

SISTEMA UNIVERSITARIO ANA G. MÉNDEZ



Universidad Metropolitana

**Metro Orlando Campus
South Florida Campus**

Catalog

2009-2010

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*Programs offered only at the Metro Orlando Campus

Section I

Overview:

Universidad Metropolitana

And

Sistema Universitario Ana G. Méndez

Universidad Metropolitana

Institutional Profile

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

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

Foundation

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

Mission

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

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

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

Vision

Universidad Metropolitana (UMET) will become an academic community that constantly assesses the social, economic and political challenges in our country and throughout the world, responding by creating innovative, non traditional programs that facilitate the personal and professional development of both graduate and undergraduate students.

Universidad Metropolitana (UMET) will be known for its commitment to environmental affairs and for its leadership in the disciplines of science and technology.

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

Principal Officers

Federico M. Matheu, Ph. D., Chancellor

Omar A. Ponce, Ph.D., Vice Chancellor

Admission Policy

Universidad Metropolitana (UMET) has a flexible admission policy.

Library

UMET Collection: 121,385 volumes printed, audiovisual and electronic format

AGMUS Collection: 347,197

Licenses

Puerto Rico Council of Higher Education

Puerto Rico General Council on Education

Accreditations

Middle States Association of Colleges and Universities

National League of Nursing Accrediting Commission (NLNAC)

Sistema Universitario Ana G. Méndez

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

Non-Discrimination Statement

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

Statement of Policy

This catalog includes the main terms concerning the formal relationship between students and SUAGM: UMET. Regardless of its effective date, the Institution reserves the right to admit, re-admit or register a student only for a semester or session separately. The Institution binds itself only during the semester for which the student has enrolled and paid his/her tuition fees.

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

The first section of this catalog contains an overview of SUAGM. Information that pertains to the Metro Orlando and the South Florida Campuses is included in Section II. The third section details information about the UMET's program of studies.

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

Sistema Universitario Ana G. Méndez

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

Telephone No.: (787) 751-0178

Fax No. (787) 766-1706

Website: .suagm.

Universidad Metropolitana

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

Telephone No.: (787) 766-1717

Fax No.: (787) 759-7663

Website: www.suagm.edu/umet

Statement of Accreditation

Universidad Metropolitana is accredited by Middle States Commission on higher education, a regional accrediting agency recognized by the U.S. Department of Education. Middle States has extended this accreditation to the Metro Orlando and South Florida Campuses.

In addition, SUAGM institutions have membership in the following professional associations:

- American Association for Adult and Continuing Education
- American Association for Counseling and Development
- American Association of Collegiate Registrars and Admission Officers
- American Association of Higher Education
- American Council on Education
- American Library Association
- American Management Association
- Association for Educational Communications and Technology
- Association for Supervision and Curriculum Development
- Center for Scientific Research

College Entrance Examination Board
Council for Adult Experiential Learning
Hispanic Association of Colleges and Universities
Library Administration and Management Association
National University Continuing Education
National League of Nursing
Phi Delta Kappa
Puerto Rico Association of Higher Education
Supervisors Labor Relations Program
The Association for Institutional Research
The Society for College and University Planning

Statement of Licensure

Universidad Metropolitana is licensed by the Florida Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 W Gaines ST., Suite 1414

Tallahassee, FL 32399-0400

(850) 245-3200

(888) 224-6684

fldoe.org

The Main Campus and additional locations of UT, UNE and UMET in Puerto Rico are licensed by the Puerto Rico Council of Higher Education and the Puerto Rico Council of General Education.

Statement of Legal Control

Sistema Universitario Ana G. Méndez is a private not for profit corporation registered under the laws of the Commonwealth of Puerto Rico and registered as a foreign corporation in the State of Florida. The corporation is governed by its Board of Directors under its systemic bylaws.

Board of Directors of the Sistema Universitario Ana G. Méndez

José Domingo Pérez, Chair of the Board of Directors
Néstor de Jesús Pou, Vice Chair of the Board of Directors
José F. Méndez, President of SUAGM
Juan M. García Passalacqua
Ivar A. Pietri
Jorge A. Pierluisi, Jr.
Mario F. Gaztambide, Jr.
Antonio J. Colorado
Zoraida Fonalledas
David Rivé Power
Juan R. Melecio
Florabel G. Mullick
Enrique M. Cardona
Víctor Hernández
Félix R. Schmidt
Agnes B. Suárez

Officers of the corporation:

José Domingo Pérez, Chair of the Board of Directors
Néstor de Jesús, Vice Chair of the Board of Directors
José F. Méndez, President & CEO
Juan M. García Passalacqua
Ivar A. Pietri
Jorge A. Pierluisi, Jr. Mario F. Gaztambide, Jr.
Antonio J. Colorado
Zoraida Fonalledas
David Rivé-Power
Juan R. Melecio Florabel G. Mullick
Enrique M. Cardona Víctor Hernández
Félix R. Schmidt Agnes B. Suárez

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.

