happen as a result of the different stages of development, hereditary and environmental factors that motivates the conduct of the human beings.

EDUC 171-O Human Growth and Development
Credits - 3
A comprehensive introduction to human growth and development, covering theories, research, and real-world applications. Emphasis on the physical, cognitive, social/emotional, and personality development in the following periods of life: prenatal, infancy, toddlerhood, early childhood, middle childhood and adolescence. An examination of varying environmental and cultural backgrounds on child/adolescent growth and development. 10 hours of Field Experience required.

EDUC 172 - Educational Psychology
Credits - 3
This course offers a wide overview of concepts related to learning and intelligence and their relationship 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 the course examines the relationship of these theories to educational practice and the role of the teacher.

EDUC 172-O Human Growth and Development II
Credits - 3
Interdisciplinary study of human development from adolescence through adulthood. The course integrates the physical, cognitive, socio-emotional and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the socio-historical, cultural and educational context. The course is developed through case analysis and observations of the developing person.

EDUC 173-O Educational Psychology
Credits - 3
This course offers a general vision of the learning concepts and intelligence and its relation with the human development. It examines the theoretical aspects related to learning and intelligence, and the different learning styles. It discusses de recently introduced theory of the multiple intelligences and the emotional intelligence and its relation with the teacher's role.

EDUC 202 – Teaching Materials and Learning Devices
Credits - 3
A laboratory course which combines graphic and instructional media processes for education and training purposes. Techniques for integrating media into instruction are examined. Student will develop instructional material taking into consideration principles of communication, appropriate and effective design, and the use and evaluation of these materials.

EDUC 202-O Technology and Materials for Teaching and Learning
Credits - 3
Through this course, emphasis is placed in the systematic planning, preparation and use of media, and the evaluation of educational materials. This course encourages the integration of creativeness to the existing educational technology, and the consideration of the needs, interests, developmental stage, and the scope and sequence of the curriculum.

EDUC 204-O Education for Children with Exceptional Needs and Inclusion
Credits - 3
This is a basic introductory course that covers the physiological, social, historic, political and philosophical foundations of an education for learners with exceptional needs and strengths (K-12). In addition, this course covers procedures and instruments for assessment and authentic evaluation and programs, models, projects and approaches for teaching and curricular development. Emphasis is placed in the role and responsibility of all the professionals involved in the organization of experiences that will contribute to the holistic development of these learners, mainly those in high risk of hat being adequately educated.

EDUC 205-O Introduction to Assistive Technology
Credits - 3
This course provides general knowledge about Assistive Technology for persons with disabilities. Analysis of legal foundations and theoretical considerations in which equipment availability and Assistive Technology services are the resources to promote the participation of independent living at home, school, or work or community. This course also covers the identification, description, and classification of Assistive Technology equipment with the purpose of improving the functional capacities of these people in order to improve their quality of life. Field and laboratory experiences are required.

EDUC 206-O Methodology for Teaching Reading and Writing in English to Spanish Speakers I
Credits - 3
This course provides an overview of the theory and practice of essential aspects in the teaching of English reading and writing to Spanish-speaking students in kindergarten through third grade. The course examines

the similarities and differences between teaching reading and writing in the native language and in English. Furthermore, 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 (including 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.

EDUC 207-O Methodology for Teaching, Reading and Writing in English to Spanish Speakers II
Credits - 3
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.

EDUC 213-O Curriculum and Teaching Mathematics and Sciences in Elementary School
Credits - 3
Critical curriculum study of science and mathematics and their application in the pre-kinder and kinder to third grade levels. We will examine the curriculum designs of other areas and their correspondence to the growth and development of children between the ages of three to eight. We will use different techniques, methods, and educational strategies with a constructive focus. We will integrate technology in this educational process.

EDUC 214-O Computers Systems in Education
Credits - 3
The course EDUC 214 covers the study of the origins, development, basic concepts, description, and implications of usage, role, and computer applications from a pedagogical perspective. The application of computers and their impact in our lives as well as the usage of didactic materials designed by computers. Computers and computer laboratory are used for basic practice by using different software, word processor and other computer applications.

EDUC 215-O Curriculum and Teaching Social Studies in Elementary School
Credits - 3
This course is designed to prepare the future teacher in the content and skills of the Social Studies program for grades Pre-K through Sixth of the elementary school. It examines in depth themes related to the development of mental processes, intellectual skills, processes used for conflict resolution, and the development of ideal attitudes and values expected of a future teacher. Standards of the Social Studies Program of the Department of Public Education are used as base reference.

EDUC 216-O Teaching Reading: Diagnosis and Correction of Reading Difficulties
Credits - 3
Theoretical and practical study of essential aspects needed to teach reading in elementary grades, kinder to sixth grade. Conceptual models and official documents of the Department of Education of Florida are studied and analyzed. Examination and discussion of selected literature appropriate for the grades included in this course. The course includes clinical experiences, skills development, laboratory, study of diagnosis and correction techniques, and practice in the use of different methods of teaching reading in grades kinder to sixth.

EDUC 217-O Teaching Writing: Diagnosis and Correction of Writing Difficulties
Credits - 3
This course will prepare future teachers in fourth through sixth grades in basic techniques needed to develop writing skills, required to write a persuasive, an expository or a narrative essay among other literary styles. The course will combine theory and practice and will develop in the future teacher the skills they will need to teach writing, not only as a process, but also as a tool to develop cognitive thinking, creativity and language. This course will prepare future teachers with theories and strategies to develop effective writing skills in grades fourth through sixth. Throughout this course, participants will examine and practice methods of assessing writing. Samples of children's writing will be examined to determine their understanding about writing.

EDUC 219-O Teaching Strategies and Differentiated Learning Strategies
Credits - 3

Examine the processes, methods, and techniques for teaching mathematics, social studies, and natural sciences to classrooms that serve diverse student populations. Strategies for the incorporation of learner centered curriculum for the diverse population in the elementary classroom.
10 hours of Field Experience required.

EDUC 220-O Technology Integration in the Classroom
Credits - 3
Examination of ways in which newer technologies can be integrated effectively in educational settings for the enhancement of teaching and learning.
10 hours of Field Experience required

EDUC 225-O Teaching Reading and Writing across Content Areas
Credits - 3
This course focuses on the interrelationship of reading and writing in the academic content areas of math, social studies and science. The development of reading comprehension is a major means by which ideas are understood, expressed and shared, and this course prepares for the skills and strategies necessary to teach reading comprehension in all content areas. Students will develop an understanding of the benefits, challenges, and essential components of effective integrated reading comprehension instruction.
10 hours of Field Experience required

EDUC 230-O Legal, Ethical and Safety in Schools
Credits - 3
The role of education in children's lives through the analysis of legal, ethical and safety standards and practices that promote children's physical and mental well-being and maintenance of safe learning environments.
10 hours of Field Experience required.

EDUC 276-O Classroom Management
Credits - 3
The purpose of this course is to promote the observation, the practice and the analysis of a teacher's daily routine. The development of skills on group management and students' interventions on different behavioral demonstrations will be included. Classroom management strategies and techniques on its physical aspect in the same way as alternatives for group control and behavior modification will be studied. Teacher's role within a group of students and methods and strategies available to organize the teaching process will be discussed. Official documents required in the profession should be managed. The course includes ethical and moral concepts over the teacher's career. Inclusion and cultural diversity basic principles will be discussed.

EDUC 302-O Principles of Health, Hygiene, and Nutrition
Credits - 3
In this course, the student will be able to learn and apply different aspects of health education, utilizing the theory, the practice and research as methods of learning, with the purpose of increasing their intellectual and professionalism as active member of a responsible society.

EDUC 305-O Sociological Foundations of Education
Credits - 3
In this course, students analyze the sociological foundations and their relation to the educational process. It also examines the social problems that affect educational development. Interaction between culture and education, social change and education, social groups, school and the community is also studied.

EDUC 320-O Literacy Development and Instruction
Credits - 3
Exploration of literacy development from the acquisition of language to critical thinking skills, including the science of teaching reading. Technique for teaching literacy and study strategies in a range of disciplines that help students construct meaning and become more effective readers in the content areas; using appropriate reading levels, adaptation of materials in content areas and assessment procedures including RTI. Emphasis on diversity, differentiation, and assessment tools and practices in effective literacy instruction includes English Language Learners, multicultural literature, dyslexia and other reading disorders. 20 hours of Field Experience required.

EDUC 322-O Development, Language and Correction of Speech Difficulties
Credits - 3
This course provides the future teacher with the information related to language development of preschool and elementary school children. Different stages in linguistic development and theories related to why children show signs of language and speech difficulties in preschool and elementary school are studied and analyzed. The emphasis of this course is in identification and referral of children with these difficulties so they may receive the special services they will need to improve their oral communication.

EDUC 323-O Literature for Children
Credits - 3
This course offers the future teacher the most essential material related to children's literature within the elementary school program, in a theoretical and practical form. The integration of literature to the elementary

curriculum develops the child's intellectual and creative abilities. The future teacher must be knowledgeable of a selected and ample amount of children's literature and the methodology that will enable him/her to inculcate the enjoyment of good literature in children, and also inspire them to create their own. In this course books, works of art, fiction, folklore, poetry and games will be studied. Creativity will be stimulated.

EDUC 325-O Literacy Assessment, Evaluation and Remediation
Credits - 3
An investigation of the needs of individual learners in reading instruction. Survey of informal and standardized instruments for assessing and diagnosing students' reading strengths, weaknesses, and disabilities with an emphasis on appropriate strategies to remediate individual student needs, including dyslexia, for promoting optimum reading growth.
10 hours of Field Experience required.

EDUC 330-O Cross-Curricular Literacy Materials and Resources
Credits - 3
Examines plan for and implementation of literacy instruction across the content areas. Selecting, evaluating and using developmentally and culturally appropriate materials and resources will be a focus as well as using content literacy strategies, which support independent reading and writing in the content areas.

EDUC 333-O Teaching Mathematics in Secondary Schools
Credits - 3
Professional course required for all students majoring in the teaching of mathematics in the Secondary School. Themes to be discussed are objectives, curriculum, standards, and study units of studies as well as the theoretical framework that sustains the teaching of mathematics in the secondary school.

EDUC 335-O Social Studies in Elementary Education
Credits - 3
Pedagogical approaches and methodology in social studies. Emphasis on effective instructional strategies and best practices in social studies to teach for students understanding using technology, manipulatives and aligning curriculum to state assessments.10 hours of Field Experience required.

EDUC 340-O Mathematics in Elementary Education
Credits - 3
This course will address pedagogical content knowledge for teaching whole number concepts and operations, integer concepts, rational number concepts, measurement, geometry and algebraic reasoning. 10 hours of Field Experience required.

EDUC 345-O Science in Elementary Education
Credits - 3
Pedagogical approaches and methodology in science. Emphasis on effective instructional strategies and best practices in science to teach for students understanding using technology, manipulatives and aligning curriculum to state assessments. 10 hours of Field Experience required.

EDUC 351-O Art, Music and Movement: Pedagogy, Strategies and Management
Credits - 3
Overview of techniques and pedagogy designed to foster development of creative expression in children and adolescent through integrating play, art, music, literature, and movement across the content areas. 10 hours of Field Experience required.

EDUC 355-O Evaluation and Measurement of the Educational Process
Credits - 3
This course consists of theory and practice of educational testing and measurement foundations. This course introduces the relationship existing between goals and evaluation, teaches different goal taxonomies (cognitive, affective, psychomotor), and helps the teacher candidate understand the importance of effective learning that promotes the development of higher thinking processes in learners. It covers the latest evaluation concepts such as: criterion-based tests, performance tests, standardized tests, assessment, and so on. Besides the traditional concepts of preparation, administration, grading, and interpretation of tests, it also includes a session of basic statistics concepts. Finally, it includes evaluation procedures needed to complete the future teacher's preparation and emphasizes the use of the computer as an educational tool.

EDUC 356-O Foundations of Research in Education
Credit - 1
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 Florida 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 Florida.

EDUC 363-O Curriculum Planning and Design
Credits - 3
This course introduces the foundations and principles that rule out the design, evaluation, implementation and revision of curriculum. It includes content per subject and instructional strategies. It also covers needs assessment, planning and processes to design, revise, and innovate the curriculum from pre-K to the secondary level.

EDUC 403-O Curriculum Design
Credits - 3
This course focuses on the evaluation and practice of the methodologies, techniques, and approaches to curriculum design at the school level. It also discusses curriculum design models. The course covers the study and analysis of the curriculum guide, the expectations, and standards that make up the school curriculum. It reflects upon the skills of critical thinking and creative construction of knowledge in the domains of competencies, skills, and attitudes.

EDUC 409-O Planning and Evaluation of Learning
Credits - 3
Deals with the principles and foundations of evaluation and measurement, means and techniques for quantitative, as well as, qualitative evaluation. Includes application, interpretation, and analyses of results within the learning process.

EDUC 410-OA Teaching Math at the Primary Level
Credits - 3
This course focuses on the principles, foundation, and methods of teaching Math at the primary level. It incorporates the analysis of math standards as required in the State. The course includes research-based practices to teach Math effectively to impact student achievement. The course incorporates the requirements for Math State Assessment.

EDUC 410-OB Interdisciplinary Pedagogy and Methods: Construction
Credits - 3
Explore standards-based curriculum design with the alignment of state curriculum and standards. Use of research-based teaching strategies, developmentally and culturally appropriate teaching methodologies and pedagogies. Curricular development models as instructional methods with emphasis on writing across the curriculum and technology. Development of lesson plans with an emphasis on learning centers, stations, and formative assessments.

EDUC 411-O Teaching Sciences at the Primary Level
Credits - 3
This course focuses on the principles, foundation, and methods of teaching Science at the primary level. It incorporates the analysis of Science standards as required in the State. The course includes research-based practices to teach Science effectively to impact student achievement. The course incorporates the requirements for Science state assessment.

EDUC 414-O Language Arts at the Primary Level
Credits - 3
This course will study and analyze the curriculum guides and standards for the education of language arts at the primary level (K-3). Evaluation and praxis of the methodologies, techniques, and approaches for the linguistics and literature in this level. The course will give emphasis in grammar and oral practice, reading and writing skill for the primary levels. Reflection, skills of critical-creative thought and construction of knowledge from the domain of the Spanish linguistics skills. Awareness, application, and assessment of techniques, methodologies and approaches in the education of the English like second language.

EDUC 415-O Internship I
Credits - 3
Intern will fulfill the state's requirements clinical, supervised student teaching experience. This course of study is designed for pre-¬service teachers to gain further understanding of the nature of teaching and the overall management of classrooms in a field experience. The primary focus is to prepare interns to become aware of the central concepts and structures of teaching through regular and frequent interaction with students, classroom teachers, parents, and with university faculty and supervisors in a public or accredited private school setting.

EDUC 420-O Philosophical Foundations of Education
Credits - 3
This course offers an interdisciplinary perspective of historical philosophical, cultural, and social foundations, taking as point of departure fundamental debates and problems in education, which have directed changes throughout time. Educational philosophies are compared and analyzed. Implications and applicability of philosophical theories on problems and controversies of present education are viewed. Philosophical principles that guide the educational system, in terms of philosophy and policy are assessed.

EDUC 421-O Interdisciplinary Pedagogy and Methods: Differentiation
Credits - 3
Curricular design to include alignment of state curriculum to state assessments with an emphasis on differentiated

instruction. An emphasis on the use of centers and stations to guide instructions through centers and stations as well as activities for community engagement and field trips. Technology and the Fine Arts are embedded in learning activities that are developmentally appropriate.

EDUC 425-O Internship II
Credits - 3
Intern will fulfill the state's requirements clinical, supervised student teaching experience. This course of study is designed for pre-¬service teachers to gain further understanding of the nature of teaching and the overall management of classrooms in a field experience. The primary focus is to prepare interns to become aware of the central concepts and structures of teaching through regular and frequent interaction with students, classroom teachers, parents, and with university faculty and supervisors in a public or accredited private school setting.

EDUC 435-O Interdisciplinary Seminar*
Credits - 3
This course is a professional seminar blending socio-humanistic and scientific academic knowledge that students have developed during their teacher preparation courses. Discussion and analysis of trends, methods, and innovations related to fundamental knowledge and communication competencies of the future teacher in his/her local and global context as required in the state. Emphasis in case studies, problem-solving, themes discussion and application of technology are incorporated.

EDUC 436-O Pedagogical Integration Seminar
Credits - 3
This course integrates academic and professional knowledge obtained throughout the course of study of 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 Professional Education Sub-Test, which is one of the assessments required for the Florida Teacher Certification.

EDUC 436-O Pedagogical Integration Seminar*
Credits - 3
This course integrates academic and professional knowledge obtained throughout the course of study of 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 requirements in the state. As part of completing this course successfully, the student must provide evidence of receiving a passing score on the Florida General Knowledge Test

EDUC 447-O Practicum
Credits - 3
The course of Education 447 is one of a functional and practical nature in which the student teacher experiences a clinical period of the majority of the pedagogical aspects of the educational process. For the student teacher, it is a period of challenge. It is at this time that the student will determine finally his/her capacity to become a good teacher.

EETE 216-O Industrial Electronics
Credits - 3
Three hours of lecture and one three-hour lab per week. The course covers the theory and practice of modern electronic devices that are used in industrial applications. Topics include the use of the transistor switch as a decision circuit maker; programmable logic controllers; triacs and thyristors.

EETE 223-O Fundamentals of Computer Electronic
Credits - 3
The course covers the theoretical concepts of number systems and codes, digital electronics, signals and switches, logic modules and Boolean algebra, combinational logic circuits and related devices. Topics include Digital Arithmetic: operations and circuits. Code converters, multiplexers and demultiplexers. Furthermore, analyze digital circuits that are used in computers, communications systems and medical equipment. This course has a Lab

EETE 223-OL Fundamentals of Computer Electronic Laboratory
Credit - 1
This laboratory course provides students with theoretical concepts and practical skills in digital electronics. It discusses the concepts of Boolean Algebra, combinational logic circuits, multiplexers and demultiplexers. The issues are addressed to the operating principles, selection and specifications of different digital devices. Also, in this course apply the safety rules and the practical principles of logic gates such as: gates "and", "or", "nor" and others.

EETE 255-O Fundamentals of Microprocessors
Credits - 4

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

ENGI 122-O Introduction to Computer Programming
Credits - 3
Three hours of lecture-workshops per week. This course is an introduction to computer programming and the Visual Basic (VB) programming language. The first half of the course covers VB for Applications using Excel and the fundamental programming structures of control statements, loops, operators, and functions. The second half of the course explores programming applications using other VB compiler options. Problem analysis, algorithms, flowcharts, and structured programming concepts are used throughout the course.

ENGI 161-O Engineering Technology Graphics
Credits - 3
The course centers on the principles of engineering drawing using sketching and computer graphics (Solid Work). It includes and introduction to descriptive geometry. The fundamentals of orthographic projections, pictorials, auxiliary views, sectioning, dimensioning, tolerance, and working drawings are also presented. In addition, the student will apply freehand techniques to sketch oblique and isometric 3D projections.

ENGL 050-O Preparatory English
Credits - 4
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. This course requires the use of E-Lab and/or the language lab guided by the course English faculty.

ENGL 101 Introduction to English Language – Basic Level
Credits - 3
This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

ENGL 101-O Introductory English Language Course Basic Level
Credits - 3
This course is a comprehensive based offering for first year students. It includes basic grammar structures, oral practice, reading, and writing activities.

ENGL 101-102 Introduction to English Language - Basic Level
Credits - 6
Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

ENGL 102-O Basic English
Credits - 4
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. This course requires the use of e-lab and/or the language lab guided by the course English faculty.

ENGL 103-O Introductory English Language Course Basic Level II
Credits - 3
Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

ENGL 103-104 Introduction to English Language - Intermediate Level
Credits - 6
A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

ENGL 105 Introduction to English Language - Advanced Level
Credits - 3

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

ENGL 105 - 106 Introduction to English Language - Advanced Level
Credits - 6
This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

ENGL 115-O College Reading and Writing I
Credits - 4
This course is designed for English intermediate level students. It is the first-year English course. The course focuses on paragraph construction conventions, content, organization, voice, vocabulary, fluency, grammar, and syntax of college technical writing at the intermediate proficiency level. The course is intended to prepare students for the demand of college writing focusing on reading critically and incorporating source material in student's own writing. Research projects will be developed through the responsible use of technology by individual, pair, and group work activities. All course assignments and activities are delivered in the context of topics from the degree programs the students represent. This course requires the use of E- Lab and/or the Language Lab guided by the course English faculty.

ENGL 116-O English Reading and Writing II
Credits - 4
This course is designed for English high intermediate level students. It is the continuation of the first-year English course, ENGL 115-O. An integrated language art (listening, speaking, reading, and writing) approach is used in the course. The course focuses on strengthening paragraph construction conventions, content, organization, voice, vocabulary, fluency, grammar, and syntax of college technical writing at the high intermediate proficiency level. The course is intended to increase skills on professional college reading and writing skills aligned to the student's degree program. Research projects will be developed through the responsible use of technology by individual, pair, and group work. This course requires the use of E-Lab and/or the Language Lab guided by the course English faculty.

ENGL 150- English Composition I
Credits - 3
English Composition I provides students with an academic foundation in writing. Students will learn scholarly research methods and the process of writing. Special attention is given to the professional purpose and audience writing.

ENGL 154-O Intermediate Basic English II
Credits - 3
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.

ENGL 205-O Introduction to Literature I
Credits - 3
This is a required course for English majors. The course focuses on the study of the short story, poetry, essay, and drama.

ENGL 211-O Basic Business English I
Credits - 3
This course has speaking fluency as a major goal as it stresses the correct usage of the fundamental structures of the English Language. It emphasizes language skills such as listening and writing while strengthening basic reading compression skills.

ENGL 212- English Second Year Basic Level
Credits - 3
Basic Level Emphasizes vocabulary development and grammar structures for effective oral and written business communication. Required course for Business Administration students.

ENGL 212-O Basic Business English II
Credits - 3
This course is the continuation to Basic Business English I (ENGL 211-O) for students in the Business Administration and Secretarial Sciences programs. The aim of this course is to improve the basic foundations for studying and practicing composition of goodwill, claim, and adjustment, and persuasive messages to name a few. Reports and media communications will be emphasized to equip students with necessary tools to develop news releases and newsletters. Since conducting a job search and preparing effective employment communication is an important goal, the course also focuses on these principles.

ENGL 220-O Academic Reading and Writing I
Credits - 3
This is an intermediate to high-intermediate level course that develops reading and paragraph composing skills required in general education, and core curriculum courses. The course contains a variety of readings from biology, business, history, psychology, cultural anthropology, and economics. The course also encourages the whole writing process, as students develop writing pieces that are relevant to college work.

ENGL 221-O Reading and Composition I
Credits - 3
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 are integrated in the daily lessons.

ENGL 222-O Reading and Composition II
Credits - 3
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.

ENGL 250- English Composition II (prereq ENGL150)
Credits - 3
English Composition II is a continuation of ENGL150. This course expands on the style and methods of writing in the professional setting using critical thinking, advanced research strategies and appropriate methods of citing research.

ENGL 331-O Public Speaking
Credits - 4
This course is designed for English advanced level students (Level 5 – Bridging). An integrated language art (listening, speaking, reading, and writing) approach is used in the course. This course is divided in two required parts: intensive practice in writing different types of essays, monographs, reports, and conducting research in their degree program. The course also focuses in strengthening public speaking skills. English language and professional etiquette for public speaking is studied and practiced in weekly classes. All course assignments and activities are delivered in the context of topics from the degree programs the students represent. This course requires the use of E-Lab and/or the language lab guided by the course English faculty.

ENGL 340 Research and Writing (prereq ENGL250)
Credits - 3
Research and Writing is an advanced course focused on developing a student's skills and knowledge when writing for a scholarly audience. Students will be required to explore a topic through literature and apply data collection and analysis methods to their research. Both quantitative and qualitative research will be explored.

ENGL 350- Conversational English
Credits - 3
This course provides practice for the development of oral communication skills to be used in personal and professional settings.

