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Section I

Overview:

Universidad del Este

and

Sistema Universitario Ana G. Méndez
Universidad del Este – Puerto Rico

Institutional Profile

Universidad del Este (UNE) is a private non-profit institution of higher education and a component of the Ana G. Méndez University System. Its main campus is located in Carolina and its five University Centers are in the municipalities of Yauco, Utuado, Cabo Rojo, Manatí and Santa Isabel. The Carolina campus is within easy reach of the entire Eastern part of the island. Its 21 acres suburban campus and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

A professionally oriented institution, Universidad del Este offers twenty-four baccalaureate programs, sixteen associate degrees, as well as seven master degree programs in the following areas; business, education, liberal arts, hospitality management and sciences. Founded in 1949, as Puerto Rico Junior College, it has continued to grow into a four-year institution in 1992 and finally evolving into a university in 2001.

UNE’s student population consists mostly of commuting young adults from the surrounding communities. The 8,700-student body is comprised of undergraduates in the Carolina campus and its five additional locations. The graduate programs initiated in October 2001 with an enrollment of 25 students and as of January 2003, the student body has increased to over 100 students registered in the four graduate programs offered at the Carolina campus.

The academic staff consists of more than seventy-nine (79) full time faculty and two hundred and thirty-five part-time professors. A little over 23% of the full time faculty has doctorates and the rest hold masters degrees in their fields of expertise.
Universidad del Este’s Mission Statement

Universidad del Este is a non-profit, lay, higher education learning community, which is part of the Sistema Universitario Ana G. Méndez. The school has a flexible admissions policy and an ample and varied academic courses offering.

The mission of the Universidad del Este is to promote the integral development of a diverse student population through research, critical-creative thinking, the construction of knowledge and its application.

Academic offerings include certificates, associate degrees, bachelor's degrees, graduate studies and continuing education. These offerings meet the needs and interests of the members of the university community and receive the support of all institutional resources. Study programs incorporate multidisciplinary educational perspectives through learning and teaching strategies that are in harmony with local, regional, and global demands and with the latest technology. The learning vision also incorporates a life-long learning process based on the most effective access to information for its gathering, handling, analysis and application. The Institution is committed to continuous improvement of the teaching-learning process, support services, assessment, research and the appreciation of Puerto Rican culture in harmony with global cultures.

Principles
The principles, which guide the Institution, are wisdom, justice, honor and freedom.

Goals
To fulfill its mission, Universidad del Este proposes:

- To develop a well-rounded person through a multidisciplinary and liberal education.
To value diverse manifestations of Puerto Rico’s cultural-historic patrimony in our national identity and within a globalize culture.

To help students enrolled at the institution to achieve their educational goal.

To develop optimum levels in the quality of student life through the broadening of academic support services, team work, the use of emerging technologies and occupational and professional orientation pertinent to a well-rounded education.

To improve quality levels in the teaching, learning and service processes.

To strengthen human resource competencies through personal and professional development activities.

To perform research as a fundamental means to solve problems and as an essential part of institutional duties.

To develop current and pertinent academic courses that respond to society’s needs.

To improve the quality, efficiency and effectiveness of decision making in institutional administrative procedures.

To demonstrate leadership in services provided to Puerto Rico and abroad.

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.

Statement of Accreditation

The Middle States Association of Colleges and Schools accredits Universidad del Este, a regional accrediting agency recognized by the U.S. Department of Education.

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:

325 West Gaines St. Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
(888) 224-6684
www.fldoe.org

The Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education license the Main Campus and its five additional locations of UNE in Puerto Rico.

Universidad del Este is a member in the following professional associations:

American Association for Adult and Continuing Education
American Association for Counseling and Development
American Association of Collegiate Registrars and Admission Officers
American Association of Higher Education
American Council on Education
American Library Association
American Management Association
Association for Educational Communications and Technology
Association for Supervision and Curriculum Development
Center for Scientific Research
College Entrance Examination Board
Council for Adult Experiential Learning
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

Non-Discrimination Statement

Universidad del Este does 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 Universidad del Este. Regardless of its effective date, the Institution reserves the right to admit, re-admit or register a student only for a semester or session separately. The Institution binds itself only during the semester for which the student has enrolled and paid his/her tuition fees.
It is the student’s responsibility to know and comply with the content of this catalog and all of Universidad del Este’s 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.

Universidad del Este’s main campus address and telephone numbers are:

Mailing Address: UNE  
P.O. Box 2010 Carolina  
Puerto Rico 00984-2010

Telephone No.: (787) 257-7373
Fax No.: (787) 752-0070
Website: www.suagm.edu/une

Universidad del Este’s Key Administration

Chancellor
Alberto Maldonado Ruiz, Esq.

Vice Chancellor
Mildred Huertas, Ph.D.

Vice Chancellor of Student Affairs
Georgina León de Rivera, MA

Vice Chancellor of Information and Telecommunications
Carmen Ortega, MLS

General Manager of Physical Facilities
Edgardo D. Rodríguez

Dean of the School of Professional Studies
Luis Zayas Seijo

Dean of the School of Business Administration and Office Systems
Lola Yglesias

Dean of the International School of Tourism and Hospitality Management
Omar Pagán

**Dean of the School of Health Sciences**

Grisel Rivera

**Acting Dean of the School of Science and Technology**

Lilia Amigó

**Dean of the School of Education**

José R. Cintrón

**Dean of the School of Liberal Arts and Languages**

María S. Muñoz
Overview of the Sistema Universitario Ana G. Méndez – Puerto Rico

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.

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. Its Board of Directors under its systemic bylaws governs the corporation.

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
Maríal 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

Sistema Universitario Ana G. Méndez address and telephone numbers are:

**Mailing Address:** SUAGM  
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)

**The following are the officers of the corporation:**

José F. Méndez, President of the Sistema Universitario Ana G. Méndez
Alberto Maldonado Ruiz, Esq., Chancellor Universidad del Este
Dennis Alicea, Ph.D., Chancellor Universidad del Turabo
Federico Matheu, Ph.D., Chancellor Universidad Metropolitana
Migdalia Torres, Ph.D., Vice President and General Manager of Telecommunication and Distance Education
Alfonso Dávila, Executive Vice President
Dulcinea 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
Section II
Metro Orlando University Center
METRO ORLANDO UNIVERSITY CENTER

Introduction

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
Jesús Oliveras, Associate Director
Elba Merced, Director of Faculty and Curriculum
Steven Pérez, Director of Integrated Services
Silquia Vélez, Director of Student Affairs and Registrar
Fernando Varela, Director of Marketing and Recruitment
Lissette Bóssolo, Operations Manager
Natalia Ruíz, Associate 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
Faculty

The Faculty of the SUAGM: UNE 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>
</tr>
</thead>
</table>
| Abigail Rios-Lugo Adjunct Faculty | MPA in Administrative Programming, UPR, PR, 1998  
BS in Political Sciences, UPR, PR, 1989 |
| Agustin Correa            | MBA in Management, Universidad Mundial, PR, 1984  
BBA in Management, UPR, PR, 1964 |
| Antonia Rivera-Torres     | MA in Post Secondary Institution Administration, Interamerican University, PR, 1996  
BA in Humanities, Interamerican University, PR, 1993 |
| Armando J. Sanchez        | MS in Computer Modeling & Simulation, UCF, FL, 1997  
BS in Civil Engineering, UPR, PR, 1981  
AS in Natural Science, UPR, PR, 1978 |
<p>| Barbara Richter           | Ph.D. in American Literature, New York University, NY, 1970 |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bessie A. Torre</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>Carlos A. Rueda</td>
<td>MA in Organizational Psychology, Colombia Univ., NY, 2003</td>
</tr>
<tr>
<td></td>
<td>BS in Psychology, UCF, FL, 2001</td>
</tr>
<tr>
<td>Carlos J. Cestero-Badillo</td>
<td>Ed.D. in Instructional Technology &amp; Distance Education, Nova Southeastern Univ., FL, 2004</td>
</tr>
<tr>
<td></td>
<td>BA in TESOL, Turabo Univ., PR, 1996</td>
</tr>
<tr>
<td>Carmen C. Figueroa</td>
<td>BS in Biology, George Fox Univ., OR, 1996</td>
</tr>
<tr>
<td></td>
<td>BS in Psychology, Dobbs Ferry, NY, 1986</td>
</tr>
<tr>
<td>Carmen L. Lamboy</td>
<td>Doctor in Medicine Iberoamericana University, D.R., 2002</td>
</tr>
<tr>
<td></td>
<td>BASS in Sociology &amp; Social Welfare, UPR, 1982</td>
</tr>
<tr>
<td>Denismar Medina</td>
<td>MBA in Health Care Management, University of Phoenix, FL, 2003</td>
</tr>
<tr>
<td></td>
<td>BS in Physical Therapy, UPR, PR, 1990</td>
</tr>
<tr>
<td>Diane Duran-Scollo</td>
<td>MA in TESOL Education, Univ. of Connecticut, 2000</td>
</tr>
<tr>
<td></td>
<td>BA in Communications, Sacred Heart Univ., PR, 1990</td>
</tr>
<tr>
<td>Doel Salcedo</td>
<td>MBA in Computer Resources and Information Management, Webster University, Wash. DC, 1993</td>
</tr>
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<td></td>
<td>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</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Elba L. Merced Adjunct</td>
<td>MA in Administration &amp; Supervision, University of Phoenix, PR 2000&lt;br&gt;BA in Education, UPR, PR, 1990</td>
</tr>
<tr>
<td>Chaparro</td>
<td>Master in Corporate Environmental Planning &amp; Eco- Audits, Instituto de Investigaciones Ecológicas, Spain, 1998&lt;br&gt;Master in Geology, Boston College, Brighton, MA, 1974&lt;br&gt;BS in Geosciences, Univ. of Hawaii, HA 1971&lt;br&gt;Certificate in Chemistry &amp; Biology, Jorge Tadeo Lozano Univ. Colombia, 1968</td>
</tr>
<tr>
<td>Fernando Wilches</td>
<td>MS in Management System Analysis, Kean Univ. NJ, 1994&lt;br&gt;BS in Computer Science, Trenton State Univ., NJ, 1982</td>
</tr>
<tr>
<td>Gloria Rivadeneyra</td>
<td>MS in Medical Sciences, University of Florida, FL 2000&lt;br&gt;BS in Animal Sciences, University of Florida, FL, 1997</td>
</tr>
<tr>
<td>Graciela Squillaro-Truffa</td>
<td>MA in Spanish, UCF, FL, 2000&lt;br&gt;Licenciade of Science in Hospitality Management, Univ. of Moron, Argentina, 1982</td>
</tr>
<tr>
<td>Grisselle Vidal-Corujo</td>
<td>PhD in Literature 80 credits, UPR, PR 1999&lt;br&gt;MA in Spanish, UPR, PR, 1981&lt;br&gt;BA in Hispanic Studies, UPR, PR, 1973</td>
</tr>
<tr>
<td>Hector Hernandez</td>
<td>MBA in Management, Eastern College, PA, 1999&lt;br&gt;BA in Communications, Sacred Heart Univ., PR, 1995</td>
</tr>
<tr>
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</table>
| Hector Lopez        | MA in Economics, UPR, PR, 1983  
                      | BS in Industrial Engineering, Polytechnic Univ. of PR, 1988  
                      | BA in Economics, UPR, PR, 1979 |
| Ingrid Cruz         | MS in Mass Communications, Florida International Univ., FL, 1997  
                      | BA in Communications, Sacred Heart Univ., PR, 1988 |
| Ivan Rivera         | Juris Doctor, New York Law School, NY, 1968  
                      | MA in Political Sciences, Fordham University, NY, 1972  
                      | BBA in Economics, Baruch College, NY, 1962 |
| J. Patricia Chila   | M.H.S. in Human Services, 33 credits Lincoln Univ.  
                      | Associates in Computer Science & Business Administration, Allentown Business School, PA, 1983 |
| Jesus Martí         | Juris Doctor, Interamerican Univ., PR, 1982  
                      | BA in Psychology, UPR, PR, 1979 |
| Jorge Rivera        | MBA in Management, University of Phoenix, 1995  
                      | BS in Production Management, UPR, PR, 1987  
                      | Associate in Industrial Management UPR, PR, 1987 |
| Jorge Martinez      | MBA in General Management, Keller Graduate School of Management, FL, 2004  
                      | BA in Sociology, Sacred Heart Univ., PR, 1984 |
| Jose A. Martinez    | MBA in Finance, Wake Forest University, NC, 1994  
                      | BBA in Accounting, UPR, PR, 1980 |
| Jose A. Banchs      | MBA in Finance, Interamerican University, PR, 2003  
                      | BBA in Accounting, Interamerican University, PR, 1971 |
| José Alvarez        | MBA in Marketing |


