SISTEMA UNIVERSITARIO ANA G. MÉNDEZ
Universidad Metropolitana

Metro Orlando University Center

Catalog

2005-2006
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Section I

Overview:

Universidad Metropolitana

and

Sistema Universitario Ana G. Méndez
Universidad Metropolitana

Institutional Profile

Universidad Metropolitana (UMET) is a non-profit, nonsectarian institution of higher education that offers academic programs leading to professional certificates, associate degrees, undergraduate degrees, and graduate degrees in the master level. It is one of the institution members of the Sistema Universitario Ana G. Méndez (SUAGM).

As stated in its Mission, UMET is committed to provide its students with an atmosphere of academic freedom and with the necessary resources to develop mental flexibility, intellectual curiosity and linguistic skills as for their professional and personal fulfillment. The academic programs are designed to develop these skills through structured course requirements that include general education, professional and elective offerings. UMET defines General Education as a program component that contains, develops, and fosters a broad culture as well as the knowledge, skills, experiences, and values that enable its graduates to understand themselves and the world in which they live.

Foundation:
Founded in 1980 as Colegio Universitario Metropolitano that became Universidad Metropolitana (UMET) in 1985 with the opening of the first graduate programs.

Mission:
Universidad Metropolitana (UMET) will provide students with an environment of academic freedom and intellectual challenge that develops their mental flexibility, intellectual curiosity, linguistic skills and the necessary professional skills to achieve their personal realization, develop a productive life, and make significant contributions to society.

Universidad Metropolitana (UMET) will provide access to higher education available to everyone through a flexible admissions policy.

Universidad Metropolitana (UMET) is committed to the continuous update of the curriculum, to the quality of teaching, to research, and to community services.

Vision:
Universidad Metropolitana (UMET) will become an academic community that constantly assesses the social, economic and political challenges in our country and throughout the world, responding by creating innovative, non traditional programs that facilitate the personal and professional development of both graduate and undergraduate students.
Universidad Metropolitana (UMET) will be known for its commitment to environmental affairs and for its leadership in the disciplines of science and technology.

Universidad Metropolitana (UMET) will distinguish itself as a state of the art university in educational technology through the use of telecommunications and distance learning.

**Principal Officers:**
Federico M. Matheu, Ph. D., Chancellor  
Omar A. Ponce, Ph.D., Vice Chancellor

**Admission Policy:**
Universidad Metropolitana (UMET) has a policy of flexible admission.

**Library:**
UMET Collection: 121,385 volumes printed, audiovisual and electronic format  
AGMUS Collection: 347,197

**Licenses:**
Puerto Rico Council of Higher Education  
Puerto Rico General Council on Education

**Accreditations:**
Middle States Association of Colleges and Universities  
National League of Nursing Accrediting Commission (NLNAC)  
Commission on Accreditation of Allied Health Education Program (CAAHEP)
Sistema Universitario Ana G. Méndez

Sistema Universitario Ana G. Méndez (SUAGM) is a private, not for profit corporation under the laws of the Commonwealth of Puerto Rico and its members Universidad del Turabo (UT), Universidad Metropolitana (UMET), and Universidad del Este (UNE) are four-year, coeducational, non-profit private higher education institutions. Together, SUAGM and its three member institutions are the second largest private university system in the island of 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 University Center as additional locations for its three institutions. Moreover, in establishing a SUAGM: UT-UNE-UMET Metro Orlando University Center, the system furthers its Vision 2005 as a “high-quality, people-centered learning community, of advanced technology, and internationally oriented”. The center in Florida will both serve its community and also serve as a bridge to fulfilling initiatives in serving the needs of Hispanic adults in other communities in Latin America and the United States.

Non-Discrimination Statement

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

Statement of Policy

This catalog includes the main terms concerning the formal relationship between students and SUAGM: UMET. 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 SUAGM: UMET rules and regulations. This catalog is in compliance with the institution’s bylaws, regulations and administrative orders and duties under Federal Law. It is subject to subsequent amendments.

The first section of this catalog contains an overview of SUAGM. Information that pertains to the Metro Orlando University Center is included in Section II. The third section details information about the UMET’s program of studies.

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

**Sistema Universitario Ana G. Méndez**

**Mailing Address:** P.O. Box 21345 San Juan
Puerto Rico 00928-1345

**Telephone No.:** (787) 751-0178

**Fax No.:** (787) 766-1706

**Website:** [www.suagm.edu](http://www.suagm.edu)

**Universidad Metropolitana**

**Mailing Address:** P.O. Box 21150 San Juan, Puerto Rico 00928-1150

**Telephone No.:** (787) 766-1717

**Fax No.:** (787) 759-7663

**Website:** [www.suagm.edu/umet](http://www.suagm.edu/umet)
Statement of Accreditation

Each one of the three institutions of SUAGM (UT, UNE, UMET) is accredited by Middle States Association of Colleges and Schools, a regional accrediting agency recognized by the U.S. Department of Education.

SUAGM institutions have membership in the following professional associations:

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

Statement of Licensure

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:
The Main Campus and additional locations of UT, UNE and UMET in Puerto Rico are licensed by the Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education.

**Statement of Legal Control**

Sistema Universitario Ana G. Méndez 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.

**Board of Directors of the Sistema Universitario Ana G. Méndez**

Jorge A. Pierluisi, Jr., President of the Board
Mario F. Gaztambide, Vice-President of the Board
José F. Méndez, President of the Ana G. Méndez University System
Juan Manuel García Passalacqua
María Burckhart
Jaime R. Escalona
Antonio J. De Haro
Rita DiMartino
Nestor De Jesús
Ivan A. Pietri
Antonio J. Colorado
Teresita Fuentes
José Domingo Pérez
David Rivé Power
Juan R. Melecio
Zoraida Fonalledas
Florabel García Mullick

**Officers of the corporation:**

José F. Méndez, President of the Ana G. Méndez University System
Dennis Alicea Rodríguez, Ph.D, Chancellor Universidad del Turabo
Alberto Maldonado Ruiz, Esq., Chancellor Universidad del Este
Federico M. Matheu, Ph.D, Chancellor Universidad Metropolitana
Migdalia Torres, Ph.D., Vice President and General Manager Channel 40
Alfonso Dávila, Executive Vice President
Dulcinia Núñez Santos, Ph.D., Vice President of Academic Affairs
Juan A. Vazquéz Aldea, Vice President of Financial Affairs
Jorge Crespo, Vice President of Planning and Research
Jesus A. Díaz, Vice President of Administrative Affairs
Francisco Bartolomei, Vice President of Marketing and Student Affairs
Ramón Santiago, Vice President of Human Resources
José De la Cruz Skerrett, Legal Counsel

**Administrative Council and Academic Board**

**Administrative Council**

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

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

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

The Academic Board consists of the Vice-Chancellor, the Associate Deans of the Schools, and the Director of the Library, ten undergraduate faculty representatives, and two student representatives.
Section II
Metro Orlando University Center
The Metro Orlando University Center represents the continuation of our commitment to provide quality access alternatives to a university education for Hispanic adult students. This center will both serve its community and also serve as a bridge to fulfilling initiatives in serving Hispanic adults in Latin America and the United States.

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

The physical facilities of the Center include ten classrooms, two computer laboratories, a library, administration offices, a student and a faculty lounge as well as parking area.

**Administration and Staff**

Luis Zayas Seijo, Associate Vice-President of Academic Affairs / Dean
Luis A. Burgos, Executive Director and Associate Dean
Carmen Lamboy, Director of Faculty and Curriculum
Steven Pérez, Director of Integrated Services
Silquía Vélez, Director of Student Affairs and Registrar
Fernando Varela, Director of Marketing and Recruitment
Dorie Méndez, Business Manager
Patricia Chila, Director of External Affairs and Continuing Education
Carmen Figueroa, Director for Learning Resources
Fernando Wilches, Information Systems Director
Alexander Pijuán, Assistant to the Information Systems Director
Fidel Távara, Assessment and Placement Coordinator
Rosanilda Torres-Ibáñez, Financial Aid Coordinator
Lourdes Arroyo, Assistant to Financial Aid Coordinator
Gilberto Avilés, Counselor
Yajaira Negrón, Assistant to the Registrar
Margarita David & Rosa Valera, Assistant Librarians
Iris E. Gutiérrez, Administrative Assistant I
Carmen Sepúlveda, Administrative Assistant for Faculty
Lissette Bóssolo, Assistant to the Business Manager
Somalia Nieto, Integrated Services Officer
Claudia Camacho, Integrated Services Officer
Luisa Figueroa, Receptionist
Luis Gautier, Security and Maintenance Officer

FACULTY

The Faculty of the SUAGM: UMET Metro Orlando University Center has a minimum of a Masters Degree in their area of expertise and a minimum of two years of professional experience. In addition, faculty must demonstrate and be certified to have the aptitude and ability to facilitate courses in an accelerated program for adults. An updated list of certified faculty is available in the Center’s offices.