ENMA 101 Introduction to Business Development
Credits - 3
This course offers students a basic understanding and overview of the business world and the entrepreneurial. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

ENMA 101-O Introduction to Entrepreneurial Development
Credits - 3
This course offers students a basic understanding and overview of the business world and the entrepreneurial field. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

ENMA 200 Business Creativity
Credits - 3
This course is designed to develop creativity and innovation in business ideas. Emphasis is given to the development of such ideas: their creation, form, and protection. The course stimulates and challenges the student to develop new business types, to know different existing business types, to make decisions, and risk taking. The course also looks for the development of the entrepreneurial character, and how it can transform an idea into a real business.

ENMA 301 Business Financial Planning
Credits - 3
This course analyzes different financing alternatives available for public and private enterprises. The financial plan components for different business types are examined in accordance with the characteristics and development stages of the enterprises. Computer programs are integrated to facilitate the preparation of financial plans, statements, and forecasts.

ENMA 310 Franchising, Strategic Alliances and Family Business
Credits - 3
Definition, nature and analysis of particular characteristics of Family businesses, franchises and strategic alliances. Analysis of the advantages and disadvantages of them. Manage business relationships, conflicts, and shared decision-making.

ENTR 360 - Entrepreneurship

Credits – 3
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 management of a small business will be studied, with emphasis on 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.

ENTR 360-O Entrepreneurship
Credits - 3
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.

ENTR 401-O Entrepreneurial Opportunities
Credits - 3
This course provides students with the concepts, techniques, and skills necessary to identify the principal approaches for recognizing entrepreneurship opportunities. Techniques for conducting feasibility studies and developing the new business, as well as strategies for the growth of the firm, will be presented. In addition, personal characteristics essential to becoming a successful entrepreneur will be discussed.

ENTR 402-O Small and Midsize Business Design and Organizational Structure
Credits - 3
The course, Organizational and Structural Design for SMEs (Small and Medium Enterprises) prepares students for the startup operation of a small business. This course will examine the challenges of the small business owner and how to overcome them. It will present important business administration theories, including Human Resources. In addition, students in this course will develop a Business Plan to design and describe the business strategies to develop the organizations structure.

ENTR 403-O E-Commerce and Network Design
Credits - 3
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.

ENTR 404-O Business Development in Biotechnology and Health Industry
Credits - 3
This course is aimed towards providing technical and scientific knowledge needed to establish businesses in different areas of biotechnology and the health industry. It analyzes the different areas of biotechnology business management as well as strategic planning and management of permits and licenses related to the healthcare industry. The course also covers the stages and methods of product development, quality control, and safety. Processes related to drug approval and marketing of biotechnology and health industry products will also be studied.

ESHP 201-O Anatomy, Physiology and Kinesiology Applied to the Physical Exercise
Credits – 3
Introduction to the study of concepts and fundamental principles of Anatomy, physiology and human Kinesiology applied to the design and prescription of physical exercise for health promotion programs. Introduction to the study of: concepts and principles of human physiology as fundamentals to understand effect of exercise on the body and health promotion. Includes the study of gross human anatomy and the physiological changes in different body systems during physical activity. Joint movements and muscle actions are studied, as well as basic mechanical principles applied to body movements in different sports.

ESHP 204-O Design and Prescription of Exercises with Special Populations
Credits – 3
Assessment of standards, protocols and current standards recommended by professional groups for the development of programs of exercises with people who show special conditions or who require medical supervision (American College of Sports Medicine, American Kinesiology Association). Also, the class will discuss the exercise prescription and health promotion for especial population and will use the guidelines by the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA). The students will also learn about chronic conditions that require especial and individualize attention.

ESHP 300-O Psychological Foundations of Exercise
Credits – 3
Introduction to the study of: physical exercise, the experience of exercise and its effect on emotional, mental health and quality of life of the participant.

Emphasis on the subjective aspects and the psychological constructs that affect, motivation to participate or deserting programs and exercise routines.

ESHP 301-O Designing, Managing and Teaching Exercises Classes
Credits – 3
Theory and practice of teaching fitness classes as a personal trainer and group exercise instructor. Evaluation of guides, standards, protocols and current standards for the prescription and the development of programs of exercises, as they recommend professional groups in this field (American College of Sports Medicine, American Kinesiology Association).

ESHP 302-O Instructor and Personal Trainer Practicum
Credits – 3
Supervised professional experience where the student is assigned to a program of physical efficiency for which assumes the role of personal trainer or instructor of exercise classes.

EXPL 101-O Experiential Learning: Introduction to Portfolio
Credit - 1
This course involves the evaluation of theoretical and practical experiences for the preparation of an experiential learning portfolio. It is a presentation of evidence and support documentation related to occupational and personal skills acquired in the student's life to petition their evaluation for academic credit.

FINA 101-O Principles in Finance
Credits - 3
Introduction to financial planning, including business financial management, taxes, risk management and investments, among others related terms that affect the procedures and the decision making of an organization.

FINA 200 - Personal Financial Planning
Credits - 3
Process of developing and implementing an integrated comprehensive plan to meet the financial goals of the individual and his family. Achievement of financial stability during the productive years, prepare financially for retirement and estate planning.

FINA 202 - Business Finance
Credits - 3
A study of fundamentals principles of business finance and its analysis, planning and control functions: effect of income tax, financial ratio analysis, forecasting, capital budgeting and cost of capital, and interest factor in financial decisions.

FINA 204 – Money and Banking
Credits - 3
The nature of money, development and functions of financial institutions, the structures of the operations of the Central Bank of the United States and its relationship with monetary policy and international money markets. Analysis of the impact and significance of the monetary, fiscal and income in our economy.

FINA 240 Risk and Insurance
Credits - 3
The course describes the risks to which individuals, businesses and businesses are exposed and the costs associated with such risks. Emphasis will be given to risks related to the liability of manufacturers for their products, and the responsibility for the operation of establishments, use of vehicles, professional liability, property losses and accidents at work. //Various techniques used for risk management will be studied, including risk assumption, prevention, diversification and transfer of risks through insurance and other contractual mechanisms. Commercial policies related to the risk of ownership and public liability and the different types of companies operating in the insurance industry will be analyzed.

FINA 301 Financial Statements Analysis
Credits - 3
Study of the different methods and techniques used in the analysis of the basic financial statements. Analysis and comparison of different financial statements used in business.

FINA 305 – Public Finance
Credits - 3
Income sources and trends in government expenses, their effects on total consumption, savings and investment, fiscal policy, incidence and transfer of different types of taxes, and problems inherent in the different state and local taxes. One semester, three hours weekly.

FINA 308 Real Estate and Property Management
Credits - 3
This course presents the principles and practices for the acquisition, sale and administration of Real Estate in Puerto Rico. We discuss issues related to the purchase and sale of Real Estate, Mortgage cases and real rights, financing, appraisal. Other transactions related to property and the Property Registry. The course focuses on studying the laws of condominiums, zoning, regulations and permits, as well as regulations of the

profession of Real Estate Broker and Seller in Puerto Rico.

FINA 312 – Financing Institutions
Credits - 3
Functions of the most important financing institutions in our economic system. Emphasis is on the management of banking institutions, savings and loan associations, insurance and investment companies, cooperatives and mutual funds.

FINA 320 - Banking Policies Administration
Credits - 3
Analysis of the variables that affect commercial banking, structure, operations and profit included the balance sheet and its relation to other operational strategies to maximize profit and control risk, liquidity and evaluation of capital structure.

FINA 401 - Investment
Credits - 3
This course includes the study of business cycles and their effects on assets financial statements. We also look at the fundamentals of investment, uncertainty, speculation, risk, given value and diversification. Will include the market knowledge, information sources, liquidity, portfolio investment, and interpretation of financial information.

FINA 410-O Corporate Finance
Credits - 3
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.

FSEN 100-O Introduction to Engineering Technology
Credits - 3
Introductory required course for all first-year associate degree students in engineering technology. Introduction to the various specialties within the engineering and technical profession. Basic concepts of engineering design and technical communication. Laws and ethics of the engineering and technical profession.

FYIS 101 Induction Seminar to University Life
Credits - 3
This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

GEOG 202-O Human Geography
Credits - 3
The course is an introduction to human and cultural geography. Topics include variation of human traits, diversity of economic systems, and population changes.

GEOG 205 - Global Communities and Resources: Critical Perspective
Credits - 3
The course is an introduction to human problems in the contemporary world. Physical geography and different theories related to this phenomenon are considered. Implications of problems related to the economic and political development of society will also be discussed.

GEOG 205-O Global Communities and Resources: A Critical Analysis
Credits - 3
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.

GRAD 105 - Typography I
Credits - 3
The students will obtain a knowledge in the history of typography, how to classify fonts and their anatomy. Students will study the different expressions of typography and analyze its optical effect. Will learn to work with the typographic measuring system and composition; They will start to design their own typography and study the process of converting analog to digital typography. The students will also learn about different international organizations that work in the development and study of typography.

GRAD 130 – Image Studio – Black and White
Credits - 3
The objective of this course includes the introduction of digital image making and graphic design software; the development of image research skills; the development of narrative presentation skills; and a cross-cultural introduction of information organization systems. These

skills will be applied in various forms required of industrial designers including, simple instruction manuals, research documents, user scenarios, and various forms of presentation boards. Particular attention will be placed on typography and photographic imagery.

GRAD 131 - Image Studio – Color
Credits - 3
This course builds upon the curriculum of Image Studio - Black & White and introduces color into rendering and representation skills. Digital color imaging and printing skills are introduced, and students will be taught basic digital and film photographic documentation skills. In addition will learn traditional product illustration techniques including marker and colored pencil techniques.

GRAD 145 - Communication Studio
Credits - 3
This course introduces information design and live presentation skills to designers. Desktop publishing and graphic design skills employed in the development of documents and presentation materials ranging from business cards and announcements to booklets, research documents, concept presentations and exhibition materials will be focused upon. In addition, significant attention will be paid to students live presentation skills. These presentations will be coached, scripted, videotaped and critiqued. For this course Apple computers and video recording studio are required.

GRAD 202 - Graphic Design Studio 1
Credits - 3
This course will give the student the basic knowledge of the history of graphic design and its evolution into the Digital Era. The student learns to work with the elements of design, image and typography. The student will begin to differentiate a vector image and raster image and use software to manage both. The student will design simple publications: stationary, brochures, posters, shoppers, creative resumé and newspaper advertisings; as well as learn to select the appropriate typography and suitable image format for the importation and exportation images between software in use.

GRAD 210 - Graphic Design Studio 2
Credits - 3
This course offers a study the entire component of a publication, in books, magazines, newspapers, shoppers and brochures. They will learn to diagram a publication of multiple pages, as well as import and manage digital images to all types of publication. Students will design master pages, layers, typographic styles, columns and other elements for a digital publication. Students will also study and create a grid.

GRAD 215 - Typography II
Credits - 3
In this course the student will learn how to manage the fonts in different platforms. The student will start to recognize the different existing digital fonts and how they are developed. The student will also learn how to manage the fonts on the different available media and will integrate the typography as a design element, and as an image. They will transport the text to the different software knowing all the specifications considered necessary to complete the work. The students will start to create their own font library/database and will use the internet as a searching tool to select the suitable fonts for the design.

GRAD 310 – Graphic Design Studio 3
Credits - 3
In this course the student will obtain knowledge in the area of interface design. Beginning with the creation of a non-linear conceptualization in the graphic design area, students will work with the principles of dynamism and interaction in the design. Students start to work with the design of buttons, menus, bars, links and graphics in movements applying the basic knowledge of design to a multimedia project.

GRAD 320 - Packaging Design
Credits - 3
This course approaches the component and principles of packaging design. Students will learn about the history of the package in order to understand the importance of the design elements (image and typography) on the packaging design. The students will recognize the importance of the art as a design element as it is the color, the space, shape, texture and lines. They will manage the different materials available for the creation of a package. The student will study some of the rules and regulations established for the package design, will learn the different classifications that conditions for the transportation and storage of the packages.

GRAD 325 - Video Editing
Credits - 3
This course offers and introduction to linear and non-linear video edition. The students will learn about the RGB color mode used on computer monitors and commercial television. They will learn the logistics and techniques for video recording and the appropriate techniques for video editing. The students will know how to integrate text on the video screen and how to work with the programs for digital video editing. The student will know how to select

from different system memories, storage systems and the appropriate format for the project.

GRAD 410 - Senior Design Project I
Credits - 3
Students begin in a process, based upon professional practices, that will result in the development and complete a graphic design proposal. Design processes employed in earlier courses will be applied in the ideation, research, design documentation, and prototyping of the new product. Investigation of design trends and market research will be undertaken as student work toward an innovation in their designs.

GRAD 420 - Senior Design Project II
Credits - 3
This course is a continuation of the work begun in GRAD 410. Students continue the process, based upon professional practices, that will result in the development and complete a graphic design proposal. Design processes employed in earlier courses will be applied in the ideation, research, design documentation, and complete a graphic design proposal. Investigation of design trends and market research will be undertaken as student work toward an innovation in their designs.

GRAD 430 - Portfolio Studio
Credits - 3
This studio will focus on the preparation and refinement of a portfolio that encompasses the student's work within the program and any other distinguishing activity. The goal will be the production of a refined, multifaceted presentation of the student goals and creative vision and his or her ability to engage in professional practice.

HADM 101-O Communication Skills for Health Care Professionals
Credits - 3
The course brings the basic knowledge and skills to communicate in a variety of Health Service workplace settings. The students will learn on writing correspondence, communication technology and effective communication strategies and skills for the health care industry.

HADM 110-O Health Care Management
Credits - 3
Explore the concepts of management theory as applied to health care. The student will learn the organizational structure of Health Care Organizations and their making decisions process, planning and problem-solving procedure.

HADM 130-0 Ethics and Social Responsibility in the Health Care Services
Credits - 3
The student will identify ethical issues in the health industry. The course will encourage the student to clarify their personal ethics and align them to the health care issues. This will involve an understanding of diverse populations whose actions and decisions are based on their personal ethics.

HADM 140-0 Accounting for Health Care Services and Administration
Credits - 3
This course provides an understanding of the fundamental concepts of accounting applied to the health care environment. Students will examine accounting practices and procedures to support managerial decision making within the health care organizations.

HESC 100-O Health, Safety, and Medical Law and Ethics
Credits - 3
The course discusses legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include recognition of and practice of safety and security procedure, recognition and response to emergency situations. The student will learn and discuss the OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing.

HESC 101-O Medical Terminology
Credits - 3
The course will study medical terminology applied to allied health process and procedures, including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice.

HESC 123-O Health and Occupational Safety
Credits - 3
The application and evaluation health, environmental health, occupational safety and security principles is included in this course. The study of the origin and development of federal and state legislation related to the workplace. The implementation of environmental policies, its economic effects as related to occupational safety and security will be discussed. The course also focuses on the discussion of different techniques for the prevention of lesions, accidents, and illnesses, related to the occupations as well as the corresponding administrative guidelines and policies. The course uses research, case discussions, reflective essays and teamwork among other teaching methods. The responsible use of technology is encouraged.

HESC 201-O Statistics for Health Sciences
Credits - 3
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.

HESC 360-O Statistic Applied to Health Sciences
Credits - 3
This course provides a discussion of statistical methods applied to the health professions. Emphasis is given to qualitative and quantitative statistical analyses applied to clinical research according to different research designs.

HESC 365 - Health Sciences Research
Credits - 3
This core course is aimed to students from the School of Health Sciences to acquire the skills required in the research process, based on ethical and legal principles. Emphasis will be on critical analysis of research articles, discussion of different theoretical frameworks and the importance of health research to implement changes. As part of the course, students will complete the certifications "Information Privacy and Security" (IPS) and "Responsible Conduct of Research" (RCR) to develop a research proposal.

HESC 365-O Health Sciences Research
Credits - 3
This course prepares students to critically analyze research literature in the health sciences. Specific attention is given to the relationship between research outcomes and clinical practice. 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.

HESM 110 - Health Services Management
Credits - 3
Introduction to the fundamental concepts of management of health services facilities. Application of the administrative processes: organization, direction, control and evaluation. Emphasis is placed in public policies, health services management status, trends, organization, practices and issues relative to the delivery of health services in ***Puerto Rico*** and in the United States.

HESM 110-O Health Services Management
Credits - 3
This is an introduction to the fundamental concepts of management of health services facilities. It covers the application of the administrative processes: organization, direction, control, and evaluation. Emphasis is placed on public policies, health services management status, trends, organization, practices, and issues relative to the delivery of health services in ***Puerto Rico*** and in the United States.

HESM 210 - Health Systems & Models
Credits - 3
A study of the systems, models, health policies and the infrastructure of health services in ***Puerto Rico*** and in the United States. Emphasis is placed in health reforms and its implication in the delivery of health services to the general population. Includes a review of the historical development and the future of health services.

HESM 210-O Health Systems and Models
Credits - 3
In this course, students study the systems, models, health policies, and the infrastructure of health services in the state and in the United States. Emphasis is placed on health reforms and its implication in the delivery of health services to the general population. This course also includes a review of the historical development and the future of health services.

HESM 220 - Services Planning and Evaluation of Health Services
Credits - 3
A study of the historical development of planning and evaluation of health services in ***Puerto Rico*** and in the United States with emphasis in its impact in organizations and in communities. Includes the theoretical foundations of planning strategies. Discusses and applies the techniques of evaluation to the health sector.

HESM 220-O Health Services Planning and Evaluation
Credits - 3
In this course, students are exposed to the historical development of planning and evaluation of health services in the state and in the United States with emphasis on its impact in organizations and in communities. This course includes the theoretical foundations of planning strategies. The course discusses and applies the techniques of evaluation to the health sector.

HESM 230 - Basic Accounting for the Health Industry
Credits - 3
A study of the social, economic, and political developments that have influenced and determined the

accounting practices in the health services industry. Reviews accounting procedures and discusses their applications in the health services industry. Actual and hypothetical health services accounting problems will be discussed.

HESM 230-O Basic Accounting for the Health Industry
Credits - 3
In this course, students are exposed to the study of the social, economic, and political developments that have influenced and determined the accounting practices in the health services industry. It reviews accounting procedures and discusses their applications in the health services industry. Actual and hypothetical health services accounting problems will be discussed.

HESM 310 - Economics of the Health Industry
Credits - 3
A study of the modern micro and macro economy applied to health services in the public and private sectors. Emphasis is placed in the situations and issues of health economics. Discusses the relationship between the market forces of need and demand of health services.

HESM 310-O Health Economics
Credits - 3
This course exposes students to the modern micro and macro economy applied to health services in the public and private sectors. Emphasis is placed on the situations and issues of health economics. It also discusses the relationship between the market forces of need and demand of health services.

HESM 320 - Basic Finance for the Health Industry
Credits - 3
A study of the financial practices of health services organizations. Also, includes the fundamental methods and techniques for financial administration in the health services industry, including fund distribution, capital management, determination and assignment of costs service rates. Case studies and applications are provided.

HESM 320-O Basic Finances in the Health Industry
Credits - 3
This course covers the study of the financial practices of health services organizations. Also, it includes the fundamental methods and techniques for financial administration in the health services industry, including fund distribution, capital management, determination and assignment of costs service rates. Case studies and applications are provided.

HESM 330 - Legal Aspects in the Health Industry
Credits - 3
A study of the existing legislation in health services in ***Puerto Rico*** and in the United States. Emphasis is placed in the norms that have a bearing in the health services industry. Application experiences through case studies in aspects such as: malpractice, patient rights, informed consent, doctor-patient relationship, accidents, collective bargaining and ethical and legal issues.

HESM 330-O Legal Aspects in the Health Industry
Credits - 3
This course studies the existing legislation in health services in the state and in the United States. Emphasis is placed on the norms that have a bearing on the health services industry. Application experiences through case studies in aspects such as malpractice, patient rights, informed consent, doctor-patient relationship, accidents, collective bargaining and ethical and legal issues.

HESM 340 - Budgeting for the Health Industry
Credits - 3
A study of budget models, including the corresponding programmatic plans, and budget distribution. Emphasis is placed in goals, objectives and measurable results. The course provides for the application of budget models and techniques to health services settings.

HESM 340-O Budgeting for the Health Industry
Credits - 3
This course studies budget models, including the corresponding programmatic plans, and budget distribution. Emphasis is placed on goals, objectives, and measurable results. The course provides for the application of budget models and techniques to health services settings.

HESM 410 - Health Information Systems
Credits - 3
General introduction to the theory of information systems. The course provides for the application and use of software packages specifically designed for the health services industry for use in microcomputers and in mainframes, and for data collection, services utilization, billing, census, and others.

HESM 410-O Health Information Systems
Credits - 3
This is a general introduction to the theory of information systems. The course provides for the application and use of software packages specifically designed for the health services industry for use in micro-computers and in mainframes, and for data collection, services utilization, billing, census, and others.

HESM 420 - Special Topics in Health Services
Credits - 3

Analysis and discussion of current issues and trends in the health services industry. Emphasis is placed in critical reading and analysis of case studies.

HESM 420-O Special Topics in Health Services Management
Credits - 3
This course exposes students to an analysis and discussion of current issues and trends in the health services industry. Emphasis is placed in critical reading and analysis of case studies.

HESM 430-O Practicum/Seminar in Health Services Management
Credits - 3
Application and integration to the workplace of the competencies and the concepts of health services management are covered in this course. Students will have the opportunity to apply the knowledge and skills acquired to a real health services setting under the supervision and guidance of a faculty member and a preceptor. The seminar session will place special attention to topics, issues, and aspects relative to health services administration at the elementary and intermediate levels. A research project on a related topic is required. This is an 8-week course. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures.

HESM 431 - Seminar in the Health Services Management
Credits - 3
In this course the students apply the principles of personnel supervision and learn how to manage the problems associated with it in a department of a Health Care institution. It also emphasis in many issues of legal protection to the patient and to the institution that provide the health care services. In this course the student will practice in many departments of the health care institution. The practicum will be supervised by an institutional faculty member together with a certified health care administrator. The seminar sessions will place special attention to topics, issues and aspects related to health services administration. A research project on a related topic is required.

HESM 431-O Seminar in Health Services Management
Credits - 3
This course focuses on the application of theory to practice in the field of Health Management. Best practices in strategic planning are used during the field experience seminar. The professor will supervise the student during the seminar process as the student applies management, critical thinking skills, and develop skills for the establishment of an organizational strategic plan as a course project.

HESM 460 – Applied Biostatistics
Credits - 3
Study of the principles and basic concepts of applied statistics and inferential analysis principles in health services. Emphasis is placed on the assessment and analysis of descriptive statistics, hypothesis testing and estimation. It covers the basics of inferential statistics applied to hypothesis testing, mean proportions and variances in the process of health management and evaluation. Identify and recognize the importance of regression and correlation analysis.

HIDE 100 – History of Art
Credits - 3
This course surveys the history of artistic representation as a record of the social, technological, environmental and political circumstances of a period. The goal of this course is to establish an understanding of art as an expression of the desires, aspirations, needs, esthetics, and available resources of subjects/users throughout history. Human behavior and artistic representations will be examined, from the earliest representations, to current film and digital media that envision the future.

HIDE 110 - Representing Culture: Art & Artifact 1500-1850
Credits - 3
This course will study the history of art and objects in the contexts of one another, and framed within the context of the economy, industry and technology, culture, politics and sociology in which they were produced. Approaching the period between 1500-1850, the migration of ideas around the globe will be explored in relationship to the evolution of design and art, paying particular attention to moments when cultures intersect and the impact on the course of ideas and material culture.

HIDE 200 - History of Design 1800-Today
Credits - 3
Through lectures, tutorials and research projects students will be introduced to the history of design from the industrial revolution to the present. Relationships between design, art, industry, environment, and culture will be discussed as factors in the design development. Urbanism, history, politics and technological advances will also be examined as pivotal influence in design.