<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>José Casellas-Bond</td>
<td>MBA in Industrial Management, Interamerican Univ., PR, 2002</td>
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<td>BBA in Accounting, UPR, PR, 1993</td>
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<tr>
<td>Jose J. Gorbea</td>
<td>MA in Mass Communications</td>
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<td>UCF, FL, 2001</td>
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<td></td>
<td>BBA in Marketing, UPR, PR, 1997</td>
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<tr>
<td>Judith Cancel</td>
<td>PhD. Bilingual &amp; Bicultural Studies, University of Connecticut, 1987</td>
</tr>
<tr>
<td></td>
<td>MA in Education (Curriculum &amp; Admin.)</td>
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<td></td>
<td>University of Connecticut, 1982</td>
</tr>
<tr>
<td></td>
<td>BA in Educational Studies, UPR, PR, 1973</td>
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<tr>
<td>Karen B. McFadyen</td>
<td>M Ed.</td>
</tr>
<tr>
<td></td>
<td>Univ. of North Carolina, N.C., 1976</td>
</tr>
<tr>
<td>Linda J. Nazario</td>
<td>MS in Psychology, Caribbean Center of Advanced Psychology</td>
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<td>PR, 1999</td>
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<td></td>
<td>BA in Psychology, UPR, PR, 1987</td>
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<tr>
<td>Lorna M. Gardon</td>
<td>MA in Educ. Counseling &amp; Guidance, UPR, PR, 1997</td>
</tr>
<tr>
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<td>BA in Psychology, UPR, PR, 1993</td>
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<tr>
<td>Luis A. Burgos</td>
<td>Ed.D in Educational Administration, Interamerican Univ. PR, 1996</td>
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<td></td>
<td>MBA in Industrial &amp; Interpersonal Relations, Interamerican Univ. PR, 1983</td>
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<td>BBA in Human Resources, Interamerican Univ. PR</td>
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<tr>
<td>Luis A. Mercado</td>
<td>MA in Communications &amp; Public Relations, Sacred Heart University, PR, 1992</td>
</tr>
<tr>
<td></td>
<td>BA in Communications, Sacred Heart Univ., PR, 1989</td>
</tr>
<tr>
<td>Luis E. Ramos-Roque</td>
<td>Doctor in Medicine, UPR, PR,</td>
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<tr>
<td>Luis R. Pastrana</td>
<td>BS in Chemistry, UPR, PR, 1982</td>
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<tr>
<td></td>
<td>Juris Doctor, UPR Law School, PR, 1986</td>
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<td></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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<tr>
<td>Lupe I. Torre</td>
<td>MA in Social Work, Florida State Univ., FL, 1976</td>
</tr>
<tr>
<td></td>
<td>BS in Social Work, Temple Univ., PA, 1975</td>
</tr>
<tr>
<td>Mar Rodriguez</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>
</tr>
<tr>
<td></td>
<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. UPR, PR, 1990</td>
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<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>BBA in Accounting &amp; Finance, UPR, PR, 1976</td>
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<tr>
<td>Maria T. Díaz-Urbino</td>
<td>MPA in Public Administration UCF, FL, 1991</td>
</tr>
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<td>BS in Business Administration Marketing, UCF, FL, 1987</td>
</tr>
<tr>
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<td>BA in Political Sciences, UCF, FL, 1987</td>
</tr>
<tr>
<td>Mariella Sullivan</td>
<td>MA in Varying Exceptionalities, Nova Southeastern Univ, FL, 2001</td>
</tr>
<tr>
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<td>BA in TESOL, Instituto Pedagogico Nacional Monterrico, Peru, 1986</td>
</tr>
<tr>
<td>Marta Gonzalez</td>
<td>MA in Administration &amp; Supervision University of Phoenix, FL, 1990</td>
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</tbody>
</table>
| Michael Santiago    | BA in Elementary Education, Univ. Central de Bayamón, PR, 1998  
                      | MA in Administration & Supervision, Metropolitan Univ., PR, 1995  
                      | BA in Natural Sciences, Metropolitan Univ., PR, 1993  
                      | AS in Respiratory Therapy, Metropolitan Univ., PR, 1991                                                                                                                                         |
| Milka I. Colon      | MA in Administration & Supervision, University of Phoenix, PR, 1996  
                      | BA in Tourism, Sacred Heart Univ., PR, 1993                                                                                                                                                     |
| Natalia S. Ruiz     | MA in Organizational Management, University of Phoenix, AZ, 2004  
                      | BBA in Marketing, Interamerican Univ., PR, 2001                                                                                                                                                 |
| Nereida Oliveras    | Juris Doctor, Interamerican Univ., PR, 1998  
                      | MA in Music, Roosevelt Univ., IL, 1980                                                                                                                                                          |
|                      | BA in Music, Indiana Univ., IN, 1978                                                                                                                                                           |
| Orlando Portalatín  | MS in Industrial – Organizational Psychology, UCF, FL, 2001  
                      | BBA in Marketing, UCF, FL, 1993                                                                                                                                                                |
| Pablo F. Andrade    | MA in Economics, UCF, Orlando, FL, 2000  
                      | BA in Economics, Univ. of Cuenca, Ecuador, 1994                                                                                                                                                  |
| Ricardo Castro      | MBA in Marketing, University of Phoenix, 2001  
                      | BBA in Management, UPR, PR, 1978                                                                                                                                                                |
| Richard Flores      | MA in Administration & Supervision University of Phoenix, PR, 1995  
<pre><code>                  | BS in Natural Sciences – Mathematics, UPR, PR, 1988                                                                                                                                             |
</code></pre>
<p>| Roberto Rivera      | MA in Administration &amp; Supervision, University of                                                                                                                                             |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Credentials, Institution granting degree and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosario Rivera</td>
<td>BA in Mathematics, UPR, PR, 1975</td>
</tr>
<tr>
<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>BA in Education &amp; Health, minor in Spanish, UCF, 2002</td>
</tr>
<tr>
<td>Rubén González</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>
</tr>
<tr>
<td>Sandra Martínez</td>
<td>EdD in Progress, Adult Education &amp; Leadership (9 credits), NOVA Southeastern Univ., FL, 2005</td>
</tr>
<tr>
<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 Associate in Accounting, Columbia College, PR, 1978</td>
</tr>
<tr>
<td>Silquia 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 Rodríguez-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</td>
<td>ME in Computer Engineering,</td>
</tr>
<tr>
<td>Name</td>
<td>Academic Credentials, Institution granting degree and date</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Santiago</td>
<td>Widener Univ. PA, 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 BS in Natural Sciences – Mathematics, UPR, PR, 1991</td>
</tr>
<tr>
<td>Karina Ledesma</td>
<td>MIS Management Information Systems, UCF, FL, 2004 Computer Science Engineer, Universidad Femenina del Sagrado Corazon, Peru, 1993</td>
</tr>
<tr>
<td>Julio C. Pérez</td>
<td>BS in Accounting &amp; Finance, (CPA), New York University, 1956</td>
</tr>
<tr>
<td>Jasmin Suarez</td>
<td>MA in Counseling, UPR, PR, 1987 BA in Human Welfare, UPR, PR, 1983</td>
</tr>
<tr>
<td>Nora Colón</td>
<td>ED.S. in Bilingual &amp; Bicultural Education, Seton Hall University, South Orange, New Jersey, 1997 MA in Teaching, Curriculum &amp; Learning Environment, Harvard University, 1991 BA in Elementary Education, UPR, PR, 1988</td>
</tr>
<tr>
<td>Carlos Rodriguez</td>
<td>MA in TESOL, Universidad del Turabo, PR, 2002 BA in English, Pontifical Catholic Univ., PR, 1994</td>
</tr>
<tr>
<td>Luis Zayas</td>
<td>Ph.D. Candidate in Political Sciences, University of Chicago, IL, MA in Political Sciences, University of Chicago, IL 1981</td>
</tr>
</tbody>
</table>

**Physical facilities**

The Metro Orlando University Center is located at 5601 South Semoran Boulevard, Suite # 55 - 100, 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 # 55-100, 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

<table>
<thead>
<tr>
<th>Activity</th>
<th>E02</th>
<th>E03</th>
<th>E04</th>
<th>E05</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>
</tr>
</tbody>
</table>
### ACADEMIC CALENDAR
#### FIRST SEMESTER 200601

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>PT E02</th>
<th>PT E03</th>
<th>PT E04</th>
<th>PT E05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for Registration</td>
<td>May 12, 2005</td>
<td>June 16, 2006</td>
<td>July 21, 2006</td>
<td>May 12, 2005</td>
</tr>
<tr>
<td>Last day to request graduation for students who complete requirements during Summer 2006</td>
<td>June 30, 2006</td>
<td>June 30, 2006</td>
<td>June 30, 2006</td>
<td>June 30, 2006</td>
</tr>
<tr>
<td>Last day for Students to Remove Incompletes from Second Semester 200602</td>
<td>June 14, 2006</td>
<td>June 14, 2006</td>
<td>June 14, 2006</td>
<td>June 14, 2006</td>
</tr>
<tr>
<td>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</td>
<td>June 16, 2006</td>
<td>June 16, 2006</td>
<td>June 16, 2006</td>
<td>June 16, 2006</td>
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<tr>
<td>Holidays</td>
<td>---</td>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>Official Attendance Rosters to Facilitators (NA)</td>
<td>May 28 to June 3, 06</td>
<td>July 2-8, 2006</td>
<td>August 6 – 12, 2006</td>
<td>May 28 to June 3, 06</td>
</tr>
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</table>

### ACADEMIC CALENDAR
#### SUMMER SEMESTER 200603-200700

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>E02</th>
<th>E03</th>
<th>E04</th>
<th>E05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Rosters Due at Registrar’s Office</td>
<td>June 6, 2006</td>
<td>July 11, 2006</td>
<td>August 15, 2006</td>
<td>June 6, 2006</td>
</tr>
<tr>
<td>Last Day for Registration</td>
<td>May 12, 2005</td>
<td>June 16, 2006</td>
<td>July 21, 2006</td>
<td>May 12, 2005</td>
</tr>
<tr>
<td>Last day to request graduation for students who complete requirements during Summer 2006</td>
<td>June 30, 2006</td>
<td>June 30, 2006</td>
<td>June 30, 2006</td>
<td>June 30, 2006</td>
</tr>
<tr>
<td>Last day for Students to Remove Incompletes from Second Semester 200602</td>
<td>June 14, 2006</td>
<td>June 14, 2006</td>
<td>June 14, 2006</td>
<td>June 14, 2006</td>
</tr>
<tr>
<td>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</td>
<td>June 16, 2006</td>
<td>June 16, 2006</td>
<td>June 16, 2006</td>
<td>June 16, 2006</td>
</tr>
<tr>
<td>Holidays</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Official Attendance Rosters to Facilitators (NA)</td>
<td>May 28 to June 3, 06</td>
<td>July 2-8, 2006</td>
<td>August 6 – 12, 2006</td>
<td>May 28 to June 3, 06</td>
</tr>
</tbody>
</table>
| Last day for students to claim courses reported as Not Attending "NA"
| Last day for: Partial Withdrawal ("W")
| Total Withdrawal ("WE")
| Last Week of Classes
| Grade Rosters to Facilitators
| Grades due in Web for Faculty and Grade Rosters at Registrar’s Office

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

*Thanksgiving Break (week) only apply for five weeks sessions
* Thanksgiving Holiday for eight weeks sessions
<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, 2005</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>---</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>
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</table>
### Activities

<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, 2005</th>
<th>E06 MARCH 20 TO MAY 13, 2006</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
</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*
STUDENT'S ACADEMIC REQUIREMENTS, REGULATIONS AND SERVICES

ADMISSIONS

<table>
<thead>
<tr>
<th>Undergraduate General Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General requirements for admission</strong></td>
</tr>
<tr>
<td>1. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education.</td>
</tr>
<tr>
<td>2. 23 years of age or older</td>
</tr>
<tr>
<td>3. 3 years of work experience</td>
</tr>
<tr>
<td>4. Attend an information session in order to apply to the Accelerated Studies Program</td>
</tr>
<tr>
<td>5. Comply with all the corresponding procedures for admission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate General Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General requirements for admission</strong></td>
</tr>
<tr>
<td>1. 23 years of age or older</td>
</tr>
<tr>
<td>2. 3 years of work experience</td>
</tr>
<tr>
<td>3. A bachelors degree with a minimum of 2.75 GPA in the last 60 credits</td>
</tr>
<tr>
<td>4. Submit 3 recommendation letters</td>
</tr>
<tr>
<td>5. Admission interview</td>
</tr>
</tbody>
</table>

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 bachelors 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 del Este, 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

Registration Validity

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.
b. The receipt of the official notice of admission will be required to begin the registration process.
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.
d. Each course the student registers in during regular or late registration will become part of his or her permanent academic record.

Maintaining The Academic Offering: Programming Of Courses, Closing And Eliminating Sections

The Institution will follow the SUAGM Manual of Norms and Procedures for Programming, Closing, and Elimination of Courses for maintaining academic offerings: programming of courses, closing and elimination of sections. It is available at the Office of the Executive Director and the Office of the Director of Student Affairs.

Credit for Prior Learning: Challenge Examination or Portfolio

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.
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 institution 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 Universidad del Este or any other institution will accept credits.
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>Value</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.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Official withdrawal</td>
</tr>
<tr>
<td>WF</td>
<td>Stopped attending the course without applying for withdrawal at the Office of the Registrar.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete in progress</td>
</tr>
<tr>
<td>P</td>
<td>Passed course that does not affect the GPA</td>
</tr>
<tr>
<td>NP</td>
<td>Not passed</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>*</td>
<td>Repeated course</td>
</tr>
</tbody>
</table>
| WN     | Administrative withdrawal, Student registered but did not attend classes on the first day, (no
WA = Administrative withdrawal, the Vice chancellor of Student Affairs 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 Director of Faculty and Curriculum or the Guidance Counselor, and the official approval of the Office 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 Attendance 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 Student Affairs 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 will authorize grade changes if it is the decision of the Committee. The Committee will make its decisions within 30 calendar days of the date the student’s written petition 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.

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### 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 of Student Affairs 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.

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**

UNE: 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 www.fafsa.ed.org.

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: UNE 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 serves 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. The Director of Student Affairs for referral or resolution will review these requests at least every week.

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.

The Ana G. Mendez University System Board of Directors ratifies disciplinary rules and regulations. The students at SUAGM: UNE 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: UNE.
- 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
ARTS – Arts
BIOL – Biology
CAPP – Capstone Project
COIS – Computer Information System
CRIM – Criminal justice
ECON – Economy
EDUG – EDAG – Graduate Education Courses
ENGL – English
FINA - Finance
HEED – Health Education
HESM – Health Services Management
HIST – History
HUMA – Humanities
ITHM – International Tourism and Hospitality Management
LIAR – Liberal Arts
MANA – Management
MARK – Marketing
MATH – Mathematics
OFAS – Office Systems
PALE – Paralegal
POSC – Political Science
PSYC – Psychology
PUHE – Public Health
SMED – Medical Secretary
SOCI – Sociology
SOSC – Social Sciences
SPAN – Spanish
WEBD – Web Design

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 IN SCIENCE: OFFICE SYSTEMS IN MEDICAL SECRETARY WITH MEDICAL BILLING (HEALTH INSURANCE BILLING) (AS)
65 Credits

PROGRAM DESCRIPTION:

The Office Systems curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

The courses are designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on technical and non-technical skills.

PROGRAM OBJECTIVE/OUTCOMES

Graduate’s Profile/Outcomes

Emotional skills
- Apply professional ethics in fulfilling his/her responsibilities. The graduate of this degree will be a productive person with the knowledge, technical-occupational skills, and attitudes that will allow him/her to: 1) adapt to the dynamic world of today; 2) communicate adequately; 3) contribute to the economy by filling a growing need in a society of technological advances; 4) have an attitude of understanding, tolerance and respect for his/her fellows; and 5) be trained as a professional in the executive secretary area to perform in the offices of doctors, hospitals, attorneys, judges, and legal departments of public or private agencies.

General Education component

On completing this component, the graduate will have:

Conceptual skills
- communicate adequately in English and Spanish, both orally and in writing.
- utilize fundamental mathematical concepts and procedures necessary for success in academic performance and professionally in the office.
- communicate effectively in English and Spanish, both orally and in writing.

Emotional skills
- apply his/her knowledge about the principles that inform human relations in academic and professional life.
- value the integral formation of the human being as an important part in his/her formation as a professional.

Professional and Major component

On completing the requirements of these components, the graduate will:

Conceptual skills
- demonstrate knowledge of the concepts, applications and uses of computers and their programs as important tools for information processing in the office.
- obtain, analyze and present information; propose alternatives and solve problems.
- apply correct techniques to keep the filing systems updated, secure and accessible.
- effectively apply modern office procedures in the organization and planning of his/her work.
- demonstrate knowledge of basic accounting practices.
- apply general knowledge of the organization and administrative tasks in a doctor’s office.
- apply standards of security, accident prevention or patient handling contamination in the Secretarial-Medical major.

**Technical and motor skills**
- produce different types of commercial documents, utilizing computers with speed and correctness according to office standards.
- correctly utilize word processing, database, graphics, editing, and electronic spreadsheet programs.
- transcribe documents in an acceptable manner with reasonable speed and correctness.
- draft documents relating to the practice of medicine, according to office standards.
- demonstrate as a professional desirable personal qualities such as: self-esteem, leadership, discretion, initiative, responsibility, and dedication in order to succeed in interpersonal relationships.

### Curricular Sequence

| General Education | 18 |
| Core Curriculum   | 28 |
| Major Courses     | 19 |
| **Total**         | 65 |

#### GENERAL EDUCATION COURSES (18 CREDITS)

<table>
<thead>
<tr>
<th>COURSE</th>
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<td>MATH 105 Basic Mathematics</td>
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<td>BIOL 101 Intro. To the Study of Biological Sciences</td>
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#### CORE CURRICULUM COURSES (28 CREDITS)

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<td>OFAS 290 Records Management</td>
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<td>OFAS 291 Modern Office Procedures</td>
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<td>OFAS 392 Office Internship</td>
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#### MAJOR COURSES (19 CREDITS)
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<td>SMED 112 Introduction to Medical Terminology</td>
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<td>SMED 230 Legal and Medical Aspects and Administrative Principles</td>
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<td>BIOL 106 Human Biology</td>
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<tr>
<td>SMED 200 Codification and Billing Procedures for Healthcare Insurances</td>
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<td>HEED 314 Health Education and Personal Safety</td>
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<tr>
<td>OFAS 107 Medical Transcription</td>
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<td>SPAN 102, OFAS 221</td>
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</table>

***Minimum of fifteen (15) hours weekly for the duration of a semester. The student must complete the following courses with a minimum of “C”: OFAS 121, 122 and 221

**Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS IN WEB DESIGN (AS)
69 credits

PROGRAM DESCRIPTION:
This program is designed to meet the needs of a technological changing world. It will allow the student to become a manager in information systems. It will also provide our students with the key tools for analyzing the most common problems in computerized information in order to make accurate decisions to enhance the achievement of the organization’s goals and objectives. This program includes the major subjects related to the use of software and hardware as well as the different languages for programming.

Graduate’s Profile/Outcomes
The graduate with an Associate Degree in Information Systems will be a productive person possessing the knowledge, technical-occupational skills and attitudes that will allow him/her to:
- adapt to the dynamic world of modern society,
- communicate adequately,
- contribute to the country’s economy by filling positions in a continually advancing society,
- nurture an attitude of understanding, tolerance and respect for others, and provide solutions for arising problems.
- communicate effectively in English and Spanish, both orally and in writing.

On completing the study requirements, the student will have:

Knowledge skills
- communicate adequately in Spanish and English, both orally and in writing.
- utilize fundamental mathematical concepts and procedures as necessary for academic and professional success.
- apply the principles governing human relations in the academic and professional environments.

Emotional skills
- value the holistic formation of the human being as an important part of the professional formation.
- appreciate and value the use of technology as a tool for development.