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
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<tbody>
<tr>
<td>Abigail Rios-Lugo</td>
<td>MPA in Administrative Programming, UPR, PR, 1998</td>
</tr>
<tr>
<td></td>
<td>BS in Political Sciences, UPR, PR, 1989</td>
</tr>
<tr>
<td>Agustin Correa</td>
<td>MBA in Management, Universidad Mundial, PR, 1984</td>
</tr>
<tr>
<td></td>
<td>BBA in Management, UPR, PR, 1964</td>
</tr>
<tr>
<td>Antonia Rivera-Torres</td>
<td>MA in Post Secondary Institution Administration, Interamerican University, PR, 1996</td>
</tr>
<tr>
<td></td>
<td>BA in Humanities, Interamerican University, PR, 1993</td>
</tr>
<tr>
<td>Armando J. Sanchez</td>
<td>MS in Computer Modeling &amp; Simulation, UCF, FL, 1997</td>
</tr>
<tr>
<td></td>
<td>BS in Civil Engineering, UPR, PR, 1981</td>
</tr>
<tr>
<td></td>
<td>AS in Natural Science, UPR, PR, 1978</td>
</tr>
<tr>
<td>Barbara Richter</td>
<td>Ph.D. in American Literature, New York University, NY, 1970</td>
</tr>
<tr>
<td></td>
<td>MA in American Literature, Fordham University, NY, 1962</td>
</tr>
<tr>
<td></td>
<td>BS in English Education, Louisiana State Univ., LA, 1953</td>
</tr>
<tr>
<td>Bessie A. Torre</td>
<td>MA in Organizacion Psychology, Colombia Univ., NY, 2003</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Carlos J. Cester-Badillo</td>
<td>BS in Biology, George Fox Univ., OR, 1996  &lt;br&gt; Doctor in Medicine Iberoamericana University, D.R., 2002  &lt;br&gt; BS in Psychology, Dobbs Ferry, NY, 1986</td>
</tr>
<tr>
<td>Denismar Medina</td>
<td>MBA in Health Care Management, University of Phoenix, FL, 2003  &lt;br&gt; BS in Physical Therapy, UPR, PR, 1990</td>
</tr>
<tr>
<td>Diane Duren-Scollo</td>
<td>MA in TESOL Education, Univ. of Connecticut, 2000  &lt;br&gt; BA in Communications, Sacred Heart Univ., PR, 1990  &lt;br&gt; BA in English Literature, Interamerican Univ., PR, 1983</td>
</tr>
<tr>
<td>Doel Salcedo</td>
<td>MA in Computer Resources and Information Management, Webster University, Wash. DC, 1993  &lt;br&gt; BA in English Literature, Interamerican Univ., PR, 1983</td>
</tr>
<tr>
<td>Dorie M. Mendez</td>
<td>MBA in Accounting, Mercer University of Atlanta, GA, 1994  &lt;br&gt; BBA in Accounting, Pontifical Catholic Univ., PR, 1991  &lt;br&gt; BA in Secondary Education, UPR, PR, 1988</td>
</tr>
<tr>
<td>Elba L.</td>
<td>MA in Administration &amp; Supervision, University of</td>
</tr>
<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
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<tr>
<td><strong>Merced Adjunct Faculty</strong></td>
<td>Phoenix, PR 2000</td>
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<tr>
<td></td>
<td>BA in Education, UPR, PR, 1990</td>
</tr>
<tr>
<td><strong>Eduardo Chaparro</strong></td>
<td>Master in Corporate Environmental Planning &amp; Eco- Audits, Instituto de Investigaciones Ecológicas, Spain, 1998</td>
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<tr>
<td></td>
<td>Master in Geology, Boston College, Brighton, MA, 1974</td>
</tr>
<tr>
<td></td>
<td>BS in Geosciences, Univ. of Hawaii, HA 1971</td>
</tr>
<tr>
<td></td>
<td>Certificate in Chemistry &amp; Biology, Jorge Tadeo Lozano Univ. Colombia, 1968</td>
</tr>
<tr>
<td><strong>Fernando Wilches</strong></td>
<td>MS in Management System Analysis, Kean Univ. NJ, 1994</td>
</tr>
<tr>
<td></td>
<td>BS in Computer Science, Trenton State Univ., NJ, 1982</td>
</tr>
<tr>
<td><strong>Gloria Rivadeneyra</strong></td>
<td>MS in Medical Sciences, University of Florida, FL 2000</td>
</tr>
<tr>
<td></td>
<td>BS in Animal Sciences, University of Florida, FL, 1997</td>
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<tr>
<td><strong>Graciela Squillaro-Truffa</strong></td>
<td>MA in Spanish, UCF, FL, 2000</td>
</tr>
<tr>
<td></td>
<td>Licenciatic of Science in Hospitality Management, Univ. of Moron, Argentina, 1982</td>
</tr>
<tr>
<td><strong>Grisselle Vidal-Corujo</strong></td>
<td>PhD in Literature 80 credits, UPR, PR 1999</td>
</tr>
<tr>
<td></td>
<td>MA in Spanish, UPR, PR, 1981</td>
</tr>
<tr>
<td></td>
<td>BA in Hispanic Studies, UPR, PR, 1973</td>
</tr>
<tr>
<td><strong>Hector Hernandez</strong></td>
<td>MBA in Management, Eastern College, PA, 1999</td>
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<tr>
<td></td>
<td>BA in Communications, Sacred Heart Univ., PR, 1995</td>
</tr>
<tr>
<td><strong>Hector Lopez</strong></td>
<td>MA in Economics, UPR, PR, 1983</td>
</tr>
<tr>
<td></td>
<td>BS in Industrial Engineering, Polytechnic Univ. of PR, 1988</td>
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<td></td>
<td>BA in Economics, UPR, PR, 1979</td>
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<td>Academic Credentials, Institution granting degree and date</td>
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<tr>
<td>Ingrid Cruz</td>
<td>MS in Mass Communications, Florida International Univ., FL, 1997&lt;br&gt;BA in Communications, Sacred Heart Univ., PR, 1988</td>
</tr>
<tr>
<td>Jesus Martí</td>
<td>Juris Doctor, Interamerican Univ., PR, 1982&lt;br&gt;BA in Psychology, UPR, PR, 1979</td>
</tr>
<tr>
<td>Jorge Rivera</td>
<td>MBA in Management, University of Phoenix, 1995&lt;br&gt;BS in Production Management, UPR, PR, 1987&lt;br&gt;Associate in Industrial Management UPR, PR, 1987</td>
</tr>
<tr>
<td>Jorge Martinez</td>
<td>MBA in General Management, Keller Graduate School of Management, FL, 2004&lt;br&gt;BA in Sociology, Sacred Heart Univ., PR, 1984</td>
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<tr>
<td>Jose A. Martinez</td>
<td>MBA in Finance, Wake Forest University, NC, 1994&lt;br&gt;BBA in Accounting, UPR, PR, 1980</td>
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<tr>
<td>Jose J. Gorbea</td>
<td>MA in Mass Communications, UCF, FL, 2001 BBA in Marketing, UPR, PR, 1997</td>
</tr>
<tr>
<td>Karen B. McFadyen</td>
<td>M Ed, Univ. of North Carolina N.C., 1976</td>
</tr>
<tr>
<td>Linda J. Nazario</td>
<td>MS in Psychology, Caribbean Center of Advanced Psychology PR, 1999 BA in Psychology, UPR, PR, 1987</td>
</tr>
<tr>
<td>Luis A. Burgos</td>
<td>Ed.D in Educational Administration, Interamerican Univ. PR, 1996 MBA in Industrial &amp; Interpersonal Relations, Interamerican Univ. PR, 1983 BBA in Human Resources, Interamerican Univ. PR, 1978</td>
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<tr>
<td>Luis A. Mercado</td>
<td>MA in Communications &amp; Public Relations, Sacred Heart University, PR, 1992 BA in Communications, Sacred Heart Univ., PR, 1989</td>
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<tr>
<td>Luis E. Ramos-Roque</td>
<td>Doctor in Medicine, UPR, PR, 1986 BS in Chemistry, UPR, PR, 1982</td>
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<tr>
<td>Luis R. Pastrana</td>
<td>Juris Doctor, UPR Law School, PR, 1982</td>
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<tr>
<td>Lupe I. Torre</td>
<td>MBA in Industrial &amp; Interpersonal Relations, Interamerican Univ. PR, 1978</td>
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<td>BBA in Management, UPR, PR, 1958</td>
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<td>MA in Social Work, Florida State Univ., FL, 1976</td>
</tr>
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<td></td>
<td>BS in Social Work, Temple Univ., PA, 1975</td>
</tr>
<tr>
<td>Mar Rodrigue</td>
<td>Ph.D. Candidate in Human Factors Psychology, UCF, FL, 2003</td>
</tr>
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<td></td>
<td>MA in Elementary Education, Texas A&amp;M University, TX, 1986</td>
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<td>BA in Psychology and Biology, UPR, PR, 1984</td>
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<tr>
<td>Mareitssa Griggs</td>
<td>MS in ESOL, Nova Southeastern University, FL, 2004</td>
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<td>BA in History, Meredith College, NC, 1989</td>
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<tr>
<td>Marga González</td>
<td>J.D.</td>
</tr>
<tr>
<td></td>
<td>UPR, PR, 1990</td>
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<td>BBA in Accounting, UPR, PR, 1987</td>
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<tr>
<td>Maria Vazquez</td>
<td>MBA in Material Management &amp; Production Control, Turabo University, PR, 2000</td>
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<td>MBA in Business, Pontifical Catholic Univ, PR, 1987</td>
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<td>BBA in Accounting &amp; Finance, UPR, PR, 1976</td>
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<tr>
<td>Maria T. Diaz-Urbino</td>
<td>MPA in Public Administration, UCF, FL, 1991</td>
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<td>BS in Business Administration Marketing, UCF, FL, 1987</td>
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<td>BA in Political Sciences, UCF, FL, 1987</td>
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<tr>
<td>Mariella Sullivan</td>
<td>MA in Varying Exceptionalities, Nova Southeastern Univ, FL, 2001</td>
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<tr>
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<td>BA in TESOL, Instituto Pedagogico Nacional Monterrico, Peru, 1986</td>
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<tr>
<td>Michael Santiago</td>
<td>MA in Administration &amp; Supervision, Metropolitan Univ, PR, 1995</td>
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<td>BA in Natural Sciences, Metropolitan Univ., PR, 1993</td>
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<td>AS in Respiratory Therapy, Metropolitan Univ., PR, 1991</td>
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<td>Milka I. Colon</td>
<td>MA in Administration &amp; Supervision, University of Phoenix, PR, 1996</td>
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<tr>
<td>Natalia S. Ruiz</td>
<td>BA in Tourism, Sacred Heart Univ., PR, 1993</td>
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<td>MA in Organizational Management, University of Phoenix, AZ, 2004</td>
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<td>BBA in Marketing, Interamerican Univ. PR, 2001</td>
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<td>Nereida Oliveras</td>
<td>BA in Music, Indiana Univ., IN, 1978</td>
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<td>Orlando Portalatin</td>
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<td>BBA in Marketing, UCF, FL, 1993</td>
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<tr>
<td>Pablo F. Andrade</td>
<td>MA in Economics, UCF, Orlando, FL, 2000</td>
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<td>BA in Economics, Univ. of Cuenca, Ecuador, 1994</td>
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<td>Ricardo Castro</td>
<td>MBA in Marketing, University of Phoenix, 2001</td>
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<td>Richard Flores</td>
<td>MA in Administration &amp; Supervision University of Phoenix, PR, 1995</td>
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<td>BS in Natural Sciences – Mathematics, UPR, PR, 1988</td>
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<tr>
<td>Roberto Rivera</td>
<td>MA in Administration &amp; Supervision University of Phoenix, PR, 1989</td>
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<td>BA in Mathematics, UPR, PR, 1975</td>
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<tr>
<td>Rosario Rivera</td>
<td>MA in TESOL, Adelphi Univ., N.Y., 1996</td>
</tr>
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<td></td>
<td>MA in TESOL, Adelphi Univ., N.Y., 1996</td>
</tr>
<tr>
<td></td>
<td>MA in Bilingual – Bicultural Education Phoenix University, PR, 1990</td>
</tr>
<tr>
<td></td>
<td>BBA in Accounting &amp; Economics, Interamerican Univ., PR, 1984</td>
</tr>
<tr>
<td>Roxana Arias</td>
<td>MA in Counseling &amp; Psychology, Troy State University, FL, 2003</td>
</tr>
<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>Rubén González</td>
<td>BA in Education &amp; Health, minor in Spanish, UCF, 2002</td>
</tr>
<tr>
<td></td>
<td>MBA in International Marketing &amp; Introduction of New Products, Nova Southeastern University, FL, 1991</td>
</tr>
<tr>
<td></td>
<td>BBA in Marketing, UPR, PR, 1984</td>
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<tr>
<td>Sandra Martínez</td>
<td>EdD in Progress, Adult Education &amp; Leadership (9 credits), NOVA Southeastern Univ., FL, 2005</td>
</tr>
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<td></td>
<td>MA in Curriculum &amp; Instruction, National Louis University, FL 2003</td>
</tr>
<tr>
<td></td>
<td>MA 33 Credits in TESOL, Interamerican University, PR, 1986</td>
</tr>
<tr>
<td></td>
<td>BA in Education, Turabo University, PR, 1981</td>
</tr>
<tr>
<td>Sergio Diaz</td>
<td>MBA in Management, Turabo University, PR, 1994</td>
</tr>
<tr>
<td></td>
<td>BBA Columbia College, PR, 1984</td>
</tr>
<tr>
<td></td>
<td>Associate in Accounting, Columbia College, PR, 1978</td>
</tr>
<tr>
<td>Silquía Velez</td>
<td>MBA in Human Resources, Turabo University, PR, 1997</td>
</tr>
<tr>
<td></td>
<td>BS in Secretarial Sciences, Turabo University, PR, 1984</td>
</tr>
<tr>
<td>Sylvia T. Caceres</td>
<td>Ph.D. in Educational Organization, University of Buffalo, NY, 1997</td>
</tr>
<tr>
<td></td>
<td>MBA in Interpersonal Relations &amp; Marketing, Interamerican University, PR, 1976</td>
</tr>
<tr>
<td></td>
<td>BA in Social Sciences, UPR, PR, 1966</td>
</tr>
<tr>
<td>Tere Rodriguez-Baez</td>
<td>MA in Bilingual &amp; Special Education, Governor’s State Univ., IL, 1986</td>
</tr>
<tr>
<td></td>
<td>BS in Elementary, Special Educ., Spanish</td>
</tr>
<tr>
<td>Victor Santiago</td>
<td>ME in Computer Engineering, Widener Univ. PA, 1998</td>
</tr>
<tr>
<td></td>
<td>BS in Computer Sciences, Interamerican Univ., PR, 1987</td>
</tr>
<tr>
<td>Luz Fonseca</td>
<td>MS in Computer Information Systems, St. Mary’s University, San Antonio Texas, 1994</td>
</tr>
<tr>
<td></td>
<td>BS in Natural Sciences – Mathematics, UPR, PR, 1991</td>
</tr>
<tr>
<td>Carmen Rivera</td>
<td>MA in Spanish, UCF, FL, 1999</td>
</tr>
<tr>
<td></td>
<td>BA in Secondary Education, Interamerican Univ., PR, 1977</td>
</tr>
<tr>
<td>Karina Ledesma</td>
<td>MIS Management Information Systems, UCF, FL, 2004</td>
</tr>
<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Julio C. Pérez</td>
<td>Computer Science Engineer, Universidad Femenina del Sagrado Corazon, Peru, 1993</td>
</tr>
<tr>
<td></td>
<td>BS in Accounting &amp; Finance, (CPA), New York University, 1956</td>
</tr>
<tr>
<td>Nora Colón</td>
<td>ED.S. in Bilingual &amp; Bicultural Education, Seton Hall University, South Orange, New Jersey, 1997</td>
</tr>
<tr>
<td></td>
<td>MA in Teaching, Curriculum &amp; Learning Environment, Harvard University, 1991</td>
</tr>
<tr>
<td></td>
<td>BA in Elementary Education, UPR, PR, 1988</td>
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<tr>
<td>Carlos Rodriguez</td>
<td>MA in TESOL, Universidad del Turabo, PR, 2002</td>
</tr>
<tr>
<td></td>
<td>BA in English, Pontifical Catholic Univ., PR, 1994</td>
</tr>
<tr>
<td>Henry Williams</td>
<td>Ph.D. in Computer Information Systems, NOVA Southeastern Univ., FL 2004</td>
</tr>
<tr>
<td></td>
<td>MS in Computer Information Systems, NOVA Southeastern Univ., FL, 1996</td>
</tr>
<tr>
<td></td>
<td>BS in Computer Science, Louisiana State Univ. LA, 1989</td>
</tr>
<tr>
<td>Luis Zayas</td>
<td>Ph.D. Candidate in Political Sciences, University of Chicago, IL, 1981</td>
</tr>
<tr>
<td></td>
<td>MA in Political Sciences, University of Chicago, IL</td>
</tr>
<tr>
<td></td>
<td>BA in Political Science, UPR, PR 1976</td>
</tr>
<tr>
<td>Nelson Placa</td>
<td>MBA in Technology Management, University of Phoenix, FL, 2003</td>
</tr>
<tr>
<td></td>
<td>BA in Foreign Languages &amp; Bicultural Education, Western Illinois Univ., IL, 1995</td>
</tr>
</tbody>
</table>

**Physical facilities**

The Metro Orlando University Center is located at 5601 South Semoran Boulevard, Orlando, FL. The Center includes twelve classrooms, two computers laboratories, a library, administration offices, a student and a faculty lounge. Also, parking area is available for students and administration.