HIST 101 Introduction to the Study of History
Credits - 3
The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the

importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

HIST 223-O Contemporary History
Credits - 3
This course briefly covers the main historical events of modern history from the French Revolution (1789) to the present. The course analyzes the most important movements and ideologies of the eighteenth, nineteenth and twentieth centuries. This course emphasizes the study of historical facts basic to our contemporary civilization.

HIST 253-O Survey Course in the Study of History of ***Puerto Rico*
Credits - 3
This is a compendium course, which includes a study of the historical evolution of ***Puerto Rico*** from the Pre-Colombian period to the present.

HIST 263-O Latin American History
Credits - 3
This course presents the historical evolution of Latin American countries from pre-Columbian cultures to the present. Analysis of social, political, economic, and cultural trends is included in this course.

HIST 273-O History of the United States of America

Credits - 3
This course is a survey of the political, economic, and socio-cultural development of the United States of America through its history. It covers the hominization process in the continent, its geographical surroundings, and the development of the Amerindian settlements. It also includes a chronological analysis of the major historical processes that contributed in the development of the U.S. from its origins to present.

HUMA 101-O World Cultures
Credits - 3
This course is a critical study of the evolution of humanity from its beginnings to the development of cities and urban life. The course focuses on the impact of old civilizations at the world-wide level. It promotes the understanding of the moral, social, and cultural values in general at diverse times.

HUMA 101-102 - World Culture I and II
Credits - 6
Critical study of the humanity cultural evolution from the origin of the cities and the urban life until the modern society. Attention to the most important cultural events. Promotes understanding of the moral, social and cultural aspects of society in the global context.

HUMA 102-O World Cultures II

Credits - 3
This course is a critical study of the evolution of humanity from its beginnings to the development of cities and urban life. The course focuses on the impact of old civilizations at the world-wide level. It promotes the understanding of the moral, social, and cultural values in general at diverse times.

HURM 201 Recruitment, Selection and Talent Management
Credits - 3
The course covers the theories, research and legal aspects that shape the practices and trends of recruitment, selection and retention of personnel in modern organizations from a strategic perspective. Emphasis on applied learning, students will develop and apply processes and methods of recruitment and selection to meet the needs of the organization and the challenges of a diverse workforce.

HURM 210 Policy Making, Evaluation, and Reward System
Credits - 3
Study of different compensation systems to attract, motivate and retain employees. Include the analysis of theories of motivation and reward, legal aspects of remuneration, classification and compensation systems, benefits and incentives, non-monetary rewards, wage structures, competency-based pay and performance evaluation. After completing the course, students will apply knowledge through case studies, research and practical exercises.

HURM 215 Human Resources Information System
Credits - 3
Discussion of management and functional foundations of information systems programs for managing human resources in the organization. Analysis of the main characteristics related to applications and programs, research and evaluation needs of information systems in the human resources function. Applications and comparison of major programs, such as PeopleSoft, SAP or BAAN. The course includes the fundamental characteristics related to databases, information systems and strategic management process for the success of the organization.

HURM 240 Employment and Labor Law
Credits - 3

Study of labor law from the perspective of federal and local laws in the employer-employee relationship, emphasizing the historical development and future trends in the labor market. Includes the discussion and analysis of economic, political and social impact in the workforce and work organization, the evolution of labor laws, contracts and human resources policies, human rights and anti-discriminatory laws. At the end of the course, the student will apply the knowledge acquired in the case evaluation and analysis, research and practical exercises, which entails compliance with laws, rules and procedures in the management of human resources in private companies, both local and national.

HURM 250 Training, Development and Career Management
Credits - 3
Study and analysis of the theoretical, conceptual and practical framework of the training and career development of human resources, and its main role in organizational strategic management. Emphasis on the need's analysis, design, development, implementation and evaluation of training programs that facilitate continuous learning in human resources and that lead to the achievement of organizational goals. Throughout the course, students will apply the processes, techniques and methods for accountability and financial return on investment (ROI) in training and development programs.

HURM 304 Human Resources Evaluation and Performance Measurement
Credits - 3
The course emphasizes the role of human resources management strategic planning, performance evaluation and development of human resources. Discussion on the theories, strategies and techniques in the evaluation and performance measurement, interpretation of results and the identification of trends in the development of the organization. Through practical exercises, students will develop plans and effective tools to evaluate, analyze and report results, in quantitative terms, on the activities of human resources that contribute to the operation and success of the company.

HURM 320 Negotiation and Conflict Management
Credits - 3
Principles, theories and basic practices for the effective management of negotiation, management and conflicts resolution in the business organization. Development of skills, techniques, methods and basic processes of negotiation, communication, persuasion and emotional intelligence, and the intervention of a third party to manage and resolve conflicts. At the end of the course, the student will recognize and value the role of the negotiator as a key element in resolving conflicts. Emphasis on the development of skills and conflict analysis skills, ways of tackling problems, types of negotiation, emotional intelligence, and communication strategies.

HURM 330 Safety and Health Management in Workplace
Credits - 3
Introduction to the concepts and fundamentals laws of employees' safety and health at the workplace. It includes the study and analysis of the factors, risks and dangers of accidents and work-related diseases. Developing policies and practices for implementing effective security programs and occupational health. Evaluation and analysis of training programs for the development of preventive maintenance behaviors associated with occupational safety and health. Through case studies, students will apply the knowledge, skills, legal and managerial aspects to recognize evaluate and control the risks of safety and health of workers in the company.

HURM 400-O Safety and Health Occupation
Credits - 3
This course was designed for students to learn basic concepts about rules and policies of security and occupational health such as (OSHA, EPA, ADA). Emphasis will be given to the analysis and prevention of accidents and how to register them. Accident theories, compensations, security personnel, norms and regulations, risk evasion, accident research, personnel protection systems, first aid, ergonomics, and other related topics will be covered in class.

HURM 412-O Training and Development
Credits - 3
This course studies the importance of training and development in achieving organizational goals. This will include the design of continuous training programs, assessment for the need of training and development, and identify what is considered appropriate training. The course also integrates learning theories in designing training programs. Moreover, it integrates the learning theories, how to evaluate the effectiveness of training, the aspect of cost effectiveness and return on investment and the learning outcomes based on performance. Will have debates/discussions on the different methods of training, the use of technology on how it is incorporated in training methods and compare the cost benefit and learning characteristics. Other topics include the aspects of employee development and performance evaluations. Discuss special circumstances that surround cross-cultural training, career management and organizational challenges such as the loss of value in employee skills and the orientation and socialization of

the employee. Another topic discussed will be the importance of balance between work and a family life. Other scenarios faced by employers such as staff reductions and retirement factors faced by companies will be discussed.

IFOR 205 Basic Criminal Investigation
Credits - 3
Introductory study of the basic techniques in criminal investigation, types of investigation, processes, investigation structure, collection and interpretation of information and facts reconstruction.

IFOR 210 Forensic Photography and Planimetry of the Crime Scene
Credits - 3
The course will provide method analysis and photography techniques from a legal perspective. The study of photography as a graphic objective of the condition in which the crime scene is developed. Study of the crime scene with the purpose of establishing conditions for the evidence found. Study of the diagram or sketch that is elaborated in the crime scene. The course also provides an establishment of specific crime motives where the results become favorable to solve criminal cases.

IFOR 215 Fundamental Principles of Collection and Processing of Evidence at the Scene of the Crime
Credits - 3
Study of the fundamental principles, processes and techniques used to lift the evidence at the scene of the crime. Study of information related to blood stains, fluid, other parts of the body, as well as another kind of evidence found at the scene of the crime and its interpretation. Study of reconstruction of the crime scene and search patters.

IFOR 220 Forensic Investigation of Traffic Accident
Credits - 3
Forensic investigation of the determinants in the scene of a traffic accident damage of vehicles, manual measurement systems and dynamics of vehicle engine for administrative and legal purposes.

IFOR 225 Interview and Interrogation techniques
Credits - 3
Study and analysis of interview and interrogation as a scientific methods technique of forensic investigation for preparing and presenting testimony in court cases as a forensic expert in court.

IFOR 230 Introduction to Forensic Dactyloscopy
Credits - 3
Study of the development of fingerprinting in the field of forensic science and its purpose in criminal investigation, using the fingerprint as infallible means of identification of a suspect in the crime scene. The laboratory practice prepares students with the knowledge and skills necessary for the recognition, development, identification and fingerprint processing at the crime scene, in full compliance with the provisions of due process of law in our legal system.

IFOR 235 Cyber Crimes Investigation
Credits - 3
Introductory study to prepare students in the identification and investigations of cybercrimes using a scientific research methodology, by emphasizing the protection, acquisition and management of digital evidence. Discussion of the ethical basic hackers and social engineering principles.

IFOR 240 Scientific Study of the Crime Scene
Credits - 3
Scientific study of the methodology in collecting and processing all those signs (evidence) generated in and out of the crime scene. Scientific practical and theoretical study of the crime scene for reconstructing it and collecting information and evidence that will be used to establish, based on the forensic methodology, who, how, where, when and why of a crime.

IFOR 245 Fraud Investigation
Credits - 3
Introductory study of the basic techniques to identify and investigate the different types of fraud. Discussion of the phases or stages of the fraud investigation, types of fraud: financial and informatic, indicators, collection and evaluation of documentary evidence, informants and forensic investigation reports.

IFOR 250 Introduction to Fire Investigation
Credits - 3
Introductory study of the methods and procedures for the investigation and analysis of fire incidents. Investigation of accidentals or intentional causes as: electrical causes, vehicles fire, explosions, wildfire and pyromania. The course includes the drafting of technical reports and documentation.

IFOR 255 Surveillance and Tracking: Technical and Ethical Aspects
Credits - 3
Study of techniques, strategies, processes and analysis groups to collect evidence from different crime scenes by surveillance when observing authors and events.

Application of scientific techniques and discussion of ethical aspects in a forensic and legal investigation.

IFOR 275 Integration Seminar of Forensic Investigation
Credits - 3
The seminar provides an opportunity for students to integrate and apply knowledge, methods, principles and techniques of forensic investigation in a simulated practicum scenario.

IMEN 404-O Industrial Safety and Health Management
Credits - 3
Three hours of lecture per week. The course is an introduction to concepts and techniques of safety and health management, based on a modern perspective on compliance with mandatory standards for workplace safety and health.

INBU 350 – International Business
Credits - 3
This course presents to the students 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.

INBU 350-O International Business
Credits - 3
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.

INGS 101-O Research Information Literacy
Credits - 3
This course analyzes the principles and processes comprised of information literacy skills. It promotes the application of these skills in a research project to generate new knowledge or improved understanding. Research methodologies, search, evaluation, and understanding of contents are emphasized. The use of information in an effective, legal, and ethical way is stressed. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

ITAD 308 - Family and Community: Bridges for the Infant and Toddler Formation
Credits - 3
The course examines the role of family and community in the physical, mental, emotional and intellectual development of the infant and toddler from birth to age three. The strengths and weaknesses, resources and needs of the family and the community regarding the development of children of preschool and primary grades are identified. The course offers alternatives for the coordination and organization of social, cultural and recreational activities that contribute to the formation of children in this age group, both in educational settings and in the community.

ITAD 403 - Creation and Management of Environment for Infants and Toddlers
Credits - 3
This course presents the policies and regulations governing the establishment and development of an educational center for infants and toddlers. It analyzes the knowledge and skills needed for planning, administration and coordination of these programs. During the following course issues will be discussed: factors to consider when opening a center for infants and toddlers, the laws governing the opening of a center for infants and toddlers, the spaces needed inside and outside the center, and the materials and suitable equipment; as well as administrative aspects to consider when evaluating the physical infrastructure and personnel of the center.

ITHM 101-O Introduction to the Hospitality Industry
Credits - 3
This course will introduce the student to the most important areas within the Travel and Tourism Industry. Special importance will be given to Lodging, Food and Beverage, and the Meeting Industry. It will examine the nature, scope, and significance of the industry and the major elements of the tourism system. The course will use the Internet as a research tool, the Email as means of communication and MS Word for papers and projects.

ITHM 102-O Introduction to Management in Hospitality
Credits - 3
This course covers a virtual and real tour of a selection of local, regional and world hotels, restaurants, and pubs. It will explore the diversity of the industry in these settings through observation and analysis of the tourism systems in place. The student will identify studied elements and theories and will reflect about their application in a real or virtual setting. It will include the use of the Internet as a research tool and the PowerPoint software to make presentations. The student will have to participate in field trips throughout the term.

ITHM 115-O Tourism System
Credits - 3
This course will help students to understand the different types of impact that tourism has on destinations. Students will learn about the process of tourism planning. Emphasis is placed on the economy, culture, society, and the environment. It will use the Internet as a research tool and MS Word and PowerPoint software for papers and presentations.

ITHM 250-O Internship I
Credits - 3
Work experience in a professional setting. The student will intern within the tourism and hotel industry to gain on the job work experience. Each intern will need to rotate into three (3) different areas of the hotel for a minimum of 250 hours. Evaluations from supervisors and the ITHM internship coordinator, 1 ½ hour seminar per week and final project presentations discussing the students learning experience will be required.

ITHM 280-O Guest Services
Credits - 3
The role of service in a successful tourism and hotel operation is explored in this course. Topics to be discussed include: handling difficult customers, dealing with complaints, learning how to listen, how to determine if a guest is happy with the service, what to do when they are not. A service philosophy is introduced.

ITHM 290-O Spreadsheet and Database Applications
Credits - 3
This is an introduction to business-related computerized microcomputer software applications including spreadsheet, database, presentation and graphics packages. The student will learn how to use the packages to organize, interpret and present information.

ITHM 300-O Rooms Division
Credits - 3
The goal of this course is to present an in-depth analysis of the major components (front office, housekeeping, guest services, reservations, engineering and maintenance and security) of the room's division within a hotel. The interaction with this division and the other management areas of the hotel are explored in relation to customer service. The course will use the Internet as a research tool, Fidelio software, e-mail as a means of communication, and MS Word and Excel for assignment, research papers, and projects.

ITHM 302-O Introduction to Conventions, Meetings, and Events
Credits - 3
This course provides students with an overview of the conventions, expositions, events, and meetings industry including convention center facilities and convention service management responsibilities. The focus will be on the operational aspects including the main meeting management functions of determining purpose, goals, and objectives; identify speakers, topics, content and plan the program; determine entertainment and evaluate the success through effective means; site and facility selection. The course will use the Internet among other research tools, E-mail as a means of communication and MS Word and Power Point for papers and projects.

ITHM 306-O Casino Operations
Credits - 3
This course is an instant inside look at the gaming industry. Topics include staffing, types of operations, security, entertainment, and economic impact. The course will use the Internet among other research tools, the E-mail as a means of communication, and MS Word and Excel for assignments, research papers, and projects.

ITHM 307-O Physical Facilities and Maintenance
Credits - 3
This course focuses on the management of the physical plant from a design and maintenance perspective. Special emphasis is given to preventive maintenance programs, energy management, basic building system design, security and control efforts and coordination within the facility and other departments. The course will use the Internet as a research tool, the Email as means of communication and MS Word for papers and projects.

ITHM 310-O Convention and Group Sales
Credits - 3
This course will provide students with the tools for presentation of the specialized sales skills required for the industry. Topics will include: vocabulary relative to the hotel sales office, understanding of the needs and wants of the two markets, introduction to room set-up, the audiovisual components and technology utilization, menu planning and the roles and responsibilities of convention sales and service managers, the concept of cold calls, successful sales techniques, booking strategies as well as the review and negotiation of contracts, and the appropriate financial management of a meeting. Refine listening techniques and communication skills as tools of the trade. The course will use the Internet among other research tools, E-mail as a means of communication, and MS Word and PowerPoint for assignments, research papers, and projects.

ITHM 340-O Food and Beverage Operations
Credits - 3

This course is an overview of the food and beverage operations in hotels including room service, beverage outlets, and themed dining rooms. Topics to be covered include concepts of good service techniques, the importance of sanitation and nutrition, a basic understanding of upscale selling, introduction to wines, liquors, and coffees. The course will use the Internet among other research tools, MS Word and PowerPoint for papers and projects.

ITHM 341-O Catering Sales & Operations
Credits - 3
In this course, students study hotel catering, including sales, operations, and relationships with other departments and outside vendors. Emphasis on servicing various market segments for the Meeting Industry is given. The course will use the Internet among other research tools, Email as means of communication, and MS Word for papers and projects.

ITHM 360-O Hospitality Accounting
Credits - 3
This course focuses on financial and managerial accounting principles and practices for the hotel and tourism industry. The Uniformed System of accounts of the American Hotel and Motel Association will be followed.

ITHM 365-O Labor and Hospitality Laws
Credits - 3
This course is an application of legal requirements to issues related to the hotel's industry which include the innkeeper/guest relationship, rights of employees/employers, liabilities, relationship to the guest, and negligent acts. Understanding of the legal considerations associated with operating a hotel or tourism business is emphasized. The course includes labor issues applied to the local environment.

ITHM 370-O Hospitality Sales and Marketing
Credits - 3
This course focuses on the functions and principles of hospitality marketing and sales. Students will learn the essential marketing functions in the field. The course incorporates the development of a marketing plan with emphasis on sales and marketing techniques, target marketing, advertising, public relations, and market study and analysis. The course uses the Internet among other research tools, email as means of communication, and MS Word, Excel, and PowerPoint for projects and presentations.

ITHM 390-O Advanced Internship in Hotel Operations
Credits - 3
This course is an advanced job experience opportunity for students who will work a total of 300 hours within the hotel industry in one area selected by the student and approved by the ITHM Internship Coordinator. Evaluations from supervisors and the ISTHM internship coordinator, 1 ½ hour seminar per week, a final project presentation discussing the students learning experience and a final research project will be required.

ITHM 400-O Revenue Management for Hotel Operations
Credits - 3
This course investigates the different financial instruments and structures by which hotels and tourism entities operate. The concepts of revenue management and cost control are explained from a yield management and revenue management approach. The student reviews the basic financial concepts and reporting requirements that apply to the industry. Emphasis is placed on the uses of financial data for planning, cost control techniques and their use in defining goals of the organization. The course will use the Internet as a research tool, the Email as means of communication. MS Word, Excel, and PowerPoints will be used for assignments, research papers, and projects.

ITHM 402-O Organizational Behavior in the Hospitality Industry
Credits - 3
This course is an application of organizational behavior. The main concepts are explored throughout lectures, case studies, management games, and exercises. Topics include leadership, decision-making, motivation, power and organizational change. The course will use the Internet as a research tool, the Email as means of communication. MS Word will be used for research papers and projects.

ITHM 404-O Convention and Event Planning Logistics
Credits - 3
This course focuses on the integral vision of all the logistic elements to be taken into consideration in the planning process. The broad review of financial management, facilities, services aspects, the in-depth study of reservation and housing, transportation, specifications guidebook, registration, shipping, function rooms arrangements, exhibits, marketing, promotion, publicity and production of materials will be achieved in the course. The Internet among other research tools, Email as means of communication. MS Word, Excel, and PowerPoint will be used for assignments, research papers, and projects.

ITHM 406-O Special Events Management
Credits - 3

This course covers the logistics for planning one-time events. Topics include crowd control, special effects, lighting, decorations, sound, and protocol for fairs, festivals, sporting events, and grand openings. The course will use the Internet among other research tools, Email as means of communication. MS Word, Excel and PowerPoint will be used for assignments, research papers, and projects.

ITHM 455-O Internship II
Credits - 3
This is an advanced job experience opportunity. The student will work a total of 300 hours within the Convention or Event Management Area, selected by the student and approved by the ITHM Internship Coordinator. Evaluations from supervisors and the ITHM internship coordinator, 1 ½ hour seminar per week, a final project presentation discussing the students learning experience and a final research project will be required.

ITHM 460-O Capstone Course
Credits - 3
This will be the last course taken just before graduation. The course will explore all the areas related to the major. Case studies and problem-solving will be used to explore trends and issues pertaining to the current problems in the industry. Emphasis is placed on the student's abilities to investigate, analyze, and discuss these issues through written work. The student will use different technological tools to conduct research and present a project.

MANA 101-O Introduction to Business
Credits - 3
The course presents a study of business, its nature, its environment, and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance, organization, and administration. It teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking.

MANA 125 Business Ethics
Credits - 3
Concepts related to moral aspects of human behavior within the whole social system, and particularly in business settings or in groups where the individual operates.

MANA 131 Human Relations in Trade
Credits - 3
Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior.

MANA 204-O Business Law and Professional Ethics
Credits - 3
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.

MANA 210 Administrative Theories
Credits - 3
Study of all administrative theories and the management process in the sequence of planning, organizing, directing and controlling.

MANA 210-O Business Administration Theory
Credits - 3
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.

MANA 213 Human Resources Management
Credits - 3
Study of all administrative theories and the management process in the sequence of planning, organization, directing, and controlling.

MANA 213-OA Human Resources Administration
Credits - 3
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.

MANA 213-OB Personnel Management
Credits - 3
This course studies the basic functions in personnel administration: recruiting, selecting, training, and personnel evaluation. In addition, this course will place emphasis on the importance of the personnel office and of the supervisor and the relationship with the employer.

MANA 217-O International Relations
Credits - 3
Theoretical study of the international relations in a political and legal context providing emphasis in the development of an international mind set is the main focus of the course. Analysis of the political, cultural, social and economic world map is incorporated into the

course. Issues such as global political power, economic relations, war and peace motivations, national security, terrorism and the role of international organizations are discussed in the course. Course strategies such as research, case studies, class presentations and cooperative work among others are utilized in addition to the effective use of the technological resources.

MANA 230 Organizational Behavior
Credits - 3
Study of human behavior both as individuals and as groups in the determination of organizational effectiveness. Special attention is given to formal and informal groups, the leader's role in conflict management, and concepts such as perception, learning, socialization, motivation, stress management, awareness and development of values.

MANA 230-O Organizational Behavior
Credits - 3
This course provides an overview of the individual's personal characteristics within the organizational setting. In order to understand people's behavior in organizations, students will thoroughly cover the following topics: organizational theory and practices, individual characteristics and social processes, understanding group behavior and organizational objectives, organizational effectiveness, and performance.

MANA 302-O Labor Legislation
Credits - 3
This course studies the fundamental aspects of labor laws at both state and federal levels. Analysis of the rules governing employers' labor relations, protective labor legislation, personal law, social security legislation of labor law, health, and safety at work will take place during this course.

MANA 304-O Project Management
Credits - 3
The course centers on everything that a person needs to know in order to work successfully in today's exciting project management environment. Students will learn how to organize as well as how to manage effective project teams, from planning and scheduling to cost management. So as to ensure that students are learning today's best practices, they will revise concepts now closely aligned with the PMBOK (Project Management Body of Knowledge) framework and approach. Coverage of the latest business developments and challenges will acquaint students with issues such as project constraints, stakeholder issues, the project charter, how projects relate to an organization's strategic plan, and much more. Students will learn the keys to effective communication both within and outside of a team. A wealth of new and revised intriguing cases will inspire discussion and debate, while new real-world vignettes will give students first-hand insights into how to apply project management in the workplace.

MANA 316-O Small Business Administration
Credits - 3
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.

MANA 321-O Supervision and Leadership
Credits - 3
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.

MANA 340 Production and Operations Management
Credits - 3
Principles of production management applied to problems such as product design, objectives, policies, work, methods and standards, plant location, layout, scheduling, maintenance, inventory, quality control, operations analysis, performance and cost control.

MANA 340-O Operations Management
Credits - 3
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.

MANA 350 Business, Government and Society
Credits - 3
Study of the philosophies, interrelationships, and perspectives regarding the role of business in society. Selected issues in the context of social responsibility are included. The analysis of specific legislation related to the field is also examined.

MANA 401 Seminar in Strategic Management
Credits - 3
This is the capstone course of the management major and offers the student a hands-on overview of the strategic management process, focusing on the strategic

analysis, strategy Formulation and strategy implementation phases. Students will deepen their analytical competencies while applying knowledge acquired in previous courses, skills and values to specific business issues.

MANA 401-O Business Strategies
Credits - 3
Business Policies is an advanced course in which the students will learn the concept of top management analysis. It is designed to expose students to corporative problems in various business scenarios. In addition, the class will integrate skills developed in previous core courses like Human Resources, Accounting, Economics, Finance, Information Management, and Marketing.