Professional component
The Business Management graduate will possess knowledge of the concepts, theories and practices covering management, marketing and accounting. He/she will also be strongly grounded in technology covering the areas of information systems, logic,
operating systems, and programming language. On completing the graduation requirements, the Business Management graduate will be able to:

**Conceptual skills**

- know the various areas in the Business Management field, their origins and development, and a global vision regarding the various areas of business.
- use and apply functions and commands of the various operating systems.
- know the definitions, classifications, hardware, flowcharts, programming languages and other necessary information relating to the management of information systems.
- use with precision the vocabulary and symbol systems of computing, accounting, finance, and economics.
- use the basic programming knowledge for Visual Basic language.
- explain in his/her own words the basics of accounting and apply the Debit and Credit Theory in the handling of accounts; analyze the Major General accounts in order to prepare financial statements and apply problems relating to fixed assets as well as controls of the various kinds of individual businesses, partnerships, and corporations.
- apply the macro concepts for design and development of programming in any programming scenario without regard to language or coding used.

**Technical and motor skills**

- efficiently manage computer programs for word processing, electronic spreadsheets, databases, and other pertinent applications.
- efficiently manage data entry and downloading.
- efficiently manipulate tables, equipment and materials relating to accounting and information systems.
- efficiently manage the equipment.

**Emotional skills**

- develop the sensitivity that organizations exist because they meet society's needs.
- develop the concept that his/her function in an organization is principally that of facilitator.
- value human beings with the conviction that, as a team, all will work to fulfill the organization’s goals.
- demonstrate constructive habits in the workplace, such as punctuality, responsibility, and positive attitude, among others.

**Component for the major in Information Systems**

The graduate in this major will possess the necessary skills to work with different computer systems, as they exist in the marketplace. He/she will also possess the
knowledge to explore and develop methods and practices to improve the efficiency of the processes utilized in the analysis of computer information systems.

Conceptual skills
On completing the requirements for this specialty, the student should:

- apply basic principles for web design
- identify and use properly the advanced levels of web design.
- program, configure and maintain an interactive web page.
- create and design Internet graphics to include screen design, digitization and image production.
- use the Internet as a research tool.
- apply different programming languages for the production of web design.

Technical and motor skills
- manage peripherals for data entry and download.
- develop control mechanisms for assigned tasks.
- manipulate programming and languages for web design.
- distinguish between design elements and their adequate applications.
- publish pages on the web.
- manipulate programming and languages for page construction.

Emotional skills
- validate interpersonal relationships through group effort.
- establish the importance of individual work for the company.
- demonstrate constructive habits in the workplace, such as punctuality, responsibility, and positive attitude, among others.
- apply the legal and ethical aspects of the profession.

Curricular Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education Courses</td>
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<td>Core Curriculum Courses</td>
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<td>Major Courses</td>
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GENERAL EDUCATION COURSES (20 CREDITS)

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<th>Course</th>
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<td>ENGL 103 Inter. Basic English I</td>
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<td>ARTS 105 Art History</td>
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<td>MATH 111 Intermediate Algebra I</td>
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CORE CURRICULUM COURSES (30 CREDITS)

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<tr>
<td>LIAR 100 Formative Integral Development</td>
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<td>MANA 101 Introduction to Business</td>
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<td>COIS 105 Intro. to Information Science</td>
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<td>COIS 106 Business Programming in BASIC</td>
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<td>COIS 393 Operating Systems Concepts</td>
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**MAJOR COURSES (19 CREDITS)**

- COIS 394 Programming in JAVA
- WEBD 102 Web Publishing II
- WEBD 203 Web Graphics
- CAPP Final Project

**Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.**
ASSOCIATE OF SCIENCE IN SOCIAL SCIENCES (AS)
Major in Paralegal Studies
79 credits

PROGRAM DESCRIPTION:
Paralegals (legal assistants) are professionals whose duties are related to the field of Law and who work in close collaboration with lawyers and legal service institutions. These professionals fill an urgent need in the legal services that are offered in Florida. Their most important function will be to offer all the administrative support that lawyers need in order to practice law quickly and efficiently.

Their knowledge of the fundamental principles of law, the techniques used in legal research, and the compilation of evidence will allow them to perform their duties in a more efficient manner. These professionals can occupy positions at an operational level in any state or federal government agency, and also in a private enterprise. They will have the skills and knowledge that will enable them to establish their office of paralegal services; offering his or her paralegal services to lawyers, public agencies, or private ones.

Graduate’s Profile/Outcomes
On completing the requirements of the component and major, the graduate will:

Conceptual skills
- know the composition of the state judicial system. Its scope, and the services it offers to citizens.
- apply the tools utilized to conduct a legal investigation.
- apply the research skills that will allow him/her to find the information to be used in a legal investigation.
- apply the knowledge of interpretative jurisprudence in his/her professional functions.
- know the fundamental aspects of penal law, criminal and probationary process law, as well as private law.
- demonstrate knowledge of administrative law.
- analyze the importance of criminal and probationary process law in the investigation of the evidence relating to judicial processes.
- analyze the importance of the function carried out by the branches of government in response to problems affecting the population.
- know administrative tasks such as managing a legal office.
- carry out legal investigations applying the knowledge acquired in the performance of his/her professional duties.
- apply investigation techniques in drafting legal documents.
- know the canons of ethics governing the legal profession, applying the pertinent ones by analogy to the profession of legal assistant.
- Communicate effectively in English and Spanish, both orally and in writing.

Technical and motor skills
- utilize computerized equipment in searching for judicial information such as: legislation in force, jurisprudence, articles from law journals, treatises, or
newspaper articles relating with topics that are the subject of a legal investigation.

- apply the techniques of bibliographic research to conduct a legal investigation.

**Emotional skills**
- demonstrate skills and attitudes that allow him/her to orient people on their rights.
- develop positive values and attitudes that will allow him/her to become a better human being and a productive member of society.
- demonstrate a professional behavior of respect toward those who receive his/her professional services, as well as desirable habits in the workplace.

---

**Curricular Sequence**

| General Education | 21 |
| Core Curriculum Courses | 6 |
| Major Courses | 45 |
| Electives | 3 |
| Practicum | 4 |
| **TOTAL** | **79** |

### GENERAL EDUCATION COURSES (21 CREDITS)

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### CORE CURRICULUM COURSES (6 CREDITS)

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<td>PALE 105 Constitutional Principles</td>
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<td>PALE 107 Fundamentals of Civil Procedure</td>
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<tr>
<td>PALE 201 Aspects of Notary Law and Registration Law</td>
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<td>PALE 203 Administration of the Legal Office</td>
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<td>PALE 207 Principles of Administrative Law</td>
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<td>PALE 213 Techniques for Drafting Documents</td>
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<td>PALE 215 Legislative Analysis</td>
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<td>CRIM 203 Criminal and Juvenile Legislation in Florida</td>
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<td>CRIM 206 Criminal Procedure</td>
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<td>CRIM 208 Evidence, Case Preparation and Testimony</td>
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### ELECTIVE COURSES (3 CREDITS)
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<td>PALE 219 Corporations</td>
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<tr>
<td>MANA 204 Elements of Business Law</td>
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**PRACTICUM (4 CREDITS)**

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</table>

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.
BACHELOR OF SCIENCE IN PUBLIC HEALTH (BS)
Major in Health Management Services
138 Credits

PROGRAM DESCRIPTION:

Management in health services has to do with planning, organizing as well as evaluating the services rendered by organizations in the health care industry. The students that graduate from this program will be qualified to occupy jobs in the primary or intermediate management levels in the public or the private sector.

Graduate’s Profile/Outcomes
The graduate of this academic offer will be a professional academically prepared to perform successfully in primary and intermediate management in health services organizations. What sets apart these professionals is their knowledge in the field of public health, in the field of management, and the integration of both. In this manner they will ensure the fine balance between providing public health services and fiscal and managerial health of the organization. The graduate of this academic offer will be:

- a professional…
  …academically prepared and capable of performing in his work environment to contribute favorably to the development of society; who cares for the improvement of health as the highest priority of the organization in which he serves; who has direct involvement in patient services of excellence; who in his competence contributes to the quality of life of the communities; who utilizes the tools of cost control to maintain cost-effectiveness, without affecting services;

- a leader…
  …in primary and intermediate health service management, where he applies his knowledge and initiative to guarantee the public access to quality health services without distinction or barriers;

- knowledgeable…
  …of organizational policies, norms, regulations, and conduct and their relation to public health;

- a facilitator…
  …who provides a collaborative environment so that the human resources of the organization may reach their highest potential in the delivery of health services;

- a visionary…
  …of processes and results that he plans proactively in order to reach them.
Professional Component

The graduate of the professional component of the Bachelor of Science in Public Health with a major in Health Service Management will possess the principles and foundations of public health, epidemiology, biological aspects of human illnesses, and biostatistics. He will be able to solve quantitative, algebraic, accounting, finance, management theory, and economics problems at a basic level. Also, he will have integrated into his skills the basic elements of management, human relations, and organizational conduct.

Conceptual:

a. Describe the different conceptions existing about health and the relationship with public health;

b. Analyze the relationship among the factors determining health and the state of health;

c. Apply mathematical, accounting, finance, and economic principles in the solution of problems;

d. Integranally apply knowledge of public health, epidemiology, and human relations necessary to act effectively and efficiently in the delivery of health services;

e. Evaluate the performance of organizations as social systems in light of the theories and practices of service management;

f. Integrate the principles of planning, organization, direction, control, and evaluation of managerial processes, as they apply to health services.

Technical-Motor:

a. Utilize computers and their software, electronic instruments and calculators to carry out mathematical, biostatistical, accounting, and finance tasks

b. Design tables, graphics, and diagrams to facilitate the organization and presentation of his tasks.

Affective:

a. Exhibit a proactive attitude when faced with challenges.

b. Demonstrate leadership in co-curricular, extracurricular, and professional activities.

c. Express interest and desire for his professional and personal improvement.

d. Manifest a desire and satisfaction in working in his professional area.

e. Demonstrate sensibility and empathy when considering the health needs of his clientele.
f. Demonstrate effective and efficient integration when carrying out collaborative and cooperative tasks.

Component of the Major

The graduate of the Bachelor of Science in Public Health with major in Health Service Management program at UNE is a professional who is directly involved in the quality of life of the community. His primary performance is not preventing nor curing illnesses. However, as a Public Health professional, he represents a key link in providing a healthful and positive environment. In this manner, he allows the human resources of the organization to reach their highest potential in the delivery of health services. The primary and intermediate level manager is responsible for collaborating so that the public has appropriate access to high-quality health services.

Through the component of the major, the student will develop the following skills:

Conceptual:

a. Distinguish the concepts, practices, and tendencies that define management, economics, finance, accounting, and budget in the scenario of health services
b. Investigate situations that arise and affect the managerial scenario in the health industry, and propose remedial action
c. Identify legislation and regulations that apply to the scenario of the health industry
d. Design work models, involvement strategies, and evaluation techniques to carry out the appropriate processes of health service management
e. Discriminate among different health models and systems to establish strengths, pertinence, and applicability

Technical-Motor:

a. Utilize computers and their specialized software, electronic instruments, and calculators to carry out the tasks of managerial processes.
b. Prepare tables, graphs, and diagrams to facilitate the organization and presentation of his research work

Affective:

a. Value collaborative and cooperative teamwork.
b. Value an atmosphere of effective, participatory communication and decision making in consensus.
c. Manifest pride and satisfaction in working in health services management.
d. Demonstrate responsibility, punctuality, and diligence in the performance of his functions.
e. Value respect for professional ethics and group and individual contributions.

<table>
<thead>
<tr>
<th>Curricular Sequence</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
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<tr>
<td>Professional Courses</td>
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<td>Major Courses</td>
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<td>Free Electives</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>
Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
BACHELOR OF SCIENCE IN OFFICE SYSTEMS (BS)
Major in Administrative Secretary
125 Credits

PROGRAM DESCRIPTION:
The Office Systems curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

The courses are designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on both the technical and non-technical skills.

Graduate’s Profile/Outcomes
The graduate of this program will be a professional academically prepared to perform successfully in the secretarial field. What sets these professionals apart is their acquired knowledge and technical skills fundamental in the administration of the modern office. The graduate of this academic offer will be a:

- professional prepared academically and capable of performing in his workplace and contribute favorably to the development of society;
- leader in service management applying his knowledge and initiative to guarantee that the public obtains quality service;
- knowledgeable of policies, norms, regulations, and organizational conduct and their relationship to the work place;
- facilitator who provides a collaborative environment so that the human resources of the organization may achieve their highest potential.

General Education Component
The UNE graduate will be a citizen with a base of knowledge on the development and conduct of the human being, modern technology, the nature and cultural manifestations of Puerto Rican and universal concerns that will allow him to:

- help improve the quality of life of his people;
- communicate adequately in English & Spanish both orally and in writing;
- identify solutions to social problems;
- value the roots of his culture;
- develop an attitude of understanding and tolerance toward cultural diversity and respect for human dignity.

Through the General Education component, the student will develop the following skills:
Conceptual

- Know the cultural origin and the social, economic, artistic, intellectual, and political contributions.
- Know the humanistic contributions of diverse cultures integrating them to his reality.
- Know the sociological, anthropological, and political theories that explain the development of societies throughout time.
- Manage to communicate effectively in Spanish as his vernacular.
- Manage to communicate in English as a second language.
- Utilize mathematical concepts and procedures that are fundamental and necessary to his academic and professional performance.
- Demonstrate general knowledge in the use of computers and their effect on various areas of society.

Technical-Motor

- Utilize computerized information systems to introduce and analyze data, obtain information for personal and professional benefit.
- Adequately utilize scientific equipment, instruments, and materials.

Affective

- Value the biopsychosocial principles that foster a greater adaptation to the personal, social, and professional world.
- Demonstrate his sensibility to the preservation of the natural and physical environment.
- Evaluate his code of conduct to reorient his personal and professional life.
- Manifest conscientiousness and sensibility to human values.

Professional Component

The graduate of the professional component of the Bachelor in Office Systems will be able to solve problems related to the administration of today’s modern office. Also, he/she will have integrated the elemental principles of management, human relations, and organizational conduct.

Conceptual

- Describe the different conceptions that exist in a modern office setting.
• Analyze the relationship among the factors that determine the needs of the administrators and general staff in the workplace.

• Apply the principles of mathematics, accounting, finance, and economics in the solution of problems.

• Apply in an integral form the knowledge of the modern office setting and the human relations necessary to impact effectively and efficiently the workplace.

• Integrate the principles of planning, organization, direction, control, and evaluation of management processes as they apply to the office.

Technical-Motor

• Utilize computers and their software, electronic instruments and calculators to carry out mathematical, accounting, and finance tasks.

• Design tables, graphics, and diagrams to facilitate the organization and preservation of work performed.

Affective

• Exhibit a proactive attitude when faced with challenges.
• Demonstrate leadership in co-curricular, extracurricular, and professional activities.
• Express an interest and desire for professional and personal improvement.
• Manifest a desire and satisfaction in working in his/her professional area.
• Demonstrate sensibility and empathy when considering the needs of other.
• Demonstrate effective and efficient integration when carrying out collaborative work.

Component of the Major

The graduate of the Bachelor in Office Systems at UNE is a professional in the administrative area related to the secretarial field. The graduate will have well developed secretarial and data processing skills as well as critical management perspectives. It is anticipated that the administrative secretary will work in close support with an executive or serve as office manager with supervisory responsibility for other employees.

Through the component of his/her major, the student will develop the following skills:

Conceptual

• Distinguish the concepts, practices, and tendencies that define the management, economics, finance, accounting, and budget in the scenario of high quality service.

• Investigate situations that arise and affect the management scenario in the modern office setting and propose remedial action.

• Design work models, involvement strategies, and evaluation techniques to carry out the processes proper to the management of the services provided.
• Discriminate among different management models and establish strengths, pertinence, and applicability.

• Read, understand, and prepare standard business communications

**Technical-Motor**

• Utilize computers and their specialized software, electronic instruments and calculators to carry out tasks in management processes.

• Prepare tables, graphics, and diagrams to facilitate the organization and presentation of his work research.

• Apply the following software skills: word processing, electronic spreadsheets, database management, integrated office applications, and presentation software.

• Use a current operating system for file management.

• Use appropriate business office procedures.

• Demonstrate speed and accuracy in keyboarding skills.

**Affective**

• Value teamwork in collaboration and cooperation.

• Value an atmosphere of effective, participative communication, and decision making by consensus.

• Demonstrate responsibility, punctuality, and diligence in the performance of his/her duties.

• Value respect for professional ethics and individual and group contributions.