**Address and Telephone numbers**

Physical address: 5601 South Semoran Blvd, Suite # 55, Orlando, FL 32822
Mailing address: P. O. Box 574988, Orlando, FL 32857-4998
Phone: 1-888-ESTUDIA / 407-207-3363
Fax: 407-207-3373
Web site: www.suagm.edu/orlando
# ACADEMIC CALENDAR

**Academic Calendar**  
Metro Orlando University Center  
Summer Semester (2005-03)

<table>
<thead>
<tr>
<th>Activity</th>
<th>E02 May 16 – June 18 (5 weeks)</th>
<th>E03 June 20 – July 23 (5 weeks)</th>
<th>E04 July 25 – August 27 (5 weeks)</th>
<th>E05 May 16 – July 9 (8 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Register</td>
<td>May 13, 2005</td>
<td>June 17, 2005</td>
<td>July 22, 2005</td>
<td>May 13, 2005</td>
</tr>
<tr>
<td>Classes Begin and Last day for administrative withdraw</td>
<td>May 16, 2005</td>
<td>June 20, 2005</td>
<td>July 25, 2005</td>
<td>May 16, 2005</td>
</tr>
<tr>
<td>Drop/Add Process (DC)</td>
<td>May 16-17, 2005</td>
<td>June 20-21, 2005</td>
<td>July 25-26, 2005</td>
<td>May 16-17, 2005</td>
</tr>
<tr>
<td>Last Day to Withdraw with partial return (WP - 88%)</td>
<td>May 21, 2005</td>
<td>June 25, 2005</td>
<td>July 30, 2005</td>
<td>May 21, 2005</td>
</tr>
<tr>
<td>Attendance Rosters and No official Withdraw Reports</td>
<td>May 30 to June 4, 2005</td>
<td>July 4 to 9, 2005</td>
<td>August 8 to 13, 2005</td>
<td>May 30 to June 4, 2005</td>
</tr>
<tr>
<td>Last Day for Students to Claim Courses Reported as Not Attending (NA)</td>
<td>June 8, 2005</td>
<td>July 13, 2005</td>
<td>August 17, 2005</td>
<td>June 8, 2005</td>
</tr>
<tr>
<td>Last Day to Withdraw-Grade of “W”</td>
<td>June 18, 2005</td>
<td>July 23, 2005</td>
<td>August 27, 2005</td>
<td>July 9, 2005</td>
</tr>
<tr>
<td>Final Exams</td>
<td>June 13 – 18, 2005</td>
<td>July 18-23, 20004</td>
<td>August 22-27, 2005</td>
<td>July 4-9, 2005</td>
</tr>
<tr>
<td>Grades Due</td>
<td>June 21, 2005</td>
<td>July 26, 2005</td>
<td>August 30, 2005</td>
<td>July 12, 2005</td>
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</tbody>
</table>
# Academic Calendar

## First Semester 2006

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>E02 AUGUST 29 TO OCTOBER 1, 2005</th>
<th>E03 OCTOBER 3 TO NOVEMBER 5, 2005</th>
<th>E04 NOVEMBER 7 TO DECEMBER 17, 2005</th>
<th>E05 AUGUST 29 TO OCTOBER 22, 2005</th>
<th>E06 OCTOBER 24 TO DECEMBER 17, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for Registration</td>
<td>August 26, 2005</td>
<td>September 30, 2005</td>
<td>November 4, 2005</td>
<td>August 26, 2005</td>
<td>October 21, 2005</td>
</tr>
<tr>
<td>Withdrawal with partial return (12% &quot;WP&quot;)</td>
<td>August 31 to September 3, 2005</td>
<td>October 5 to 8, 2005</td>
<td>November 9 to 12, 2005</td>
<td>August 31 to September 3, 2005</td>
<td>October 26 to 29, 2005</td>
</tr>
<tr>
<td>Last day for Students to Remove Incompletes</td>
<td>December 12, 2005</td>
<td>December 12, 2005</td>
<td>December 12, 2005</td>
<td>December 12, 2005</td>
<td>December 12, 2005</td>
</tr>
<tr>
<td>THANKSGIVING HOLIDAY/THANKSGIVING BREAK*</td>
<td>---</td>
<td>---</td>
<td>Thanksgiving Break: November 21 to 26, 2005</td>
<td>---</td>
<td>Thanksgiving Holiday: November 24, 2005</td>
</tr>
<tr>
<td>Attendance Rosters and No official Reports to Facilitators (NA)</td>
<td>September 12 to 17, 2005</td>
<td>October 17 to 22, 2005</td>
<td>November 28 to December 3, 2005</td>
<td>September 12 to 17, 2005</td>
<td>November 28 to December 3, 2005</td>
</tr>
<tr>
<td>ACTIVITIES</td>
<td>E02 AUGUST 29 TO OCTOBER 1, 2005</td>
<td>E03 OCTOBER 3 TO NOVEMBER 5, 2005</td>
<td>E04 NOVEMBER 7 TO DECEMBER 17, 2005</td>
<td>E05 AUGUST 29 TO OCTOBER 22, 2005</td>
<td>E06 OCTOBER 24 TO DECEMBER 17, 2005</td>
</tr>
<tr>
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<tr>
<td>Attendance Rosters Due at Registrar’s Office</td>
<td>September 20, 2005</td>
<td>October 25, 2005</td>
<td>December 6, 2005</td>
<td>September 20, 2005</td>
<td>December 6, 2005</td>
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<tr>
<td>Last day for students to claim courses reported as Not Attending “NA”</td>
<td>September 21, 2005</td>
<td>October 26, 2005</td>
<td>December 7, 2005</td>
<td>September 21, 2005</td>
<td>December 7, 2005</td>
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<tr>
<td>Last day for: Partial Withdrawal (“W”) Total Withdrawal (“WE”)</td>
<td>October 1, 2005</td>
<td>November 5, 2005</td>
<td>December 17, 2005</td>
<td>October 22, 2005</td>
<td>December 17, 2005</td>
</tr>
<tr>
<td>Last Week of Classes</td>
<td>September 26 to October 1, 2005</td>
<td>October 31 to November 5, 2005</td>
<td>December 12 to 17, 2005</td>
<td>October 17 to 22, 2005</td>
<td>December 12 to 17, 2005</td>
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<tr>
<td>Grade Rosters to Facilitators</td>
<td>September 26 to October 1, 2005</td>
<td>October 31 to November 5, 2005</td>
<td>December 12 to 17, 2005</td>
<td>October 17 to 22, 2005</td>
<td>December 12 to 17, 2005</td>
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<tr>
<td>Grades due in Web for Faculty and Grade Rosters at Registrar’s Office</td>
<td>October 4, 2005</td>
<td>November 8, 2005</td>
<td>December 20, 2005</td>
<td>October 25, 2005</td>
<td>December 20, 2005</td>
</tr>
</tbody>
</table>

DC = Drop course  
AW = Administrative Withdrawal  
WP = Partial Withdrawal  
WE or WT = Total Withdrawal  
NA = Not attending courses

*Thanksgiving Break (week) only apply for five weeks sessions  
* Thanksgiving Holiday for eight weeks sessions
### Academic Calendar

**SISTEMA UNIVERSITARIO ANA G MENDEZ**  
**METRO ORLANDO UNIVERSITY CENTER**  
**ACADEMIC CALENDAR**  
**SECOND SEMESTER 2006002**

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>E02 JANUARY 23 TO FEBRUARY 25, 2006</th>
<th>E03 FEBRUARY 27 TO APRIL 1, 2006</th>
<th>E04 APRIL 3 TO MAY 13, 2006</th>
<th>E05 JANUARY 23 TO MARCH 18, 2006</th>
<th>E06 MARCH 20 TO MAY 13, 2006</th>
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<tbody>
<tr>
<td>Holy Week Recess*</td>
<td>---</td>
<td>---</td>
<td>April 10-15, 2006</td>
<td>Holy Week Recess</td>
<td>---</td>
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<tr>
<td>Attendance Rosters and No official Reports to Facilitators (NA)</td>
<td>February 6-11, 2006</td>
<td>March 13-18, 2006</td>
<td>April 24-29, 2006</td>
<td>February 6-11, 2006</td>
<td>April 3-8, 2006</td>
</tr>
<tr>
<td>ACTIVITIES</td>
<td><strong>E02</strong> JANUARY 23 TO FEBRUARY 25, 2006</td>
<td><strong>E03</strong> FEBRUARY 27 TO APRIL 1, 2006</td>
<td><strong>E04</strong> APRIL 3 TO MAY 13, 2006</td>
<td><strong>E05</strong> JANUARY 23 TO MARCH 18, 2005</td>
<td><strong>E06</strong> MARCH 20 TO MAY 13, 2006</td>
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<td>Attendance Rosters Due at Registrar’s Office</td>
<td>February 14, 2006</td>
<td>March 21, 2006</td>
<td>May 2, 2006</td>
<td>February 14, 2006</td>
<td>April 11, 2006</td>
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<tr>
<td>Last day for students to claim courses reported as Not Attending “NA”</td>
<td>February 15, 2006</td>
<td>March 22, 2006</td>
<td>May 3, 2006</td>
<td>February 15, 2006</td>
<td>April 12, 2006</td>
</tr>
<tr>
<td>Grade Rosters to Facilitators</td>
<td>February 20-25, 2006</td>
<td>March 27 to April 1, 2006</td>
<td>May 8-13, 2006</td>
<td>March 13-18, 2006</td>
<td>May 8-13, 2006</td>
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<tr>
<td>Grades due in Web for Faculty and Grade Rosters at Registrar’s Office</td>
<td>February 28, 2006</td>
<td>April 4, 2006</td>
<td>May 16, 2006</td>
<td>March 21, 2006</td>
<td>May 16, 2006</td>
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</tbody>
</table>

DC = Drop course
AW = Administrative Withdrawal
WP = Partial Withdrawal
WE o WT – Total Withdrawal
NA- Not attending courses

*Holy Week Recess only applies for five weeks sessions*
ACADEMIC REQUIREMENTS, REGULATIONS AND SERVICES

ADMISSIONS

Undergraduate General Admission

General requirements for admission

1. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education.
2. 23 years of age or older
3. 3 years of work experience
4. Attend an information session in order to apply to the Accelerated Studies Program
5. Comply with all the corresponding procedures for admission

Admissions Process – all applicants are required to:

1. Attend an information session where the structure, policies and procedures of the programs are discussed.
2. Submit an admissions application.
3. Submit official (school-to-school) academic and financial transcripts from all post-secondary institutions attended.
4. Submit a Dean of Student recommendation letter from the last institution attended. A form letter is provided.
5. Schedule an appointment with the Coordinator of Financial Aid to apply for financial aid.
Graduate General Admission

**General requirements for admission**

1. 23 years of age or older
2. 3 years of work experience
3. A bachelor's degree with a minimum of 2.75 GPA in the last 60 credits
4. Submit 3 recommendation letters
5. Admission interview

**Admissions Process – all applicants are required to:**

1. Attend an information session where the structure, policies and procedures of the programs are discussed.
2. Submit an admissions application.
3. Submit an official academic transcript from the university where the bachelor's degree was awarded.
4. Submit 3 recommendation letters from your employer or supervisor. A form letter is provided.
5. Admission interview.

**Specific requirements for each program**

Students should contact the Director of Student Affairs for specific requirements that their chosen program may have as well as attend the information session.

**The Accelerated Studies Program Course Format**

The Accelerated Studies Program is offered in semester courses that are scheduled in five (5) or eight (8) week sessions. Classes meet once a week for four (4) hours; in the evenings (6-10 p.m.) or Saturdays (8 a.m. –12 m. or 1 p.m. – 5 p.m.). A total of 9 five-week sessions and 5 eight-week sessions are offered throughout the academic year. The students will be required a
minimum of 10 hours of individual or teamwork outside the classroom per week. The courses meet four (4) hours weekly for five (5) or eight (8) weeks.