MANA 404 Labor Relations
Credits - 3
Studies the worker-management relationships, development and operation of labor unions, public and private policies on labor relations, collective bargaining, job and union security, and labor laws.

MANA 404-O Labor Relations
Credits - 3
Labor Relations is a course that studies the employment involvement in a labor force with special consideration in a union environment. Students will develop skills in collective bargaining process, negotiation, grievance, discipline and arbitration processes. They will learn and understand the involved labor laws and governmental agencies that regulate the labor practices. The course will complement subjects about the labor-management relations in the public and private sectors and international employee and labor relations.

MANA 422-O Compensation Administration
Credits - 3
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.

MANA 450-O Management Project
Credits - 3
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.

MANC 101-O Introduction to Business
Credits - 3
The course presents a study of business, its nature, its environment and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance, organization and administration, and teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking. This course is a prerequisite for all other business courses.

MANC 125- O Business Ethics
Credits - 3
This course introduces business ethics behavior. Part philosophy and part business, it includes ethical issues encounter by the contemporary business professional. The course will introduce corporate employee responsibilities, leadership and decision-making in daily responsibilities and situations in work.

MANC 126-O Business Communications
Credits – 3
Application of business communication principles through creation of effective business documents and oral presentations. Includes study and application of team communication and use of technology to facilitate the communication process. Students will learn techniques for writing information to attend any business situation. They will also learn how to analyze their audience effectively to communicate both inside and outside of their organization.

MANC 127-O Reconciliation and Auditing
Credits - 3
This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid services and know the steps to follow in order to perform an audit in business. Emphasis is given to the procedures that are used in the different organizations, their policies, claims and payment skills, policies, billing procedures and audit processes.

MANC 204-O Legal Environment in Business
Credits - 3
Study the legal aspects of business transactions with special attention is paid to contracts, sales, negotiable instruments, personal property, insurance, transportation, deeds of mortgage and the relationship of the government with companies.

MANC 210-O Administrative Theory

Credits - 3
This course examines the principles and functions of the managerial process. It analyzes the role and behavior of human resources in an enterprise and the interrelations among business functions. It studies the application of managerial planning, organization, direction and control through case studies.

MANC 213-O Personnel Administration
Credits - 3
The course covers basic knowledge in the specialized area of human resources management, including the study of the primary activities of a manager or personnel officer. Areas such as: analysis and job design, recruitment and selection, orientation and training, personnel evaluation, importance of motivation and leadership in the dynamic business world, supervisor's role, knowledge of health and safety laws, equal employment opportunity, labor- management relations, among other issues.

MARK 133 Principles of Marketing
Credits - 3
Presents the basic concepts and applications most relevant to the marketing decision making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.

MARK 133-O Marketing Principles
Credits - 3
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.

MARK 206 - Consumer Behavior
Credits – 3
This course examines important concepts, principles, and theories from the various social sciences in order to describe and explain consumer behavior. Students are encouraged to ask questions and to relate the course material to their own buying experiences and discuss these in class. This course explores how the examination and application of consumer behavior is central to the planning, development, and implementation of marketing strategies.

MARK 206-O Consumer Behavior
Credits - 3
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.

MARK 240 - Introduction to Search Engines Platforms
Credits – 3
Millions of people use search engines like Google, Yahoo Search or Bing every day to find the information they need on the internet. This means that millions of people could fix, even for a single moment, their gaze and attention on some product, brand or service of an advertiser. This course introduces all areas of search engine optimization. The student will be able to understand the search engine, its optimization and how to increase traffic to the website that is critical to the success of electronic commerce.

MARK 241 - Social Media Marketing
Credits – 3
This course introduces the key platforms for digital marketing and demonstrates how to set up a social media experience for a company. The student will be able to identify the benefits of social media marketing and differentiate between the most influential networks and their advantages.

MARK 242 - Digital Marketing
Credits – 3
This class introduces the basic principles of digital marketing and its purpose. It will allow participants to develop clear and practical business goals for a digital marketing plan, gain insight from the audience and the industry by conducting digital searches across all search engines and social media platforms.

MARK 247 - Hispanic Marketing
Credits – 3
In this course the student will have the opportunity to study the economic, social and cultural characteristics of Hispanic consumers. Particular attention will be paid to identifying what is needed to reach this segment and recognizing the appropriate strategies that appeal to their interests.

MARK 248 - Multicultural Marketing
Credits – 3
The consumer market continues to grow in its diversity and brands must remain relevant across multiple groups

to be successful. This course focuses on identifying business opportunities among specific cultural groups and establishing connections with that audience to recognize competitive advantages.

MARK 251 - Advertising and Promotion
Credits – 3
The course covers basic principles of advertising. Ethics, as well as social and economic problems related to business advertising are considered. Also included are basic principles applicable to promotional copy writing and the selection of the methods used in transmitting information.

MARK 255 - Marketing Communications
Credits – 3
This course seeks to equip participants to recognize the cultural background of the Hispanic population: the stereotypes, habits, and values that influence their decisions and distinguishes how cultural perceptions play an important role in the success of building adequate marketing communications.

MARK 301-O Marketing Management
Credits - 3
In this course the student will study the process of marketing management. The course Mark 301 includes the theoretical aspects and its applications to management. The Marketing Management course also studies the importance of the marketing function for an organization, the development of Marketing strategies and the design of a Marketing plan.

MARK 306 - Sales
Credits – 3
The course centers on the study of the foundations of professional selling, such as creating, communicating and delivering value. Initiating, developing and enhancing customer relationships will also be discussed.

MARK 306-O Sales
Credits - 3
The fundamentals of professional selling are studied in this course. Emphasis is placed on the creation, communication and delivery of value, as well as on initiating, developing and strengthening relationships with consumers.

MARK 311 - Electronic Marketing
Credits – 3
This course examines how the evolution of the marketing and the incorporation of the internet and other technologies have driven change by creating new business strategies and connections with the consumer. The course delves into how the application of the e-marketing complies with its function to create, communicate and deliver value to customers. The course will also discuss how proper management e-marketing succeeds in establishing relationships with the customers that produce end up with as a result profits for the organization.

MARK 318 - Content Marketing
Credits – 3
Today, it is imperative that every marketer makes sure that they deliver their brand content to the right people, at the right time, and through the right channels. This is a new mindset for most companies that are now beginning to develop strategies to establish an appropriate content strategy, manage an effective process, and achieve measurable results with content marketing.

MARK 318-O Sales Management
Credits - 3
MARK 318 is a course designed to teach the basic functions of the sales force management and leadership; become familiar with some recent research in sales management that underlies the theories and concepts; and maintain a sales force with the objective of maximizing the efficiency and effectiveness of the organizational revenue-generating. In addition, it's emphases on the business-to business model and develops professional decision-making skills to build and maintain an effective sales organization. Topics covered include salesperson effectiveness, forecasting, motivation, organizational design, compensation, and evaluation.

MARK 320 - Marketing Research
Credits – 3
This course examines the fundamentals of marketing research and the integration of statistical programs for gathering and analyzing information in order to support decision making. Students will gain theorical knowledge and practical skills in research that will add value to the academy and will contribute to existing business solutions. The Students will be ethical in their research. The knowledge gained in this discipline will be useful for finding solutions to problems and knowing the consumer behavior about preferences for a brand, product, service or business. Students will also learn about developing more effective promotions for a company in a digital world, creating a new product or modifying an existing product, identifying services that may have greater future demand and studying social networks to analyze the digital market.

MARK 320-O Market Research
Credits - 3

This course studies the application of the scientific method in the research, analysis and use of information in the market. It covers the procedures involved in the collection of data, its analysis and the use of statistical tests to solve marketing problems. Additionally, it studies the interpretation and proper use of results generated during a market research.

MARK 330 - Retail
Credits – 3
This course familiarizes students with the decisions involved in running a retail firm, as well as the concepts and principles for making those decisions. The student will gain an understanding of retailing trends, technology in the industry, merchandise planning and management, pricing, location, promotional strategies, human resource management, store design and layout, customer service, and the international movement of retailers. The course will give students insight into the retailing environment and will allow them to make decisions for effective management. The course also provides a good foundation for those interested in owning or running a small retail business or those interested in pursuing a retail career as a merchandise buyer or store manager.

MARK 322-O Information System for Marketing/ E-Marketing
Credits - 3
Throughout the course the students will apply the advanced features of Microsoft Office programs. Students will prepare different documents such as professional letters, tables, columns, forms and documents that can be used in proposals and presentations to potential customers. They will also learn about the functions of merge and track changes. They will edit documents via the internet and create different versions of a document. In addition, the course will emphasize the characteristics of an effective presentation using other applications such as Prezi, Illustrator, Publisher and, Flash, among others. The course will offer training in advanced skills for the design, creation, editing and printing of worksheets, professional databases and promotional tools. Students will analyze the information for determining the best way to present tables, reports, graphics, databases, pages for publication on the Internet and apply these skills to different cases. The course will integrate other Office applications (Publisher, Adobe, Flash, among many others) and to the Internet and other technologies (Skype). Students will learn how to use different applications of the synchronization process of the iPad and, tablets with cellular phones for monitoring meetings, sales, following up on customers, orders, among many other functions. Students will obtain the knowledge and basic skills related to the use of technological tools, so that they will be able to perform analysis of sales, plan effective presentations to customers and use, visual communication techniques effectively. The course also examines how the evolution of the marketing and the incorporation of the internet and other technologies have driven change by creating new business strategies and connections with the consumer. The course delves into how the application of the e-marketing complies with its function to create, communicate and deliver value to customers. The course will also discuss how proper management e-marketing succeeds in establishing relationships with the customers that produce end up with as a result profits for the organization.

MARK 350-O Distribution Channels
Credits - 3
This course provides students with the skills to design local and international distribution channels. A company's channels of distribution often represent the main points of contact with the final consumer. To have the appropriate "partners" and their cooperation is critical for the success of the company and its consumers. This course especially discusses the nature of distribution channels, the importance of using intermediaries in marketing, the number of levels in distribution, the behavior and organization of distribution channels, systems of vertical and horizontal integration, hybrid systems, marketing, physical distribution and logistics management, among other topics.

MARK 400 - Service Marketing
Credits – 3
The course provides a perspective of the Service Marketing focused on service as a product and service to support the product and the application of its principles to the marketing mix. The student will gain the knowledge and practical skills for creating effective strategies in marketing services to meet changing needs, expectations and understanding consumer behavior. Topics include consumer behavior and positioning in the context of the service, the essential elements in the creation of service, the physical and electronic distribution, as well as pricing and promotion as a tool to educate the consumer. Service marketing and consumer behavior will be studied, as well as the positioning in the context of the service, the essential elements in the creation of the service, the service through physical and electronic distribution channels, and price and promotion in service.

MARK 404-O Negotiations
Credits - 3
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.

MARK 406-O Direct Marketing
Credits - 3
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.

MARK 410 - International Marketing
Credits – 3
The course covers the history and basic principles of marketing as applied to international marketing. Emphasis is placed on the cultural, political and legal framework. Topics include managerial considerations, pricing systems and distribution channels.

MARK 410-O International Marketing
Credits - 3
This course presents the history and basic principles of international marketing. In addition, it exposes the student to different marketing situations that occur to managers in the international marketing business environment; as cultural, political and legal. This course will also give the students the opportunity and experience to internalize basic concepts on how to make decisions about international pricing and distribution.

MARK 415-O Sales Projections
Credits - 3
This course studies different quantitative and qualitative methods to predict the uncertain nature of business in the area of sales such as the moving average, exponential smoothing, time series, simple linear regression, the Delphi method, the expected value, a decision tree diagram, and Bayes' theorem.

MARK 420 - Product and Brand Management
Credits – 3
Brands are one of the most valuable assets of any company. However, many marketing decisions are oriented to pricing, communication or distribution in isolation without considering its impact on the value of the brand. In this course, the marketing strategies are examined from the perspective of brand strategies and tactics leading to the development of strong brands and maximizing the value of existing brands. Specifically, brand management includes product management, brand positioning, development and measurement of brand equity over time. Topics include approaches to consumer positioning and brand identity, creating points of difference and competitive advantage, communications and marketing messages, brand development portfolios, sub-brands, line extensions and distribution strategies.

MARK 425 - Digital Marketing Forum
Credits – 3
This course will help students contextualize all of their learning throughout the program, offering students a practical overview of digital marketing. Participants will deepen their analytical skills by applying the knowledge acquired in previous courses, skills and values to specific business topics.

MARK 426 - Hispanic Marketing Forum
Credits – 3
This course will help students contextualize all of their learning throughout the program, offering students a practical overview of digital marketing. Participants will deepen their analytical skills by applying the knowledge acquired in previous courses, skills and values to specific business topics.

MARK 450-O Internship
Credits - 3
This course involves students in a work experience in which they apply principles related to marketing strategy acquired in the classroom. Furthermore, strategies in drafting marketing policies at management level will be studied, including organization, demand analysis, product planning, pricing system, logistics, and sales promotion. The course also exposes the student to actual work situations, which develop the assurance and self-confidence required in professional life. The internship experience provides the student with the opportunity to focus on a specific area in the marketing field. This course requires one-hundred and sixty (160) full-time work hours.

MARK 455-O Marketing Project
Credits - 3
MARK 455 is a course in which students must apply all the knowledge of the marketing field obtained during their professional and /or academic careers. This course will apply, but not be limited to, the following subjects: Function of Marketing in the Organization, Development of Marketing Strategies, Development of Marketing Tactics, Implementation and Control of a Marketing Plan.

MATH 101-O Mathematical Reasoning I
Credits - 3
This course offers the opportunity to acquire skills necessary to apply in the solution of situations that

appear in live. In addition, ample the operational range with its applicability to different professions.
It develops skills of operations with real numbers and their applications. It also introduces basic skills in the field of geometry by its importance in the life.

MATH 103-O Basic Mathematics I
Credits - 3
Study of the fundamental concepts in basic mathematics: operations with whole numbers, fractions and decimals, ratio, proportions, percentage, integer numbers, measurement, and applications.

MATH 104-O Basic Mathematics II
Credits - 3
Elementary algebra and introduction to geometry, statistics and probability, exponential laws, polynomials, linear equations, and basic concepts of geometry.

MATH 105-O Basic Mathematics
Credits - 3
This course presents the fundamental operations used with whole numbers, decimals, fractions, percentages, measurements, integers, ratios and proportions, and scientific notation. It also covers basic algebra, first-degree equations and graphs, and the metric and apothecary systems.

MATH 111-O Intermediate Algebra I
Credits - 3
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.

MATH 112 College Algebra
Credits - 3
The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

MATH 112-O Intermediate Algebra II
Credits - 3
This course covers the rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications, special products factoring, and rational expressions and basic geometry concepts.

MATH 120-OA Algebra
Credits - 3
This course presents topics such as: the set of real numbers, percentage, algebraic expressions, linear equations, linear inequalities, polynomials and its basic operations. It emphasizes in application, problem solving, and comprehension skills.

MATH 120-OB Basic Algebra
Credits - 3
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.

MATH 126-O Fundamental Topics in Mathematics
Credits - 3
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).

MATH 151-O Pre-Calculus I
Credits - 4
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.

MATH 152-OA Pre-Calculus II
Credits - 4
This course is a preparation for the differential and integral calculus in one variable. It is designed for students who plan to obtain a degree in science, mathematics, computer sciences, engineering, and mathematics education. The topics covered include trigonometric functions of real numbers and angles and their graphs, analytical trigonometry, applications of trigonometry, complex numbers and vectors, systems of linear equations, and analytic geometry.

MATH 152-OB Pre-Calculus
Credits - 3
This course is a preparation for the differential and integral calculus in one variable. It is designed for students who plan to obtain a degree in science, mathematics, computer sciences, engineering, and mathematics education. The topics covered include trigonometric functions of real numbers and angles and their graphs, analytical trigonometry, applications of trigonometry, complex numbers and vectors, systems of linear equations, and analytic geometry.

MATH 173-O Plane and Space Geometry I
Credits: 3
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.

MATH 174-O Plane and Space Geometry II
Credits - 3
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.

MATH 221-O Calculus I
Credits: 4
The calculus course is an introduction to differential and integral calculus in one variable. It is designed for students who plan to obtain a degree in science, mathematics, computer science or engineering.

MATH 290-O Theory of Numbers
Credits - 3
This course covers topics such as: divisibility, congruency, Gauss integers and Diophantine equations. The course will be delivered by proving theorems as study guides.

MATH 301-O Calculus I
Credits - 4
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.

MATH 302-O Calculus II
Credits - 4
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.

MATH 305-O Probability and Statistics
Credits - 3
MATH 305 is a course that will provide the basic principles of statistics. This includes data collection and classification of information, measurements of central tendency and measures of variability. The course also includes probability and distribution (the normal, Poisson, the binomial and other), sampling theory in infinite populations, and the principles of experimental design.

MATH 345-O Abstract Algebra
Credits: 3
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.

MATH 350-O Linear Algebra
Credits: 3
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.

MEDA 201-O Clinical Laboratory Procedures
Credits - 4
This course covers the performance and quality control for medical tests common to a medical office. Involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician’s office, including clinical chemistry, phlebotomy, and urinalysis. Also studies the theory and develops and practice components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included.

MEDA 202-O Examining Room Procedures
Credits - 4
The course includes medical procedures and instruction in clinical skills for the allied health scenarios. The student will focus in all needed processes to prepare a patient prior examination and routine clinical procedures, including the clinical documentation.

MEDA 203-O Fundamentals of Pharmacology
Credits - 3
The content focuses on principles of pharmacology, drug classifications, administration routes, dosage calculations, therapeutic use, disinfection procedures, basic concepts of nontraditional medicine, and drug interactions. The advantages and disadvantages of pharmacotherapy and the client’s well-being are discussed.

MEDA 204-O - Medical Office Management

Credits - 3
The content emphasis is to provide the student with the skills necessary to manage a wide variety of medical office settings and tasks. The student will identify challenges in the medical office's field and provide effective solutions based on legal and ethical standards responsibility.

MEDA 205-O Medical Assistant Externship
Credits - 3
This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity.

METE 224-O Manufacturing Process Technology
Credits - 3
Three hours of lecture and one three-hour laboratory per week. The course is an introduction to manufacturing processes and provides an overview of casting, forming, and metal removal processes. Manufacturing processes of plastics will also be discussed.

METE 228-O Mechanical Measurements Technology
Credits - 3
The study of measurement technology, coordinate measuring machines, surface finish measurements, machine vision, and particle measurement in a clean environment. The monitoring of processes and operations, automatic control and data analysis.

MGMT 101 Managerial Principles and Leadership
Credits - 3
This course focuses on modern management principles and major theories and models of leadership. The student will distinguish between the concepts of management and leadership, and will expose business terminology, concepts and current business topics. The course emphasizes the development and orientation towards leadership as well as understand critical related issues. Includes the role and responsibilities of managers and leaders, decision-making at different leadership scenarios, leadership in quality and planning in strategic management.

MGMT 220 Organization and Business Behavior
Credits - 3
Study of concepts, theories and practices related to individual and group behavior and their impact on the effectiveness and efficiency of the organization as a system. Analysis and evaluation of mission and vision, organizational structure and design, information and communication technology, policies and practices, power and decision-making, innovation, strategic change and learning, leadership, teamwork and diversity in the company with global focus. Upon completion of the course, the student will apply the integrated model of organizational behavior, through analysis and case assessment, scientific research and current events from a professional and ethical perspective.

MGMT 230 Human Resources Management and Handling Diversity
Credits - 3
Study of models and strategies of management and human resource development from the perspective of diversity in the workplace. Analysis and evaluation of basic fundamentals in strategic planning of human resources to promote and ensure the inclusion of a diverse workforce in all aspects of organizational life. Implementation of theories and strategies of human resources linked to recruitment, selection, training and development, compensation, benefits and incentives, retention and succession of a diverse workforce, aligned to the objectives and business results, changes in the labor market, globalization and competitive advantage.

MGMT 431 Integration Seminar
Credits - 3
Comprehensive, theoretical, conceptual and decision analysis approach from the perspective of strategic change. This course allows application of knowledge, skills and abilities acquired in previous courses in order to improve the effectiveness and efficiency of the company. Emphasis is placed on research as an essential element in a strategic context, linked to changes occurring in the economy, technology, labor, business and trends in the discipline of study. The course is based on the analysis of case studies and research from international companies.

MIBC 101 - Medical Terminology and Abbreviations

Credits - 3
This course introduces the student in the knowledge and use of the vocabulary, concepts and terms frequently used in medical offices and other places where health services are offered. It is divided into four basic sections: 1) etymology of the medical terms (prefix, root, and suffix) 2) common abbreviations 3) systems of the human body (function, organs, conditions or related diseases) 4) medical specialties and sub-specialties and their functions.

MIBC 102 - Medical Services Billing
Credits - 3
This course aims that the student understands and familiarizes with the different health insurance companies in the nation. It emphasizes in cards,

contracts, and coverages that insurance companies offer and the code system that service providers are required to use. The course presents the correct documentation necessary to submit claims based on the patient's insurance selection, patient care services, physician care manager, release of information, deficiency analysis, delinquency reporting, and revenue Cycle Management.

MIBC 103 Clinical and Professional Coding
Credits - 3
In this course, the student will learn to identify and select services' codes, procedures, and diagnoses that are assigned to outpatient services. Skills will be practiced manually 3Ms Logic-based encoder codebook, CPT and HCPCS codebook. Also, the student will use the "progress note", "superbill", and the evaluation and management guide to help speed up the coding process. Emphasis will be in the ICD-10-CM coding and in coding of services and CPT procedures.

MIBC 105 Billing and Electronic Records
Credits - 3
In this course the student will perform activities related to the billing of medical bills, referrals, pre-authorizations, and other elements of transmission related to electronic health record (EHR). The student learns to use a "clearinghouse" and a program (Office Management System- MEDITECH) by AHIMA VLab to complete the billing process. The transmission process recipients are insurance providers, pharmacies and other services providers. Students learn to work with an electronic medical record designed for medical offices (EHR) and feed the required campuses the corresponding data fields. In addition, students work with the digitalization of paper and electronic documents and establish the rules of migration, the electronic prescription and safety rules that establishes the federal laws.

MIBC 106 Reconciliation & Auditing
Credits - 3
This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid medical services and know the steps to follow in order to perform an audit in a medical office or outpatient areas. The student will learn the technical or specialized vocabulary and terminology commonly used in the insurance companies and the health insurance industry. Emphasis is given to the procedures that are used in the different health insurance companies and Medicare, among others, their policies, claims and payment skills, policies, billing procedures and audit processes.

MIBC 107 Health, Safety and Medical/Legal Aspects
Credits - 3
This course studies one of the many uses of medical records: its use as legal protection to the patient and to the institution that provides the health care services. It covers the legal requirements of medical records in relation to its retention, security controls, maintenance and confidentiality regarding information treatments, within the institution as well as outside. Emphasizes is given in the application of professional ethics and legal medical aspects in the health information system.

NURS 101-O Pathophysiology
Credits - 3
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.

NURS 103-O Pharmacology
Credits - 3
This course presents students with the opportunity to develop critical thinking skills 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. The advantages and disadvantages of pharmacotherapy and the client's well-being are discussed. In addition, the course includes content on bioterrorism agents, drugs for HIV/AIDS, medication errors, and gene therapy. The clinical skills component provides the student the opportunity to demonstrate competency in the techniques of safe medication administration. This course includes 15-hours of clinical component.

NURS 103-OL Pharmacology
Credits - 1
This course has 30-hours mandatory direct supervision clinical experiences with the purpose for students to apply knowledge, skills, and abilities in a near to real life event regarding medication administration and dose calculation.

NURS 104-O Fundamentals of Nursing
Credits - 3

This theoretical and clinical course introduces the historical, sociopolitical, and legal concepts of the nursing profession in 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.