### Curricular Sequence

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<tr>
<th>General Education</th>
<th>Credits</th>
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<td>Professional Courses</td>
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### GENERAL EDUCATION COURSES (4257 CREDITS)

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SUAGM: UNE Metro Orlando University Center
Catalog 2006-2007

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<td>OFAS 125 Secretarial Accounting</td>
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<td>OFAS 221 125, 291</td>
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<td>LIAR 100 Formal Integral Develop.</td>
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**MAJOR (28 CREDITS)**

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<td>OFAS 301 Intro to Telecommunications</td>
<td>OFAS 221</td>
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<td>OFAS 208 Management Applications</td>
<td>OFAS</td>
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<td>OFAS 323 Spreadsheets and Database Applications</td>
<td>OFAS 122, 125</td>
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### Office Automation

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<td>OFAS 324 Preparation</td>
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<td>OFAS 221, SPAN 101</td>
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<td>OFAS 324 Preparation</td>
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<td>OFAS 222, SPAN 290,491</td>
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<td>OFAS 492</td>
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<tr>
<td><strong>Office Internship</strong></td>
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<td><strong>Minimum of 15 hrs. per week.</strong></td>
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**FREE ELECTIVES (6 CREDITS)**

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<tr>
<td>Elective</td>
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</table>

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency. The student must complete the following courses with a minimum of “C”: OFAS 121, 122 and 221.
BACHELOR IN SCIENCE OF SOCIAL SCIENCES (BS)
Major in Paralegal Studies
129 Credits

PROGRAM DESCRIPTION:
Paralegals (legal assistants) are professionals whose duties are related to the field of Law and who work in close collaboration with lawyers and legal service institutions. These professionals fill an urgent need in the legal services that are offered in Florida. Their most important function will be to offer all the administrative support that lawyers need in order to practice law quickly and efficiently.

Their knowledge of the fundamental principles of law, the techniques used in legal research, and the compilation of evidence will allow them to perform their duties in a more efficient manner. These professionals can occupy positions at an operational level in any state or federal government agency, and also in a private enterprise. They will have the skills and knowledge that will enable them to establish their office of paralegal services; offering his or her paralegal services to lawyers, public agencies, or private ones.

Graduate’s Profile/Outcomes
On completing the requirements of the component and major, the graduate will:

Conceptual skills
- know the composition of the state judicial system. Its scope, and the services it offers to citizens.
- apply the tools utilized to conduct a legal investigation.
- apply the research skills that will allow him/her to find the information to be used in a legal investigation.
- apply the knowledge of interpretative jurisprudence in his/her professional functions.
- know the fundamental aspects of penal law, criminal and probationary process law, as well as private law.
- demonstrate knowledge of administrative law.
- analyze the importance of criminal and probationary process law in the investigation of the evidence relating to judicial processes.
- analyze the importance of the function carried out by the branches of government in response to problems affecting the population.
- know administrative tasks such as managing a legal office.
- carry out legal investigations applying the knowledge acquired in the performance of his/her professional duties.
- apply investigation techniques in drafting legal documents.
- know the canons of ethics governing the legal profession, applying the pertinent ones by analogy to the profession of legal assistant.
- communicate effectively in English and Spanish, both orally and in writing.

Technical and motor skills
- utilize computerized equipment in searching for judicial information such as: legislation in force, jurisprudence, articles from law journals, treatises, or
newspaper articles relating with topics that are the subject of a legal investigation.

- apply the techniques of bibliographic research to conduct a legal investigation.

**Emotional skills**

- demonstrate skills and attitudes that allow him/her to orient people on their rights.
- develop positive values and attitudes that will allow him/her to become a better human being and a productive member of society.
- demonstrate a professional behavior of respect toward those who receive his/her professional services, as well as desirable habits in the workplace.

## Curricular Sequence

| General Education | 57 |
| Core Professional Course | 24 |
| Major Courses | 39 |
| Electives | 6 |
| Practicum | 3 |
| TOTAL | 129 |

### GENERAL EDUCATION COURSES (57 CREDITS)

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<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 101 Introduction to the Study of Social Sciences I</td>
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<td>BIOL 101 Introduction to Study of Biological Sciences</td>
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<td>SPAN 215 Advanced Composition</td>
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### CORE/PROFESSIONAL COURSES (24 CREDITS)

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<td>ECON 123 Elementary Principles and Problems of Economics</td>
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<td>SOCI 203 Elementary Principles of Sociology</td>
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<td>SOCI 213 Social Problems in Florida</td>
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<td>POSC 253 Political System of Florida</td>
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### MAJOR COURSES (39 CREDITS)

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<td>PALE 307 Principles of Administrative Law</td>
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<td>PALE 313 Investigation and Editing of Documents</td>
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**COURSES ELECTIVES (6 CREDITS)**

**PRACTICUM (3 CREDITS)**

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Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency. **A minimum average of "C" is required for all major courses and a minimum of B in the Practicum course.**
BACHELOR IN SCIENCE OF SOCIAL SCIENCES (BS)
Major in Psychology
125 Credits

PROGRAM DESCRIPTION:
A graduate with a major in psychology will have the opportunity to develop professionally in the scientific study of human behavior. The graduate will be a professional with vast knowledge and skills that will allow him/her to conduct research on human behavior. The curriculum will emphasize prevention and mental health care services. The program will develop responsible leaders who will foster community education geared towards finding a solution for social problems.

Graduate's Profile/Outcomes
The graduate majoring in Psychology will have the opportunity of fulfilling his/her interest of becoming a professional in the scientific study of behavior. This degree will provide the space and training necessary for the graduate may contribute to the search for alternatives to the Mental Health problems of the community he/she serves.

He/she will be a professional academically prepared and trained to carry on his/her work and contribute favorably to the development of society, a professional who will seek the improvement of mental health as a priority of the society he/she will serve. Communicate effectively in English and Spanish, both orally and in writing.

He/she will know the ethical standards, principles and bases that inform the profession and will promote acceptable behavior in order to foster the well being and safety of the members of society. Also, he/she will be a professional with ample knowledge and skills that will allow him/her to perform in research, prevention and delivery of mental health care.

In terms of the General Education component, the graduate will conform to the parameters of the Bachelor of Social Sciences and corresponds totally to its contents.

Requirements for the major
The curriculum of the major in Psychology is structured to give graduates the following:

Conceptual skills
- know the history of psychology.
- recognize the psychological theories that explain behavior.
- know and apply the scientific method to the study of behavior.
- demonstrate knowledge of the appropriate use of scientific research and incorporate the research experience in the educational process.
- know the Multiaxial System established in the DSMIV.
- apply the knowledge of psychology to matters relating to the person, organizations, groups, and society.
- understand the concepts, principles and theories that inform the profession of psychology.
- understand the strategies, methods and procedures utilized by the profession of psychology for the management of human behavior.
- know the values of the Code of Ethics that rules the profession.
- understand the integration of hereditary factors and the environment in the manifestation of human behavior.
Technical and motor skills
- analyze human behavior based on the various conceptual frameworks,
- utilize diverse means to compile information on the behavior of the client.
- design and implement a model of psychological research applied to a behavioral problem.

Emotional skills
- demonstrate the importance of incorporating ethics in the performance of the profession.
- demonstrate an attitude of intellectual and professional honesty with the client.
- develop empathy as a starting point in psychological intervention.
- value and hold respect for the client by utilizing confidentiality.
- maintain and respect the integrity of the information offered by the client.

Curricular Sequence

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**GENERAL EDUCATION COURSES (51 CREDITS)**

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### MAJOR COURSES (36 CREDITS)

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### COURSES ELECTIVES (6 CREDITS)

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.
BACHELOR OF SCIENCE IN INTERNATIONAL TOURISM & HOSPITALITY MANAGEMENT (BS)
Major in Hotel Management
121 credits

PROGRAM DESCRIPTION:
Students learn to perform management functions through related coursework in Rooms Division Management, Revenue Management, Accounting, Hospitality Sales and Marketing, and Casino Operations among others.

Graduate’s Profile/Outcomes
The graduate of this new academic offer will be a professional academically prepared to perform successfully in the areas of tourism and hotel management. What sets these professionals apart is their knowledge in the field of tourism and hotel management. The graduate of this academic offer will be a:

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

General Education Component
The UNE graduate will be a citizen with a base of knowledge on the development and conduct of the human being, modern technology, the nature and cultural manifestations of Puerto Rican and universal concerns that will allow him to:

- help improve the quality of life of his people;
- communicate effectively;
- identify solutions to social problems;
- value the roots of his culture;
- develop an attitude of understanding and tolerance toward cultural diversity and respect for human dignity.

Through the General Education component, the student will develop the following skills:

Conceptual
Know the cultural origin and the social, economic, artistic, intellectual, and political contributions.

Know the humanistic contributions of diverse cultures integrating them to his reality.

Know the sociological, anthropological, and political theories that explain the development of societies throughout time.

Manage to communicate effectively in Spanish as his vernacular.

Manage to communicate in English as a second language.

Utilize mathematical concepts and procedures that are fundamental and necessary to his academic and professional performance.

Demonstrate general knowledge in the use of computers and their effect on various areas of society.

Technical-Motor

Utilize computerized information systems to introduce and analyze data, obtain information for personal and professional benefit.

Adequately utilize scientific equipment, instruments, and materials.

Affective

Value the biopsychosocial principles that foster a greater adaptation to the personal, social, and professional world.

Demonstrate his sensibility to the preservation of the natural and physical environment.

Evaluate his code of conduct to reorient his personal and professional life.

Manifest conscientiousness and sensibility to human values.

Professional Component

The graduate of the professional component of the Bachelor of Science in International Tourism and Hotel Management with majors in: Marketing, Travel Agency, and Hotel Management. Will be able to solve problems of a quantitative and accounting nature, management theory, and economics on a basic level. Also, he will have integrated the elemental principles of management, human relations, and organizational conduct.

Conceptual

Describe the different conceptions that exist on the tourism and hotel industry existing with tourists.
• Analyze the relationship among the factors that determine the needs of the tourism and hotel industry.

• Apply the principles of mathematics, accounting, finance, and economics in the solution of problems.

• Apply in an integral form the knowledge of the tourism and hotel industry and the human relations necessary to impact effectively and efficiently the provision of services to tourists.

• Evaluate the performance of organizations as social systems in light of the theories and practices of service management.

• Integrate the principles of planning, organization, direction, control, and evaluation of management processes as they apply to tourism services.

Technical-Motor

• Utilize computers and their software, electronic instruments and calculators to carry out mathematical, accounting, and finance tasks.

• Design tables, graphics, and diagrams to facilitate the organization and preservation of work performed.

Affective

• Exhibit a proactive attitude when faced with challenges.

• Demonstrate leadership in co-curricular, extracurricular, and professional activities.

• Express an interest and desire for professional and personal improvement.

• Manifest a desire and satisfaction in working in his professional area.

• Demonstrate sensibility and empathy when considering the needs of the tourism and hotel industry.

• Demonstrate effective and efficient integration when carrying out collaborative work.

Component of the Major

The graduate of the Bachelor of Science Program in International Tourism and Hotel Management with a major in Hotel Management at UNE is a professional having direct involvement with the tourism and hotel industry. His chief performance is one of service. The first-level and intermediate manager is responsible for collaborating so the public has appropriate access to high quality services.

Through the component of his major, the student will develop the following skills:
Conceptual

- Distinguish the concepts, practices, and tendencies that define the management, economics, finance, accounting, and budget in the scenario of high quality service.

- Investigate situations that arise and affect the management scenario in the tourism industry and propose remedial action.

- Identify legislation and regulations that apply to the scenario of the tourism industry.

- Design work models, involvement strategies, and evaluation techniques to carry out the processes proper to the management of tourism services.

- Discriminate among different management models and establish strengths, pertinence, and applicability.

Technical-Motor

- Utilize computers and their specialized software, electronic instruments and calculators to carry out tasks in management processes.

- Prepare tables, graphics, and diagrams to facilitate the organization and presentation of his work research.

Affective

- Value teamwork in collaboration and cooperation.

- Value an atmosphere of effective, participative communication, and decision making by consensus.

- Manifest pride and the satisfaction of working in tourism service management.

- Demonstrate responsibility, punctuality, and diligence in the performance of his duties.

- Value respect for professional ethics and individual and group contributions.

Curricular Sequence

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<tr>
<td>ITHM 300 Rooms Division Mgmt.</td>
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<td>ITHM 306 Casino Operations</td>
<td>ITHM 250</td>
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<td>ITHM 400 Revenue Management for Hotel Operations</td>
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<td>ITHM 390 Internship II</td>
<td>ITHM 250, 400</td>
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<td>ITHM 402 Leadership and Small Group Processes</td>
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<td>ITHM 460 Capstone Course</td>
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### FREE ELECTIVES (9 CREDITS)

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Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency. It is required for all ITHM courses to have a minimum passing grade of “C” or higher. ITHM 250 and 390 (Internships) have a minimum passing grade of “B” or higher.
BACHELOR OF SCIENCE IN INTERNATIONAL TOURISM & HOSPITALITY MANAGEMENT (BS)
Major in Events and Convention Planning
121 credits

PROGRAM DESCRIPTION:

Students learn to perform management functions through related coursework in Special Events Management, Convention Sales, Exhibits and Trade Show Management, Convention and Events Planning Logistics, and Catering Sales and Operations among others.

Graduate’s Profile/Outcomes
General Education Component

The Universidad del Este graduate will be a citizen with knowledge about the development and conduct of humans in their biological environment. He will be familiar with the principles of modern technology. Knowledge of the various cultural manifestations of Puerto Ricans will enable him to improve the quality of life of his people. He will be able to communicate effectively, provide solutions to problems, appreciate artistic creation, and value his cultural roots. He will develop an attitude of understanding, tolerance, and respect for his fellow man.

Conceptual Skills

On completing the General Education requirements, the student should:

- Possess general knowledge of the impact and uses of computers in various areas of society.
- Clarify and strengthen the essential mathematical concepts and procedures necessary for the success of the student in his academic and professional performance.
- Know the cultural roots and the relevant contributions and achievements in the historical trajectory of the social, economic, artistic, intellectual, and political development of the people of Puerto Rico to explain current Puerto Rican reality.
- Describe the contributions of western culture to the contemporary world.
- Know the sociological, anthropological, and political theories that explain the development of societies throughout time and into the present.
- Know the basic essential norms for the proper use of written and spoken Spanish.
- Manage to communicate in an effective manner in Spanish as his vernacular, and English as a second language.
• Broaden his vocabulary in the disciplines included in general education in preparation for his improved performance in the professional and major field components.

Technical Skills

• Utilize computerized information systems to introduce data, analyze them, and obtain information for professional and personal benefit.

• Manipulate equipment, instruments, and materials relating to biological sciences and mathematics as part of the utilization of the scientific method.

• Organize and carry out work sessions.

• Organize and manage committees effectively.

Affective Skills

• Value the biopsychosocial principles that assure a greater adaptation to the personal, social, and professional world.

• Develop sensitivity in the student of the importance of preserving the natural and physical environment that fosters a better quality of life.

• Create or modify a philosophy of life that will allow for his greater fulfillment as a human being.

• Raise consciousness of the vital values that permeate through the evolution and historical development of western civilization and Puerto Rican society.

• Create a linguistic, theoretical-historical, and grammatical conscience of his vernacular.

• Demonstrate interest, love, and respect for his vernacular.

• Appreciate universal literature through their genres.

Professional Component

The graduate of the professional component of the Bachelor’s Degree in Tourism and Hotel Management will possess knowledge of the fundamental concepts, theories, and practices of the tourism industry in its broadest conception.

Also, he will analyze and reflect on the industry dynamics, the fundamental paradigms of its areas, and the overarching issues of international and local markets relating to the field. He will be capable of solving problems of a quantitative and accounting nature, management theory, and leadership.

On completing the requirements of the professional component, the graduate should:
Conceptual Skills

- Know the various areas of the tourism field, their origins, development, and principal challenges.
- Carry out the operational functions of customer service.
- Analyze the relationship existing among the factors that determine the needs of the hotel and tourism industry.
- Apply his knowledge and skills in the supervision and management of personnel.
- Identify and point out strengths and weaknesses in the local tourism industry through reflection and critical thought.
- Develop a global vision of managerial systems and their functions.
- Know the most important local and international tourism destinations and their importance to the image and economy of the country.
- Demonstrate mastery of the essential techniques for handling complaints and working with difficult customers, as well as the fundamental aspects of business etiquette with respect to communications with fellow workers, customers, and supervisors.
- Apply the fundamental principles of mathematics, accounting, and finance for the hospitality industry.