**Bilingual nature of degree programs**

Degree programs at the Metro Orlando University Center are bilingual. Students are expected to have basic knowledge of English and Spanish. Students will be tested for placement in the appropriate level of English and Spanish courses required for the degrees. Applicants who do not demonstrate basic knowledge in English or Spanish must complete additional language courses.

A graduate of Universidad Metropolitana at the Metro Orlando University Center is expected to be a Dual Language Professional who demonstrates professional competencies confidently in their field of study in Spanish and English.

Competencies achieved are divided into four skill areas:

Conceptual Skills:

1. Generate Ideas
2. Create Projects
3. Analyze/Interpret Data
4. Critical Thinking
5. Synthesis

Language Skills:

6. Spelling & Grammar
7. Translates
8. Summarizes Information
9. Use of Varied Vocabulary
10. Technical Jargon
11. Reads & Understands

Communication Skills:

12. Making Coherent Presentations (reports, proposals)
13. Support Opinions
14. Express Ideas (hypothetical & situational)

Interpersonal Skills
15. Team-work, cooperative/collaborative
16. Interpersonal Interaction

**Appeals of admission decisions**

Students may appeal admission decisions to the Executive Director/Associate Dean. The Executive Director will require from the student any information needed to evaluate the appeal.

**Transfer students from other programs or universities**

**Requirements**

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

1. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education. Twelve (12) of those credits must be with a “C” or above to be admitted as a transfer student
2. 23 years of age or older
3. 3 years of work experience
4. Attend an information session in order to apply to the Accelerated Studies Program and fulfill the admissions requirements of the program to which they are applying
5. All transfer students must meet the residency requirements prior to graduation
6. Not be on academic or disciplinary probation at the institution from which they are transferring.
7. Submit one (1) official transcript with the Admissions Application

b. Transfer credit will be considered attempted credits and will not be considered for the retention index.
Residency Requirements

a. Each student that transfers to the Accelerated Studies Programs must observe the following rules to establish residency and be eligible for graduation.

1. Approve a minimum of thirty (30) credits of which (12) credits must be in the major or concentration courses of the bachelor degree programs offered at the University.

2. A maximum of (12) credits may be transferred from other institutions at the Master’s level.

Validation of transfer credit for courses

a. Validating transfer credits assumes the student was admitted to the university as a transfer student.

b. The validation will take into consideration each of the classes approved and their equivalency with a corresponding subject offered at the University.

c. Undergraduate students’ courses approved with a grade of “C” or higher at the other institution will be considered for transfer credit. Nevertheless, students admitted to the Graduate programs, must comply with the specific requirements of each of the master programs.

d. The maximum amount of credits that can be accepted will be in accordance with the institution’s Academic Norms, Regulations and Procedures.

e. The Director of Student Affairs will establish equivalencies for the courses, consulting with the faculty specialized in the area and using the transferring institution’s catalog and official course description as a base.

f. The Office of the Registrar will inform the student of the courses accepted for transfer.

Foreign Students
a. Requirements for admission, readmission and transfer will apply to foreign students.
b. Admission for foreign students will be subject to the immigration laws and regulations in effect.

### Readmission

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

a. Have a cumulative GPA that meets the retention index.
b. Approve the required percentage of credits of the total attempted credits.
c. Have completed the period of suspension due to academic reasons, accumulated credits or for disciplinary reasons, if applicable.
d. Fulfill the 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 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 Director of Faculty and Curriculum of the Center or the Director of Student Affairs.

### Admission Validity

a. Students can only enroll in programs offered at the time of their admission or readmission.
b. Admission or readmission to the University will be valid for the registration period after the date of admission.
c. 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 registration.
METHOD OF INSTRUCTION

**Placement**

A placement test in English and Spanish will be administered to all prospective students. The placement test results are utilized in three ways. First, it helps place students in the appropriate language level. Second, it identifies students who require certain developmental skills in language while enrolled in a degree program. Finally, it identifies students who do not possess an adequate threshold in the language and must enroll in a full-immersion language course prior to enroll in a degree program.

**Course Modules and Language of Delivery**

The Universidad Metropolitana, Metro Orlando University Center follows the dual language bilingual immersion model developed by Sistema Universitario Ana G. Méndez for its courses. This model provides for the development of English and Spanish language skills while equally exposing all students to the general education and professional content in both languages. The model seeks to develop students that can function professionally in both English and Spanish.

The rigorously selected and certified faculty at the Metro Orlando University Center utilize a wide variety of educational materials and resources as well as course modules. The modules contain the information about course objectives, topics, assignments, and most importantly serve as study guides for teachers and students by including possible learning activities to be carried out in class. Each module also serves as a content planning guide that complements (not substitutes)
course materials and textbooks. The modules divide the course into weekly workshops with their own specific objectives and recommended activities to meet the objectives. Modules are prepared by program faculty that has received a specialized training on module development. In order to prepare modules, faculty must be trained and certified as Module Developer.

Modules for the Metro Orlando University Center also determine the percentages of English and Spanish used each week, ensuring equal exposure to both languages in the content area. Content courses are taught in the proposed two-way bilingual format. Each lesson within a module contains specifics about the instrumental language to be used. This can be controlled, for example, by specifically listing reading for a specific week in English, while assignments and/or student presentations are required in Spanish. Modules include texts, references and links in both languages and students will be engaged in classroom activities in both languages. The modules developed allow the students to be exposed and to facilitate their use of both languages in order to promote the development of bilingual professionals.

All modules will be presented with the bilingual format, except English and Spanish Courses that are entirely in the corresponding language.

Language Support

A Language Lab that provides students with the means to improve their proficiency in their second language in order to reach the desired level of bilingualism is available. Among the functions of the Language Lab is to offer the preparatory courses for students who do not meet the language requirements to
enroll in a degree granting program. Various software alternatives are used. Tutoring is also available in both English and Spanish.
REGISTRATION

<table>
<thead>
<tr>
<th>Registration Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The Executive Director of the University Center, together with the Director of Student Affairs, will determine the registration process and will include it on the Academic Calendar.</td>
</tr>
<tr>
<td>b. The receipt of the official notice of admission will be required to begin the registration process.</td>
</tr>
<tr>
<td>c. 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.</td>
</tr>
<tr>
<td>d. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintaining the Academic Offering: Programming Of Courses, Closing And Eliminating Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. It is available at the Office of the Executive Director and the Office of the Director of Student Affairs.</td>
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</tbody>
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<thead>
<tr>
<th>Credit for Prior Learning: Challenge Examination or Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may obtain credit for prior learning through passing challenge examinations or the evaluation of faculty of portfolios. A challenge examination is an examination of the student’s mastery of course content prepared by a certified faculty member of the institutions. A portfolio is an essay with supporting documentation that demonstrates a student’s mastery of course content.</td>
</tr>
</tbody>
</table>
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 examinations-
   a) The student must obtain authorization from the designated advisor. Once authorization is obtained, and after the corresponding payment has been made, the Director of Student Affairs of the Center will issue a permit for the exam and provide an examination study guide to the student.
   b) The student will take the examination on the advertised date.
   c) A certified faculty member with expertise in the area of the exam will grade the examination and award credit if applicable. A grade of “P” will be awarded.

3) For portfolio-
   a) After recommendation from the advisor, the students register for EXPL101, a one-credit course that prepares students for the preparation of portfolios according to standards.
   b) Once the course is completed, the student will register for portfolio evaluation and make the corresponding payment.
   c) The portfolio will be presented to the Director of Student Affairs who will submit it for evaluation and awarding of credit to a certified faculty member in the area of expertise. If applicable, the faculty member will award a grade of “P” for the course.

4) No more than 25% of total program credits may be awarded for prior learning. Credit awarded through challenge examinations or portfolio cannot be counted towards meeting residency requirements.

**Transferability Of Institutional Credits**

Courses taken at the three institutions are generally accepted for transfer at other institutions. However, the transferability of credit is solely at the discretion of the
accepting institution. It is the student’s responsibility to confirm whether or not credits will be accepted by the institution chosen by the student.
PROGRAM CHANGES, WITHDRAWALS AND SPECIAL PERMITS

Reclassification Of Program Or Major

Active students may apply for reclassification of a program or major after meeting the following requirements by submitting an application for reclassification to the Office of Student Affairs.

Withdrawals

a. To apply for a partial or total withdrawal, students will submit the application for withdrawal to the Office of Student Affairs within the dates specified to be final and official.

b. Withdrawals with reimbursements:
   Courses in which the student applies for partial or total withdrawal during the period established by the Institution for withdrawals with reimbursements, will affect the academic progress of the student. In the event of a partial withdrawal, the student will be classified in the category he or she is in at the end of the withdrawal with reimbursement period.

c. Withdrawals without reimbursements:
   Courses that the student requests a partial or total withdrawal from, after the established calendar by the Institution for withdrawals with reimbursement, will affect the student’s academic progress.

d. The Institution may drop a student on the recommendation of the Discipline Committee or the Director of the University Center, following the provisions established in the Student Handbook.

Special Permits

a. Students will have the opportunity to take courses at other accredited university institutions, if the courses are not offered at the Institution and are required to continue on to other courses in the following semesters.

b. To apply for a special permit, the student will submit the corresponding application form to the Office of Student Affairs
c. Students in this situation will receive the recommendation from the Director of Faculty and Curriculum of the Center, before submitting the authorization form to the Office of Student Services.

d. The special permit will be given for an academic semester or summer session.

e. Courses approved with a grade of “B” or higher at the institution will be considered. The credits will be considered as attempted credits and will not be considered for the retention index.
ACADEMIC LOAD, CLASS ATTENDANCE AND ACADEMIC ADVISING

**Academic Load Per Term**

Courses are scheduled in semester terms. Each semester is divided into five or eight week part of terms.

a. The regular academic load will be concurrent enrollment in six (6) credits.
b. For an academic load of more than eighteen (18) credits per semester, or enrollment in more than eight credits per term, the student will need authorization from the Director of Faculty and Curriculum or Executive Director of the Center.

**Class Attendance**

**Admission to the classroom**

a. The professors must verify that each student is officially registered, confirming this on the Invoice Schedule (Student’s Program).
b. Students that are not officially registered in the corresponding section will not be admitted to the classroom.

**Compulsory Attendance**

a. Attendance to class will be compulsory. Students will be responsible for the academic work covered during their absences.
b. Within the term stipulated by the Office of Student Affairs, the professor will inform the Office of the Student Affairs about those students that never attended classes, using the official lists provided the second week after the first day of classes.
c. Cases identified by the professors as “no attendance” for the first three weeks of class will appear with a grade of WN on their academic record, once the term is ended.
EVALUATION OF STUDENT’S ACADEMIC ACHIEVEMENT

Evaluation System

Credit value

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

Partial and final evaluations

a. Each part of term, professors will evaluate students based on four evaluative components where there will be at least a partial evaluation and a final evaluation.

b. The weight of each evaluation will depend on the judgment and evaluation method of each professor. These evaluations may consist of exams, projects, cases or other appropriate activities in the judgment of the professors and depending on the nature of the course.

c. It will be the responsibility of the students to clarify with the professor any situation related to their evaluations.

d. 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.

e. 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

a. 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.
b. It will be the responsibility of the professors to comply with the academic
calendar and to inform the students, at the beginning of the course, of the
course objectives and content, exams and other work that will be required
for their evaluation.

**Grade system**

Letter grade system and grade points per credit.

a. For the purpose of computing the student’s average, the number value of
the grades in the courses will be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4.00</td>
<td>excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3.00</td>
<td>good</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.00</td>
<td>satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1.00</td>
<td>deficient</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>0.00</td>
<td>failure (no grade credit)</td>
</tr>
</tbody>
</table>

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

- **W** = Official withdrawal
- **WF** = Stopped attending the course without
  applying for withdrawal at the Office of the Registrar.
- **I** = Incomplete
- **IP** = Incomplete in progress
- **P** = Passed course that does not
  affect the GPA
- **NP** = Not passed
- **NR** = Grade not reported
- ***** = Repeated course
- **WN** = Administrative withdrawal, Student registered
  but did not attend classes on the first day, (no
grade points)

WA = Administrative withdrawal, the Vice chancellor approves a student withdrawal due to certain reasons.

T = Transfer course

A minimum average of “C” is required for all degrees.

A “W” indicates a withdrawal from a course with the approval of the professor, or the Dean of the School or the Program Coordinator, and the official approval of the Registrar.

A “WN” Indicates no assistance to a course within the first few days after classes begin (no grade points). Reported in the official Assistance Register.

A “WF” indicates a student failure to continue attending his classes and does not officially drop the course.

An “I” 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 “WA” indicates an administrative withdrawal approved by the Vice chancellor of given for one of the following reasons:

✔ Possibility of danger to the health of the student or that of other students if enrollment were to be continued.
✔ Refusal to obey regulations or serious misconduct on the part of the student.
✔ Deficient academic work (below required academic standards).
✔ New admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution’s calendar.
Once assigned by the professor, the grades are final and certified by the Registrar's Office in the students' official transcript. Nevertheless, a student has the right to appeal his/her grade to the Appeals Committee.