NURS 104-OL Fundamentals of Nursing
Credits - 1
This course has 90-hours mandatory direct supervision clinical hour's experiences combined with high fidelity simulation evidenced based case scenarios with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 105-O Health and Physical Assessment
Credits - 3
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 2020. Practice in the skills and clinical simulation laboratory provide an opportunity for 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 clinical simulated laboratory experiences. This course includes 30-hours of clinical/skills lab experiences including high fidelity simulation evidenced based case scenarios.

NURS 105-OL Health and Physical Assessment
Credits - 1
This course has 60-hours mandatory direct supervision clinical/lab hour's experiences combined with high fidelity simulation evidenced based case scenarios with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 200-O Introduction to Nursing
Credit - 1
This course focuses on presenting students the important role nursing professionals play in our society. Emphasis is given to basic concepts of nursing, health, and illness; as well as the emotional, spiritual, psychological, and physiological components of the human being. Students participate on basic nursing procedures, and familiarize with a variety of instruments and equipment at the Nursing Skills laboratory. They are also exposed to university life activities, including the cultural aspect and life of a professional nurse.

NURS 201-O Fundamentals of Nursing
Credits - 5
This theoretical and clinical course introduces the historical, sociopolitical, and legal concepts of the nursing profession in Florida 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.

NURS 202-O Health and Physical Assessment
Credits - 4
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 2020. Practice in the skills and clinical simulation laboratory provide an opportunity for 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 clinical simulated laboratory experiences.

NURS 203-OA Pharmacology
Credits - 4
This course presents students with the opportunity to develop critical thinking skills 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. The advantages and disadvantages of pharmacotherapy and the client's well-being are discussed. In addition, the course includes content on bioterrorism agents, drugs for HIV/AIDS, medication errors, and gene therapy. The clinical skills component provides the student the opportunity to demonstrate competency in the techniques of safe medication administration.

NURS 203-OB Medical Surgical Nursing I
Credits - 3
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.

NURS 203-OL Medical Surgical Nursing Lab I
Credits - 1
This course has 90-hours mandatory direct supervision clinical hour's experiences combined with high fidelity simulation evidenced based case scenarios in with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 204-O Medical - Surgical Nursing II
Credits - 3
This course offers students the opportunity to develop the knowledge needed to intervene with adults and elderly patients who are suffering acute and chronic physiological alterations that affect homeostasis. Nursing care from the basis of healthy transitions on the patients that experience acute or chronic disease is discussed during the course. Acute and chronic health alterations in different body systems such as the cardiovascular, peripheral-vascular, gastrointestinal, muscle-skeletal, neurological, reproductive and sensory are discussed as well. The relevant aspects of nursing care emergencies, bioterrorism, and disaster are presented. Students will be provided with the knowledge needed of the physio pathological aspects of the health conditions studied. Communication strategies, critical thinking, therapeutic interventions evidence-based nursing care are discussed. Application of the nursing process, important aspects of patient safety, quality of care, nutrition, cultural competence and diversity, information technologies and nursing informatics, as well as the clinical simulation in nursing, are presented.

NURS 204-OL Medical-Surgical Nursing II Lab
Credits - 1
This course has 90-hours mandatory direct supervision clinical hour's experiences combined with high fidelity simulation evidenced based case scenarios in critical care and end of life issues with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 205-OA Pathophysiology
Credits - 3
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.

NURS 205-OB Mental Health Nursing
Credits - 3
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.

NURS 205-OL Mental Health Nursing Lab
Credits - 1
This course has 90-hours mandatory direct supervision clinical hour's experiences combined with high fidelity simulation evidenced based case scenarios in mental health issues with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 206-OA Health Assessment and Promotion
Credits - 3
This course further develops health assessment, interviewing skills, and preventative health interventions for patients across the lifespan.

NURS 206-OB Maternal & Child Nursing
Credits - 3
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.

NURS 206-OL Maternal & Child Nursing Lab
Credits - 1
This course has 90-hours mandatory direct supervision clinical hour's experiences combined with high fidelity simulation evidenced based case scenarios in pre-partum, peri-partum, post-partum as well as newborn care and women health with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 207-O Nursing Care of Children and Adolescents
Credits - 3
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.

NURS 207-OL Nursing Care of Children and Adolescents Lab
Credits - 1
This course has 90-hours mandatory direct supervision clinical hour's experiences combined with high fidelity simulation evidenced based case scenarios in children and adolescents with the purpose for students to apply knowledge, skills, and abilities in a near to real life event.

NURS 210 - Nursing Informatics
Credits - 3
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 related 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.

NURS 210-OA Nursing Informatics
Credits - 3
This course is an introduction to computers and nursing informatics focusing on applicants to the nursing profession. The emphasis is on integrating nursing practice systems and informatics technology. The student explores the use of informatics in the nursing practice and its role in enhancing patient care. The student also examines issues related the protection of the privacy, confidentiality, and security of health information in health care environments and the potential utility of a wide array of social networking tools in communicating health-related information.

NURS 210-OB Nursing Integration
Credits - 3
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 Florida 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. Student must show competency by passing the exit comprehensive examination.

NURS 303-O Medical Surgical Nursing
Credits - 5
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.

NURS 304-O Maternal & Child Nursing
Credits - 5
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.

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.

NURS 309-O Organizational and System Leadership
Credits - 3
This course prepares the student to address organizational and system related issues affecting quality improvement and safety. The student will develop leadership skills in critical decision-making, interprofessional communication and collaboration, and conflict resolutions strategies. Quality improvement concepts, processes, and outcome measures will be reinforced throughout the course.

NURS 307-O Evidence-Based Practice
Credits - 3
The student will utilize a systematic process for the evaluation and application of scientific evidence surrounding practice issues. In addition, the student will share evidence of best practices and integrate reliable evidence from multiple ways of knowing to inform practice and make clinical judgements.

NURS 308-O Healthcare Policy
Credits - 3
In this course, the student will explore the broader context of health care and how patient care services are organized and financed, as well as how reimbursement is structured. Students will identify boundaries of nursing practice, understand the scope and role of regulating agencies, and how healthcare policies are central to discussion on quality and safety in the practice environment.

NURS 400 – Nursing Role in Family Care and the Community
Credits - 3
The student will apply the theoretical and empirical knowledge in the use of the nursing process in populations and community environments to promote, maintain, and restore health. The students will examine the roles and various scenarios of professional nursing and public health community during the assessment phase, applying research skills, effective communication, and the satisfaction of health needs of populations and communities.

NURS 401 – Diversity in the Nursing Profession
Credits - 3
During this course, the student will examine the influence of cultural diversity in the nursing practice with the patient, individuals, towns, and communities. They will analyze the impact of cultural diversity, beliefs, values, and influence in health care and nursing practice. They will explore their own cultural beliefs related to health care, customer behaviors, cultural perspective, and cross-cultural communication barriers.

NURS 402 – Management and Leadership Seminar in Nursing
Credits - 3
In this course, the student will analyze the fundamentals of leadership and management in health services. Emphasis is placed on the application of advanced communication skills in collaboration with the multidisciplinary team. The different types of leadership, the characteristics of a leader, and organizational changes for a better teamwork will be discussed. They will also evaluate the leadership theories and models to foster safe environments and effective work. Through the seminar, they will apply the problem-solving step methods to address complex issues within health organizations.

NURS 403 – Nutrition for Nursing
Credits - 3
In this course, the student will analyze the nurse role and care in the estimate, analysis, and intervention of the nutritional needs at all stages of the life cycle. Emphasis is placed on the discussion of essential nutrients and the importance of the food pyramid for nutritional health maintenance. Also, they will analyze the influence of

food in weight control, health problems, and the most common diseases.

NURS 403-O Community Health Nursing
Credits - 5
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, as well as the analysis of the physical and social environments in the community, including the role of the different organizations involved in the process. Emphasis is given to priorities for health promotion and maintenance according to Healthy People 2020, including health disparities and the essential role of the nursing professional.

NURS 404 – Regulation and Healthcare Policy
Credits - 3
The purpose of this course is to examine the fundamentals of health policy, the financial structure of the health systems, and regulatory environments that have an impact on nursing practice and care to the individual, family, and community as patients, while emphasizing on those issues affecting the health policy and the focus on the influence of the nursing profession in policy matters and regulations.

NURS 404-O Mental Health Nursing
Credits - 5
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.

NURS 405-O Nursing Leadership
Credits - 3
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.

NURS 406-O Practicum
Credits - 4
In this course, the student has the opportunity to integrate knowledge from previous courses with the purpose of promoting professional attitudes, internal motivation, and development of responsibility and accountability for practice. Emphasis is placed on the development of skills in the clinical setting. The goal of the course 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.

NURS 407 - Knowledge Integration in Nursing
Credits - 3
The focus of this course is the integration of knowledge, skills and attitudes for professional nursing practice. Students have the opportunity to familiarize themselves with the requirements established by law to practice nursing, and to take the "*Junta Examinadora de Enfermeras y Enfermeros de ***Puerto Rico****" and the National Council Licensure Examination- Registered Nurse (NCLEX-RN)" board exams. Students review and practice the essential components included in these tests, required to the nursing profession practice in ***Puerto Rico*** and the United States of America.

NURS 407-O Knowledge Integration in Nursing
Credits - 3
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 Florida 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.

NURS 416-O Healthcare Quality and Outcomes
Credits - 3
This course allows students to establish shared goals, compare role expectations of care professionals, apply flexible decision-making, and incorporate open communication and leadership in practice. Throughout this course, students will develop respect and trust for other members of the healthcare team.

NURS 417-O Clinical Prevention and Population Health
Credits - 3
In this course, the student will apply principles of health promotion, disease, and injury prevention across the lifespan at the individual and population level to improve population health. The student will also apply knowledge to minimize health consequences of emergencies and mass casualty disasters.

NURS 446-O Capstone RN to BSN
9 Credits
This course allows the student the opportunity to apply knowledge, skills, and competencies acquired through previous course work and practice in the care of the patient across the lifespan in various healthcare environments. The student will identify a problem important to a population, identify contributing factors, develop a plan for improvement, educate, implement, and evaluate the plan.

ODHR 203 - Strategic Organizational Communication
Credits - 3
Introduction to the foundation of strategic organizational communication. This course provides students with an overview of the necessary skills of strategic communication inside organizations. Theories and concepts of strategic communication are discussed and how it integrates other managerial skills such as planning, interpersonal relations, negotiation, and conflict resolution, among others. It emphasizes the application of concepts to real situations for problem solving.

ODHR 204 - Organizational Psychology
Credits - 3
This course studies theories and psychological principles inside organizations. It focuses in relating basic concepts with the opportunity to increase productivity in the work setting understanding organizational and human behavior, and improving individual performance. Topics include: teams in organizations, motivation, differences, attitudes and work relevant emotions, stress, leadership and organizational change and development. Students will apply psychological theories to problems and/or work settings.

ODHR 305 - Diversity in Organizations
Credits - 3
This course presents a variety of theories and perspectives that arise from differences in race, culture, religion, gender, age and other characteristics related to diversity in a job environment. Students will understand how these dimensions affect performance, motivation, productivity and success of organizations. How to face and to change practices such as: stereotypes, prejudices, perceptions and other beliefs that present barriers to reach the competitiveness of individuals and organizations will be discussed. The course emphasizes the interconnection of social and cultural processes to avoid possible factors that might generate discriminatory practices.

ODHR 306 - Conflict Resolution and Arbitrage
Credits - 3
This course provides students the necessary knowledge for conflict management at all organizational levels. It emphasizes in the development of negotiation skills, arbitration and managing objections in order to develop alternatives that satisfy the interests of all parts. The design of strategies necessary for a successful negotiation process will be studied.

ODHR 307 - Training and Human Resource Development
Credits - 3
Needs analysis, design, implementation and evaluation of training and human capital development in work organizations. The course emphasizes the recognition of human talent as a competitive advantage in high performance organizations. Creating a climate of positive and healthy workplace through professional training programs and human capital development, allowing motivate, encourage and provide skills necessary to optimize their performance. Includes topics such as leadership development, motivation and retention, needs analysis, design and management of training.

ODHR 308 - Leading Organizational Change
Credits - 3

Discussion of the principles and models of organizational changes and the development of skills to lead these changes. Emphasizes on managing effectiveness of organizational change elements and forces that act against these changes. Emphasizes intervention designs and recommendations for strategic changes from a human perspective. Includes topics of effective communication, design of strategic plans, process evaluation, phases of changes implementation and diagnosis.

ODHR 409 Consulting Management Principles of In Human Resources
Credits - 3
In this course the student will integrate managerial concepts learned through his/her career education in the area of human resources. Throughout the course the student will develop a consulting strategy to improve the effectiveness of an organization. By integrating managerial concepts, the student will evaluate practices and processes that increase productivity, effectiveness and approach from leaders towards more productive companies in the fundamental areas of human resource management.

ODHR 410 - Organizational Coaching
Credits - 3
This course provides to the student fundamental knowledge of coaching practices for managerial improvement. Emphasizes the integral approach of human relations in organizations and techniques for the development of organizational coaches. Concepts as leadership, instructing, training and motivating teamwork to achieve goals are discussed. The concepts of empowerment and constant feedback to teams are studied.

ODHR 411 - Total Quality in Work Scenarios
Credits - 3
Discussion of the principles and techniques in Total Quality Management (TQM) with emphasis on its application in organizations. This course provides the student the necessary knowledge which enables him/her to become part of TQM programs, either as a participant or as who designs it. This allows him/her to understand a general panorama and the specific details of total quality.

OFAD 141 Keyboard Skills
Credits - 3
Special emphasis will be given to key by touch using a computer keyboard. Development of speed and accuracy. Training in simple documents, such as: memorandums, documents with proofreader's marks, and also basic functions of Microsoft Word application such as: create, save, print, edit, and centralize text.

OFAS 121-O Basic Keyboarding I
Credits - 3
This course introduces students in the use of computer and word processing skills. Its major objectives are to develop touch control of the keyboard and proper techniques, to build speed and accuracy, and to provide practice in applying those basic skills to the formatting of basic parts of e-mails and business letter in block style. The course is developed from exercises of application, research, cooperative work, use of technology and reflection.

OSMB 100 Medical Terminology
Credits - 3
Medical Terminology course is designed for students to know and learn the terms and procedures used in a medical facility. In addition, students will learn medical vocabulary and their meanings.

OSMB 102 Billing
Credits - 3
This course will develop in students the skills and abilities to process bills of health services.

OSMB 103 Coding
Credits - 3
The Coding course includes the study of the nomenclature of diseases and health conditions, as well as an introduction to ICD 10, development and presentation of the structures, organization and implementation of the same. It is also studying medical procedures CPT4 aligning each diagnosis and the procedure performed, while guidance in ***Puerto Rico*** medical plans will apply.

OSMB 104 Billing Audit
Credits - 3
This course is designed for students to check invoices, identify the most common mistakes and determine the reason for its refusal. Measurement income received by receiving and losses incurred in the billing process.

OSMB 105 - Legal and Administrative Procedures
Credits - 3
This course studied the legal dispositions applicable to administrative processes to the health services and the claims.
OSMB 106 - Electronic Billing
Credits - 3

This course prepares students in the use and management of electronic billing program. The student will be able to work the full cycle of electronic invoicing.

OSMB 107 - Electronic Medical Record
Credits - 3
This course prepares students in the use and management of electronic records and the use of electronic billing program enabling it to work on full cycle of electronic health information.

OSMB 108 - Integrated Applications
Credits - 3
In this course Microsoft Office programs are integrated. These are: Word, Excel, PowerPoint, Access and Outlook. The student will apply the acquired knowledge previously in Microsoft Office courses. You use internet options and mail to integrate documents. It will create different documents in which apply critical thinking to solve problems.

OSMB 109 - Introduction to Database Management
Credits - 3
This course is designed to enable the students to develop the techniques and skills necessary for the analysis and design of the database.

OSMB 110 - Introduction to Office System Technology
Credits - 3
This course is designed to enable the student to develop skills for the use and management of technological tools holistically.

OSMB 111 - Medical Transcription
Credits - 3
This course is designed to enable students to develop the skill to transcribe medical information by using dictation machine transcription to produce medical reports.

OSMB 113 - Coding of Services and Procedures
Credits - 3
This course provides students the knowledge and basic skills required for the coding of medical services and procedures. Practical exercises will be included in order to search for coding of services, procedures, and treatments, using the CPT code manual as a resource for services and procedures.

OTEM 101-O Introduction to Office Technology Systems
Credits - 3
This course introduces the student to basic computer concepts, the internet as a technological resource, electronic mail, and the importance of different computer applications. The student will be introduced to the basic concepts of information processing, as well as the basic concepts of data processing. Emphasis will be given to acquiring basic computer skills.

OTEM 201-O Information Technology
Credits - 3
This course will develop different input technologies: digital image, scanning, speech recognition, electronic communication and information processing.

OTEM 202-O End-User Productivity Programs
Credits - 3
This course presents the three most important Microsoft Office applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. It emphasizes the use of the programs, independently, to carry out efficiently all applications in an enterprise. In this course, the student will practice the common skills that every user needs to know to perform his/her job efficiently.

OTEM 303-O Introduction to Database Administration
Credits - 3
The course provides the concepts, techniques and necessary skills for the analysis and design of databases. The course offers the necessary tools for the creation, the handling and maintenance of the data. It applies the knowledge to different cases. The student learns how to analyze the data to present it in form of tables, reports and queries. It provides the basic of the SQL programming language.

OTEM 310-O Office Information Administration
Credits - 3
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.

OTEM 401-O Electronic Publications
Credits - 3
The course of Documents Publishing prepares students in the use of desktop publishing applications and design software to help them create high quality documents like the ones used in business environments. Students will design and create office documents and publications such as letterheads, flyers, graphs, greeting cards, invitations, certificates, business cards, etc. Additionally, students will have the opportunity to efficiently communicate using basic design concepts.

OTEM 402-O Network Electronic Document Publications
Credits - 3
This course has been designed to develop the skills and knowledge that are necessary to generate structures of textual and visual content that can be shown efficiently on the Web. The student will use the design principles and a variety of techniques to prepare commercial and professional webpages.

OTEM 404-O Office Systems Training and Development
Credits - 3
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.

OTEM 405-O Integration of Applications
Credits - 3
The programs of Microsoft Office: Word, Excel, PowerPoint, Access and Outlook are integrated in this course. The student will use the knowledge previously acquired. She/he will use Internet and e-mail options to integrate documents. She/he will create different types of documents for the solution of which critical thinking will be applied.

OTEM 410-O Final Project in Electronic Publications
Credits - 3
The course provides students with a simulated scenario where they will work out the tasks of an employee to design documents for publishing on the Internet. The students apply principles and techniques acquired in previous courses. They will work on projects and case studies individually and in a collaborative environment.

OTEM 415-O Strategic Content Management
Credits - 3
Study of the principles and practices for the design, development, and maintenance of virtual projects for audiences of all types and sizes. The course presents a unique strategy that combines three critical elements of the Optimized Content Management: Processes, technology, and people.

OTEM 416-O Electronic Documents Management
Credits - 3
The course of Electronic Document Management defines and simplifies the principles found in engineering and document management. Allow to set the methods and techniques for planning, building and maintenance of automated system (EDMS) for a fast and efficient storage and retrieval of documents and forms.

OTEM 420-O Final Project: Management of Electronic Content
Credits - 3
Application of concepts, principles and practice of system design, and programming techniques for developing applications in engineering and document management. Includes design and programming files for the implementation of the system (EDMS) and Optimized Content Management System (CMS). Requires the use of laboratory.

PALE 105-O Constitutional Principles
Credits - 3
Study of the Constitution of the United States of America. Emphasis on the rights, privileges, and immunities.

PARS 101-O Introduction to Paralegal Practices and Ethics
Credits – 3
This course is designed to introduce the student to the paralegal profession and legal ethics. The course focuses on the role of the paralegal in the legal environment and career-related topics, including job search criteria, Leadership and human relations skills and health and safety paralegal environments. The course will also provide an overview of the legal system and selected areas of the law.

PARS 102-O Real State Fundamentals
Credits – 3
Survey of real property law in the State, including classification of interests in real property; methods of acquiring ownership in real property; ownership interests; surveys and land descriptions; encumbrances of real property; easements and licenses; buying and selling real property; deeds of conveyance; recording systems; title abstracting and title insurance. Stresses practical application for paralegal.

PARS 103-O Civil Litigation Fundamentals
Credits – 3
Focuses on litigation process as related to court system of the State. Attention to function of law, role of attorney, basic substantive law, pleadings, discovery, trial, settlement and appeal.

PARS 104-O Legal Research and Theory with Legal Writing
Credits – 3
An introduction to the legal system and to the law library system. Students learn to research and cite all primary

and secondary sources on both the state and federal levels.

PARS 105-O Computer Technology in a Legal Office
Credits – 3
This course is designed to assist students in developing analytical and technological skills to enable them to logically approach the application of computer technology to the field of law. This course includes learning activity designed to ensure competence in the basic use of computers.

PARS 106-O Foundations of Wills, Trusts, and Estate Administration
Credits – 3
In-depth analysis of Florida Probate Code as basic substantive law, which governs, wills, trusts and estate administration in the State.

PARS 107-O Insurance Case Manager of Paralegals
Credits – 3
This course focuses on the pre-suit litigation process as related to insurance claims in Florida. Students will gain experience and skill in dealing with the different types of insurance contracts, document retrieval, medical codes, basic medical terminology, reviewing and summarizing medical records, drafting demand letters and the billing process.

PARS108-O Family Law
Credits – 3
This course examines crime and the elements of offenses. Various mental states, capacities to commit crimes, and defenses to criminal liability are intensely studied.

PARS 109-O Debtor-Creditor/Bankruptcy
Credits – 3
This course presents an overview of topics in debt collection practices, post judgment debt collection and bankruptcy law.

PARS 110-O Paralegal Practice
Credits – 3
The course is an integration of theory and experience through observation and practice in a Legal office and Paralegal Services Institutions. Practice hours required: 135

PCTC 101-OA Nursing Assistant Skills
Credits - 4
This course is designed to provide the student with the knowledge and skills necessary to perform basic, compassionate care services for patients (acute care setting) or resident (long-term care setting) as an entry-level nurse aide. Prepares students to assist patients in the following: perform physical comfort and safety functions, principles of infection control, special needs patients and biological and psychological support. Provides the basic nursing skills needed to care for residents. Topics include promoting a Restraint – Proper Environment; Vital Signs, Height, Weight measurements; Observing, Reporting and Charting; Admission, Transfer and Discharge; Coping with Death. Skills demonstrated in lab

PCTC 101-OB Clinical Laboratory Phlebotomy Procedure with EKG
Credits - 3
Involves the study of laboratory procedures, and covers the collection, performance and quality control for medical tests common in a Laboratory and Health Care Settings. This course covers a more advanced study of the anatomy and physiology of the circulatory system. Laboratory sessions are focused on students learning the effective techniques of blood draws through repetition and covers the phlebotomist's role and responsibilities The course covers certification for Phlebotomy and includes the requisite number of sticks and blood draws required for certification. Also includes clinical chemistry, performing properly hook up the leads and run the EKG Machine EKG, , aseptic technique, instrumentation, taking and recording vital signs. Lab included.

PCTC 102-O Clinical Laboratory Phlebotomy Procedure with EKG
Credits – 4
Involves the study of laboratory procedures, and covers the collection, performance and quality control for medical tests common in a Laboratory and Health Care Settings. This course covers a more advanced study of the anatomy and physiology of the circulatory system. Laboratory sessions are focused on students learning the effective techniques of blood draws through repetition and covers the phlebotomist's role and responsibilities The course covers certification for Phlebotomy and includes the requisite number of sticks and blood draws required for certification. Also includes clinical chemistry, performing properly hook up the leads and run the EKG Machine EKG, aseptic technique, instrumentation, taking and recording vital signs. Lab included.