Component of the Major in Event and Convention Planning

The graduate in the Major in Event and Convention Planning will be a professional with the necessary skills to provide quality service in a highly competitive environment, with great technological advances, and with a clientele that grows in sophistication daily. He will develop skills for making intelligent and independent decisions, be highly organized and very creative. He will know and apply the functions and skills of efficient management of a limited budget. He will identify the goals and objectives of a meeting to ensure they are met to the customer’s satisfaction through planning, organization, administration, management, and evaluation of the event. He will be able to develop himself in any environment requiring this type of professional, such as enterprises, institutions, hotels, convention centers, cruise lines, exporting companies, recreation centers, and government. He will be able to join an organization and perform efficiently in the work assigned to him.

Conceptual Skills

On completing the requirements of his major, the graduate should:

- Explain the importance and impact of the event and convention industry to the economy.
Identify the most important local convention facilities and explain the responsibilities of event and convention management.

Analyze the impact of the basic operational aspects in the planning of an event.

Determine and articulate the goals and objectives of a specific event considering the audience and the purpose of the activity.

Identify the sources of pertinent information for the planning of a varied and articulate program that will contribute to meet the goals of the activity.

Develop evaluation instruments for activities and interpret them.

Identify the needs of the markets he serves.

Evaluate and analyze the advantages and disadvantages of different installations and venues for different types of events.

Evaluate and review service and insurance contracts.

Organize support services from various sources to contribute to the success of the activity.

Integrate the knowledge acquired through the analysis of cases and presentation of solutions.

Examine the need for room arrangements and audiovisual and technological components to be used.

Describe the elements relating to reservations and lodging, transportation, registration, and exhibitors.

Select strategies for marketing, promotion, and advertising adequate to the type of event.

Know the logistical particulars of nonrecurring events.

Contribute to the preparation of efficient and effective programs and agendas.

Make independent and solid decisions with respect to all elements of the planning of events, meetings, and conventions.

**Technical Skills**

- Adequately manage a budget for the planning of an event, looking to control costs.
- Use basic audiovisual equipment.
- Develop evaluation and control mechanisms for assigned and delegated work.
• Organize and carry out work meetings.
• Design and apply preventive and control measures to ensure the security and cleaning of his work area.

Affective Skills

• Develop sensitivity to the importance of service in the industry.
• Conceptualize his function as that of a facilitator and mediator between the customer and the employees in his charge.
• Value teamwork and meeting the goals of the enterprise.
• Behave like a leader.
• Have the ability to work under pressure.
• Be flexible when faced with changes and the unforeseen.

Curricular Sequence

<table>
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<tr>
<th></th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education</td>
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<tr>
<td>Professional Curriculum</td>
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</table>
Language skills will be assessed with a placement test. Additional language courses may be needed according to the student’s proficiency.

It is required for all ITHM courses to have a minimum passing grade of “C” or higher. ITHM 250 and 450 (Internships) have a minimum passing grade of “B” or higher.
**MASTER OF SCIENCE IN EDUCATIONAL LEADERSHIP (MS)**

**36 credits**

**PROGRAM DESCRIPTION:**

The Educational Leadership program is designed to prepare future school administrator with the skills and competencies needed to become an outstanding leader and a public or non-public educational institution.

**PROGRAM OBJECTIVES:**

1. Knowledge, skills and competencies necessary for successful school leadership.
2. Ability to be proactive and decisive with a moral, ethical commitment to the school’s mission.
3. Cognitive and communication skills necessary to accomplish change.
4. Flexibility in using decision making and motivational strategies for effectively managing time, resources and personnel.

## Curricular Sequence

<table>
<thead>
<tr>
<th>COURSES/DESCRIPTIONS</th>
<th>CRS</th>
<th>TR</th>
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<td><strong>SPECIALTY COMPONENT (33 Credits)</strong></td>
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<tr>
<td>EDUG 605 Public School Curriculum And Instruction</td>
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<td>EDAG 650 Human Relations, Organizational Climate And Culture In Educational Institutions</td>
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<td>EDAG 657 Human Resource Management and Development in Educational Leadership</td>
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<td>EDAG 640 Development Of Leadership In Education, Theories And Application</td>
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<td>EDAG 641 The Leader And The Learning Communities</td>
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<td>EDAG 643 Effective Communication For School Administrators</td>
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<td>EDAG 644 Technology For School Administrators</td>
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<td>EDAG 651 Legal Aspects And Labor Relations In Education</td>
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<td>EDAG 652 Budget And Finance Systems In Educational Organizations In School Level</td>
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<td>EDAG 670P Internship - Practice / In Educational Administration Leadership: The Director Of Grades K - 6</td>
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<td>EDUG 535 Action Research Evaluation</td>
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<td><strong>ELECTIVE COURSES (3 Credits)</strong></td>
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<tr>
<td>EDAG 662 Multicultural Education for School Administrators, OR</td>
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</table>
EDAG 663 Conflict Resolution for Educational Leaders 3

TOTAL NUMBER OF CREDITS 36

IMPORTANT NOTES:

1. It is strongly recommended that students review and become aware of the teacher certification requirements established by the State of Florida, the Commonwealth of Puerto Rico, or any other state in which they intend to seek employment as teachers.

2. 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
Elementary Accounting I
4 credits

The course of accounting fundamentals includes theory of debit and credit. Practice in account management. Principles and analysis of preparing a work sheet and financial statements. Includes inventory accounting and accounts receivable, voucher systems, concepts and principles of bank statement reconciliation. Prerequisite: None

ACCO 112
Elementary Accounting II
4 credits

The course includes the basic concepts in registering fixed assets and equipment. Methods of depreciation and payroll accounting, corporations, statement of cash flows. Prerequisite: ACCO 111

ACCO 113
Compendium of Managerial Accounting
4 Credits

This course will study the generally accepted accounting principles to be used in business’ accounting cycle. Related concepts with the preparation of financial statements. Analysis and interpretation of the operational cost for decision-making related to planning, productivity and operational efficiency. Prerequisite: None

ARTS 101
Art Appreciation
2 Credits

This course is designed to develop in the student a broad understanding of the basic principles of art. Study includes the elements of art, with special emphasis on plastic arts. The student will also gain aesthetic appreciation of great masterpieces. Prerequisite: None

ARTS 105
History of Art
3 Credits

This course is a study of visual arts and their relation to history and culture. The student will gain appreciation of the great masterpieces in sculpture and painting, and will learn to recognize the stylistic forms of the various historical periods. The course includes visits to museums, expositions and exhibits of works of art. Prerequisite: None
BIOL 101
Introduction to the Study of Biological Sciences I
3 credits

This course is designed to provide instruction in the fundamentals of cell structure and physiology. Examination of the cultural aspects of biology and science that provide for man's interaction with his ecological environment. Emphasis is placed on organic evolution as well as on human biological processes. Prerequisite: None

BIOL 102
Introduction to the Study of Biological Sciences II
3 credits

The course familiarizes the student with the basic concept of modern biology. Topics included are: characteristics of living organisms, organization of life, metabolism, reproduction, integration, coordination and diversity of life. Prerequisites: BIOL 101

BIOL 103
Anatomy and Physiology I
4 Credits

This course studies the fundamental concepts of Human Anatomy and Physiology. It emphasizes structure-function relationship of all systems in the human body with a clear understanding of how these systems integrate to achieve homeostasis. Pathological conditions, diagnosis, testing and treatment will also be discussed to enhance understanding of normal body functions. This course covers basic principles of cellular biology and biochemistry as well as the following systems: integumentary, skeletal, muscular, nervous (including special organs and senses), and endocrine. Prerequisite: None

BIOL 104
Anatomy and Physiology II
4 Credits

This course studies the fundamental concepts of Human Anatomy and Physiology. It emphasizes structure-function relationship of all systems in the human body with a clear understanding of how these systems integrate to achieve homeostasis. Pathological conditions, diagnosis, testing and treatment will also be discussed to enhance understanding of normal body functions. This course covers basic principles of cellular biology and biochemistry as well as the following systems: Circulatory (cardiovascular and lymphatic), respiratory, immune, excretory, digestive and reproductive. Prerequisites: BIOL 103

BIOL 106
Compendium of Human Biology
3 Credits
This course allows the student to construct a valid scientific knowledge of anatomical structures, of basic physiological processes and human pathology. By means of an active learning environment, the student is guided towards: the identification of corporal structures; the analysis of interrelationships between human systems structures and their functions; the knowledge to analyze the origins and symptoms of some pathologies associated with the different human corporal systems; the use of constructed knowledge for personal, ethical and social decision making; the use of scientific and technical vocabulary associated with anatomy and physiology, and the use and interpretation of tables and graphs that show data and process of the human physiology and pathology. Prerequisite: None

**BIOL 250**
Introduction to the Study of Environmental Sciences
3 credits

The course is a practical and appreciative study of the environment. It presents basic concepts of environment and human population as a frame of reference for the rest of the topics. The content also includes analysis and evaluation of soil, water, air, and energy resources, emphasizing fundamental aspects of pollution of these resources and their possible fitness. The development of the topic of environmental ethics is discussed with concern. Prerequisite: None

**CAPP**
Seminar: Capstone Project
Two credits

Supervised computer project to assist student in the development of work skills related directly to their field of study. It serves as evidence of learning assessment. Students must present the project as a requirement for the degree. Prerequisite: None

**COIS 100**
Computer Literacy
3 credits

Literacy course which exposes the student to historical development, organization, functions, capabilities, limitations and applications of modern computer systems and types of peripheral devices. Prerequisite: None

**COIS 104**
Programming Design and Development
3 credits

This course introduces the design and development of programs, regardless of the programming language or codification used. Emphasizes the solution of managerial problems and helps the student identify alternatives and solutions to such problems. Prerequisite: None

**COIS 105**
Introduction to Information Science
4 credits
This course covers subjects such as definitions, classifications, hardware, logical components of computers, input and output units, flowcharts, programming languages, information representation, and historical development of data processing systems. Prerequisite: None

**COIS 106**  
**Business Programming in BASIC**  
4 credits

The course covers the use of BASIC programming language in solving business problems. Discussion of different control codes and instructions in BASIC. The first course introduces the general principles of elementary programming and the second course emphasized advanced programming techniques such as sorting and file management. Prerequisite: COIS 104, COIS 105

**COIS 109**  
**Visual Basic II**  
3 credits

Development, diagnostic and problem solving using the most innovative concepts of MS Visual Basic. The student will learn to visualize the problems of an entity and plot them on paper by means of flowcharts and algorithms. Team working skills will be developed emphasizing the development of an application. A combination of conference and laboratory. Prerequisite: COIS 106

**COIS 393**  
**Operating Systems**  
3 credits

This course presents the functions and commands of the Operating Systems. Emphasizes basic concepts such as: computer language, use of files, initializing floppy discs, backup and operating systems such as UNIX, WINDOWS, VMS, CPM, MS DOS, OS/2. Prerequisites: COIS 104,105

**COIS 394**  
**JAVA Programming**  
4 credits

An introductory course in JAVA programming. It includes the use of objects in the JAVA library, writing and use of new objects using JAVA APPLETS with HTML that are executed on the Internet and integrate JAVA with VRML and JAVA scripts. The student will learn to use JAVA to produce graphics, animation, multimedia and audio. A combination of laboratory and conference. Prerequisite: COIS 105

**CRIM 203**  
**Criminal and Juvenile Legislation in Florida**  
3 Credits

The general principles of the penal code of Florida is studied. The topics covered are criminal intention, tentative, authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the
physiology of causality. Included are crimes against the person and property. Case study and jurisprudence. Prerequisite: None

CRIM 206
Criminal Procedure
3 Credits

This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court. Prerequisite: None

CRIM 208
Evidence, Case Preparation and Testimony
3 Credits

A study of the rules of evidence relating to the criminal process, with emphasis on hearsay and its exception, how to prepare an effective presentation of a criminal case before a court, and how to give oral testimony. Prerequisite: None

CRIM 400
Criminal Procedure
3 Credits

This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court. Prerequisite: CRIM 203

CRIM 415
Evidence
3 Credits

A study of the rules of evidence relating to the judicial process, with emphasis on hearsay and its exception, how to prepare an effective presentation of a case before a court, and how to present to evidence.

ECON 123
Elementary Principles and Problems of Economics
3 Credits

A compendium of Economics 121-122, this course places emphasis on microeconomics, particularly the theory of firms and markets. It provides a condensed vision of modern macroeconomic theory, including the problems of physical and monetary policy that are pertinent to economic systems.

EDUG 605 Public School Curriculum and Instruction
3 credits
Explores the field curriculum theory in organizational framework of practices and curriculum development and evaluation exploration of curriculum, revision and changes.

EDAG 650 Human Relations, Organizational Climate and Culture in Educational Institutions
3 credits
A study of the development and evolution of the framework and theories of behavior and organizational conduct to the present. Explanations of the challenges and trends that affect educational organizations as open systems. Analysis of individual, interpersonal, group and organizational behavior and how these influence performance of effective academic leadership. Differentiate between organizational climate and culture. Strategies for the development of positive community and organizational climates. Discussion of the importance of human resources in organizations. Application in the environment of Puerto Rican education.

EDAG 657 Human Resource Management and Development in Educational Leadership
3 credits
This course is design to introduce students to the area of school personnel administration. The course emphasizes reflective thinking that would help the students in making ethically decisions and a planning recruitment selection retention evaluation and termination within the school climate.

EDAG 640 Development of Leadership in Education, Theories and Application
3 credits
A study of the origin and development of the theories and focal points of administrative and general supervision practices, applying them to the complexity of education systems as learning communities. General principles that define form and develop leaders and their influence on educational institutions. Study of the existing concepts of leadership. Differentiate between types of leadership. The importance of communication, motivation and teamwork. Strengthen leadership by standards and of work plans.
Requisite: 6 credits of Core Component

EDAG 641 The Leader and the Learning Communities
3 credits
Analysis of the formation and development of leaders in learning communities of education. Discussion of the theories and current models of leadership and supervision. Comparison and contrast of theoretic framework. Emphasis on change, interpersonal relationships, collaborating with problem solving and decision-making. Development of a shared vision of education. Student will develop a leadership theme in consensus with the professor. Application to education. Case and field studies. Pre-Requisite: EDAG 640

EDAG 643 Effective Communication for School Administrators
3 Credits
This course is designed to demonstrate effective communication strategies for school administrators. Students will demonstrate knowledge and understanding of public information management, relationship between interpersonal influence, self-concept and effective communication. Students will demonstrate the ability to write in a logical, clear style using appropriate grammar and structure.
EDAG 644 Technology for School Administrators
3 credits
This course prepares students to apply technology to the areas of administration, instruction and educational institutions. Students will evaluate various computer hardware and software components which are appropriate to the management of schools.

EDAG 651 Legal Aspects and Labor Relations in Education
3 credits
A study of the legal aspects, regulations and legislation developed and approved for education and public and private educational organizations, mainly in Puerto Rico and the United States, framed in the context of the history of education in Puerto Rico. Analysis of labor relations in education, their effects and influences on educational and administrative decision-making. Description of the history, of human rights; unionization, unions, collective bargaining and the struggles of professionals in the field of education to improve working conditions and their professional performance. Analysis of legal cases and corresponding jurisprudence, in Puerto Rico as well as in the United States.

EDAG 652 Budget and Finance Systems in Educational Organizations and Schools
3 credits

EDAG 670P Practice / in Educational Administration Leadership
3 credits
Application of the knowledge, skills and values in an environment of real practice for leaders in education at level Pre-K - 6. Design of organizational structures. Discussion for the development of a portfolio and other evaluative instruments. Mentoring by an educational administrator duly qualified by the Department of Education and a faculty member of the Graduate Program. Study of the surrounding geographic-community conditions that affect learning. Requires a discussion between the professor and the student of a structured plan for practice. Requisite: Approval of Tutor Professor.

EDUG 535 Action Research Evaluation
3 credits
This course explores the concept of Action Research as a form of evaluation to help improve class instruction. Students will conduct an Action Research in a school setting to gather results of their activities to improve instruction. Students will understand that Action Research is the practice by which educators attempt to study their problems scientifically in order to guide, correct, and evaluate their decisions and actions.

EDAG 662 Multicultural Education for School Administrators
3 credits
This course explores the cultural biases in the existing theories and current research in the area of multiculturalism. Students will actively participate in experiential approaches designed to develop a higher skill base when working with individuals from different cultural/ethnic and religious backgrounds. This course is designed to maximize their
effectiveness through the identification of differences and similarities of multicultural populations within the school climate.

**EDAG 663 Conflict Resolution for Educational Leaders**  
3 credits  
Assesses the issues involved with problem identification, problem solving, change enabling, and accountability in relationship to theoretical approaches to conflict resolution within the operation of a school. Examines the systemic issues involved in interpersonal and organizational change.