**Changes, Grade Objections And Additions**

a. In the event of a student grade objection, the student is obligated to present the objection at the Office of Student Affairs within thirty (30) calendar days of the first day of class of the term following the objected grade.

b. The professor must submit to the Director of Faculty and Curriculum of the Center 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 Director of Faculty and Curriculum of the Center will submit the form to the Office of Student Affairs, which will be responsible for making the change or addition in the Official Grade Register.

c. Changes made outside the established calendar must be justified in writing and approved by the Director of Faculty and Curriculum of the Center.

d. Special cases of grade objections or changes will be resolved by an Appeals Committee composed by the Vice Chancellor or his/her representative, who shall preside, the Director of Faculty and Curriculum of the Center, a professor, the Registrar or his/her representative, and a student appointed by the Chancellor, 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 of Academic Affairs 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

a. 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.

b. The final exam will be offered or the final work will be accepted only for students that have the opportunity of obtaining a minimum final grade of “D”.

c. It will be the student’s responsibility to make the necessary arrangements with the Professor and the Director of Faculty and Curriculum of the Center to determine how to take the exam or turn in the final work and remove the Incomplete.

d. The Incomplete (I) may be removed if the student completes the work required in the academic session within 30 days of the first day of class of the following session and according to the dates established in the academic calendar.

e. A student that because of receiving 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, if it is within the dates established by the Federal Government for assigning aid.

Responsibility of the Professors

a. It will be the responsibility of the professors, at the end of each academic term, to submit to their respective Program offices the Incomplete Form, Grade Register, including students that have Incomplete, indicating for each case the partial grades obtained and with a blank space for the
pending grade. The professors will submit exams with corresponding answer keys or will indicate the work or assignments each student has pending.

b. 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 Director of Faculty and Curriculum of the Center. The Director of Faculty and Curriculum of the Center will submit them to the Office of the Registrar where the Official Grade Register will be completed and final grades will be given.

c. 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 Registrar will compute the final grade, inserting a grade of zero (0) for the pending work.

### Repeating Courses

a. A student that wishes to repeat a course will have the liberty to do so. When a student obtains a C, D, F, W or WF in certain courses required for graduation that must be passed with a minimum of B, it will be compulsory to repeat the course.

b. The Institution will allow a student that has obtained a C, D, F, W, WF or WN in a course to repeat it using financial aid, if he or she has not exceeded 150% of attempted credits.

c. Students that repeat a course will receive the highest grade obtained for purposes of their academic average.

d. 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.

e. In the case of Practice/Practicum/Internships courses, the student may repeat the course a maximum of twice. He or she will only be able to repeat the course the second and last time with the approval and
recommendation of the Director of Faculty and Curriculum of the Center and the practice supervisor.

f. No student will repeat a specified course until he or she has received a grade for it.

g. Repeated courses will be considered to determine the student’s academic progress.

### Independent Study

Independent study courses will be offered, as an alternative for those students that 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 Director of Faculty and Curriculum of the Center will consider special cases individually on their own merits.
ACADEMIC PROGRESS

Academic Status Of The Students

a. The retention index of the student will be in accordance to the required index of the attempted credits and will be applied to the percent of approved credits established in the table designed for this purpose.
b. Students with satisfactory academic progress have cumulative GPA that is in accordance with the approved credits established in the table designed for this purpose.
c. In the case of transfer students, they will be evaluated upon completing their first year of study. Transfer credits will be considered attempted credits and will not be considered for the retention index.
d. Students on academic probation are those whose cumulative GPA is lower than the retention index.

Grade Point Average (GPA)

a. The grade point average will be the general average of all the grades obtained by the student during his or her studies in the Institution.
b. For transfer students, courses passed with “C” that are equivalent to those of the program of study they are admitted to, will be accepted as transfer credits. Students in the graduate program must comply with the requirements established by each Master degree program.

Retention Index

a. The retention index will be the minimum cumulative GPA that allows a student to continue enrolled in the Institution.

Accumulated Credits Required And Retention Index

a. Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually.
b. To complete a degree, a student must complete the requirements for it in a period of time not to exceed 150% of the total credit hours required to obtain the degree.

c. The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

d. A student that reaches 150% of the total credits in his or her program of study may continue studying in his or her present status, but will not be eligible for federal or state aid administrated by the Office of Financial Aid to finance the studies.

**Probation**

a. To end the probation period, the student must obtain the percentage of credits and the average established. Students whose cumulative GPA is lower than the retention index established or those that do not reach the required percentage of approved credits will be put on for automatic academic probation.

b. Students that do not reach the retention index or do not reach the required percentage of approved credits during the period of automatic academic probation will be suspended for the term of one (1) academic year. Upon being suspended for one year, they may appeal one time during their student life.

**Suspensions**

a. Students whose cumulative GPA is lower than the retention index and who have not approved the percentage of required credits after ending their probation period, will be suspended from the Institution for the term of one year.

b. The Institution will not accept any courses, diplomas or degrees conferred on a student by another institution during the time he or she was suspended.
c. Students that, upon completing their suspension, are interested in being readmitted will be subject to the requirements for readmission.

d. Those students that discontinued their studies while on probation will be identified as students on probation when applying for readmission.

e. Readmitted students, upon completing the period established for their first academic sanction, must be recommended by the Admissions Committee. The student will return to a second probation period for the next academic year. If upon completing this term the student has not reached the retention index required and the percentage of credits necessary, he or she will be suspended for a maximum of two years.

f. The Appeals Committee may approve an extraordinary probation period for an additional academic year, in the case: of a student that completes the graduation requirements in that academic year.

### Appeals

#### Right to Appeal

a. The student has the right to appeal the institutional determination about his or her not having obtained satisfactory academic progress as defined, if there was a crisis situation that impeded complying with this norm.

b. The Institution will consider the following crisis situations to accept an appeal and exempt the student from the norm of academic progress:

- an illness of the student or a dependent,
- an illness of the head of the household that created an economic crisis,
- natural disasters, divorce of the parents/student
- death of a parent, mother, spouse or child,
- problems where there was an alteration in the family nucleus that in good judgment reasonably hindered the progress of the student.
Appeals Committee

The Appeals Committee will be composed of a representative of the following offices: Counselor, Registrar, Financial Aid Coordinator, and the Director of Faculty and Curriculum. It will be presided by the Executive Director or his/her representative.

Applying for an Appeal

A student that believes that his or her academic status is a result of a crisis situation may submit an Application for Appeal accompanied by the necessary documentary evidence.

In the event of an error in calculation, if upon correcting the error the student meets the Progress Norms, this claim will not be counted as an appeal.

Reestablishing Financial Aid

A student that submits an application for appeal and it has been considered favorably by the Appeals Committee, will be eligible for financial aid for the semester he or she enrolls in, if it is within the dates established by the Federal Government for payment of financial aid.

The Office of Admissions-Financial Aid will reestablish financial aid for a student by means of the letter sent by the Office of the Vice Chancellor notifying the student of the outcome of the appeal.
GRADUATION REQUIREMENTS

Eligibility To Obtain An Academic Degree

a. Have approved the courses required for the degree as established by the Institution.
b. Have approved the total number of credits required for the degree with a minimum GPA of 2.00 for undergraduate programs and 3.00 for the graduate programs.
c. For Masters degrees, students must complete the degree’s Final Requirements.
d. Transfer students must meet residency requirements.
e. When calculating the GPA for graduation, only the courses approved and required for obtaining the degree will be considered.
f. 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.
g. Have submitted an Application for Graduation to the Office of Student Affairs by the date established in the academic calendar.
h. Until evidence of having no financial debts with the Institution has been presented, no document will be given certifying that the student has completed the graduation requirements.
i. All students applying for readmission to the Institution will be subject to the graduation requirements in effect the year they are readmitted.
j. Commencement will be held only once a year, at the end of the second academic semester. Students that fulfill their graduation requirements at the end of the first semester or during summer may apply and obtain a
certification of completion of graduation requirements from the Office of the Registrar, before Commencement.

k. Two degrees may be conferred if they are from different programs or different majors when it is the same program.
FINANCIAL INFORMATION

**Fees And Tuition Costs**

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

The list 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 Vice-President of Financial Affairs publishes a brochure with information about the tuition costs for all the academic programs, as well as other fees that apply.

**Cost per Credit**

The cost per credit is $275.00 at the undergraduate level, and $320.00 at the graduate level. The cost of credit awarded for prior learning is equal to 50% of the cost per credit. All costs per credit are subject to change.

**General Fees**

There is a general fee is $205.00 per semester.

**Refund Policy**

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

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

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.
**Partial Withdrawal: course drop/add period**

Students may cancel a course before the first day of the part of term without costs or charges.

Students that withdraw partially within the first week beginning with the first day of class of each part of term will be reimbursed 88% of the total tuition. After this time, the student that drops a course will be charged 100%.

**Non - attendance**

Students that do not attend the courses they are registered in will be reported as NA by the professor.

**Identifications**

The Institution issues an identification card for each student. The cost of replacing a lost, misplaced or stolen identification card is $25.00. The identification card is necessary at several offices within the Institution and will be the property of the Institution.

**Copies of Credit Transcripts**

Transcripts may be obtained at the Office of the Registrar. Payment must be made at the Office of the Bursar. The cost of each transcript is $3.00.

**Financial Aid**

The mission of the Student Financial Aid Program is to provide the student with scarce economic resources equal educational opportunities to obtain an academic preparation that will facilitate his integration to society.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education is of the family. Therefore, the majority of the funds are offered under the economic criterion of need. The
objectives of providing a fair distribution of the financial resources are in agreement with the state, federal and institutional dispositions. Financial aid is available for those who qualify.

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

The student can be eligible to receive aid of all three components, as long as these available funds will permit.

**Grant-Scholarship Programs**

**Federal Pell Grant**
This grant helps undergraduate students to pay for their postsecondary education and 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 Financial Aid Coordinator.

**Federal Supplemental Educational Opportunity Grant (SEOG)**
This grant helps undergraduate students with exceptional financial need. The amount of the awards is contingent to availability of funds.

**Loan Programs**

**Federal Direct Loan**
Federal Direct-Ford Loans are offered at a variable interest rate, with a cap of 8.25%. For “Subsidized-Direct” the government pays the interest while you are in
school; for “Unsubsidized Direct” you are responsible for paying the interest while
you are in school. If you choose not to pay the interest, it will accrue and be
capitalized (added on the principle).

**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 9%. Repayment begins 60 days after the first Disbursement.

**Work and Study Program**

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

A program, that requires the student work a maximum of 40 hours per week. The
student is paid a competitive wage and is able to gain experience in his area of
study.

**Veterans**

UMET: Metro Orlando University Center is approved for Veterans Training.

**How to Apply for Financial Aid**

Financial Aid is awarded annually. The student must apply each year. The
Financial Aid Application packets will be available after January, from OSFA.

The student must submit the Free Application for Federal Student Financial Aid
(FAFSA) or Renewal FAFSA to the U.S. Department of Education. Renewals
FAFSA’s will be mailed early to prior applicants. If you do not receive a Renewal
FAFSA, please pick up a FAFSA in our Office of Admissions and Financial Aid.
Students. Students may also apply for financial aid on the web through

Late applicants will be awarded only on a funds-available basis.
The amount of financial aid may vary each year according to your need, the type of aid you are eligible, your academic performance and available funding.

**Eligibility Requirements**

In order to meet the eligibility requirements, students must:

- have financial need
- have a high school diploma or a General Education Development (GED) certificate.
- be working toward a degree or certificate.
- be a U.S. citizen or eligible no 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 receive a Bachelor’s Degree for Pell and FSEOG.
- provide documentation of any information requested by the Office of Admission and Financial Aid.

**Important Note:**

The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility, and 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; that institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.
STUDENT AFFAIRS AND SERVICES

Student Services

The SUAGM: UT- UNE- UMET Metro Orlando University Center reflects the commitment of the System, its member institutions and the School for Professional Studies to student service. The service offered is characterized for being personalized and individualized, where the student and the program representative together go through the steps from admission to registration, according to the particular needs of each student. Due to the integration of the different student services into a one-stop student service model, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, and program planning and academic progress audits through an appointment with the Student Service staff at the Center. The School for Professional Studies personnel also offers orientation about other services available and serve as a liaison to other offices of the System and its member institutions. The Director of Student Affairs, Financial Aid Coordinator and Student Services Officer will be cross-trained to perform these services in an integrated manner. The Metro Orlando University Center has a counselor to meet the counseling and placement needs of its students.

Integrated student services are provided in an extended schedule to accommodate the demands of working adults:

- Monday through Thursday: 11:00 a.m.- 8:00 p.m.
- Friday: 9:30 a.m.- 6:00 p.m.
- Saturday: 8:30 a.m.- 5:00 p.m.