PCTC 103-O Personal Patient Care-Plan and Procedures

Credits – 3
This course provides training in providing care and assistance with tasks related to the activities of daily living and personal care, under the general supervision of a registered nurse. Including, but not limited to: personal patient care, patient care procedures personal care, patient rights, maintaining mobility, nutrition and hydration Topics include Body Mechanics – Positioning and Moving Residents; Care of the Resident's Environment; Assisting Residents with Bathing; Toileting and Perineal Care; Skin Care; Hygiene and Grooming; Nutrition; Hydration; Elimination. Skills demonstrated in lab.

PCTC 104-O Geriatric Care
Credits – 3
This course provides an introduction of the history and importance of the nurse aide along with scope of practice. Emphasis is placed on the knowledge and skills needed to provide safe, quality care of residents. Topics include Role of the Nurse Aide in LTC; Safety Measures; Emergency Measures; Infection Control; Residents Rights and Independence; End of Life Care; Communication and Interpersonal Skills and Taking Care of Yourself. Also provides the knowledge/skills to understand and interact with the resident who has mental health disorders as well as understand the psychology of interaction with residents on various levels of life. Topics include Psychosocial Needs of Residents; Culture Change; Specific behavior Problems. Skills demonstrated in lab.

PCTC 105-O Health Care Delivery System and Rehabilitation Services
Credits – 3
This course provides the knowledge/skills needed to help residents maintain the highest possible level of independence and functional ability (physical and psychosocial). Topics include Introduction to Restorative Services; The Role of the Nurse Aide in Restorative Care.

PCTC 106-O Patient Care Clinical Externship 4.0
Credits – 3
Students are assigned to a healthcare facility, under facility/staff supervision. Clinical externships consist of 120 hours and take place at a local healthcare facility chosen by the school staff.

PERT 110-O Legal & Ethical Guidelines for Personal Trainers and related business
Credits – 3
Presents legal issues, business concerns, and summarizes the legal responsibilities of a personal trainer. Students learn the scope of practice of personal training. Student learns the steps behind starting their own personal training business and aspects of leadership and ethical professional in health promotion and physical efficiency. OSHA and HIPPA included.

PERT 111-O Health, Hygiene and Nutrition Guidelines, Protocols and Standards in Exercise Training Fields
Credits – 3
The course covers the theory and practice of the components of wellness and physical fitness lifestyles. Medical records and health risk profiles are developed, and physical fitness levels are established. Students are exposed to information, activities, techniques and strategies to obtain and maintain acceptable levels of physical fitness that allow an effective life. Lifelong sports, weight control, stress management, and nutritional theories will be discussed. The course also introduces the student about concepts and history related to massage. Each concept will include the effects of massage, relaxation and their health benefits, indication and contraindication, as well as the importance of the student and client posture in each massage technique. All recommended by ACSM.

PERT 112-O Designing Training Programs for Multiple Cardiovascular Exercises
Credits – 3
The course exposes the student to different alternate modes of training to stimulate the different physiological systems of the human body. These exercises stimulate adaptations of the cardiovascular and musculoskeletal systems, in an effective and varied way, to these exercises.

PERT 113-O Designing Training Programs for Strength and Resistant Training
Credits – 3
This course is designed to teach students to develop, implement and evaluate training programs on strength and resistant training, the student will learn to create strategies and plan the physical loads through various systems of modern strength and resistant training. The student will have a theoretical and practical training, which will develop plans to achieve an improvement in athletic performance for both collective and individual sports.

PHAR 210-O Pharmaceutical Calculations I
Credits - 3
In this course, the aspects related to the solution of problems of pharmaceutical nature are discussed: foundations of measures and calculations, reasons, and proportions, metric system, apothecary and avoirdupois systems, domestic system, conversions between the system and the interpretation of prescriptions.

PHAR 211-O Pharmaceutical Calculations II
Credits - 3
In this course the following aspects related to the solution of problems of pharmaceutical nature are discussed: preparations of percentage, increase, and reduction of formulas, concentration, and dilution, pediatrics dosage, thermometry, parenteral preparations and calculations related to filling prescriptions.

PHAR 212-O Pharmacy Administration
Credits - 3
The course is designed to provide the student with the basic business management skills, the laws, and regulations applicable to the operational aspects of a commercial drugstore. The relations with the suppliers, patients, management and other personnel of the community pharmacy are studied. The students through study cases evaluate facts for the purchase, management, and maintenance of a drugstore.

PHAR 226-O Pharmacotherapy for Pharmacy Technicians I
Credits - 3
This is the first of a three parts course that integrates the basic knowledge in anatomy, physiology, pathophysiology, and pharmacology necessary to carry out effectively the functions of a pharmacy technician in the state. Emphasis is given not only to the pharmacologic part where the student is familiarized with the generic and trade names of the drug, but also safe and effective use of medicines of more demand today.

PHAR 227-O Pharmacotherapy for Pharmacy Technicians II
Credits - 3
This is the second of a three parts course that integrates the basic knowledge in anatomy, physiology, pathophysiology, and pharmacology necessary to carry out effectively the functions of a pharmacy technician in the state. Emphasis is given not only to the pharmacologic part where the student is familiarized with the generic and trade names of the drug, but also safe and effective use of medicines of more demand today.

PHAR 228-O Pharmacotherapy for Pharmacy Technicians III
Credits - 3
This is the third of a three parts course that integrates the basic knowledge in anatomy, physiology, pathophysiology, and pharmacology necessary to carry out effectively the functions of a pharmacy technician in the state. Emphasis is given not only to the pharmacologic part where the student is familiarized with the generic and trade names of the drug, but also safe and effective use of medicines of more demand today.

PHAR 230-O Pharmaceutical Technology I
Credits - 3
This course presents the different types of drug delivery systems. The aspects related to the drug bioavailability and route of administration for different dosage forms are discussed. Emphasis is given to their physicochemical properties, formulations, preparation methods, preservation packaging, and storage. Aspects related to the bioavailability of the drug and route of administration for different dosage forms are briefly discussed. Laboratory practice is included for almost all the topics of the course. Requires laboratory.

PHAR 230-OL Pharmaceutical Technology I Laboratory
Credits - 3
This laboratory type course offers students the opportunity to put into practice the knowledge acquired in the Pharmaceutical Technology I course. It familiarizes the student with the basic equipment and materials required in a community or hospital pharmacy for the preparation of compounding drugs. Examples of different dosage forms that are prepared are solutions, syrups, tinctures, emulsions, lotions, ointments, among others.

PHAR 231-O Pharmaceutical Technology II
Credits - 3
This is a continuation course that presents the different types of dosage forms and drug delivery systems. Emphasis is given to their physicochemical properties, formulations, preparation methods, preservation packaging, and storage. Aspects related to the drug bioavailability and route of administration for different dosage forms are briefly discussed. Laboratory practice is included for almost all the topics of the course. Requires laboratory.

PHAR 231-OL Pharmaceutical Technology II Laboratory
Credits - 3
This laboratory type course offers students the opportunity to put into practice the knowledge acquired in the Pharmaceutical Technology II course. It familiarizes

the student with the computer system used in community or hospital pharmacies for proper billing of different dosage forms discussed in the course. The correct way of administration, management, and interpretation of prescriptions of dosage forms is discussed and practiced. Examples of dosage forms discussed are ophthalmic products, optic products, nasal products, pharmaceutical aerosols and topical, oral 175 products, among others.

PHAR 233-O Posology
Credits - 3
Study of the activities related to the filling of facultative prescriptions. The student will apply concepts studied on dose, administration routes, drug concentration, and interactions. Emphasis is given in the prescription interpretation, correct labeling, and instructions to the patient. One semester, 3 hours lecture.

PHAR 250-O Hospital Pharmacy
Credits - 2
The course is a comprehensive study of the pharmaceutical services provided by the pharmacy to the hospital departments in concern. The content includes analysis and evaluation of the drug distribution systems. It also emphasizes in-patients and out-patients dispensing procedures that govern the safe administration of drugs and biological. Computers in hospital pharmacy, intravenous additives system, hyperalimentation and other special topics are also evaluated.

PHAR 251-O Prescription Dispensing and Pharmaceutical Specialties I
Credits - 3
This course includes the discussion of all the activities related to the prescription dispensing procedures. Topics included are prescription interpretation, product selection, prescription preparation, packaging, and labeling. Instruction to the patient in regard to proper use of the medication, possible interactions and proper storage and disposition are discussed. Emphasis is given to the study of the different product specialties such as generic drugs, trade names and over the counter drugs.

PHAR 252-O Prescription Dispensing and Pharmaceutical Specialties II
Credits - 3
This is a continuation course that includes the discussion of all the activities related to the prescription dispensing procedures. Topics included are prescription interpretation, product selection, prescription preparation, packaging, and labeling. Instruction to the patient in regard to proper use of the medication, possible interactions and proper storage and disposition are discussed. Emphasis is given to the study of the different product specialties such as generic drugs, trade names and over the counter drugs.

PHAR 255-O Pharmaceutical Legislation
Credits - 3
This course presents the laws related to the production, distribution of pharmaceutical products and other substances sold by the community drugstore under local, State Law and the Federal Laws and Regulations. It also discusses the laws, regulations and ethical norms that affect the pharmacy profession.

PHAR 256-O Supervised Practice in Pharmacy I
Credits - 2
Supervised practice is designed to develop in students the necessary skills for pharmacy service, patient-oriented, which is acquired through experiences in a community or hospital pharmacy. Clinical practice is conducted under the direct supervision of a licensed and registered with the Department of Health pharmacist. Through his work in community or hospital pharmacy students will obtain experience in the following areas: pharmacy management, prescription dispensing, patient-oriented services and the use of profiles. This clinical practice is directed and coordinated by a professor of the institution and will require a minimum of 200 hours of practice per semester to approve it.

PHAR 257-O Supervised Practice in Pharmacy II
Credits - 2
This course is a continuation of a supervised practice which is aimed at further developing students' skills in the pharmacy service, pharmacy administration, dispensing, patient-oriented services, the use of profiles and all those other skills necessary for a pharmacy technician. Clinical practice is conducted under the direct supervision of a licensed and registered with the Department of Health pharmacist. This clinical practice is directed and coordinated by a professor of the institution and will require a minimum of 200 hours of practice per semester to approve it.

PHAR 258-O Practicum Seminar
Credits - 2
This type course seminar is intended to provide students with the opportunity to review all the knowledge in the approved courses and during the first phase of their practical experience to prepare them to take their professional exam. Emphasis will be given in relevant areas such as pharmaceutical calculations, drug treatment, technical, administrative and legal aspects of the pharmacy practice.

pharmacy such as managing files and records, transcription, and other office procedures and terminology.

PHAT 100-O Introduction to Pharmacy
Credits - 3
This course familiarizes the student with the history of medicine and pharmacy. Subsequently, the student will understand the pharmacy technician career, as well as, professional technician associations, the importance of continuing education, and the existence of different levels of a pharmacy technician. The student will correlate the different methods of communication (e.g. verbal, nonverbal, written, etc.) in the workplace when interacting with coworkers, patients or any special patient group. Furthermore, the student will adept at using basic pharmacy drug references. The student will identify the role of the pharmacy technician in the community pharmacy practice, as well as, other pharmacy duties, identify the pharmacy layout, and other pharmacy services. Moreover, the student will learn about the different types of institutional pharmacy practice, as well as, the pharmacy technician role within each of the different environments. Finally, the student will discover all the additional pharmacy practice settings and advanced roles for a pharmacy technician.

PHAT 115-O Pharmaceutical Calculations
Credits - 3
This course describes the history of pharmacy calculations. Furthermore, the student will be able to convert Arabic numbers into roman numerals, as well as, traditional time into military time, and Fahrenheit temperatures to Celsius temperatures. The student will be able to identify the medication dosage form as well as the ability to convert between various systems to calculate quantity and days' supply. The student will apply formulas and calculate doses by body weight and body surface, to calculate infusion rates, dilution and alligations.

PHAT 120-O Pharmacotherapy
Credits - 3
This course relates competencies learned from anatomy, physiology and a basic knowledge of pharmaceutical chemistry. The student will be able to describe major components of systems, locations, functions, as well as primary symptoms of conditions associated with dysfunction of the system and common drugs used for treatment. These systems include nervous, endocrine, cardiovascular, respiratory, gastrointestinal, renal, reproductive, and hematological systems. The student will understand the role of the pharmacy technician in the patient care process, as well as how to assist pharmacists in responding to emergent patient situations, safely and legally.

PHAT 125-O Administration and Pharmacy Law
Credits - 3
This is a comprehensive course, which instructs the student on pharmacy law, ethics, and regulatory agencies in the development, manufacturing, packaging, marketing, licensing, sale, and distribution of controlled substances, medications, and medical devices in various pharmacy settings. Furthermore, the course covers the patient's right of medication safety, as well as safety strategies, including United States Pharmacopeia <797> regulations, to reduce medication errors. Students will discuss how the OTC (over the counter) products are regulated, discuss restricted OTC, as well as, how a prescription drug becomes an OTC drug.

PHAT 130-OL Pharmacy Sterile and Non-Sterile Compounding Laboratory
Credits - 3
This course covers the differences of sterile and non-sterile preparations, the need of certain medications to be sterile as well as necessary standard precautions, supplies, and equipment in the process of compounded sterile and non-sterile preparations. The student will learn about the United States Pharmacopeia (USP) <797>, USP-NF <795>, how to list the main components, as well as, the three risk levels. Furthermore, the student will describe and demonstrate the proper aseptic techniques as well as the key components of USP <800> regulations to be competent in compounding hazardous preparations. Lastly, the student will apply course knowledge regarding pharmacy sterile and non-sterile compounding throughout practice exercises.

PHAT 135-O Posology
Credits - 3
This course will integrate the Joint Commission Official "Do Not Use List", as well as, the medical terminology to interpret prescriptions and communicating effectively in the field. Furthermore, the student will compare the classification of medications and relate them to the pertaining body system. The student will identify the dosage formulation and routes of administration; as well as, the pharmacokinetic and pharmacodynamics of drugs in the human body. Moreover, the student will describe the purpose of excipients in the production of medication. The student will discover and differentiate generic and trade names, define suffixes, and infixes; as well as, discuss therapeutic agents and classify drugs using the drug schedules under the Controlled Substance Act (CSA).

PHAT 148-O Introduction to Pharmacy Practice
Credits - 3
This course provides the structure to review, emphasize, reinforce, and refresh the knowledge from previous core professional courses such as pharmaceutical calculations, pharmacotherapy, pharmacy administration and law, sterile, non-sterile compounding, and posology to prepare for their externship. The student will submit any pertinent documentation for the placement in the pharmacy of preference. In addition, this course will prepare the student with test-taking techniques, strategies, and reviews to take the Pharmacy Technician Certification Exam (PTCE).

PHAT 150-O Externship I
Credits - 3
This externship enables the student to apply and integrate foundational professional competencies, as well as personal and interpersonal knowledge and skills. In a real-life pharmacy environment, the student will apply patient care, quality, and safety knowledge and skills. The externship will provide the student with opportunities to process and handle medication orders, while following regulations in compliance with state and federal laws. The student in the externship will complete a total of 80 hours in a retail/chain pharmacy environment affiliated under the supervision of a pharmacist with an active license/registration in the state in which the program is offered.

PHAT 151-O Externship II
Credits - 3
This externship provides an additional opportunity for the student to apply and integrate foundational professional competencies, as well as personal and interpersonal knowledge and skills. In a real-life pharmacy environment, the student will apply patient care, quality, and safety knowledge and skills. The externship will provide the student with opportunities to process and handle medication orders, while following regulations in compliance with state and federal laws. The student in the externship will be completing a total of 80 hours in a compounding, hospital, or infusion environment under the supervision of a pharmacist with an active license/registration in the state in which the program is offered.

PHIL 201 - Introduction to Philosophy
Credits - 3
Study of the nature and development of philosophical thoughts and its problems. Studies the principal philosophers from Greece to the present.

PHLE 100-O Blood Borne Pathogens
Credits - 2
The Occupational Safety and Health Administration (OSHA) has standard that, if followed, is design to protect you. It details ways that you and your employer can work together to substantially reduce your risk of contracting a blood borne disease on the job. You are covered by the standard if it is reasonably anticipated that you could be exposed to blood borne pathogens of performing your job duties. Learn how to properly approach patient, identify patient, and learn all the appropriate steps that the Phlebotomist must apply before collection of blood. Understanding HIV/AIDS: Understanding the disease, how it is contracted and understanding what precautions to take as a health care worker and what equipment to use is protected.

PHLE 101-O Collection Equipment And Transportation Procedure Of Specimen
Credits - 3
Learn how to identify the proper tubes and its reagents within the tubes and identify the appropriate laboratory to send the blood collected. Safety from Needle-stick Injury: Learn how to properly use safety device and how to dispose of needles and know what safety device are available. Some cases may require special preparation of the patient before collection of the blood specimen as well as special collection equipment such as blood cultures of blood gases. Research studies may require special handle techniques for the blood collection from the patient and to the laboratory. Become aware of the different time specimens and learn how to use a centrifuge.

PHLE 102-O Communication and Interview Techniques in Health Care Settings
Credits - 2
Role play in how to work with other Phlebotomist as a team and what specific questions may be asked when you are on a patient interview. Time management and Assignment Organization. Set priorities for specimen collection. Describe the scope of practice, job skills and duties, for a phlebotomist. Describe the scope of practice (job skills and duties) for a phlebotomist. List and describe professional organizations that provide accreditation, certification, and licensure to phlebotomists and phlebotomy programs. Explain the importance of continuing education in relation to certification to maintain competency and skills.

PHLE 103-O Phlebotomy Capstone
Credits - 4
Students select a final hands-on project with a healthcare facility, under facility/staff supervision and approved by the instructor.

POSC 253-O Political System
Credits - 3
This course is an analysis of the political and judicial development from the 19th century to the present and the relationship of this development to organizations and the international world. The students will receive an introduction to the principles related to the government.

POSC 258-O Political System of the United States of America
Credits – 3
The course covers the evolution of the federal government, its structure, procedure and functions. Emphasis will be placed on organizations, as well as on separation of power un the legislative, executive and judicial branches.

POSC 373-O Political System of the United States

Credits - 3
The course covers the evolution of the federal government, its structure, procedures, and functions. Emphasis will be placed on organization as well as on separation of powers in the legislative, executive, and judicial branches.

POSC 380 - Constitutional Law
Credits - 3
The course is an introduction to the constitutional development of ***Puerto Rico***, with emphasis on civil rights provisions in the Constitution.

POSC 380-O Constitutional Law
Credits - 3
The course is an introduction to the constitutional development of United States, with emphasis on civil rights provisions in the Constitution.

POSC 420-O History of Political Thinking
Credits - 3
Critical analysis of political thought and history from Plato and Aristotle to the present. Analysis of the major schools of political thought and ideologies with special emphasis on twentieth century political systems.

PROD 205 - Audiovisual Production I
Credits - 3
Introductory and theoretic study of the administrative and production processes of film, video and multimedia. Study of the human resources of production from the point of view of a producer and the processes of pre-production, production and postproduction. Elaboration of the responsibilities and tasks of producer from the conception of the production design, final projection and distribution of an audiovisual object. Study of the languages of audiovisual production.

PSYC 121-O General Psychology
Credits - 3
This course is an introduction to the basic areas of general psychology. Theories, concepts and methods used in psychological studies of individual and social behavior. Attention to the psychological elements of human growth and development.

PSYC 122-O General Psychology II
Credits - 3
The course is an introduction to the scientific study of the fundamental principles that rule human behavior. Concepts and principles related to the development and maturity, such as impulses, motivation feelings, and emotions, frustrations and conflicts, abnormal and normal, etc. will be studied. Also, basic relations and their relationship to the individual and society will be included.

PSYC 121-122 - Psychology I and II
Credits - 3
The course is an introduction to basic theories of human behavior and their relation to social progress and individual growth.

PSYC 123 - General Psychology (Compendium)
Credits - 3
Study of basic principles, concepts and theories of individual and social behavior.

PSYC 123-O General Psychology
Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior.

PSYC 131-O Ethics in Psychology
Credits - 3
The course explores legal, ethical, and professional choices in the human services field. Topics include decision-making models, confidentiality, standards, and ethical ideas that guide professional applications of psychology in teaching, research, and practice, including an in-depth exploration of ethical principles and professional codes of conduct. Students also explore professional organizations in the field as well as ethical and professional issues in the discipline of psychology.

PSYC 205 - Personal Growth and Development
Credits - 3
The course emphasizes the dynamics of human behavior, and techniques for effective interpersonal relations. Human activity and mechanisms for personal and social

adjustment are analyzed in order to achieve understanding of oneself and others.

PSYC 210-O Human Sexuality
Credits - 3
This course will offer the student the opportunity to understand the principles and concepts related to human sexuality, its history, and tradition. The contributions made by scholars in this field and also the basic determinants of sexual conduct. Physiology, anatomy and the psychological and cultural aspects of sexuality will be stressed. The different sexual dysfunctions and their origins will be studied. All themes will be discussed within the reality of the various cultures.

PSYC 221 - Child Psychology
Credits - 3
Main theories of child development, emphasizing cognition, learning, personality and behavior. Recommended for elementary education students.

PSYC 222 - Adolescent Psychology
Credits - 3
The course deals with adolescent development and behavior, including personality, learning, vocational selection, moral development and social adjustment in society. Alienation and social Commitment will also be discussed.

PSYC 222-O Adolescence Psychology
Credits - 3
Adolescent development and behavior: personality, learning, vocational selection, moral development and social adjustment in the society. Alienation and social commitment are analyzed.

PSYC 225 - Social Psychology
Credits - 3
The course centers on the relationship between the individual and society. Attitudes, perception of group behavior, prejudices, and conformity will be discussed.

PSYC 225-O Social Psychology
Credits - 3
This course covers a scientific study of the social behavior of the individual. It focuses on the critical analysis of the relationship between culture and personality inside the social constructive process, such as attitudes, duties, stereotypes, opinions, mass phenomenon, social structures, and conflicts. The theories apply to social test are explored.

PSYC 226-O Evolutional Psychology
Credits - 3
This course allows students to study the human development since its conception to death. This course focuses on the theories of learning, cognition in the development, and psychodynamic. It also places emphasis on the interpersonal processes, cognitive, and motivation. It explores the findings in the scientific investigation of the study of human development.

PSYC 228-O Diversity Psychology
Credits - 3
Study of the human and cultural diversity from the perspective of the sciences of conduct. Analysis of the differences and similitudes of the individual human behavior as it relates to ethnicity, gender, religion, age, disabilities, sexual orientation, learning differences, types and levels of intelligence, language, and socioeconomic status, among others. Analysis of the psychological, social, economic and legal implications using as a framework current research on diversity. This course will be conducted through discussion of topics, research, case studies and case analysis, technology and group projects.

PSYC 283 - Human Development
Credits - 3
Course covers human development theories from conception to death, providing emphasis in personality issues, but also including biological and social bases of human behavior.

PSYC 305 - Human Relations and Public Service
Credits - 3
The course deals with the complexity and the dynamics of human relationships. The variables that influence individual behavior in group situations will be studied. Topics include motivation, leadership, communication, resistance to change, and the importance of good human relations in public service.

PSYC 307 - Group Dynamics
Credits - 3
The course covers group dynamics, cohesion, structure, emotional factors, leadership, and communication. The classroom situation is used as a laboratory for the concepts studied.

PSYC 320-O Abnormal Psychology
Credits - 3
The purpose of this course is to critically analyze what is considered normal behavior. The definitions of what is considered normal and abnormal will be compared, taking into consideration both cultural and socioeconomic criteria in defining these concepts. The evolution of the concept of mental disorder will be analyzed, along with its epidemiology, etiology,

diagnosis, and treatment, in addition to the many services and theories that apply to the mental patient. This course also reviews topics associated with stress and its management, human spiritually, and developmental disabilities. Additionally, the different entities of the DSM-V will be explored.

PSYC 321 - Theories of Personality
Credits - 3
The course deals with theories, problems and research regarding the role of motivational, perceptive, socioeconomic, biological, genetic, somatic, and learning factors in the development of the personality.