**ENGL 101**  
*First Year Basic English*  
3 credits  
An intensive first level English course. Emphasis is placed on the development of oral comprehension skills. Basic reading and writing skills are also introduced. In both cases, student’s lives will be central to all activities. Reconstruction of real life activities will be used in a constructivist approach to learning. It systematically reviews basic structures and vocabulary with a good deal of oral and written practice, which leads students to a more confident ownership of the language. There’s a laboratory practice where students will apply the skills developed in the classroom activities in communicative activities. Laboratory practice will also help with the pronunciation. Prerequisite: None

**ENGL 102**  
*First Year Basic English II*  
3 credits  
The continuation of the intensive first level English course. The primary goal of the course is to teach communicative competence, that is, the ability to communicate in English according to the situation, purpose, and roles of the students. Emphasis is placed on the development of oral compression skills. Basic reading and writing sills are also introduced. In both cases, student’s lives will be central to all activities. Reconstruction of real life activities will be used in a constructivist approach to learning. It systematically reviews basic structures and vocabulary with a good deal of oral and written practice, which leads students to a more confident ownership of the language. There’s laboratory practice where students will apply the skills developed in the classroom activities in communicative activities. Laboratory practice will also help the pronunciation. Prerequisite: ENGL 101

**ENGL 103**  
*First Year Basic Intermediate English I*  
3 Credits  
This course is designed for students who scored between 426 and 525 on the English section of the College Board Examination. Emphasis is placed on the study of grammar and the strengthening of the basic reading comprehension and composition skills. Prerequisite: None

**ENGL 104**  
*First Year Intermediate English II*  
3 credits
This course is designed for intermediate students of English as a Second Language who scored from 426 to 525 on the English section of the College Board Examination. Priority will be placed on reading and writing skills. Prerequisite: ENGL 103

**ENGL 211**  
**Basic Business English I**  
**3 Credits**

This course has speaking fluency as a major goal as it stresses the correct usage of the fundamental structures of the English Language. It emphasizes language skills such as listening and writing while strengthening basic reading comprehension skills. Prerequisite: ENGL 104

**ENGL 212**  
**Basic Business English II**  
**3 Credits**

This course is the second part of an introduction to Business English for students in the Business Administration and Secretarial Sciences programs. The aim of this course is to improve the basic foundations for studying and practicing composition of goodwill, claim and adjustment, and persuasive messages to name a few. Reports and media communications will be emphasized to equip them with necessary tools to develop news releases and newsletters. Since conducting a job search and preparing employment communications is an important goal, the course also is devoted to these principles. Prerequisite: ENGL 211

**ENGL 220**  
**Academic Reading and Writing I**  
**3 Credits**

An intermediate to high-intermediate level course that develops reading and paragraph composing skills required in general education, and core curriculum courses. Contains a variety of readings from biology, business, history, psychology, cultural anthropology and economics. Encourages the whole writing process, as students develop writing pieces that are relevant to college work. Prerequisite: ENGL 103, 104

**ENGL 221**  
**Academic Reading and Writing II**  
**3 Credits**

This course is designed to introduce intermediate to high-intermediate students to the basics of essay writing. Lessons reviews basic structure of English paragraphs and essays, major types of essays, usage and grammar. Contains a variety of readings from biology, business, history, psychology, cultural anthropology and economics. Encourages the whole writing process, as students develop writing pieces that are relevant to college work. This course has speaking fluency as a major goal as it stresses the correct usage of the fundamental structures of the English language. It emphasizes language skills such as listening and writing while strengthening basic reading comprehension. Prerequisite: ENGL 220

**EXPL 101**
Experiential Learning: Introduction to Portfolio

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.

FINA 202
Business Finance
3 credits

This course studies the fundamental principles involved in raising, administering and distributing funds of an enterprise. Different types of businesses are examined, with emphasis on the modern corporate systems. It analyzes working capital management and its components: current assets and liabilities. Capital structure, capital budgeting, cost of capital; short, intermediate and long-term financing are examined. Emphasis is placed on decision-making concepts and variables. Prerequisite: ACCO 112

HEED 314
Health Education and Personal Safety
3 Credits

Examines the principles and basic concepts of personal health and safety from the perspectives of two categories of harmful behaviors: intentional and unintentional. Concepts such as: protective gear, safety belts, protective child car seats, among other topics, will be discussed. Emphasis is placed in the prevention of accidents in natural disasters. Concepts of protection and promotion of health and the prevention of accidents is included. Prerequisite: None.

HESM 110
Health Services Management
3 Credits

Introduction to the fundamental concepts of management of health services facilities. Application of the administrative processes: organization, direction, control and evaluation. Emphasis is placed in public policies, health services management status, trends, organization, practices and issues relative to the delivery of health services in Puerto Rico and in the United States. Prerequisite: None

HESM 210
Health Systems & Models
3 Credits

A study of the systems, models, health policies and the infrastructure of health services in Puerto Rico and in the United States. Emphasis is placed in health reforms and its implication in the delivery of health services to the general population. Includes a review of the historical development and the future of health services. Prerequisite: HESM 110

HESM 220
Services Planning and Evaluation
3 Credits

A study of the historical development of planning and evaluation of health services in Puerto Rico and in the United States with emphasis in its impact in organizations and in communities. Includes the theoretical foundations of planning strategies. Discusses and applies the techniques of evaluation to the health sector. Prerequisite: HESM 110

HESM 230
Basic Accounting for the Health Industry
3 Credits

A study of the social, economic, and political developments that have influenced and determined the accounting practices in the health services industry. Reviews accounting procedures and discusses their applications in the health services industry. Actual and hypothetical health services accounting problems will be discussed. Prerequisites: MATH 112

HESM 310
Health Economics
3 Credits

A study of the modern micro and macro economy applied to health services in the public and private sectors. Emphasis is placed in the situations and issues of health economics. Discusses the relationship between the market forces of need and demand of health services. Prerequisites: ECON 123

HESM 320
Basic Finances for the Health Industry
3 Credits

A study of the financial practices of health services organizations. Also, includes the fundamental methods and techniques for financial administration in the health services industry, including fund distribution, capital management, determination and assignment of costs service rates. Case studies and applications are provided. Prerequisite: None.

HESM 330
Legal Aspects in the Health Industry
3 Credits

A study of the existing legislation in health services in Puerto Rico and in the United States. Emphasis is placed in the norms that have a bearing in the health services industry. Application experiences through case studies in aspects such as: malpractice, patient rights, informed consent, doctor-patient relationship, accidents, collective bargaining and ethical and legal issues. Prerequisites: HESM 230, 310, 320, COIS 100

HESM 340
Budgeting for the Health Industry
3 Credits

A study of budget models, including the corresponding programmatic plans, and budget distribution. Emphasis is placed in goals, objectives and measurable results. The course
provides for the application of budget models and techniques to health services settings. Prerequisite: MATH 112, HESM 220

HESM 410
Health Information Systems
3 Credits

General introduction to the theory of information systems. The course provides for the application and use of software packages specifically designed for the health services industry for use in micro computers and in mainframes, and for data collection, services utilization, billing, census, and others. Prerequisites: COIS 100, HESM 230, 310, 320

HESM 420
Special Topics in Health Services
3 Credits

Analysis and discussion of current issues and trends in the health services industry. Emphasis is placed in critical reading and analysis of case studies. Prerequisites: HESM 110, 220, 340

HESM 430
Practicum/Seminar in the Health Services Management
3 Credits

Application and integration to the workplace of the competencies and the concepts of health services management. The student will have the opportunity to apply the knowledge and skills acquired to a real health services setting under the supervision and guidance of a faculty member and a preceptor. The seminar session will place special attention to topics, issues and aspects relative to health services administration at the elementary and intermediate levels. A research project on a related topic is required. Prerequisites: Specific Authorization

HIST 223
Contemporary History
3 Credits

This course briefly covers the main historical events of modern history from the French Revolution (1789) to the present. The course analyzes the most important movements and ideologies of the eighteenth, nineteenth and twentieth centuries. This course emphasizes the study of historical facts basic to our contemporary civilization. Prerequisite: None.

HIST 225
World History
3 Credits

This course briefly covers several of the most important periods of world history. It analyzes the most important movements and ideologies of the history of the world. Prerequisite: None.
HIST 251  
History of Puerto Rico  
3 Credits

The History of Puerto Rico course has as a principal purpose to expose the student body to varied pedagogical experiences that will facilitate the identification and understanding of the historiography analysis function.

For this, the systematic form, leading information conducing to the study of the formative process of the Puerto Rican people since the prehistoric age, the conquest, colonization, up to the development of the independent struggle during the XIX century, and the beginning of the slavery decline.

Concepts will be studied: geography, culture, languages, race, migration, religions, politics, and economy and its multiple manifestations in the process of the formation of Puerto Rico.

Emphasis will be given so that the students can understand that the historical analysis will facilitate the understanding of our present reality and of our future possibilities. Prerequisite: None.

HIST 252  
History of Puerto Rico  
3 Credits

Study and analysis of the historical evaluation of Puerto Rico since the last stage of Spanish dominion up to the present time. The evaluation of activities: social, political, economical, and cultural will be emphasized because they have forged the historical task of the Puerto Rican country. Prerequisite: HIST 251

HIST 253  
Survey course in the Study of History of Puerto Rico  
3 Credits

This is a compendium course of HIST 251-252, which includes a study of the historical evolution of Puerto Rico from the pre-Colombian period to the present. Prerequisite: None.

HIST 263  
Latin American History  
3 Credits

This course presents the historical evolution of Latin American countries from pre-Columbian cultures to the present. Analysis of social, political, economic, and cultural trends is included in this course. Prerequisite: None.

HIST 273  
History of the United States of America  
3 Credits
This course is a survey of the social, cultural, political and economic development of the United States of America from the colonial period to the present. Prerequisite: None.

**HUMA 101**  
**Introduction to the Study of Western Civilization**  
**3 Credits**

The historical study of civilizations. Reference frame: different cultural manifestations. Analysis and evaluation of the artistic, scientific, technological and religious philosophical of the ancient and medieval civilization. A historical background as well as economical, social, and political background. The general concept that presents, that each culture has its own, life, its image of the world, the human being and its scale of values. The course develops starting with the analysis of the cultural contributions of more transcendence and pertinence for the actual humanity, mainly for the Puerto Rican society. Prerequisite: None.

**HUMA 102**  
**Introduction to the Study of Western Civilization**  
**3 Credits**

The historical study of civilizations. Reference frame: different cultural manifestations. Analysis and evaluation of the artistic, scientific, technological as well as the religious philosophical of the modern and contemporary civilization. A historical background as well as economical, social, and political background. The general concept that presents, that each culture has its own, life, its image of the world, the human being and its scale of values. The course develops starting with the analysis of the cultural contributions of more transcendence and pertinence for the actual humanity, mainly for the Puerto Rican society. Prerequisite: HUMA 101

**ITHM 101**  
**Introduction to Int’l Tourism and Hospitality Management**  
**3 Credits**

This course will introduce to the student the most important areas within the Travel and Tourism Industry. Special importance will be given to Lodging, Food and Beverage, and the Meeting Industry. It will examine the nature, scope and significance of the industry and the major elements of the tourism system. The course will use the Internet as a research tool, the Email as means of communication and MS Word for papers and projects. Prerequisite: None.

**ITHM 102**  
**Introduction to Management Hospitality**  
**3 Credits**

Virtual and real tour of a selection of local, regional and world hotels, restaurants and pubs. It will explore the diversity of the industry in these settings through observation and analysis of the tourism systems in place. The student will identify studied elements and theories and will reflect about its application in a real or virtual setting. It will include the use of Internet as
a research tool and the Power Point software to make presentations. The student will have
to participate in field trips throughout the term. Prerequisite ITHM 101.

ITHM 115
Tourism System
3 credits

This course will help students to understand the different impacts that tourism has on
destinations. Students will learn about the process of tourism planning. Emphasis is placed
on economy, culture, society, and the environment. It will use the Internet as a research tool
and MS Word and PowerPoint software for papers and presentations. Prerequisite: ITHM
101

ITHM 120
Travel Geography
3 Credits

The geographic world is constantly changing. A broad understanding of place is important
in the tourism industry. This course will feature a study of the geography of travel with
emphasis on mature and new destinations, an understanding of physical, social and cultural
features of geography and an examination of the movement and trends of travel. Prerequisite: ITHM
101

ITHM 250
Internship I
3 Credits

Work experience in a professional setting. The student will intern within the tourism and
hotel industry to gain on the job work experience. Each intern will need to rotate into 3 (3)
different areas of the hotel for a minimum of 250 hours. Evaluations from supervisors and
the ISTHM internship coordinator, 1 ½ hour seminar per week, and final project
presentations discussing the students learning experience will be required. Prerequisites:
ITHM 101, 102, 125, 280

ITHM 280
Guest Services
3 Credits

The role of service in a successful tourism and hotel operation is explored in this course.
Topics to be discussed include: handling difficult customers, dealing with complaints,
learning how to listen, how to determine if a guest is happy with the service, what to do
when they are not. A service philosophy is introduced. Prerequisite: ITHM 101

ITHM 290
Applied Spreadsheet and Database Applications
3 Credits

Introduction of business related computerized microcomputer software applications
including spreadsheet, database, presentation and graphics packages. Student will learn
how to use the packages to organize, interpret and present information. Prerequisite: ITHM
101
ITHM 300
Rooms Division Management
3 Credits

The function of this course is to present an in-depth analysis of the major components (front office, housekeeping, guest services, reservations, engineering and maintenance and security) of the rooms division within a hotel. The interaction with this division and the other areas of the hotel are explored in relationship to customer service. The course will use the Internet as a research tool, Fidelio software, the Email as means of communication and MS Word and Excel for papers and projects. Prerequisite: ITHM 102, ACCO 111

ITHM 301
Rooms Division II
3 Credits

This course is a continuation of ITHM 300, where the student will be presented with an in-depth analysis and further study of the major components of the rooms division within a hotel. Emphasis on administration of these areas. The course will use the Internet as a research tool, Fidelio software, the Email as means of communication and MS Word and Excel for papers and projects. Prerequisite: ITHM 300

ITHM 302
Introduction to Conventions, Meetings and Events
3 Credits

An overview of the conventions, expositions, events and meetings industry including convention center facilities and convention service management responsibilities. Focus will be on the operational aspects including the main meeting management functions of determining purpose, goals and objectives; identify speakers, topics, content and plan the program; determine entertainment and evaluate the success through effective means; site and facility selection. The course will use the Internet among others research tools, Email as means of communication and MS Word and Power Point for papers and projects. Prerequisites ITHM 250

ITHM 306
Casino Operations
3 Credits

An inside look at the gaming industry. Topics include staffing, types of operations, security, entertainment, and economic impact. The course will use the Internet among others research tools, the Email as means of communication and MS Word and Excel for papers and projects. Prerequisite: ITHM 250

ITHM 307
Physical Facilities and Maintenance
3 Credits
This course focuses on the management of the physical plant from a design and maintenance perspective. Special emphasis is given to preventive maintenance programs, energy management, basic building system design, security and control efforts and coordination within the facility and other departments. The course will use the Internet as a research tool, the Email as means of communication and MS Word for papers and projects. Prerequisite: ITHM 250

ITHM 310
Convention and Group Sales
3 Credits

Presentation of the specialized sales skills required for the industry. Topics will include: vocabulary relative to the hotel sales office, understanding of the needs and wants of the two markets; introduction to room set-up, the audiovisual components and technology utilization, menu planning and the roles and responsibilities of convention sales and service managers; the concept of cold calls, successful sales techniques, booking strategies as well as the review and negotiation of contracts and the appropriate financial management of a meeting. Refine listening techniques and communication skills as tools of the trade. The course will use the Internet among others research tools, Email as means of communication and MS Word and Power Point for papers and projects. Prerequisites ITHM 250

ITHM 340
Food and Beverage Operations
3 Credits

Overview of the food and beverage operations in hotels including room service, beverage outlets, themed dining rooms. Topics to be covered include concepts of good service techniques, importance of sanitation and nutrition, basic understanding of upscale selling, introduction to wines, liquors and coffees. The course will use the Internet among others research tools, MS Word and Power Point for papers and projects. Prerequisite: ITHM 102

ITHM 341
Catering Sales & Operations
3 credits

A study of hotel catering, including sales, operations and relationships with other departments and outside vendors. Emphasis on servicing various market segments for the Meetings industry. The course will use the Internet among others research tools, Email as means of communication and MS Word for papers and projects. Prerequisite: ITHM 340