Academic Advising

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

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

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Center offices. They may also e-mail the Center staff with service requests or complaints. These requests will be reviewed at least every week by the Director of Student Affairs for referral or resolution.

Student Conduct and Disciplinary Actions

Disciplinary Regulations

All students will observe and comply with all the institutional policies, rules and procedures and will follow a code of exemplary conduct. Each student should be familiar with the institutional 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 Dean of the School of Professional Studies or the Executive Director of the University Center.

Disciplinary rules and regulations are ratified by the Ana G. Mendez University System Board of Directors. The students at SUAGM: UT-UNE-UMET are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the college by-laws, the Student Handbook, and in the other regular or periodic publications of the Administration.
Important Note:
Due to the importance of the Disciplinary Regulations each student is required to obtain a copy of the Student’s Handbook from the Office of Student Affairs, sign a receipt for it, and commit himself to read and become familiar with the Handbook’s contents and the Student’s Regulations. These requirements cannot be waved or omitted under any circumstances.
GENERAL PROVISIONS

Course Numbering System

Course Numbers
The following course numbering system is used by the SUAGM: UMET.

- 100 and 200 coded courses are lower level bachelors degree courses
- 300 and 400 coded courses are upper division bachelors degree courses
- 500, 600 and 700 coded courses are masters degree level courses

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

ACCO – Accounting
BANK – Banking
BIOL – Biology
BUSI – Business
COIS – Computer Information Systems
CRIM – Criminal justice
ECON – Economy
ENGL – English
ENMA - Entrepreneur
FINA – Finance
HIST – History
HUMA – Humanities
HURE – Human Resources
MANA – Management
MARK – Marketing
MATH – Mathematics
OFAD – Office Systems
PSYC – Psychology
SCIE – Science
SOCI – Sociology
SOSC – Social Sciences
SPAN – Spanish
STAT – Statistics
STDE – Student Development

Separateness

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

Amendments

The Academic Board and the Administrative Council of the Institution have the authority to amend this catalog.

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.

Students’ Responsibility

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

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

**Reserved rights**

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

**FERPA**

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

**Change of Name and/or Address**

It will be the responsibility of the student to notify the Office of the Registrar and/or to the Director of Student Affairs of the University Center of any change of name or address while he or she is an active student at the Institution.
Section III

Programs of Study
ASSOCIATE OF SCIENCE IN BANKING OPERATIONS (AS)
69 CREDITS

PROGRAM DESCRIPTION:
The program includes training in banking operations, administration, and computer applications.
Analyzes the processes in commercial and mortgage banking, savings and credit associations, cooperative and financial institutions, and brokerage firms.

PROGRAM OBJECTIVES/OUTCOMES:
The Banking Operation Associate Degree’s objective is to develop highly prepared personnel with the technical requirements and knowledge and strategies of the global market to become a competitive professional in banking and financial systems in both English and Spanish.

Curricular Sequence

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GENERAL EDUCATION COURSES (21 CREDITS)

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<tr>
<td>SPAN 101 Intro. Spanish I</td>
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<td>ENGL 103 Inter. Basic English I</td>
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<td>SOSC 103 Intro. Social Science</td>
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<td>HUMA 103 Introduction to the Study of Western Civilization</td>
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CORE/PROFESSIONAL COURSES (48 CREDITS)

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<td>ACCO 111 Introduction to Accounting I</td>
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<td>BANK 101 Banking Management, Law and Regulation</td>
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<td>BANK 115 Teller I</td>
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<td>BANK 111 Operation Officer and Customer Services</td>
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<td>BANK 331 Mortgage Loans Processing</td>
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<td>BANK 221 Real State Tax, Movable Properties Tax and Insurance</td>
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<td>BANK 204 Investment I</td>
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TOTAL: 69
Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.
BACHELOR OF ARTS IN SOCIAL SCIENCES (BA)
Major in Criminal Justice
126 Credits

PROGRAM DESCRIPTION:
This academic design aims at ushering students to positions at operational level in the Criminal Justice field, so that they can provide professional services either to the public or the private sector. This major covers, as part of the Criminal Justice System, the following areas: Correction, Criminal Investigation, Courts System, Rehabilitation and Minors’ Justice.

PROGRAM OBJECTIVES/OUTCOMES:
- Facilitate the students to develop knowledge related to those factors that cause the criminality problem, such as to empower him/her in the efforts as provider of Criminal Justice services.
- Promote in the student the development of a critical attitude to build his/her capacity and to comply with job requirements, and at the same time, to seek for promotions within the organizational structure where he/she works.
- Offer an innovative curriculum that responds to the country's social, economic, cultural and professional needs.
- Coach, orient and stimulate those students who wish to continue graduate studies in Law.
- Empower students on applying knowledge and acquired skills when employed in a government agency or the private sector, so that they can attain their goals.
- Communicate adequately in English and Spanish both orally and in writing.

Curricular Sequence

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<thead>
<tr>
<th>Course</th>
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GENERAL EDUCATION COURSES (60 CREDITS)

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<td>COIS 101 Intro. to Computer-Based Systems</td>
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<td>MATH 111 Intermediate Algebra</td>
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**CORE/PROFESSIONAL COURSES (24 CREDITS)**

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<td>PSYC 121 General Psychology I</td>
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<td>PSYC 122 General Psychology II</td>
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<td>SOSC 225 Contemporary Economic and Political Issues</td>
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**MAJOR COURSES (27 CREDITS)**

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<td>CRIM 110 General Principles of Penal Law</td>
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<td>CRIM 118 Civil System</td>
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<td>CRIM 207 Criminal/Procedural Law and Evidence</td>
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<td>CRIM 210 Criminal Investigation</td>
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<td>CRIM 215 Criminalistics</td>
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<td>CRIM 310 Criminal Justice System</td>
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<td>CRIM 318 Police Organization and Management</td>
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<td>CRIM 401 Practicum in Criminal Justice</td>
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<td>CRIM 107, 110, 118, 207, 210, 215, 310, 318</td>
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**ELECTIVES--[GUIDED 12: CREDITS—FREE: 3 CREDITS]**

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</table>

FREE ELECTIVES:

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.
MASTER IN BUSINESS ADMINISTRATION (MBA)
MANAGEMENT
42 Credits

PROGRAM DESCRIPTION:

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

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

PROGRAM OBJECTIVES/OUTCOMES:

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

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
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<tr>
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FOR STUDENTS HOLDING DEGREES OTHER THAN BUSINESS MANAGEMENT

ACCO 500 Accounting Survey 3

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<tr>
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<td>ACCO 503 Managerial Accounting</td>
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<td>STAT 555 Managerial Statistics</td>
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<td>MARK 511 Managerial Marketing</td>
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<td>ECON 519 Managerial Economics</td>
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<td>MANA 720 Operations Management</td>
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<td>MANA 600 Entrepreneurial Policy and Business Ethics</td>
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<td>MANA 700/HURE 700 Entrepreneurship</td>
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<td>MANA 716 Strategic Planning and Control</td>
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<td>MANA 710/HURE 710 Human Resources Management</td>
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<td>BUSI 605 Business Research Methods</td>
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<td>MANA 710 Analysis and System Design</td>
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<tr>
<td>COIS 505 Information Systems for Management</td>
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<td>FINA 720 Risk and Insurance</td>
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- Required course

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
MASTER IN BUSINESS ADMINISTRATION (MBA)
HUMAN RESOURCES MANAGEMENT
42 Credits

PROGRAM DESCRIPTION:

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

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

PROGRAM OBJECTIVES/OUTCOMES:

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

### Curricular Sequence

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<th>Course Type</th>
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### PROGRAM PRE-REQUISITES

FOR STUDENTS HOLDING DEGREES OTHER THAN BUSINESS MANAGEMENT

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<td>STAT 555</td>
<td>MANA 600 Entrepreneurial Policy and Business Ethics</td>
<td>3</td>
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<td>18 Core Credits</td>
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### DEGREE REQUIREMENTS

#### CORE COURSES (24 CREDITS)

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<tr>
<th>COURSE</th>
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<tr>
<td>MANA 501 Organizational Behavior</td>
<td>3</td>
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<td>None</td>
<td>ACCO 503 Managerial Accounting</td>
<td>3</td>
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<td>ACCO 500 or Equivalent</td>
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<tr>
<td>STAT 555 Managerial Statistics</td>
<td>3</td>
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<td>MARK 511 Managerial Marketing</td>
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<td>ECON 519 Managerial Economics</td>
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<td>FINA 503 Managerial Finance</td>
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<td>MANA 720 Operations Management</td>
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#### SPECIALTY COMPONENT (15 CREDITS)

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<td>MANA 715 Supervision and Leadership</td>
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<td>HURE 700 Organizational Development and Design</td>
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<td>HURE 730 Compensation and Benefits Administration</td>
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<td>HURE 710 Human Resources Administration**</td>
<td>3</td>
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<td>HURE 725 Labor Legislation**</td>
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<td>HURE 640 Collective Bargaining</td>
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<td>HURE 750 Human Resources Seminar**</td>
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#### ELECTIVE COURSES (3 CREDITS)

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<tr>
<td>FINA 720 Risk and Insurance</td>
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<td>STAT 555</td>
<td>FINA 620 International Finance</td>
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<td>FINA 503</td>
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<tr>
<td>COIS 505 Information Systems for Management</td>
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<td>COIS 500 or Equivalent</td>
<td>FINA 740 Analysis and Structure of Investment Portfolios</td>
<td>3</td>
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<tr>
<td>BUSI 605 Business Research Methods</td>
<td>3</td>
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<td></td>
<td>STAT 555</td>
<td>COIS 710 Analysis and System Design</td>
<td>3</td>
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** Major requirement

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
**Course Descriptions**

**ACCO 111**  
Introduction to Accounting I  
4 Credits

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories. Prerequisite: None

**ACCO 112**  
Introduction to Accounting II  
4 Credits

Tangible and intangible assets, current liabilities and the payroll system, accounting concepts and principles. Includes procedures and statement presentation for partnerships and corporations. Prerequisite: ACCO 111

**ACCO 500**  
Accounting Survey  
3 Credits

Introductory coverage of financial and managerial accounting for non-business graduate students. Overview of transactions analysis and basic elements of the accounting cycle for service and merchandising business. Preparation of financial elements: income statement, balance sheet, cost of manufacturing and cash flows. Inventory costing methods. Prerequisite: None

**ACCO 503**  
Managerial and Financial Accounting  
3 Credits

Accounting concepts and techniques, their use in the preparation and analysis of financial statements, and management decision-making with emphasis on planning and performance evaluation. Topics included are: accounting as an information system, fundamentals of financial accounting and analysis of financial information, costing methods for products and services, budget control and analysis, inventory control and valuation. Study of cost behavior, cost-volume-profit relationships, job order, process and activity based costing, short-run and long-run decisions, budget and variance analysis. Use of electronic spreadsheet. Prerequisite: None

**ACCO 706**  
Auditing  
3 credits

Introduction to auditing from the perspective of the professional manager. The environment opinion formulation process, and reporting activities of the public auditor. Acquisition and
management of auditing services as an aspect of managerial control. Use of audit software. Prerequisite: ACCO 503

ACCO 707
Federal Taxation
3 Credits

Internal revenue code and regulations. Income exclusions, deductions and credits of individuals, partnerships and corporate taxable entities. Filling and filing of tax returns. Tax effects upon reorganization, liquidation and dissolutions. Prerequisite: None

BANK 101
Banking Management, Law and Regulation
3 Credits

Description of activities administration of a business to obtain defined objectives. Emphasis on the importance of knowledge of laws and rules of banking operations. Prerequisite: None

BANK 111
Operation Officer and customer Services
3 Credits

Knowledge about opening different deposit accounts, consumer loan application forms and other banking services and products. Special attention will be given to different needed required documents for different types of accounts, loans and services and their legal implications. Prerequisite: None

BANK 112
Centralized Transaction
3 Credits

Knowledge of centralized department operations in a bank and their importance upon serving the bank and its clientele. Special attention will be given to Transit, Checking Accounts, Returns and Information Processing as well as to other related departments. Prerequisite: None

BANK 115
Teller 1
3 Credits

Theory about management of cashier effects for client service. This course is required for taking BANK 116 (Laboratory) Pre-requisites: ACCO 111

BANK 116
Teller 2
3 Credits

Hands-on laboratory practice of concepts learned in BANK 115.
BANK 117
Credit Union Management
3 Credits

Ample knowledge about the cooperative movement, its laws, principles and the way to operate a Credit and Savings Cooperative Business. The relation between the former and a Cooperative Bank. Students will become familiar with the most relevant rules of parliamentary procedures to be able to conduct an Associates’ Assembly. Prerequisite: None

BANK 204
Investment I
3 Credits

Description of the administration of investment options offered by financial institutions. Emphasis is placed on process and its assessment. Prerequisite: None

BANK 211
Credit Management
3 Credits

Description of the administration of loan activities in financial institutions. Income generation through different credit options offered by banks and other credit institutions. Special emphasis is placed upon the importance of granting good loans to obtain predicted output. Prerequisite: None