PSYC 321-O Personality Theory
Credits - 3
This course is a critical evaluation of the principal psychological theories from their origin to the present, establishing their application to psychotherapy. This course also covers the concept of personality from psychoanalytic theories, social, epistemological and existentialist.

PSYC 322-O Theories and Techniques in Psychotherapy
Credits - 3
This course covers various focused and psychotherapeutic processes of therapy. It explores theories of personality and learning for counseling, psychology, and psychoanalysis of the function that is carried out. It also concentrates on the discernment in the change of conduct or behavior in the treatment and the justification of the psychotherapeutic techniques.

PSYC 324-O Gender Psychology
Credits - 3
This course is designed to introduce the student to the psychological study of gender. Topics will include: What it means to be a male or a female in our society and other societies around the world; how gender develops over the lifespan; how gender shapes our lives and how the social world shapes our construction of gender; how similar and different males and females are across a number of domains; and how culture, religion, and the media shape and reinforce ideas about gender.

PSYC 327-O Psychology of the Elderly
Credits - 3
This course offers the student the opportunity to develop the necessary skills to critically evaluate the psychological theories related to the elderly population, recent research in the field, and their implications. The implications of sensory and perceptual changes, learning, memory, intelligence, personality, and motivation in the daily routines of the elderly will be examined. The course integrates readings, discussions, and research in which the students can apply the acquired knowledge.

PSYC 330-O Interpersonal Psychology
Credits - 3
Research, theory and their practical applications pertaining to the beliefs, attitudes, and behaviors as they relate to conflict and conflict resolution. Focuses on basic skills for resolving interpersonal conflicts. Topics include analysis of problems associated with emotion, gender roles, culture, ethnicity, communication, confidentiality and impartiality in mediation.

PSYC 343 - Learning Theories
Credits - 3
The course covers theories of learning as a determinant of behavior. Topics include variables in the learning process, experimentation and application to education.

PSYC 343-O Theories of Learning and Motivation
Credits - 3
This course establishes an introduction to the basic theories of the personality. It stresses the critical reflection concerning the theories. It presents a clear and precise picture of the principal characteristics of each theory. It should also foster criteria in order to guide each evaluation following the theories.

PSYC 344-O Theories of Learning and Motivation
Credits - 3
This course introduces students to theories of learning and motivation. Students will learn about empirical research and theoretical perspectives including classical conditioning, operant conditioning, reinforcement, avoidance, punishment, and intrinsic/extrinsic motivation.

PSYC 350 - Principles of Psychopathology
Credits - 3
The course covers dynamics, diagnosis, and prediction of abnormal behavior. Neuroses, psychotic disorders and personality disturbances such as alcoholism, sexual deviation and others will be discussed. Psychotherapies used in the treatment of abnormal behavior will be analyzed.

PSYC 350-O Psychopathology Principles
Credits - 3
The course offers the student a comprehensive foresight of the concepts, the history, and the social and scientific aspects of normal behavior in the human being. It introduces the classification of psychological disturbances and the development of the necessary skills in the use and management of the DSMIV.

PSYC 355 - Industrial Psychology
Credits - 3
The course deals with the application of psychological techniques to industry and business. Emphasis is on promotion and recruitment of personnel. Psychological factors that determine efficiency of industrial organizations will be discussed.

PSYC 355-O Industrial Psychology
Credits - 3
This course focuses on the introduction to the study of the Industrial Organizational Psychology methods, theories and its historical perspective.

PSYC 360 - Seminar on Human Sexuality
Credits - 3
This course addresses sexuality as an integral part of human functioning and relationships. Physiological, sociological and psychological aspects of sexual behavior will be covered, including the cultural factors in sexuality, ethical dimensions and sexually transmitted diseases, such as AIDS.

PSYC 400 - Experimental Psychology
Credits - 3
The course is an introduction to experimental methods from a methodological point of view. Topics emphasized include epistemological bases of sciences, ethical issues in conducting experimental research, APA Ethical Standards, scientific and non-scientific approaches to knowledge, and goals of scientific methods. Other topics discussed include independent and dependent age, external validity, experimental and statistical hypothesis, and identification of statistically significant effects, elements of descriptive and inferential statistics, treatment effects, experimental treatment, control and experimental groups, and features of the experimental methods. Basic experimental designs discussed include completely randomized, within subject, and factorial designs. Emphasis will be placed on independent group designs, random groups, matched groups and others. Experimental thesis designs will be carefully discussed and applied.

PSYC 400-O Psychological Measurement
Credits - 3
This course studies the principles of psychological measurements; evaluation of the characteristics of the test, such as validity and trustworthiness, quantification, conversion of points, linguistic adoption and normalization. A general overview of the tests that are used in the psychological field will be explored. A focus will be given to the controversies that have arisen regarding the use and interpretation of the same.

PSYC 401 - Experimental Psychology
Credits - 3
Introduction to the experimental methods from a methodological point of view. Emphasizes on several topics such as, epistemological bases of sciences, ethical issue in conduct of experimental research -APA Ethical Standards-, scientific and non-scientific approaches of knowledge goals of scientific methods, independent , dependent age, and external validity, experimental and statistical hypothesis, identification of statistically significant effects, elements of descriptive and inferential statistics, treatment effects, experimental treatment, control and experimental groups, features of the experimental methods, basic experimental designs: completely randomized, within subject and factorial designs. Emphasizes will be given to independent groups designs, random groups, matched groups and others.

PSYC 402-O Research and Methodology
Credits - 3
This course is an introduction to the scientific study of behavior with special emphasis on laboratory methods, the design, recompilation, and analysis of the facts using statistical programs of the computers. Work will be done with outcomes of the scientific studies, their interpretation, theoretical and the contrast with new investigation.

PSYC 405 - Physiological Psychology
Credits - 3
The course covers physiology and human behavior, including the central nervous system, the autonomous nervous system, cortical processes, processes of emotion, motivation, and behavioral disorders with physical etiology. Relationship between learning and psychological processes will be discussed.

PSYC 410-O Organizational Psychology
Credits - 3
This course focuses on the contribution of applied psychology to our understanding and practice of management within organizations. This course reviews behavioral science, theories, methods and tools to use and apply in today's work environments. This course covers the design and evaluation of personnel selection and training programs in a variety of organizational settings, development of predictors; evaluation of instructional and training systems; criteria for performance evaluation, promotion, and training. The course material will begin with an overview of work and organizations in modern industrial society, and then examine individual behavior, move to behavior in groups or teams, and finally discuss organizations as a whole.

PSYC 415-O Psychology of Leadership

Credits - 3
This course covers the study of the theory and application of fundamental principles of leadership. Students will identify and learn the characteristics of effective leadership across multiple settings. Emphasis is on the psychological theories and how they address the concept and context of leadership. Psychological approaches to the measurement of leadership effectiveness will be used to evaluate various contemporary models found in popular culture.

PSYC 423-O Physiological Psychology
Credits - 3
This course studies the human organism with emphasis on the central nervous system, the somatic sensorial, and the endocrine system. The relationship between organism and behavior and the superior cortical processes is studied. The different emotional theories dealing with motivation and learning will be analyzed. The impact of the theories of behavior will also be analyzed. In addition, the different types of drugs will be considered as well as their effect on the human behavior.

PSYC 450 - Seminary of Integration
Credits - 3
The course centers on analyzing psychologists' work and functions in diverse service settings. It includes discussion of the psychologist's Code of Ethics and the most relevant laws involved in the rendering of psychological services. The design and implementation of a community service activity are also included.

PSYC 450-O Psychology Seminar I
Credits - 3
This course covers the acquisition and development of the basic skills of communication and interview. Application and use of the help process, such as empathy, respect, approval, and confidentiality is an integral component of the course. Other themes such as Mental health

PSYC 451-O Psychology Seminar II
Credits - 3
This course focuses on personal and group aid. It is required that each of the students, under supervision, completes a scientific study and is able to apply the proper scientific methodology. This course is an introduction to the scientific study of the fundamental principles that govern the human conduct. The concepts and principles related to the development of psychology as a science, the function of the nervous system, endocrine system, sensorial and motor systems, perception, learning, and intelligence are integrated into this course.

PSYC 460-O Senior Capstone in Psychology
Credits - 3
This course engages students in a capstone experience to bring together the various areas of knowledge and skills gained through the program. Students will consider the emerging trends in Psychology and its application to the real world. This course will help students to self-reflect in their areas of interest and begin career exploration. Students will learn about techniques used for planning their career development within the discipline of psychology or related field, and specific terminology used in the profession. Students will develop their skills in interviewing, oral presentation, and creation of effective written materials for job searches or graduate school admission. Students will select an area or focus for their final research project.

PSYC 461- O Senior Seminar in Psychology
Credits - 4
The course covers topics from both natural and social science knowledge bases of the discipline. Requires students to demonstrate knowledge learned throughout the program and apply these theories to real-world issues. Students are expected to analyze and integrate learning experiences acquired throughout their program and to evaluate research and current topics relative to their area of concentration. Students complete a research paper that synthesizes knowledge and tools learned in their program while developing an innovative solution to a discipline-specific problem. Students present their research paper and a PowerPoint presentation.

PUHE 101 - Introductions to Public Health and Health Education
Credits - 3
Introduction to the different conceptions about health, as well as the basic principles education. Analysis of the relationships that exist among the 4 mayor factors that determine health. Deals with various epidemiologic concepts about health and illness, the natural history of diseases, attention and prevention levels, specific protection measures and health promotion. Emphasis is placed on existing health education models for individual and community intervention.

PUHE 101-O Introduction to Public Health and Health Education
Credits - 3
This course is an introduction to the different conceptions of health, as well as, the basic principles of public health and education. This course covers an analysis of the relationships that exist among the four major factors that determine health. It also deals with various epidemiological concepts about health and

illness, the natural history of diseases, attention and prevention levels, specific protection measures and health promotion. Emphasis is placed on existing health education models for individual and community intervention.

PUHE 201 - Introduction to Biostatistics
Credits - 3
Basic concepts and principles of statistics applied to life and health. Emphasis in the basic techniques used in scientific research, primarily in areas of health education and public health. Analysis of the major statistical concepts such as: the scientific method and the statistics method and others.

PUHE 201-O Biostatistics
Credits - 3
This course focuses on the basic concepts and principles of statistics applied to life and health. Emphasis on the basic techniques used in scientific research, primarily in areas of health education and public health. Analysis of the major statistical concepts such as the scientific method and the statistics method and others.

PUHE 203 - Introductions to Epidemiology
Credits - 3
Studies the occurrence, distribution and causes of diseases in communities using the epidemiologic method. The epidemiologic, as well as, the scientific method are applied to the health-illness process and its causes, particularly transmissible, chronic, mental diseases and high-risk behaviors.

PUHE 203-O Introduction to Epidemiology
Credits - 3
This course studies the occurrence, distribution, and causes of diseases in communities using the epidemiologic method. The epidemiologic, as well as, the scientific method are applied to the health-illness process and its causes, particularly transmissible, chronic, mental diseases and high-risk behaviors.

PUHE 210 - Biological Aspects of Human Diseases
Credits - 3
Develops sound scientific attitudes, the concepts and the basic biological processes of diseases, such as: inflammation, immunological reactions, regeneration and growth control, fibrosis and necrosis using the scientific method as the tool. Pathogenesis is incorporated to the various perspectives of epidemiology and disease control as they relate to public health. Laboratory experiences promote the application of technology to the study of the principal human diseases and agents that cause them.

PUHE 210-O Biological Aspects of Human Diseases
Credits - 3
This course develops sound scientific attitudes, the concepts and the basic biological processes of diseases, such as inflammation, immunological reactions, regeneration and growth control, fibrosis, and necrosis using the scientific method as the tool. Pathogenesis is incorporated to the various perspectives of epidemiology and disease control as they relate to public health. Laboratory experiences promote the application of technology to the study of the principal human diseases and agents that cause them.

QETE 240 Quality Management Principles and Improvement Tools
Credits - 3
This course focuses on the organizational goal of producing a quality product or service. The meaning and benefits of quality, the cost of quality and problem-solving tools for continuous improvement. Topics include overview of quality philosophies; principles of quality, commitment to continuous improvement, customer focus and paradigm shift, understanding process variation and employee involvement .Also, describes the quality tools that provide the basics for examining processes and systems and making data-based decisions to improve work processes and systems. Covers the 7-step improvement process, includes flow-charting, Pareto charts and cause and effect diagrams.

QETE 245-O Fundamentals of Statistical Process Control/Metrology
Credits - 3
This course provides the basic concepts of Statistical Process Control (SPC, for its acronym in English). The course covers control charts, including the adjustment of scales, graphing, interpreting and analyzing process capability. Techniques are emphasized problem solving and practical exercises are integrated into the implementation of SPC in the workplace. Are discussed, different instruments used for data collection, with the purpose of statistical analysis.

QETE 245-OL Lab. of Fundamentals of Statistical Process Control/Metrology
Credit - 1
The course covers control charts, including the adjustment of scales, graphing, interpreting and analyzing process capability. Techniques are emphasized problem solving and practical exercises are integrated into the implementation of SPC in the workplace. Are

discussed, different instruments used for data collection, with the purpose of statistical analysis. Laboratory.

QETE 250 Introduction to Technical Engineering Management
Credits - 3
An introduction to the principles of administration of engineering, including the management functions of planning, decision making, organizing, human aspects, leading, and controlling. Also, in this course, the students describe the functions and typical activities in the product life cycle.

QETE 255 Fundamentals of Lean Manufacturing-Six Sigma
Credits - 3
Fundamental concepts of Lean Manufacturing, Six Sigma and other contemporary performance improvement methodologies or contemporary quality management systems. Students try to determine cause and effect to predict, improve and optimize the performance of the process. In addition, it use basic tools such as: 5S, Kaizen and others.

QETE 260-O Principles of Industrial Regulations and Validations
Credits - 6
This course cover the study of current Good Manufacturing Practices (cGMP's) and the series of international quality standards known as ISO 9000 through 9004, ISO 10011, 10012, ISO 13485 and ISO 14000.The validation for characterizing processes, intermediates process and final products emphasizing effectiveness cost while determining what levels of validation are required for different phases of development and process improvement also are included. Are discussed topics such as validation of water systems, cleaning validation, computer systems validation, equipment validation and recent trends in process validation.

QUME 250 - Quantitative Methods I
Credits - 3
Pre-calculation course for students with the Specialty in Business Administration. I know includes: Linear Equations, Linear Inequalities and Functions. (Quadratic Linear Function). Exponential Functions and Logarithms; Financial Mathematics and Matrix Algebra. All topics are applied to problems of Business Administration and Economics.

QYLE 101-O Attitude Development and University Adaptation
Credits – 3
This seminar is design to facilitate the transition and integration of freshman in a university environment. Its purpose is to develop knowledge, attitudes, study skills appropriate, and necessary skills to help students achieve their educational goals and facilitate their transition to university life.

QYLE 110-O Attitude Development and University Adaptation
Credits - 3
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-reflection, 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.

REED 110-O First Aids for Sports and Physical Activities
Credits – 3
Study of the more common first aid for sports and other recreational physical activities in case of an accident or injuries. The course is oriented to enable the professional of the recreation to facilitate first aids in cases of accidents. Study of the human body, its operation and the roll of the professional of the recreation first aid. Includes FIRTS AID, CPR AED Certification Exam.

SBOT 101-O Principles of Selling
Credits - 3
Combination of principles and techniques of selling. Emphasis on person-to-person situations, consumer motivations, persuasion and problems dealing with psychology of sales situations related to small business operations.

SCIE 111 Integrated Sciences I
Credits - 3
This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

SCIE 111-O Integrated Sciences I
Credits - 3
This course integrates concepts from the different areas of sciences. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter, and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied.

SCIE 112 Integrated Sciences II
Credits - 3
This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

SCIE 112-O Integrated Sciences II
Credits - 3
This course integrates concepts from the different areas of sciences. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter, and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied.

SCIE 113-O Integrated Science Compendium
Credits - 3
This course integrates concepts from the different areas of sciences and offers the students the opportunity to get acquainted with them. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter and energy. The origin and evolution of live organisms and the conservation, nutrition, health, and interactions between these and the environment will also be studied.

SOCI 201-O Principles of Sociology I
Credits - 3
This is the first part of the course, study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems.

SOCI 202-O Principles of Sociology II
Credits - 3
This is the second part of the course, study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems.

SOCI 203 - Sociology Principles (Compendium)
Credits - 3
Topics include social organization, cultural phenomena, and socialization. Basic institutions, social deviation, stratification, social mobility, social and cultural change will also be discussed.

SOCI 203-O Principles of Sociology
Credits - 3
This is a survey course on principles of sociology. It focuses on the study of the theories of groups, institutions and society. Analysis of social organization and social problems is integrated in the course.

SOCI 204-O Principles of Sociology
Credits - 3
This course will study the individual and his relationship with his environment and social organizations, and the nature of this relationship. The course will also emphasize the development, functions, and influences of interaction, changes, social processes, and the analysis of the social problems that are most frequently present in society. The presentation of the themes to be discussed will be from a sociological perspective.

SOCI 213-O Social Problems
Credits - 3
This course focuses on discussion and analysis of the social problems that are most frequently present in society. The presentation of the themes to be discussed will be from a sociological perspective.

SOCI 325 - Social of Deviance
Credits - 3
Theories of social deviance. The role of social and cultural values in the definition of deviant behavior. Emphasizes the influence of traditional and modern society in deviant behavior.

SOCI 325-O Sociology of Deviancy
Credits - 3
Study of sociological theories explaining deviant behavior. Special attention will be given to the role of cultural values and norms in the definition of deviant behavior. Pathological aspects such as poverty, family

disorganization, overpopulation, prostitution and alcoholism are studied.

SOCI 358 - Social Problems of Puerto Rico
Credits - 3
The course deals with social problems in contemporary Puerto Rico. 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 Puerto Rico.

SOCI 358-O Social Problems of the Hispanic Community in United States
Credits - 3
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.

SOSC 101 - Introduction to Social Sciences I
Credits - 3
Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

SOSC 101-O Introduction to the Study of Social Sciences I
Credits - 3
This course introduces the student to the application of scientific methods. It also emphasizes the study, research, and critical analysis of the concepts and methodology of the psychological, sociological, and anthropological fields. The theories that rule these disciplines, and the problems and possible solutions of them are also studied in the course.

SOSC 102 - Introduction to Social Sciences II
Credits - 3
This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in ***Puerto Rico*** and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

SOSC 102-O Introduction to the Study of Social Sciences II
Credits - 3
This course focuses on the study, research, and critical analysis of the concepts and methodology of the social sciences emphasizing the political and economic fields. Theories and proposals of economic and political problems that are fundamental in the contemporary world are integrated with an interdisciplinary approach.

SOSC 103 - Introduction to Social Sciences (Compendium)
Credits - 3
The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of anthropology, sociology, economics, and political science, and considers their significance in the analysis of social problems. The course themes are approached from both the global and local perspectives.

SOSC 103 -O Introduction to Social Sciences
Credits - 3
This is a survey course on general principles and foundations of the social science disciplines: anthropology, sociology, psychology, economics, and political sciences. The course covers an analysis of social problems and impact in society.

SOSC 111-O Individual, Community, Government, and Social Responsibility I
Credits - 3
This course focuses on the study of the civic, social, cultural and psychological elements of the individual in our society. The course emphasizes in the personal, interpersonal and social dimensions of human behavior and social responsibility.

SOSC 111-O Individual, Community, Government, and Social Responsibility I
Credits - 3
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
Credits - 3
This course focuses on the study of the civic, social, cultural and psychological elements of the individual in our society. The course emphasizes in the personal, interpersonal and social dimensions of human behavior and social responsibility.

SOSC 225-O Contemporary Economic and Political Issues
Credits - 3
This course focuses on an interdisciplinary approach to study the interrelation of social organizations, political, and economic systems in the contemporary world. It studies social, political, and economic developments. It includes an analysis of selected events and current issues that impact our society.

SOSC 250-O Statistics in Social Sciences
Credits - 3
This course is an introduction to the statistical methodology as applied to Social Sciences. Basic statistical concepts and techniques are introduced. The course also emphasizes the scientific and graphical presentation of data, as well as its analysis.

SOSC 258-O Research Techniques in Social Sciences
Credits - 3
Introduces the learner to the application of all scientific techniques for research and investigation in the social sciences. Places emphasis on basic procedures for gathering data, establishing the problem and hypothesis, analyzing, interpreting and applying findings.

SOSC 260-O Research Techniques in Social Sciences
Credits - 3
Introduces the learner to the application of all scientific techniques for research and investigation in the social sciences. Places emphasis on basic procedures for gathering data, establishing the problem and hypothesis, analyzing, interpreting and applying findings.

SOSC 301-O Statistics for Social Sciences I
Credits - 3
This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences challenges in society. The course focuses on the when, why and how of using specific techniques in a research process.

SOSC 302-O Statistics for Social Sciences II
Credits - 3
This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences challenges in society. The course focuses on the when, why and how of using specific techniques in a research process.

SOSC 303-O Applied Statistical Methods for Social Sciences
Credits - 3
Statistical methods applied course is introductory to the field of statistical methodology applicable to the field of social sciences. It provides an overview of descriptive and inferential statistics of greatest relevance to the field of social services.

SOSC 320 - Social Research Techniques
Credits - 3
The course deals with research methods and techniques for the Social Sciences.

SOWO 200-O Introduction to Social Work
Credits - 3
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.

SOWO 211-O Human Behavior and Social Environment I
Credits - 3
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.

SOWO 212-O Human Behavior and Social Environment II
Credits - 3
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.

SOWO 300-O Social Policy
Credits - 3
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.

SOWO 311-O Social Work Methodology I
Credits - 3
This course shows an overview of the methodology of social work and development of the generalist method. Allows the identification of phases and purposes of the aid process and its applicability to individuals, families,

groups and communities. It emphasizes on the professional relationship, values and ethical principles.

SOWO 312-O Social Work Methodology II: Individual and Family
Credits - 3
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.

SOWO 313-O Interview and Documentation in Social Work
Credits - 3
This course is focused on the study of purpose, components and factors of the human communication process, interview and documentation in Social Work. It allows the development of the necessary skills to interview and document the process within the ethical standards of Social Work profession.

SOWO 314-O Social Work Methodology with Groups
Credits - 3
This course is focused on the development of knowledge and skills in the generalist intervention with groups. The student will know about theoretical and practical group methods and will analyze the fundamental principles that guide the Social Work professional intervention with groups.

SOWO 315-O Social Work Methodology with Communities
Credits - 3
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.

SOWO 320-O Social Research Techniques
Credits - 3
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.

SOWO 325-O Social Gerontology
Credits - 3
This course is directed towards the identification of biopsychosocial, cultural, and legal implications of the aging process, and the manifestations of discrimination based on age. Students are instructed on theoretical and methodological approaches to intervene with older adults.

SOWO 330-O Seminar: Current Topics in Social Work
Credits - 3
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.

SOWO 441-O Practicum Seminar I
Credits - 3
Seminar that complements Supervised Practice 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.

SOWO 442-O Practicum Seminar II
Credits - 3
Seminar that complements Supervised Practice II (SOWO 452). It facilitates the integration of theoretical knowledge, skills, attitudes acquired in the supervised practice I emphasize methodological aspects of intervention in diverse contexts.

SOWO 451-O Supervised Practice I
Credits - 4
The supervised practice I (SOWO 451) places the student in direct service activities and provides the necessary experience for the application of the theories, methodology and skills acquired, in an ethical and responsible manner, under the supervision of a Social Work professional. The student is expected to satisfactorily achieve the supervised practice objectives as presented in the Field Practicum Handbook.

SOWO 452-O Supervised Practice II
Credits - 4
The purpose of the Supervised Practice II is to continue the intervention phases of the course Practice I (SOWO 451), the subsequent phases of the generalist method 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 Social Work professional.