ITHM 360
Tourism and Hospitality Accounting
3 Credits

Financial and managerial accounting principles and practices for the hotel and tourism industry. The Uniformed System of accounts of the American Hotel and Motel Association will be followed. Prerequisites: ACCO 111, ITHM 290

ITHM 365
State and Hospitality Laws
3 Credits

Application of the law to aspects of the hotel industry to include the innkeeper/guest relationship, rights of employees/employers, liabilities, relationship to guest, and negligent acts. Understanding of the legal considerations associated with operating a hotel or tourism business. Includes labor issues applied to the local environment. Prerequisites ITHM 250

ITHM 390
Internship II
3 Credits

Advanced job experience opportunity, for student will work a total of 300 hours within the hotel industry in one area selected by the student and approved by the ISTM Internship Coordinator. Evaluations from supervisors and the ISTM internship coordinator, 1 ½ hour seminar per week, a final project presentation discussing the students learning experience and a final research project will be required. Prerequisites ITHM 250, ITHM 400

ITHM 400
Revenue Management for Hotel Operations
3 Credits

This course investigates the different financial instruments and structures by which hotels and tourism entities operate. The concepts of revenue management and cost control are explained from a yield management and revenue management approach. Students review the basic financial concepts and reporting requirements that apply to the industry. Emphasis is placed on the uses of financial data for planning, cost control techniques and their use in defining goals of the organization. The course will use the Internet as a research tool, the Email as means of communication and MS Word and Excel for papers and projects. Prerequisites: ITHM 250

ITHM 402
Leadership and Small Groups Processes
3 Credits

Application of organizational behavior is explored throughout lectures, case studies and management games and exercises. Topics include leadership, decision-making, motivation, power and organizational change. The course will use the Internet as a research tool, the Email as means of communication and MS Word for papers and projects. Prerequisite: ITHM 400

ITHM 404
Convention and Event Planning Logistics
3 Credits

Integral vision of all the logistic elements to be taken into consideration in the planning process. Broad review of financial management and facilities and services aspects and in-depth study of reservation and housing, transportation, specifications guidebook, registration, shipping, function rooms arrangements, exhibits, marketing, promotion, publicity and production of materials. The course will use the Internet among others research tools,
Email as means of communication and MS Word, Excel and Power Point for papers and projects. Prerequisites ITHM 250

ITHM 406
Special Events Management
3 Credits

Logistics for planning one-time events. Topics include crowd control, special effects, lighting, decorations, sound, and protocol for fairs, festivals, sporting events, and grand openings. The course will use the Internet among others research tools, Email as means of communication and MS Word, Excel and Power Point for papers and projects. Prerequisites ITHM 250

ITHM 455
Internship II
3 Credits

Advanced job experience opportunity. The student will work a total of 300 hours within the Convention or Event Management Area, selected by the student and approved by the ISTMH Internship Coordinator. Evaluations from supervisors and the ISTMH internship coordinator, 1 ½ hour seminar per week, a final project presentation discussing the students learning experience and a final research project will be required. Prerequisites ITHM 250, ITHM 310

ITHM 460
Capstone Course
3 Credits

This course will be taken the last just before graduation and will explore all the areas related to the major. Case studies and problem solving will be used to explore current trends and issues pertaining to the current problems in the industry. Emphasis is placed on the student’s abilities to investigate, analyze, and discuss these issues through written work. The student will use different technological tools to research and present a project. Prerequisites: ITHM 390 and 400 / or ITHM 450 and 401 / or ITHM 455 and 404

LIAR 100
Formative Integral Development
3 Credits

In essence, the course pretends to offer the student some options that will permit him to take effective and realistic decisions in terms of his personal and academic life within the social context. This course with a formative educational characteristic is a requirement of all incoming students who are registered at Universidad del Este. Prerequisite: None.

MANA 101
Introduction to Business
3 Credits

The course presents a study of business, its nature, its environment and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance,
organization and administration, and teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking. Prerequisite: None.

**MANA 204**  
**Business Law**  
3 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. One semester, four hours weekly.

**MANA 210**  
**Management Theory**  
3 credits

This course examines the principles and functions of the managerial process systematically. Analyzes the role and behavior of human resources in an enterprise and its interrelations. Studies the application of functional planning, organization, direction and control of managerial case studies. Prerequisite: None.

**MANA 213**  
**Personnel Administration**  
3 credits

Studies the basic functions in personnel administration: recruiting, selecting, training and personnel evaluation. In addition, this course will place emphasis on the importance of the personnel office and also of the supervisor and his / her relation with the employer. Prerequisite: None.

**MANA 230**  
**Organizational Behavior**  
3 credits

Provides an overview of the individual's personal characteristics, focusing upon the organizational setting. In order to understand people’s behavior in organizations, students will thoroughly cover the following topics: organizational theory and practices, individual characteristics and social processes, understanding group behavior and organizational objectives, organizational effectiveness and performance. Prerequisite: None.

**MATH 105**  
**Basic Mathematics**  
3 credits

This course presents the fundamental operations used with whole numbers, decimals, fractions, percentages, measurements, integers, ratios and proportions, and scientific notation. It also covers basic algebra, first-degree equations and graphs, and the metric and apothecary systems. Prerequisite: None.
Intermediate Algebra I
3 credits

This course covers the following mathematic concepts: sets, the arithmetic and algebra of real numbers, operations with polynomials, special products and factoring, first degree equations and inequalities, absolute value equations and inequalities, rational expressions and equations. Prerequisite: None.

MATH 112
Intermediate Algebra II
3 credits

This course covers the following mathematics concepts: graphs and functions, systems of lineal equations rational exponents, systems of equations and inequalities, roots, radicals and complex numbers, quadratic equations. Prerequisite: MATH 111

OFAS 100
Keyboarding
3 Credits

This course offers instruction in the electronic alpha-numeric keyboard system. The course will provide basic skills to those students who will need to operate a computer terminal keyboard, and will allow them to input information into a computer or retrieve it in a swift and efficient manner. The use of the alpha-numeric keyboard will emphasize acquaintance with the various command keys; and the use of the ten-key numeric keyboard will be introduced. Prerequisite: None.

OFAS 104
Speedwriting
3 credits

This course is designed to develop skills in the speedwriting system. The skill is developed through practice in reading, writing and dictation as well as transcribing in a logical form what was abbreviated. The student is expected to acquire speedwriting skills of 40 words per minute. In addition, the course emphasizes language and punctuation rules. Prerequisite: None.

OFAS 107
Medical Transcription
4 Credits

This course develops the student’s skills to transcribe medical information through the use of a Dictaphone and transcription machine. It also includes the use and development of medical terminology. Emphasis is given to the production of medical reports. Prerequisites: SPAN 102, OFAS 221 concurrently.

OFAS 121
Basic Keyboarding I
4 credits

This course is designed to begin developing writing skills on the computer for students in Office Systems. Students will learn the alphanumeric keyboard, symbols and some
commands. The main emphasis will be on mastering techniques to achieve speed and the precision required. The basic skills for text copy, drafts, documents with statistics and in cursive will be applied. Students will begin using proofreading techniques to revise their work and will use proofreading symbols. The course also develops good working habits, positive attitudes and good interpersonal relationships. Prerequisite: None.

OFAS 122
Basic Keyboarding II
4 credits

This course continues developing skills and basic techniques necessary to achieve speed and the precision required. Once the students master the basic word processing techniques, they can transfer these skills to the production of business documents such as: memorandums, e-mail, letters with envelopes, corresponding punctuation, unbound reports, left margin binding, and simple tables. They will continue developing techniques for proofreading in the production of documents and tests for speed and precision. They will also present the positive attitudes required for a professional environment. Prerequisite: OFAS 121

OFAS 125
Secretarial Accounting
3 credits

This course has been designed to cover the basic knowledge of accounting. The main objective is to help the students understand and apply the principles of accounting that are necessary for those that wish to succeed in their administrative career as well as their personal life. Prerequisite: None.

OFAS 204
Speedwriting Transcription
3 credits

The course is an in-depth review of the theory of the speedwriting system, where the student develops speedwriting skills of 60 words per minute. The skills are developed through practice in reading, writing and dictation. Transcription skills are integrated with correct language usage and typewriting skills to produce different types of commercial documents. Prerequisites: OFAS 104, OFAS 122

OFAS 208
Management Applications in Office Automation
3 credits

In this course the students will analyze the principles and goals of the automated office system from the point of view of and administrator. It studies the administrative problem established in establishing and implementing a plan for an automated office system. The course emphasizes the analysis of situations and decision-making. Prerequisite: OFAS 122

OFAS 221
Advanced Word Processing I
4 credits
This course emphasizes the development of advanced skills and knowledge to produce information using a microcomputer with a word processing program. The student will master written communication using acceptable office formats such as, business letters with special characteristics and styles, memorandums, tabulation, technical and statistical reports and others. Speed and accuracy will be increased in rough-draft copy, statistical script and handwriting copy. Emphasis is given to proofreading, good habits, organization of work and good interpersonal skills. Prerequisite: OFAS 121, 122

**OFAS 222**  
Advanced Word Processing II  
4 credits

This course continues developing advanced skills and knowledge to produce information using a microcomputer with a word processing program. The student use their knowledge and skills in producing and solving problems at different locations such as, word processing centers, government, public relations, accounting and medical offices. Students will provide solutions to problems within a minimum period of time without direct supervision. Proofreading, good work habits and good interpersonal relations are emphasized. Prerequisite: OFAS 221

**OFAS 230**  
Machine Transcription  
3 credits

This course is designed to develop the student’s proficiency in the use of transcribing equipment. Emphasis is on application of Spanish language skills through transcription of business correspondence. Proofreading and accuracy in transcription will be emphasized. Prerequisites: OFAS 221 approved or concurrently, and SPAN 202.

**OFAS 290**  
Record Management  
3 credits

This course is aimed at the application of the systematic analysis and control of business records from their creation up to their final disposition. This includes the planning, organization and control of documents in different systems as well as the following applications: database filing, microfilm, magnetic registers, etc. It also includes the discussion of the personal and professional qualities of the administrator of business records. Prerequisite: None.

**OFAS 291**  
Modern Office Procedures  
3 credits

This course develops the necessary skills for effective performance in the business world. It emphasizes the need for the development of good working habits, decision-making and work organization. The course emphasizes the development of business vocabulary and the application of office procedures. Prerequisite: OFAS 122
OFAS 300
Document Generation
3 credits

This course examines the varied and different methods utilized to generate and produce documentation (correspondence) by administrative personnel. Emphasis is placed in the development of different types of documents utilizing common means of creation, such as machine dictation, handwritten and rough drafts or computer keyboarding composition. Prerequisite: OFAS 221, SPAN 102

OFAS 301
Introduction to Telecommunications
3 credits

This course is an introduction to telecommunications in the office. Topics include telephone, data transmission, electronic mail, network architectures, local area networks, communications media, hardware and software. Practical applications are an integral part of this course. Emphasis will be on the application of telecommunication to facilitate information interchange in whatever form the information takes: voice, data, text and image. Prerequisite: OFAS 221

OFAS 303
Document Production
3 credits

This course develops keyboarding skills in the production of business documents at its highest level. It includes the preparation of complex documents such as: business letters with two or more pages, circular letters, reports, administrative communications, business forms and tabulation with 3 or more columns. An in-basket exercise will be utilized as the means to develop skills in the decision-making process and skills in how to establish priorities. Prerequisite: OFAS 221

OFAS 306
Software Applications in Word Processing; Graphic Presentation and Editing
3 credits

This course prepares the student in the use of advanced techniques of word processing principles and design of desktop publishing. The student will be able to use the software applications in order to create documents such as brochures, bulletins, graphics and other types of presentations. Prerequisite: OFAS 221

OFAS 323
Spreadsheet and Database Applications
3 credits

This course is designed to introduce the students to the concepts and applications of spreadsheets and databases. The students will learn to use various electronic spreadsheet applications as well as create and manage database programs, data files, and produce documents and reports. Prerequisite: OFAS 122, 125
OFAS 392
Office Internship
4 Credits

Required of all students working for an Associate or Bachelor Degree in Office Systems. A minimum of 15 hours weekly of supervised work in government, banking or business offices. Emphasis on developing initiative and assuming responsibility through actual experience. Prerequisites: for Associate Degree in Executive Secretary with Word Processing and Legal Secretary, OFAS 222, 290, 291; for Associate Degree in Medical Secretary, OFAS 191, 221, 290; and for Bachelor Degree in Administrative Secretary, OFAS 222, 290, 491

OFAS 491
Administrative Office Procedures
3 credits

This course studies the process of administration, organization and communication. It also emphasizes the following areas of office administration: personnel selection, professional development, supervision, motivation, performance assessment, analysis of positions, job evaluation, salaries, measuring work performed and employee productivity. The course emphasizes the analysis of situations, case evaluations and decision-making. Prerequisite: OFAS 221, 125, 291

OFAS 492
Office Internship
4 credits

Require of all students working for an Associate or Bachelor Degree in Office Systems. A minimum of 15 hours weekly of supervised work in government, banking or business offices. Emphasis on developing initiative and assuming responsibility through actual experience. Prerequisites: OFAS 222, 290, 491

PALE 101
Fundamentals of Florida Law
3 Credits

Introduction to our legal system and its historical development. Study of the judicial system of Florida. Prerequisite: None.

PALE 103
Legal Investigations
3 Credits

Introduction to the techniques and resources of basic legal investigation. Introductory studies of the use of computers in legal investigation. Primary and secondary sources of legal rights will be examined. The techniques of editing summaries of jurisprudence and memorandum will be studied. Prerequisite: None.

PALE 105
Constitutional Principles
3 Credits
The study of the Constitution of Florida and the Constitution of the United States of America. Emphasis on the rights, privileges, and immunities comprised in both constitutions. Prerequisite: None.

**PALE 107**  
Fundamentals of Civil Procedure  
3 Credits  
Introduction to the judicial system of Florida. Study of the Rules of Civil Procedure from its practical point of view. The development of a civil case with emphasis on the discovery of evidence will be used. Prerequisites CRIM 203

**PALE 201**  
Aspects of Notary Law and Registration Law  
3 Credits  
Study of notary law, the obligations and responsibilities of the notary. It will familiarize the student with the principles of the Property Law and the Registration Law. Prerequisite: None.

**PALE 203**  
Administration of the Legal Office  
2 Credits  
This course is designed to prepare the student in the daily management of the office: Implantation of procedures, training of personnel, purchases and supplies, accounting, reports, etc. Basic concepts of general administration. Prerequisite: None.

**PALE 205**  
Introductions to Private Law I  
3 Credits  
Study of the Civil Code of Florida and its more important matters: family rights, estate, fortune (left by deceased). Prerequisite: None.

**PALE 206**  
Introductions to Private Law II  
3 Credits  
The study of the Code of Civil Laws of Florida in the matters of rights, duties and genuine contracts, and the vindictive damages. Prerequisite: None.

**PALE 209**  
Legal Information Systems  
4 Credits  
Study of the different possibilities that the judicial system has, law information techniques and the use of computerized systems of information. The potential importance of the
information science of the legal registers for the judicial systems, and in law offices. Prerequisite: None.

**PALE 211**
**Professional Responsibilities**
1 Credit

Analysis of the paralegal role within the system and professional behavior with the lawyer. Study of the Code of Ethics for Lawyers. As a final project the student will develop a code of ethics for the paralegal profession. Prerequisite: None.

**PALE 213**
**Techniques for Drafting Documents**
3 Credits

In the laboratory students will integrate the subject matters studied in the other courses offered during the semester. They will develop analytical and writing skills while they studied. They will also prepare documents in relation to hypothetical cases. Prerequisite: PALE 201

**PALE 215**
**Legislative Analyses**
2 Credits

Study of the different sources of legislation, the process of approval of an act of law, the formal aspects, the rules of wording, the interpretation of the laws and the scope of the legislative power. Prerequisite: None.

**PALE 217**
**Practicum**
4 Credits

The students will be sent to a public or private entity where they will put into practice the knowledge and skills learned. Prerequisites: PALE 103, 105, 107, 201, 205, 206, CRIM 203, 206 and 208

**PALE 219**
**Corporations**
3 Credits

The study of the history and the significance of the corporation, its nature, development, purpose and obligations. Prerequisite: None.

**PALE 301**
**Aspects of Notary Law and Registration Law**
3 Credits
Study of notary law, the obligations and responsibilities of the notary. It will familiarize the student with the principles of the Property Law and the Registration Law. Prerequisite: None.

**PALE 307**  
Principles of Administrative Law  
3 Credits

Fundamental aspects of the administrative litigation with emphasis on lawsuits. Topics to be covered: personnel administration, consumer affairs, public benefits and others. Prerequisite: None.