BANK 221
Real State Tax, Movable properties Tax And Insurance
3 Credits

Introduction and general overview of Tax laws that affect and regulate the banking industry and its clientele. Insurance regulations are also studied. Prerequisite: None

BANK 331
Mortgage Loans Processing
3 Credits

Allows students understanding of the complete process cycle of mortgage loans. An overview of laws affecting these processes for the benefit of consumers and loan granting banks is offered. Prerequisite: None

BIOL 101-102
Introduction to Biological Sciences
6 Credits

Introduction to the fundamental concepts of cell structure and function. Study of basic hierarchical organization from cell to systems with emphasis on the human body and its anatomy and physiology. Introduction to genetics, taxonomy, evolution and ecology. Basic
concepts of chemistry and physics related to biological systems are also discussed. Prerequisite: BIOL 101 for BIOL 102

**BUSA 204**
**Business Law**
4 Credits

Origin and development of law, its significance as a formal agency of social control. Includes the study of business contracts, business organizations, sole proprietorships, associations and corporations, introduction to negotiable instruments, and bankruptcy laws. Prerequisite: None

**BUSA 605**
**Business Research Methods**
3 Credits

Introduction to concepts and procedures of business research. Study of the nature and purposes of investigation, types of design, instruments of investigation and methods of data analysis and interpretation. Emphasis on the search of truth by empirical means and on the contribution of research to the business administration field. Prerequisite: STAT 555

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

This course develops in the student with no previous experience with computers, levels of productivity necessary in their personal and work environment. Requires Laboratory. Prerequisite: None

**COIS 500**
**Applications of Information Systems in Business Administration**
3 Credits

Introduction to the use of computers, including the data processing cycle, functions and operations of a computer. Discussion of computer applications through exercises and problems such as: word processing, spreadsheets, database, and basic programming. Prerequisite: None

**COIS 505**
**Information Systems for Management**
3 Credits

Covers fundamental concepts in computerized systems of information and the application to business administration. It gives the students an insight and an adequate technical base in the analysis of programming and administration of information systems, emphasizing management considerations. Prerequisite: None

**COIS 625**
**Computerized Systems in Educational Administration and Supervision**
3 credits

Study and use of computer systems accessible to administrators with applications for the
management of funds and processes. Basic concepts in computer sciences. Design, development and operation of systems of information in the field of education. Prerequisite: EDUC 623

**COIS 710**
**Analysis and System Design**
3 Credits

Introduces the systems life cycle and basic techniques for stating and analyzing information systems requirements. Determines systems economics and computer controls. Illustration of the interactive nature of the information systems analysis and design process. Introduces systems design, flowcharting, program structures and user interfaces. Hardware/software selection, evaluation, and alternative system configurations, system implementation, conversion, and post-implementation review are studied. Prerequisite: None

**CRIM 107**
**Introduction to Criminal Justice**
3 Credits

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

**CRIM 110**
**General Principles of Penal Law**
3 Credits

Introductory course to criminal law. The course will rely on Penal Code for the study of the nature of crime, its elements, available defenses for the accused, and the sentencing guidelines included in the Penal Code. During the course, both crimes against the individual and against property will be covered. Prerequisite: None

**CRIM 118**
**Civil System**
3 Credits

The 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. Prerequisite: None

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

The course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal law. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional
rights available to the accused through criminal investigation and the judicial process. Prerequisite: None

**CRIM 210**  
**Criminal Investigation**  
3 Credits

The course emphasizes the study and guidelines of basic criminal investigation techniques, from their origins, through the evolution, to today’s technological advances in investigative methods. Prerequisite: None

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

This course is aimed at the study of the rules of evidence both in civil law and criminal law judicial proceedings. The course is designed to develop an understanding of the basic concepts of the rules of evidence. Emphasis will be given to the structure of the evidence, evidence and the judicial process, the rule of relevance, rule of exclusion, hearsay rule and its exceptions, privileges, offer of proof, photographs, writings, recordings, and demonstrative and scientific evidence. Prerequisite: None

**CRIM 215**  
**Criminalistics**  
3 Credits

An introductory course to forensic science, which consists of the study of, the most recent scientific techniques for the collection, identification, treatment, and preservation of evidence used in a criminal investigation. Also, 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. Prerequisite: None

**CRIM 310**  
**Criminal Justice System**  
3 Credits

This course is aimed at the study of the legal, constitutional, and judicial protections and guarantees 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. Prerequisite: None

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

Includes the study and analysis of the organizational structure and administrative procedures of the State and Municipal police. It’s functions, duties, powers and relations with the community, are also studied. Prerequisite: None
CRIM 401
Practicum
3 Credits

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. The selection of the entity for the placement of the student will be made by the professor with the assistance of the student. Prerequisite: None

ECON 123
Introduction to Economics
Compendium
3 Credits

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macro analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors. Prerequisite: SOSC 103

ECON 325
Introduction to International Business
3 Credits

Economic and social systems and their effect on the commercial behavior of countries. Relations among business enterprises, government, and the financial sectors to undertake international business activities. Corporate policies and strategies in the global operations. Prerequisite: ECON 123

ECON 519
Managerial Economics
3 Credits

Use of economics tools in management decision-making to maximize the company’s profit. Analysis of demand, income, production, cost, markets and the relationship and uncertainty between the companies and the public sector. Prerequisite: None

EDUC 505
Educational Research Methods
3 Credits

Introduction to the concepts and procedures of educational research. Study of the nature and purpose of research; types of design, research instruments and methods of analysis and interpretation of data. Emphasis on the contribution of research to the field of education. Prerequisite: None
EDUC 525  
Statistics for Evaluation and Research  
3 Credits  
Descriptive and inferential statistics for evaluation and research in Graduate School.  
Prerequisite: None

EDUC 715  
Research Project  
3 Credits  
Designing, conducting and presenting a basic or applied research project in education, physical education, fitness programs, leisure services, and Preschool education.  
Prerequisite: None

ENGL 101-102  
Introductory English Language– Basic Level  
6 Credits  
Emphasizes the development of basic written communication and reading skills. Grammar instruction is provide for students who need to improve their proficiency in English.  
Prerequisite: ENGL 101 for ENGL 102

ENGL 103-104  
Introductory English Language– Intermediate Level  
6 Credits  
A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Prerequisite: ENGL 103 for ENGL 104

ENGL 105-106  
Introductory English Language– Advance Level  
6 Credits  
This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay. Prerequisite: ENGL 105 for ENGL 106

ENGL 201-202  
Second - Year English - Basic Level  
6 Credits  
Basic introduction to the study of literary genres. Aims to develop an appreciation of the short story and the novel, the essay, poetry and drama.  
Prerequisites: ENGL 101-102

ENGL 205-206  
Second - Year English - Advance Level – Intro. to Literature  
6 Credits  
An introduction to the study of English literary genres. Aims to develop an appreciation of the literary genres through the analysis of the basic elements of each genre. Required
course for English majors. Prerequisites: ENGL 101-102 or ENGL 103-103 or ENGL 105-106

**ENGL 350**  
**Conversational English**  
3 Credits

This course provides practice for the development of oral communication skills to be used in personal and professional settings. Prerequisites: ENGL 103

**ENMA 101**  
**Introduction to Entrepreneurship**  
3 Credits

This course is designed to provide the student with an understanding and overview of the world of entrepreneurship. The student will develop analytical skills, being exposed to a broad introduction to entrepreneurial career paths. It includes the establishment, acquisitions and development of a business. Prerequisite: None

**ENMA 107**  
**Mathematics for Entrepreneurs**  
3 Credits

Applying mathematic reasoning to the procedures to solve business problems. Techniques as estimation, graphic interpretation, and the use of financial and statistical Math are demonstrated and practiced. Algebraic equations with one or more variables, lineal equations with its graphics, costs, investments, simple and compound interest, depreciation, annuities, amortization, numeric representation with graphs, central tendencies, and dispersion are studied. The use of the electronic calculator as an effective work tool is studied. Requires laboratory. Prerequisite: None

**ENMA 207**  
**Business Forms for Entrepreneurs**  
3 Credits

The student will learn how to create and handle business documents using word processing equipment, and how to write effective business documents. The student will develop the skill needed to generate business documents that will carry the information that will give integrity and image to the organization using high technology equipment. This course requires laboratory. Prerequisites: ENMA 101 and COIS 101

**ENMA 302**  
**Managing a Growing Business**  
3 Credits

This course will provide the student with a series of concepts, frames of references, analytical techniques, and management decision making techniques. It also includes problem solving techniques that will help identify, anticipate and solve growing problems. Prerequisite: ENMA 101
ENMA 304  
**New Venture Creation**  
3 Credits  

The process starting with the conception of the idea up to the creation of the business. Emphasis is given to the entrepreneur’s characteristics, opportunity seeking, and the resources necessary to convert opportunity into business. The student will learn to evaluate the enterprise and to plan accordingly for his/her new venture. Prerequisites: ENMA 101 and MARK 133

ENMA 305  
**Financing Entrepreneurial Ventures**  
3 Credits  

Financing the enterprise throughout the different phases of its life cycle. Analysis of the different financial techniques for the proper selection that will match the economic position of the enterprise. Analysis is made of the moneys required, budgeting, financial terms and conditions, and the financial implications for the decision making process. Prerequisites: ENMA 101 and FINA 202

ENMA 306  
**Computer Programs for Entrepreneur**  
3 Credits  

Utilization of business applications. The computer is used as a tool to facilitate the business administration and the decision making process. The computer will aid in the process of planning, establishing, and keeping the business. Navigation of the INTERNET web is used for research, promotion and expansion of the business. This course requires the use of the computer. This course is to be taken parallel with ENMA 306 – Financing Entrepreneurial Ventures. Prerequisites: ENMA 304, ACCO 112 and COIS 101

ENMA 307  
**Management of Innovations: Creation, Protection, and Development**  
3 Credits  

Definition, nature and protection of innovations. Creativity, process and innovation strategies. Types of innovations, analysis of common situations, their impact inside and outside of the enterprise, the available options for handling it and its consequences. Prerequisites: ENMA 101 and ENMA 305

ENMA 308  
**Family Business Management**  
3 Credits  

In this course the particular characteristic of business analysis is made. Conflict management, planning, and succession implementation is studied. Techniques are analyzed for the procurement of human resources for top management and strategic planning of the family business. Prerequisites: 15 credits in the concentration are required.
ENMA 407  
Legal, Tax and Environmental Responsibility  
3 Credits  

The study of the legal issues, taxes, and environmental issues that influence the business activity. Study of the content, its application, and implications of the ethical, social and economic regulations, including municipal, state, and federal laws.  
Prerequisites: ENMA 101, ACCO 112 and BUSI 204  

ENMA 408  
Entrepreneurial Seminar  
3 Credits  

The knowledge acquired is put to test in real business situations. The entrepreneur project is worked independently under the supervision of a professor. Prerequisites: 15 credits in the concentration are required.  

ETIC 010  
Ethical Fundaments  
3 Credits  

This course studies the nature of moral philosophy and the principles of ethics and bioethics theories. The study covers since the origins to the present time. Besides, it analyses the implications of modern social problems that depict the ethics principles and development in our society. Prerequisite: None  

EXPL 101  
Experiential Learning: Introduction to Portfolio  
1 Credit  

Evaluation of theoretical and practical experiences for the preparation of a portfolio. 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. Prerequisite: None  

FINA 202  
Business Finance  
3 Credits  

Introduction to financial theories and techniques and their use in management, financial analysis, planning and control, working capital management, decisions involving long-term assets, sources and forms of long-term financing, financial structure, cost of capital and dividend policy. Prerequisites: ACCO 111-112  

FINA 503  
Managerial Finance  
3 Credits  

Financial planning to increase the value of investment of the stockholders. Analysis of management decisions concerning investments, financing and dividend policies. Assets approval, risk, debt policies and alternate ways of financing. Short-term assets, and liabilities
administration, acquisitions, mergers and international financial management. Prerequisites: ACCO 503, STAT 555

**FINA 620**  
*International Finance*  
3 Credits  

Financial management of foreign operations of the firm. Financial constraints of the international environment and their effect on standard concepts of financial management. Study of international currency flows, forward cover, and international banking practices. Prerequisite: FINA 503

**FINA 720**  
*Risk and Insurance*  
3 Credits  

Analysis of the risk management problems in the business enterprise. Emphasizes methodology for risk analysis, techniques for risk and loss control, models for risk management decision-making, and procedures for administering risk management policy relative to no speculative (insurable) risk. Includes product liability, property damage and bodily injury in the business environment. Prerequisite: STAT 555

**FINA 740**  
*Analysis and Structure of Investment Portfolios*  
3 Credits  

Covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios. Prerequisite: None

**HIST 273**  
*History of the United States - Compendium*  
3 Credits  

Study of the most important social, cultural, political, and economic events in the history of the United States, from the colonial period to the present. Prerequisite: None

**HUMA 101-102**  
*Introduction to the Study of Western Civilization*  
6 Credits  

Study of western civilization from its origins through the Middle Ages. Includes those concepts of Near Eastern culture, which influenced western civilization as well as Judeo-Christian tradition. Analysis of literary and artistic works representative of the various periods. Prerequisite: HUMA 101 for HUMA 102

**HUMA 103**  
*Compendium: Introduction to the Study of Western Civilization*  
3 Credits
HUMA 101-102 compendium. Emphasis is given to the major accomplishments of Western Civilization. Prerequisite: None

HUMA 201-202
Study of Western Civilization
6 Credits

Study of western civilization from the Renaissance to the present. A thorough analysis is made of historical events and artistic works transcendental to modern society. Prerequisites: HUMA 101-102 or HUMA 105-106.