SPAN 050-O Basic Preparatory Spanish
Credits - 3
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 Communication Skills Spanish as a First Language
Credits - 4
This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At a basic level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities that spelling and grammatical rules are emphasized, while keeping the focus on reading comprehension as a skill that helps them to express themselves both orally and in writing effectively. It emphasizes effective oral communication as a useful tool in the professional and personal development of the students. In addition, it introduces and emphasizes the verbal and written aspects of language as important elements in formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

SPAN 101- Introductory Spanish - Basic Level
Credits - 3
The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

SPAN 101-102 - Introduction to Spanish Language -Basic Level
Credits - 6
The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

SPAN 102-O Basic Spanish
Credits - 4
This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At an intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities that spelling and grammatical rules are emphasized, while keeping the focus on reading comprehension as a skill that helps them to express themselves both orally and in writing effectively. It emphasizes effective oral communication as a useful tool in the professional and personal development of the students. In addition, it introduces and emphasizes the verbal and written aspects of language as important elements in formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

SPAN 103- Introduction to Spanish Language – Intermediate Level
Credits - 3
Introduction to linguistics. The historical evolution of the Spanish language. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

SPAN 103-104 - Introduction to Spanish Language – Intermediate Level
Credits - 6
Introduction to linguistics. The historical evolution of the Spanish language. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

SPAN 105- Introduction to Spanish Language – Advanced Level
Credits - 3
Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

SPAN 105-106 - Introduction to Spanish Language – Advanced Level
Credits - 6
Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

SPAN 106- Introduction to Spanish Language – Advanced Level
Credits - 3
Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

SPAN 115-O Reading, Writing and Oral Communication I

Credits - 4
This course fosters the development of language skills, both written and oral, as basic elements to convey different types of messages in accordance with the principles of effective communication and grammar rules in Spanish. At a high intermediate level, it aims to introduce students to the proper use of language in their professional fields and in their private lives, always applying the standards governing the formal features of the Spanish language. It is through meaningful exercises and activities, with emphasis on spelling and grammatical rules, and the correct use of writing/editing techniques, that college-level students will learn effective ways to express themselves and apply these to their subject area. They will not only learn the proper rules for written communication, but also the correct etiquette that includes from writing e-mails to written reports. Special attention is given to verbal communication and body language as important characteristics of formal communication. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

SPAN 116-O Reading, Writing and Oral Communication II
Credits - 4
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.

SPAN 151-O Basic Spanish I
Credits - 3
This course is designed for students who score between 41 to 60 percent on the AGMU 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.

SPAN 153-O Introductory Spanish Language Course Intermediate Level I
Credits - 3
This course is designed for students who score between 76 to 90 percent on the AGMU 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
Credits - 3
This course is designed for students who score between 91 to 100 percent on the AGMU 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 201-O Business Spanish I
Credits - 3
This course includes a systematic development of the basic linguistic skills necessary for the ownership of the vernacular language. In this course, the students will exercise the most relevant aspects of the oral and written language; including the principals of grammar, spelling, linguistics, organizational and commercial literature, and increase their vocabulary. There is also an emphasis on the use of the argumentation, the implementation of logic and critical thinking; underlining the principals, the forms, propositions and the factors which will affect the communication process.

SPAN 202-O Business Spanish II
Credits - 3
This course will focus on the basic linguistic skills for the redaction of business documents. The composition of letters and business memos such as credit awards, claims, letters of appreciation, collection notices and other business documents as deemed necessary such as the search for employment. The students will also learn how to manage internal business documents.

SPAN 215 - Writing and Composition
Credits - 3
Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

SPAN 215-O Advanced Composition I
Credits - 3
This developmental course emphasizes the development of the skills needed to write logically and correctly in Spanish. It focuses on research techniques.

SPAN 221-O Introduction to Spanish Literature I
Credits - 3
This course is an introduction to Spanish literature from its beginnings to the nineteenth century. The course includes reading and interpretation of the major literary selections in Spanish literature and analyses and interpretation of representative works and authors.

SPAN 255-O Spanish for Writing and Research
Credits - 4
This highest-level Spanish course focuses on the strengthening of Spanish language skills; allows the adult learner to further develop his/her linguistic skills, technical writing, and oral expression, in order to reach the highest and most effective professional level of communication. The learner will perfect the art of writing technical reports, essays, and conduct research relevant to his/her academic subject area. Finally, the resources and practical exercises found in the Language Lab/E-Lab are essential to this course. This language lab component has been placed in order to support students as they prepare to become bilingual and competent individuals in both their professional and personal lives. This course requires the use of the Language Lab/E-Lab and all its resources, guided and supported by all Spanish faculty members.

SPAN 463-O Spanish-American Literature
Credits - 3
This course focuses on the study of Hispanic/Spanish literature from its early beginnings, emphasizing authors and classic literary works of each period.

SPED 101-O Teacher Preparation in Special Education
Credits - 3
This course covers the history of special education and its legal bases, the concept of inclusion and assistive technology, as well as the procedures to identify and to serve students with impairments. This course also covers a critical discussion of the legislative, judicial and present matters that belong to the special education process. Self-reflection of personal and necessary professional attributes for the work with students with impairments is emphasized. Evaluation of experiences designed to help in the learning of the students with impairments is integrated. It also covers the application, observations, analysis, and development of assessment instrument and planning lessons; also, responsible use of technology.

SPED 102-O Assistive Technology and other Resources in Special Education
Credits - 3
This course covers the exploration and familiarization with the development of the field of assistive technology as a means to promote the independent participation of the exceptional student in the school environment and in its community. Analysis of the role of the assistive technology in the extension of the social, cognitive, physical and communication abilities of the student with special needs, as established in the law IDEA (1997) is emphasized. Application and evaluation of assistive technologies used for students with different impairments, mainly those recommended by The Assistive Technology Industry Association are integrated. Practices applied with this equipment and accessories is explored. It also includes the application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 103-O Learning Disabilities
Credits - 3
This course emphasizes the study of concepts, theories, discipline standards, characteristics, and issues related to students who display specific learning disabilities. Analysis of foundation knowledge essential to understanding the nature and needs of individuals with learning disabilities and contextual influences, especially for pre- and in-service classroom teachers and related professionals are explored. The course also covers a reflection of recent developments and research findings, current issues, and the general structure of educational intervention programs. It also includes application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 203-O Nature, Needs and Behavior Modification in the Special Education Student with Attention Deficit Disorder
Credits - 3
This course focuses on the analysis of strengthens and social, psychological, physiological, and emotional weaknesses that characterize a student with a deficit of attention. Emphasis on the development of individualized educational programs, appropriate educational practices in the special education classroom and/or in the regular setting is given. Study of the interdisciplinary contribution required for the effective transition of the student to the school life and work is explored. Application, observations, analysis, and development of assessment instruments and planning lessons; responsible uses of technology are also included.

SPED 204-O Nature, Needs and Behavior Modification in the Gifted Education Students
Credits - 3
This course provides the opportunity for students to study the social, emotional, and cognitive characteristics of the gifted student. Analysis of the diverse programs and theories related to the education of this population is studied. Emphasis on the development of projects for the education of these students is given. Field observations experiences in schools specialized in the education of gifted students with talents. it also covers the application, observations, analysis, and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 205-O Integration of the Fine Arts in Special Education
Credits - 3
The course emphasizes on the application of music, theater, corporal movements, visual arts and other manifestations of the fine arts in the design of effective educational planning and strategies for special education students. Practice, case studies, curriculum development and field observation experiences are provided. This course also covers the application, observations, analysis, and development of assessment instruments and planning lessons; responsible use of technology.

SPED 207-O Methodology, Adaptations, and Accommodations for the Special Education Student in Science and Mathematics Teaching at the Elementary Level
Credits - 3
This course covers the methodology, adaptations, and accommodation in the teaching of the sciences and math for the student of special education in the Elementary Level. The emphasis on the application of instructional methods and techniques of teaching and learning is given. It also covers the development-design of the curriculum in sciences and math with attention to the individual differences. It focuses on the application, observations, analysis, and development of assessment instruments and planning lessons; and responsible use of technology.

SPED 208-O Methodology, Adaptations, and Accommodations for the Special Education Student in Science and Mathematics Teaching at the Secondary Level
Credits - 3
This course covers the methodology, adaptations, and accommodation in the teaching of the sciences and math for the student of special education in the Secondary Level. The emphasis on the application of instructional methods and techniques of teaching and learning is given. It also covers the development-design of the curriculum in sciences and math with attention to the individual differences. Practice, case studies, curriculum development and field observation experiences are provided. It includes the application, observations, analysis and development of assessment instruments and planning lessons; and responsible use of technology.

SPED 210-OA Language Development and the Reading-Writing Processes in the Special Education Student I
Credits - 3
This course provides students with the analysis of the basic cognitive processes (attention, perception, and memory) that intervene in the development of the language of the student with special needs. Review of the development of the reading and the writing from the linguistic enriched environments, and inside the integral language approach is also included. Evaluation of the meta-linguistic and meta-cognitive processes and its importance in the development of the language is

studied. It includes the use of semantic maps, cases studies, problem-solving, distance learning, thematic discussions, and portfolio use.

SPED 210-OB Survey of Exceptionalities: The Inclusive Classroom
Credits - 3
An overview of differences associated with varying exceptionalities as defined under the Individuals with Disabilities Education Improvement Act (IDEIA). Review of professional issues, legal and ethical considerations and best practices in instruction, detection, and programming for culturally and linguistically diverse students with exceptionalities. 10 hours of Field Experience required.

SPED 211-O Language Development and the Reading-Writing Processes in the Special Education Student II
Credits - 3
This course concentrates on the design of instructional strategies that facilitate the reading and writing for students with special needs. It also includes the evaluation of interactive equipment that support the instruction and that facilitate the development of the linguistic skills. Use of semantics maps, cases studies, problem-solving, distance learning, thematic discussions, and portfolio assessment are studied.

SPED 215-O Curricular Foundations for Special Education
Credits - 3
This course includes an analysis of the foundations, elements and curricular concepts in the special education field. It also covers the process of curriculum adaptations for the exceptional population. Management of approaches, techniques, strategies, and instructional methods adapted to special education is included. Evaluation of educational experiences that stems from the appropriate practices for the attention of the special needs is studied. Curricular models for the attention of the special education children supported by the federal regulation are emphasized. The use of semantics maps, cases studies, problem-solving, distance learning, thematic discussions, and portfolio is integrated.

SPED 295-O Evaluation and Assessment in Students with Special Needs
Credits - 3
This course focuses on the study of the evaluation methods of the student with special needs. Analysis and evaluation protocols of the exceptional student for the development of assessment process at the initial and during the school year. It provides students with the study of the relation of the processes of evaluation and assessment, the federal and state laws of academic achievement and the development of the Individual Educational Plan (IEP). It also includes the application, observations, analysis and development of assessment instruments and planning lessons; and responsible use of technology.

SPED 300-O The Brain and Learning
Credits - 3
This course is an introduction to the study of the most recent research about neurophysiological phenomena that have a bearing on learning. It also includes the analysis of the role played by cerebral activity in the different learning styles, especially learning disabilities at K-12 levels. Analysis of the curricular design that is most compatible with these neurophysiological phenomena is studied. It includes the application, observations, analysis and development of assessment instruments and planning lessons; and responsible use of technology.

SPED 315 - Teaching Exceptional Children
Credits - 3
This introductory course in special education centers on the analysis of social, emotional and educational needs of children with different exceptional qualities. It includes diagnosis; educational and rehabilitation services; family and community attitudes, and civil rights. Emphasis is placed on the educational needs and learning styles of exceptional children, teaching methods, techniques and curricular content.

SPED 315-O Teaching Exceptional Children
Credits - 3
This is an introductory course in special education. It includes the analysis of social, emotional and educational needs of children with exceptional qualities, diagnostic, educational and rehabilitation services, family, community attitudes and civil rights. It emphasizes the educational needs and learning styles of exceptional children: teaching, methods, techniques and inclusion process. It also includes the analysis of the assistive technology used for the different necessities of the exceptional children.

SPED 405-O Teaching Practicum in Special Education
Credits - 3
This course is the final stage of a practice field experience in which the candidate assumes the duties and responsibilities of a teacher in a specialized scenario. It offers the teacher candidate the opportunity to promote the physical, emotional, social and intellectual development of children and youth in special education. Students work under the supervision of a regular teacher from an accredited school and a college supervisor appointed by the School of Education. It also covers the

application, observations, analysis and development of assessment instruments and planning lessons; and responsible use of technology. The practicum in teaching lasts 12 weeks providing students with field experiences to demonstrate 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 and must plan accordingly. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Academic Director for specific requirements and procedures.

SPED 406-O Seminar on Teaching Practicum in Special Education
Credit - 1
This course focuses on discussion, analysis, and evaluation of the responsibilities and situations arising in the student teaching practice. This course is designed to enrich and complement the practicum experience. It includes application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology. Students must abide with the minimum required hours set by the state for practicum experiences. The student must refer to the Internship Handbook available from the Director of Instruction and Curriculum for specific requirements and procedures.

STAT 104-O Basic Statistics
Credits - 3
This course will provide the student with the fundamental concepts and methods of statistical analysis. Using as framework sampling methods, graphic representations, central tendency and dispersion measures, probability distributions and the central limit theorem. These will be developed by the analysis and evaluation of cases and research projects. Technology, like spreadsheets and statistical software, will be used responsibly.

STAT 201 - Introduction to Business Statistics
Credits - 3
Study of central tendency and dispersion measurements, sampling methods, probability theory, binomial probability distribution, normal density probability function and lineal regression.

STAT 201-O Administration Statistics I
Credits - 3
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.

STAT 202-O Administration Statistics II
Credits - 3
This course focuses on the study of sampling distributions, estimating with confidence internals, hypothesis testing, analysis of variance, simple regression and correlation, decision analysis, and techniques of quality control. Chi-square and other nonparametric tests are studied in the course.

STAT 300 - Elements of Statistics I
Credits - 3
The course deals with statistics for the social sciences student. It includes sampling, averages, mode, median, probability and others.

STAT 301 - Elements of Statistics II
Credits - 3
The course deals with statistics as applied to psychology, economics, and other social sciences. Topics include probability and probability curves, games and variance, random variables, statistical inference, nonparametric tests, and correlation coefficient. Experimental design, Baye's Formula, and decision-making theory will be discussed. Multivariable and bi-variable lineal analysis will also be presented.

TCOM 335-O Principles of Telecommunications and Networking
Credits - 3
This course covers the key concepts of telecommunications and networking. It provides a solid introduction to networking fundamentals including key acronyms, protocols, and components that are essential to understanding how networks operate today. It covers the basic concepts of telecommunications such as analog/digital communications, basic encoding, bandwidth and capacity and serves as a solid foundation for in-depth study of networking. It identifies the types of communications networks that have evolved based on the various technological configurations and the internetworking process behind data communications. Upon completion, the participant will have a solid understanding of how information travels from a computer to another computer across a network.

TCOM 335-OL Lab. Of Principles of Telecommunications and Networking
Credit 1
This laboratory course provides students with theoretical concepts and practical skills in telecommunications and

networks. It discusses the concepts of data transmission, wireless communication protocols and standards among others. The issues are addressed to the operating principles, selection and specification of networking systems. Also, in this laboratory the students apply of voice communications technologies. The course prepares students to take the certification exam for Network Systems "Network +".

TCOM 350-O Fundamentals of Networking Infrastructure Management
Credits - 3
This course concentrates on the Windows/2000 infrastructure management protocol, which is the largest in used at a Global scale. It covers in detail the procedures for planning and servicing network infrastructure. Covers areas such as protocols, services required calculation in the light of the organization needs, packet exchange and sequential packet exchange IPX/SPX, integration with Novell netware, TCP/IP. Netbios, WINS, DHCP and DNS maintenance and configuration issues are covered. Routing, remote access and VPNs are also covered from an infrastructure and management perspective.

TCOM 350-OL Fundamentals of Networking Infrastructure Management
Credit - 1
This laboratory course provides students with theoretical concepts and practical skills Infrastructure Management Network Systems. Network Implementation Plan are analyzed Hardware / Software Considerations and protocols (possible configurations) 2nd and 3rd. The issues are addressed to the operating principles, selection and specification of networking systems. Also, in this lab, students apply the technologies of voice communication. The course prepares students to take the certification exam for Network Systems "Network +".

TESL 222-O Methods of Teaching ESOL Students in School
Credits - 3
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 Florida 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.

TESL 223-O Applied Linguistics in ESOL
Credits - 3
Language educators need a well-grounded background in the area of language study in order to meet the diverse and specialized needs of their students. This course is designed to provide students with the essential basis on which they can build future studies of language learning and teaching. It examines major areas of linguistics (e.g., phonetics, phonology, syntax, semantics, and sociolinguistics) and focus on various aspects of language structure and use. What does it mean to know 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 L2 acquisition? These are only some of the questions that this course will help you answer. All the topics, however, will enrich their knowledge of language, and how it impacts language learning and teaching.

TESL 223-O Applied Linguistics in ESOL
Credits: 3
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.

TESL 310-O Language Development: English Learners
Credits – 3
Study of second language development including the developmental stages and acquisition processes for reading and writing in students first (L1) and second language (L2). Language variety with an emphasis on social and cultural contexts and the successful

development of multilingualism in families, communities and schools.

TESL 315-O Teaching and Learning of English Learners in the Classroom
Credits – 3
Current approaches to second language acquisition and instruction; methodology of teaching and testing English Learners (EL); design, implementation and evaluation of EL programs and materials. Analysis of language contact in society including code switching, language varieties and multilingualism.
20 hours of Field Experience required.

THMC 100-O Massage Introduction
Credits – 3
This is an introductory course that offers student theoretical knowledge about the history and origins of massage. Studies the professional, ethical, legal, hygiene, cleaning and sterilization techniques, and security aspects in the massage room, types of clients, consulting techniques and preparation of the environment. It also covers equipment and products mostly used, with their general effects and contraindications. The certificate program is intended to prepare professional therapists in the art of massage. In addition, trains students to provide its customers massage therapies to achieve the patient's holistic wellness (physical, emotional and mental). Includes concepts of OSHA in the professions

THMC 102-O Massage Therapy I
Credits – 3
This course is created to providing students with the basic knowledge of techniques of Therapeutic Massage. Includes the study of techniques, their effects, benefits, indications, and contradictions of massage. It is considered as a general introduction to both the theory and practice of massage. The student will be able to fully perform the basic concepts and manipulations of massage, and at the same time demonstrate such concepts and skills in the classroom. Also, will enable student to learn the theory and practice of Hydrotherapy modalities. Using various applications of water for the purpose of therapy and rehabilitation. Students will learn and practice the correct use of cold, hot, ice packs, hot packs, herbal wraps and other related techniques

THMC 105-O Clinical Pathology
Credits – 3
Introduction to the study of diseases and other conditions of the human body. The student will learn to recognize specific diseases, or health conditions through observation and the use of different diagnostic sources, and to determine the appropriate massage treatment or further referral to other specialists if necessary. This includes HIV/AIDS Education, how the immune system works and how it is affected by AIDS. Also discussed will be how these infections are spread, identified, and controlled.

THMC 106-O Documentation and Evaluation
Credits – 2
This course trains the future masseur to design and personalize the massage session according to the specific needs of its client. Using the S.O.A.P. techniques, the therapist will be able to assess the needs of the client in order to define a therapy according to the specific condition. Initial evaluation is crucial to define the service needed, but it should be supported with written documentation. It covers professional communication, medical Terminology, HIPPA, EMR. The course also prepares the student to document such conditions through a clinical history. Palpation methods, as well as posture and evaluation will be covered in the course as important skills for the massage therapist. All procedures explained based in what are required by Law and States regulations as apply.

THMC 108-O Massage Therapy II
Credits – 3
Basic review of the anatomy of the muscular system and its implications on the therapeutic massage. Includes the theoretic support and Quiromassage techniques to muscular system. Students will be trained in the use of different techniques to specifically treat muscular conditions. This course will provide the student with the basic knowledge of anatomic concepts related to the lymphatic system and the main theories to support the draining of lymphatic fields. Students will learn the main conditions and diseases affecting the lymphatic system and will develop the basic skills to apply the manipulation protocol to follow for lymphatic draining. The student must complete a total of five (5) contact hours each week, distributed in three (3) of conference class, and two (2) of laboratory work.

THMC 113-O Structural Kinesiology
Credits – 3
In this course the student will develop those methods, techniques and modalities of clinical massage, which are combined to treat all kinds of conditions and diseases in persons of different age, gender and physical constitution. The course will also prepare the student to

understand and adapt different techniques for clients with special needs due to particular physical deficiencies that may limit their capabilities, thus requiring a modified massage therapy. The student must complete a total of three (3) contact hours each week.

THMC 115-O Massage to Special Population
Credits – 3
In this course the student will develop those methods, techniques and modalities of clinical massage, which are combined to treat all kinds of conditions and diseases in persons of different age, gender and physical constitution. The course will also prepare the student to understand and adapt different techniques for clients with special needs due to particular physical deficiencies that may limit their capabilities, thus requiring a modified massage therapy. The student must complete a total of three (3) contact hours each week.

THMC 116-O Clinical Therapeutic Massage Seminar
Credits – 2
In this course the student will review all the competencies and concepts needed to Certificate as a Massage Therapist by National Certification Board of Therapeutic Massage & Bodyworks (NCBTMB).

THMC 117-O Clinical Practice
Credits – 2
The Supervised Practicum Course constitutes the most important clinical experience in the Therapeutic Massage Technician certificate. In this course the student will have the opportunity to apply all the knowledge, skills and techniques acquired throughout the development of the program. Practicum will take place in entities or venues that meet all requisites and standards established by applicable laws, in order to be authorized to provide therapeutic massage (sports facilities, health centers, elderly centers, therapy centers, institutional activities), and will be supervised by a licensed professional in the field. The student must complete a total of eight (8) hours each week, distributed in two (2) of conference class and six (6) hours of practicum. (90 HRS)

THMC 200-O Allied Modalities in Massage Therapy
Credits – 5
Introduction to the basic theory and practical applications of related massage modalities such as sports massage, reflexology, aromatherapy, therapeutic stretching, positional release, massage in clinical chair, SPA Techniques, Shiatsu, Swedish Massage, Volcanic Rocks and Oriental Massage. The course cover prevention of falls, safety practices, procedures and contraindications for each modality of massage.

WEDE 100 – Web Design and Graphics Studio 1
Credits - 3
This course covers elements as computers versus software's, performance issues, types of connections to the Internet are discussed in detail. Safety, security troubleshooting, composing effective mail, net-etiquette, organizing information, introduction to e-commerce, customization tools, chat and online synchronous communications, forums, blogs. Finally, it covers the basic design publishing language, HTML and XHTML and introduces the Web design and publishing concepts.

WEDE 200 – Web Design and Graphics Studio 2
Credits - 3
This course focuses on the principles of Web Usability, client purpose and needs as the key element in successful Web Design. Simplicity of design is introduced as a practical Web Design principle. Page Loading time, graphics design for the Internet, writing for the web, document size and readability, fonts for the web, color schemes and visual impact, site architecture vs. content are some of the subject covered. Introduced to some software tools and effective web site navigation strategies.

WEDE 250 – Web design and Graphics Studio 3
Credits - 3
The student begins the course learning the fundamentals of digital imaging, audio combined with Web technologies. Also, this course will introduce the student to the interactive media authoring, video technology, learning programming and scripting techniques using Flash, JavaScript and ActionScrip for design, animation, and data handling. A study of 2D and 3D animation using computer modeling and animation software program as the primary tool. This course will emphasize the creation of animated sequences and GIF animation for multimedia applications.

WEDE 260 – Web Design and Graphics Studio 4
Credits - 3
This course will teach the student through the methods used in dynamic websites integration. Will create content types and management, social media and mobile applications.

WEDE 270 – Internship
Credits - 3

All students will be required to take part in a professional internship that employs a wide range of skills and knowledge developed in this degree program. Each student will work with a program advisor to fully realize the potential of this experience in a web design industry.

WEDE 280 – Portfolio Studio
Credits - 3
This studio will focus on the preparation and refinement of a portfolio that encompasses the student's work within the program and any other distinguishing activity. The goal will be the production of a refined, multifaceted presentation of the student goals and creative vision and his or her ability to engage in professional practice.