**PALE 309**  
Legal Information Systems  
3 Credits

Study of the different possibilities that the judicial system has, law information techniques and the use of computerized system of information. The potential importance of the information science of the legal registers for the judicial systems, and in law offices. Prerequisite: None.

**PALE 311**  
Professional Responsibilities  
1 Credit

Analysis of the paralegal role within the system and professional behavior with the lawyer. Study of the Code of Ethics for Lawyers. As a final project the student will develop a code of ethics for the paralegal profession. Prerequisite: None.

**PALE 313**  
Investigations and Editing of Documents  
3 Credits

Application of investigative techniques, including the localization and analysis of the law, jurisprudence and administrative rules. Techniques of editing legal documents will be examined, editing of legal memorandums and documents. Prerequisites: PALE 103, PALE 301

**PALE 403**  
Administration of the Legal Office  
2 Credits

This course is designed to prepare the student in the daily management of the office: implantation of procedures, training of personnel, purchases and supplies, accounting, reports, etc. Basic concepts of general administration. Prerequisite: None.

**PALE 425**  
Practicum  
3 Credits
The students will be sent to a public or private entity where they will put into practice the knowledge and skills learned. Prerequisites: PALE 103, 107, 301, 205, 206 CRIM 203, 400, 415

**POSC 253**  
**Political System**  
**3 Credits**

This course is an analysis of the political and judicial development from the 19th century to the present and the relationship of this development to organizations and the international world. The students will receive an introduction to the principles related to the government. Prerequisite: None.

**PSYC 121**  
**General Psychology I**  
**3 Credits**

This course is an introduction to the scientific study of the fundamental principles that govern the human conduct. The concepts and principles related to the development of psychology as a science, the function of the nervous system, endocrine system, sensorial, and motor systems, perception, learning and intelligence. The basic theories, and their relation with individual and social relations. Prerequisite: None.

**PSYC 122**  
**General Psychology II**  
**3 Credits**

The course is an introduction to the scientific study of the fundamental principles that rule human behavior. Concepts and principles related to the development and maturity, such as impulses, motivation feelings and emotions, frustrations and conflicts, abnormal and normal, etc. will be studied. Also, basic relations and their relationship with the individual and society will be included. Prerequisites: PSYC 121

**PSYC 123**  
**Introduction to the Study of Psychology**  
**3 Credits**

A compendium course of Psychology 121-122, this course includes the study of perception, motivation, learning, development and theories of human personality, and the effects of heredity and environment on the behavior of individuals. Prerequisite: None

**PSYC 127**  
**Human Growth and Development**  
**3 Credits**

This course offers scientific data describing human growth from birth to advanced age. Emphasis is placed on those biological, social, environmental and psychological factors that help or hinder the social or emotional adjustment of the individual. Discussion includes various ways in which the aged care for health, prepare for retirement and fully benefit from the "golden years." Prerequisite: None
PSYC 205  
Personal Growth and Development  
3 Credits  

This course is a study, analysis and discussion of the dynamics of human behavior and interpersonal relations. The course aims at arousing interest and awareness in the study of the mechanisms of personal and social adjustment as a means of achieving a better understanding of one’s own conduct and that of others. Prerequisite: None

PSYC 208  
Mental Retardation  
3 Credits  

Comprehensive study of mental retardation. It will be about the study and analysis of the biological, psychological and social factors that show up, and the development of this impediment. Types of mental retardation will be discussed. Different types of retardation, their characteristics, prognosis and alternatives of treatment. Prerequisite: None

PSYC 210  
Human Sexuality  
3 Credits  

This course will offer the student the opportunity to understand the principles and concepts related to human sexuality, its history and tradition. The contributions made by scholars in this field and also the basic determinants of sexual conduct. Physiology, anatomy and the psychological and cultural aspects of sexuality will be stressed. The different sexual dysfunctions and their origins will be studied. All themes will be discussed within the reality of the various cultures. Prerequisite: None

PSYC 212  
Health Psychology  
3 Credits  

This course is designed to offer the student an introduction to the study of behavior. Emphasis is given to the relation of behavior-organism. At the same time the primary prevention towards healthy behavior is taken care of, as well as the behavior modification in treatment scenes. Prerequisite: None

PSYC 225  
Social Psychology  
3 Credits  

Scientific study of the social behavior of the individual critical analysis of the relationship between culture and personality is examined inside the social constructive process, such as, attitudes, duties, stereotypes, opinions, mass phenomenon, social structures and conflicts. The theories apply to social test. Prerequisites: PSYC 121, 122

PSYC 226  
Evolutional Psychology
3 Credits

Study of human development since its conception to death. Study of the theories of learning, cognitive in the development and psychodynamic. Emphasis on the interpersonal processes, cognitive and motivations. It makes reference to the findings in the scientific investigation of the study of human development. Prerequisites: PSYC 121, 122, 225

PSYC 321
Personality Theories
3 Credits

A critical evaluation of the principal psychological theories from their origin to the present, establishing their application to psychotherapy. The concept of personality from psychoanalytic theories, social, epistemological and existentialist. Prerequisites: PSYC 121, 122, 226

PSYC 322
Theories and Techniques in Psychotherapy
3 Credits

Various focus and psychotherapeutic processes of the therapy; theories of personality and learning for counseling, psychology and psychoanalysis of the function that is carried out, the discernment in the changed of conduct or behavior in the treatment and the justification of the psychotherapeutic techniques. Prerequisites: PSYC 121, 122, 226, 321

PSYC 343
Theories of Learning and Motivation
3 Credits

This course establishes an introduction to the basic theories of the personality, the critical reflection concerning the theories. It presents a clear and precise picture of the principal characteristics of each theory. It should also foster criteria in order to guide each evaluation following them. Prerequisites: PSYC 121, 122, 226

PSYC 350
Psychopathology
3 Credits

The course offers the student a comprehensive foresight of the concepts, the history, social aspects and scientific of normal behavior in the human being. It introduces the classification of psychological disturbances and the development of the necessary skills in the use and management of the DSMIV. Prerequisites: PSYC 121, 122, 226

PSYC 400
Psychological Measurement
3 Credits

Study of the principles of psychological measurements; evaluation of the characteristics of the test, such as validity and trustworthiness, quantification, conversion of points, linguistic adoption and normalization. A general vision of the test that will be used will be offered in
the psychological field, focusing on the arisen controversies regarding the use and interpretation of the same. Prerequisites: PSYC 121, 122, 126, 343

PSYC 402
Methodology and Research
3 Credits

Introduction to the scientific study of behavior with special emphasis on laboratory methods, the design, recompilation and analysis of the facts using static's programs of the computers. Work will be done with outcomes of the scientific studies, their interpretation, theoretical and the contrast with new investigation. Prerequisite: PSYC 435

PSYC 423
Physiological Psychology
3 Credits

Study of the human organism with emphasis on the central nervous system, the somatic sensorial, and the endocrine system. The relationship between organism and behavior, and the superior cortical processes. The different emotional theories will be analyzed, motivation and learning and its impact on behavior. In addition, the different types of drugs will be considered as well as their effect in the human behavior. Prerequisites: PSYC 121-122

PSYC 435
Psychology Statistics
3 Credits

Introduction and discussion of the descriptive statistics and its application in the psychological investigation field. Study of the compendium, organization and analysis of facts, such as the sample distribution, among other things. Statistic models, correlation and simple regression, instrument and validity. Prerequisites: SOSC 250

PSYC 450
Supervised Practice and Seminar I
3 Credits

Acquisition and development of the basic skills of communication and interview. Apply and use the help process, such as empathy, respect, approval and confidentiality. Other themes such as: Mental health and some other related to the course will be discussed in class. Prerequisites: PSYC 121, 122, 225, 226, 321, 322, 343, 350

PSYC 451
Supervised Practice and Seminar II
3 Credits

Bring into focus personal and group aid. It is required that each of the students, under supervision, does a scientific study and be able to apply the proper scientific methodology. This course is an introduction to the scientific study of the fundamental principles that govern the human conduct. The concepts and principles related to the development of psychology as a science, the function of the nervous system, endocrine system, sensorial
and motor systems, perception, learning and intelligence. Prerequisites: PSYC 121, 122, 225, 226, 321, 322, 343, 350

**PUHE 101**  
*Introduction to Public Health and Health Education*  
3 Credits

Introduction to the different conceptions about health, as well as, the basic principles of public health and education. Analysis of the relationships that exist among the four major factors that determine health. Deals with various epidemiological concepts about health and illness, the natural history of diseases, attention and prevention levels, specific protection measures and health promotion. Emphasis is placed on existing health education models for individual and community intervention. Prerequisite: None.

**PUHE 201**  
*Introduction to Biostatistics*  
3 Credits

Basic concepts and principles of statistics applied to life and health. Emphasis in the basic techniques used in scientific research, primarily in areas of health education and public health. Analysis of the major statistical concepts such as: the scientific method and the statistics method and others. Prerequisite: MATH 112

**PUHE 203**  
*Introduction to Epidemiology*  
3 Credits

Studies the occurrence, distribution and causes of diseases in communities using the epidemiologic method. The epidemiologic, as well as, the scientific method are applied to the health-illness process and its causes, particularly transmissible, chronic, mental diseases and high-risk behaviors. Prerequisite: PUHE 201, concurrent w/ PUHE 210

**PUHE 210**  
*Biological Aspects of Human Diseases*  
4 Credits

Develops sound scientific attitudes, the concepts and the basic biological processes of diseases, such as: inflammation, immunological reactions, regeneration and growth control, fibrosis and necrosis using the scientific method as the tool. Pathogenesis is incorporated to the various perspectives of epidemiology and disease control as they relate to public health. Laboratory experiences promote the application of technology to the study of the principal human diseases and agents that cause them. Concurrent w/ PUHE 203

**SMED 112**  
*Introduction to Medical Terminology*  
3 Credits

Introduction to the study of technical vocabulary including prefixes, suffixes, roots of medical terms as well as definitions and analysis. Also, studies the most common diseases its etiology signs and symptoms, diagnostic and evaluation, procedures and treatment. Prerequisite: None
SMED 200  
Codification and Medical Plan Billing  
4 Credits  

This course will provide the skills necessary in completing HCEA forms and mastering the insurance claim form cycle. Practical information will be given on the features that are common to all insurance carriers and the features specific to Medicare, Medicaid, blue cross and others. It includes coding practices in prospective payment and current procedural coding, using Current Procedural Terminology (CPT). Prerequisites: HINT 101

SMED 230  
Administrative and Medico-legal Aspects  
2 Credits  

The course emphasizes one of the many uses of medical records: its use as legal protection to the patient and to the institution that provides the health care services. It also offer the use of requirements and legal principals of medical records in relation to its retention, security controls, and maintenance and divulge the confidential information regarding treatments, within the institution as well as outside. Includes the use of professional ethics and legal medical aspects in the health information systems. Prerequisite: None

SOCI 203  
Elementary Principles of Sociology  
3 Credits  

This course will study the individual and his relationship with his environment and social organizations, and the nature of this relationship. The course will also emphasize the development, functions and influences of interaction, changes and social processes. Prerequisite: None

SOCI 213  
Social Problems  
3 Credits  

Discussion and analysis of the social problems that are most frequently present in the Puerto Rican society. The presentation of the themes to be discussed will be from a sociological perspective. Prerequisite: None

SOSC 101  
Introduction to the Study of Social Sciences  
3 Credits  

This course introduces the student to the application of the scientific methods. Also emphasizes the study, research, and critical analysis of the concepts and methodology of the concepts and methodology of the psychological, sociological, and anthropological fields. The theories that rule these disciplines, and the problems and possible solutions of them are studied in the course. Prerequisite: None
SOSC 102
Introduction to the Study of Social Sciences
3 Credits

The course consists in the study research and critical analysis of the concepts and methodology of the social sciences, emphasizing the political and economic fields. Throughout the interdisciplinary focus, theories and proposals of economic and political problems that are fundamental in the contemporary world. Prerequisite: SOSC 101

SOSC 250
Statistics in Social Sciences
3 Credits

An introduction to the statistical methodology as applied to Social Sciences. Basic statistical concepts and techniques are introduced. Emphasizes the scientific and graphical presentation of data, as well as its analysis. Prerequisite: None

SPAN 101
Basic Course in Spanish I
3 Credits

This course develops the skills that the students need to effectively use their native language, both orally and in writing. It incorporates short readings to further develop reading comprehension, analysis, and critical thinking skills. Prerequisite: None

SPAN 102
Basic Course in Spanish II
3 Credits

This course reinforces the skills acquired in SPAN 101. It emphasizes the study and analysis of syntactical structures and the basic writing skills. Also, the reading compression, analysis and critical thinking skills will continue to be reinforced. Prerequisite: SPAN 101

SPAN 107
Spanish for Bilingual Students I
3 Credits

This course has been designed to develop the basic oral and written communication skills of students whose vernacular is not Spanish. In the first semester, pronunciation, orthography, and the development of oral comprehension skills are introduced. Emphasis is placed on basic reading and writing skills. Prerequisite: None

SPAN 108
Spanish for Bilingual Students II
3 Credits

This course places emphasis on speech patterns, vocabulary and grammatical concepts presented in a cultural context. The construction of sentences and short paragraphs as well as reading compression skills will also be developed. Prerequisite: SPAN 107

SPAN 201
Business Spanish I
3 Credits

This course includes a systematic development of the basic linguistic skills necessary for the ownership of the vernacular language. In this course the students will exercise the most relevant aspects of the oral and written language: including the principals of grammar, spelling, linguistics, organizational and commercial literature, and increase their vocabulary. There is also emphasis on the use of the argumentation, the implementation of logic and critical thinking; underling the principals, the forms, propositions and the factors which will affect the communication process. Prerequisites: SPAN 102.

SPAN 202
Business Spanish II
3 Credits

This course will focus on the basic linguistic skills for the redaction of business documents. The composition of letters and business memos such as credit awards, claims, letters of appreciation, collection notices and other business documents as deemed necessary such as the search for employment. The students will also learn how to manage internal business documents. Prerequisites: SPAN 201

SPAN 215
Written Compositions in Spanish
3 Credits

Study and practice of writing techniques through the analysis of readings that develop creative and critical thinking skills. Includes composition exercises designed to develop the basic writing skills: organization of ideas; simple, complex, coordinate, and subordinate sentences structure; paragraph structure; outlining and summarizing; and the identification and writing of the different paragraph styles (exposition, persuasion, narration, and description). The course is designed for 20 students in order to give them individualized attention. Prerequisite: SPAN 102.

SPAN 221
Introductions to Spanish Literature I
3 Credits

This course is an introduction to Spanish literature from its beginnings to the nineteenth century. The course includes reading and interpretation of the major literary selections in Spanish literature and analyses and interpretation of representative works and authors. Prerequisites: SPAN 101, 102

WEBD 100
Scanning Techniques
1 credit

The course includes the use of the technology of scanning of documents and other materials. The students will have the opportunity to learn to use the various types of scanners available in the marketplace as well as prepare various illustrations thus demonstrating the acquired use of the scanning techniques. This course will be offered in a laboratory setting. Prerequisite: None.
WEBD 101
Web Publishing I
3 credits
The course includes introductory levels of publication on the Internet. It includes HTML, forms of active content, JAVA, Applets, ISA Server and ISA Proxy Server, and data bases. Students will create and publish avant-garde pages. It includes using Dreamweaver and Fireworks programs. The course is offered entirely in a laboratory. Prerequisite: None.

WEBD 102
Web Publishing II
3 credits
The course includes advanced levels of publication on the Internet. It includes HTML, forms of active content, JAVA, Applets, ISA Server and ISA Proxy Server, and data bases. Students will create and publish avant-garde pages. It includes using Dreamweaver and Fireworks programs. The course is offered entirely in a laboratory. Prerequisite: WEBD 101

WEBD 201
Web Programming
3 credits
The course is aimed at working with more complex Internet pages. It includes programming, configuration and maintenance in the operation of an Internet page. It emphasizes the handling of languages such as Pearl CGI, HTML, Java Script, Visual Basic Script and ASP for the creation of dynamic content. Presentation of possible scenarios of servers such as UNIX, Windows 2000 and Apache. The course is offered entirely in a laboratory. Prerequisite: None.

WEBD 203
Web Graphics
3 credits
This course is designed for those that wish to design graphics for the Internet. It includes principles of graphics design, screen designs, scanning, production of images. The ultimate objective of the course is for the students to create attractive graphics designs and models for the Web. Prerequisite: None.