HURE 640
Collective Bargaining
3 Credits

Emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, public policy. Emphasis on the national labor relation's act and the grievance-arbitration process. Prerequisite: None

HURE 700
Organizational Structure and Design
3 Credits

Introduction to concepts and procedures on organizational design and structures. Emphasis on the nature and changing processes of the organizational culture and structures. Discussion on different types of systems and management styles. Prerequisite: None

HURE 710
Human Resources Administration
3 Credits

A study of the philosophy, techniques and policies related to the administration of personnel and as a critical responsibility of every manager. Topics included are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation and labor relations. Prerequisite: None

HURE 725
Labor Legislation
3 Credits

Federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and Puerto Rican labor laws; constitutional rights; minimum wage, antidiscriminatory laws, unemployment. Prerequisite: None

HURE 730
Administration of Compensation and Benefits
3 Credits
Introduction to systems of compensation and benefits related to profit and non-profit organizations. Discussion on financial motivation, design and implantation of compensation strategies and compensation for special groups, among others. Prerequisite: None

**HURE 750**  
**Human Resources Seminar**  
3 Credits

Historical foundations and evolutionary development of human resources concepts; comparative analysis of management patterns; emerging problems of management interest. Readings and research in management. Each student must present a research project for discussion and comments. Prerequisite: None

**MANA 101**  
**Introduction to Business**  
3 Credits

Presents the various forms of business organizations and management in search for profits. It includes an introduction to business operations, management, production, marketing, human and labor relations, finance, and accounting. Prerequisite: None

**MANA 131**  
**Human Relations in Business**  
3 Credits

Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior. Prerequisite: None

**MANA 350**  
**Business and Society**  
3 Credits

Study of the philosophies, interrelationships and viewpoints regarding the role of business in society, including selected issues in the context of social responsibility. Includes analysis of legislation related to the area. Prerequisite: MANA 101

**MANA 501**  
**Organizational Behavior**  
3 Credits

Study of individual behavior in organizations, group behavior in organizations, and organizational behavior in social systems. Application of organizational behavior and organizational theory to management practice. Prerequisite: None

**MANA 600**  
**Business Policy and Ethics**
3 Credits

Integrating and applying the various functional and support areas of business administration. The course approaches business policy-making and administration from the perspective of the general manager. Cases emphasizing economic, social, and moral problems having implications for corporate policy are examined. Prerequisite: 18 credits from cores courses.

**MANA 621**
**Business Law**
3 Credits

Deals with the laws pertaining to business associations, such as partnerships (limited and general), corporations, franchises and joint ventures. Topics include rights and obligations; will contracts, mortgages, business agencies and associations, corporations, negotiable instruments, investment and loans, bankruptcy, business laws, labor laws and jurisprudence. Prerequisite: None

**MANA 640**
**Collective Bargaining**
3 Credits

Emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, public policy. Emphasis on the national labor relation’s act and the grievance-arbitration process. Prerequisite: None

**MANA 700**
**Entrepreneurship**
3 Credits

Designed for MBA’S interested in pursuing entrepreneurial careers. Primary attention given to managing a new and rapidly growing business. Alternate sources of capital examined and conditions of utilization of each source established. Various growth strategies considered along with supporting public policy and personnel requirements for entrepreneurial success. Prerequisite: None

**MANA 710**
**Human Resources Management**
3 Credits

A study of the philosophy, techniques and policies related to the administration of personnel and as a critical responsibility of every manager. Topics included are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation and labor relations. Prerequisite: None

**MANA 715**
**Supervision and Leadership**
3 Credits
Emphasis on management leadership skills necessary to develop professionals for current market, manufacture, government, and industry settings. Examines contemporary roles on supervision and leadership development. Prerequisite: None

**MANA 716**  
**Strategic Planning and Control**  
3 Credits

Major components of long-term strategy from an upper-level management perspective are covered. This course provides a learning laboratory for the study of major strategic decision-making models. Prerequisite: None

**MANA 720**  
**Operations Management**  
3 Credits

Stresses managing the production, distribution, materials, and information functions of manufacturing and service systems. Includes capacity determination, operating procedures analysis, operating systems design, control systems development, and new technology evaluation. Uses case examples of management skills required in the operating environment. Prerequisite: STAT 555

**MANA 725**  
**Labor Law**  
3 Credits

Federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and Puerto Rican labor laws; constitutional rights; minimum wage, antidiscriminatory laws, unemployment. Prerequisite: None

**MANA 735**  
**International Business**  
3 Credits

Global study of the economic, financial and political environment in business operations. Special emphasis on the international dimension of marketing, finance, accounting, taxes, economics and human resources of corporations. Prerequisite: None

**MANA 750**  
**Management Seminar**  
3 Credits

Historical foundations and evolutionary development of management concepts; comparative analysis of management patterns; emerging problems of management interest. Readings and research in management. Each student must present a research project for discussion and comments. Prerequisite: None

**MARK 133**  
**Principles of Marketing**
3 Credits

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. Prerequisite: MANA 101

MARK 511
Marketing Management
3 Credits

Emphasis on planning and decision-making procedures in areas such as: marketing measurements, product development, price adjustments, advertising and distribution. Texts, case studies, readings and computer exercises are used to provide experience in managing the components of the market mix. Prerequisite: STAT 555

MARK 601
Design and Development of New Products
3 Credits

Design and development of new products and modifications. Integration of the reposition strategies in the life cycle of the product. Legal aspects for protection of new or modified products. Brand names and patent protection. Prerequisite: MARK 511

MARK 615
Advertising and Sales Promotion
3 Credits

Examines the marketing promotions from a communications standpoint. Discusses advertising, sales promotion, personal selling and publicity as components of the promotional program of an enterprise including profit and non-profit institutions marketing products and/or services. Emphasizes the planning, design, and implementation of advertising campaigns. Prerequisite: None

MATH 101
Arithmetic and Its Applications
3 Credits

This course offers the opportunity to develop necessary skills in working with numbers and basic mathematical computations with whole numbers, decimals and fractions, introduction to statistics and geometry. Opportunities are provided to apply the skills learned to actual life situations. Prerequisite: None

MATH 111
Intermediate Algebra
3 Credits

Rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions. Prerequisite: None
OFAD 141  
Keyboarding  
4 Credits  

Special emphasis is given to keyboarding development of speed and accuracy learning to create documents in the Window programs. The training includes creating documents, with their respective formats. Prerequisite: None

PSYC 121-122  
General Psychology  
6 Credits  

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. Prerequisites: SOSC 101-102

PSYC 123  
General Psychology Survey Course  
3 Credits  

Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior. Prerequisites: SOSC 101-102 or SOSC 103

PSYC 350  
Psychopathology Principles  
3 Credits  

Pathological reactions in the feeble-minded, neurotics and psychotics. Discussion of research methods and theories of abnormal conduct. Visits to local institutions to observe clinical cases. Study of the D.S.M. V(R). Prerequisites: PSYC 121-122

REED 505  
Interdisciplinary Studies of Leisure  
3 Credits  

Overview study of the field of leisure services, its philosophies, assumptions, history and trends. Emphasis on concepts of leisure, recreation, and play. Prerequisite: None

REED 506  
Teaching Methods for Physical Ed. & Leisure Education  
3 Credits  

Teaching methods and adult education principles as applied to teaching physical education and leisure education. Analysis of teaching motor skills, knowledge from elementary schools to the university level. Includes the development of a university course outline. Prerequisite: None

REED 510  
Managing Leisure Services  
3 Credits
Overview study of management principles and practices as applied to managing leisure services and sports programs. Prerequisite: None

**REED 512**  
**Leisure Programming**  
3 Credits

Study of concepts, foundations and models of leisure programming. Includes an analysis of the life cycle, social trends related to programming, needs analysis, and how to develop, implement and evaluate leisure and sport programs. Prerequisite: None

**REED 514**  
**Managing Leisure and Sports Facilities**  
3 Credits

Study of management principles as applied to managing leisure and sports facilities. Examination of aspects such as facility design, day to day operation, and legal aspects related to managing leisure and sports programs and facilities. Prerequisite: None

**REED 515**  
**Measurement and Evaluation in Physical Ed. and Leisure Studies**  
3 Credits

Concepts of assessments, measurement and evaluation in education, and psychology as applied to leisure services, human behavior and movement, and teaching physical education. Prerequisite: None

**REED 525**  
**Professional Seminar in Physical Ed. and Leisure Services**  
3 Credits

Analysis and discussion of current issues and trends in physical education and leisure services. Prerequisite: None

**REED 600**  
**Practicum in Physical Ed. and Leisure Services**  
3 Credits

Placement of students in agencies to participate in supervised experiences related to program development, evaluation, research, administration, or teaching. Prerequisite: None

**SCIE 111-112**  
**Integrated Sciences**  
6 Credits

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.

Corequisites: MATH 101-102

**SOSC 101-102**  
*Introduction to Social Sciences*  
6 Credits

General principles of the social sciences and the fundamentals of the various disciplines: anthropology, sociology, psychology, economics and political sciences. Analysis of social problems in the contemporary world. Prerequisite: SOSC 101 for 102

**SOSC 103**  
*Introduction to Social Sciences - Survey Course*  
3 Credits

Survey course on general principles and foundations for the social science disciplines: anthropology, sociology, psychology, economics and political sciences. Analysis of social problems. Prerequisite: None

**SOSC 225**  
*Contemporary Economic and Political Issues*  
3 Credits

Interdisciplinary approach to the interrelation of social organizations and political and economic systems in the contemporary world. Study of social, political and economic developments. Analysis of selected events and current issues. Prerequisites: SOSC 101-102

**SOSC 301-302**  
*Applied Statistics for Social Sciences*  
6 Credits

Descriptive and inferential statistical techniques and reasoning. Elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences problems. Emphasis on when, why and how to use a specific technique in a research process. Prerequisites: SOSC 101-102, MATH 111

**SOCI 201-202**  
*Principles of Sociology*  
6 Credits

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. Study of social stratification and institutions such as family, religion, education, economy and politics. Analysis of contemporary social problems. Prerequisites: SOSC 101-102

**SPAN 101-102**  
*Introductory Spanish Language - Basic Level*
6 Credits

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings. Prerequisite: SPAN 101 for 102

**SPAN 103-104**
**Introductory Spanish Language—Intermediate Level**
6 Credits

Introduction to linguistics. The historical evolution of the Spanish language. Grammar review, vocabulary enrichment and written communication. Latin American Literature. Prerequisite: SPAN 103 for SPAN 104

**SPAN 105-106**
**Introductory Spanish Language—Advance Level**
6 Credits

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research. Prerequisite: SPAN 105 for SPAN 106

**SPAN 215**
**Written Composition**
3 Credits

Develops proficiency in the practical use of written language current idiomatic Spanish. Provide practice in the more complex problems of sentence structure and usage and in theme writing and analysis. Prerequisites: SPAN 101-102

**SPAN 218**
**Oral Communication**
3 Credits

Develops skills needed for public speaking. Emphasizes correctness, clarity, organization and delivery behaviors in accordance with subject matter and audience. Rhetorical skills are developed through instruction and practice. Prerequisites: SPAN 101-102

**SPAN 221-222**
**Spanish Literature**
6 Credits

Introduction to the Spanish literature. Offers a panoramic view of the history of Spanish literature from its origins to the present. Familiarizes the student with the cultural movements and representative works of each period. Prerequisites: SPAN 221 for SPAN 222

**STAT 555**
**Statistics for Managerial Decision Making**
3 Credits

Covers basic statistical skills for advanced work in the functional areas of business administration, including descriptive statistics, probability, probability distributions, sampling,
estimation, statistical inference, and Bayesian principles. Computer programs are used in obtaining solutions. Prerequisite: None

**STDE 100**  
**Student Development**  
3 Credits

Student development leading to opportunities for personal, academic and vocational success. Analysis of the socialization and educational processes conducive to an effective adjustment to university life. Development of critical thought, basic skills, and techniques for learning. Transition from the high school social studies curriculum to the social sciences at the university level. Prerequisite: None