Academic and Student Affairs Commission

At the Metro Orlando and South Florida Campus, we have an Academic and Student Affairs (ASAC) consisting of eleven (11) members, including six (6) faculty members with balanced representation from each discipline area and representation from both Florida Campuses, the Director of Faculty and Curriculum of each campus and the Director of Learning Resources Center of each campus. The certified faculty-professors elect professors to become members for a one-year term. The six (6) professors are elected as follows: one (1) professor for the area Natural and Health Sciences; one (1) professor for the area of Languages; one (1) professor for the area of Business Administration and Management; one (1) professor representing Education, one (1) professor representing Social and Human Sciences; (1) Campus Representative at Large.

Section II

Metro Orlando Campus

South Florida Campus

METRO ORLANDO – SOUTH FLORIDA CAMPUSES

Introduction The Metro Orlando and South Florida Campus represent the continuation of our commitment to provide quality access alternatives to a university education for Hispanic adult students. Both campuses will serve its community and 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 study's 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 Metro Orlando Campus include seventeen classrooms, two computer laboratories, two wet labs, a library, administration offices, a student and a faculty lounge as well as parking area. The South Florida Campus includes 12 classrooms, two computer laboratories, two wet labs, a library, administration offices, a conference room, a student and faculty lounge. In addition, parking area is available for students and administration.

Metro Orlando Campus Administration and Staff

Luis Zayas Seijo, Vice President United States and Latin American Affairs

Luis A. Burgos, Associate Vice-President for Florida Operations

Elvira Costa, Campus Director

Sandra Ríos, Director of Faculty and Curriculum

Steven Pérez, Director of Integrated Services

Silquia Vélez, Registrar

Luis Martínez, Director of Marketing and Recruitment

Lissette Bóssolo, Operations Manager

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, Associate Director of Financial Aid

Maricelly Alomar, Counselor

Carmen Sierra, Library Assistant (PT)

Magdali Zayas, Library Assistant (PT)

Luis Fonseca, Library Assistant Claudia Camacho, Executive Assistant

Lourdes Gutiérrez, Administrative Assistant

Awilda L. Narváez, Administrative Assistant for Faculty and Academic Affairs

Malenie Acosta, Integrated Services Officer

Suheily Martínez, Integrated Services Officer Receptionist, Vacant

Alexis Hernández, Integrated Services Coordinator

Rosa Valera, Integrated Services Officer

Pedro Nuñez, Maintenance Officer

South Florida Campus Administration and Staff

Luis Zayas Seijo, Vice-President United States and Latin American Affairs

Luis A. Burgos, Vice-President of Florida Operations

Syndia Nazario, Campus Director

Julie Carrión, Director of Faculty and Curriculum

Krystina López, Administrative Assistant for Faculty

Jorge Báez, Operations Manager

Eldin Nuñez, Director of Marketing

Federico Arbeláez, IT Specialist

Digna Orta, Director of Integrated Services

Cinthia Tineo, Integrated Services Officer

Edith Ferrer, Integrated Services Officer

Migdalia Roldán, Promotion and Recruitment Officer

Melissa Arzola, Associate Registrar

Nydia Bonilla, Financial Aid Coordinator

Myriam Avilés, Financial Aid Officer

Martha Rodríguez, Counselor

Ariel Gil, Placement and Assessment Coordinator

Katia Nuñez, Director for Learning Resources Center

Juan C. Bolívar, Library Assisstant (PT)

Gustavo Echeverría, Library Assisstant (PT)

Jacquelyn Rodríguez, Administrative Assistant

Javier Domínguez, Administrative Assistant

FACULTY

The Faculty of the SUAGM: UMET Metro Orlando Campus and South Florida Campus have a minimum of a Master 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 offices of each campus. The faculty, although assigned to a specific campus, may be shared between both campuses.

Integrated Faculty Profile

Academic Year 2009 - 2010

Name	Academic Credentials, Institution granting degree and date	Campus
Abdel Ortíz	Master in Human Resources, Interamerican University, 2004 BA in Industrial Management and Human Resources, Interamerican University, 1999	Metro Orlando Campus
Abigail Ríos-Lugo	MPA in Administrative Programming, University of PR, PR, 1998 BS in Political Sciences, University of PR, PR, 1989	Metro Orlando Campus
Ada González	MA in Education, Interamerican University, San German, PR 1987 BA in Education in Home Economics, Interamerican University, San German, PR 1982	Metro Orlando Campus
Adriana Ferrufino	MA International Business Administration Nova Southeastern University 2004 MA Economics International Business Universidad de los Andes Colombia 1990 BA in Economics Universidad de los Andes Colombia 1989	South Florida Campus
Agustín Gracia	MS in International Relations Troy State University, AL	South Florida Campus

Name	Academic Credentials, Institution granting degree and date	Campus
	1991 BA Psychology Columbus State University, GA 1987	
Alberto León	MD, Escuela de Medicina; San Juan Batista, PR 2004 BS Biology; Universidad de Sagrado Corazón, PR 2000	South Florida Campus
Alberto Velázquez	Ph.D. in Polymers Chemistry McGill University Montreal, Québec 1989 M.S. in Polymer Chemistry, Laval University Montreal, Québec 1985 B.S. in Chemistry Universidad de la Habana Habana, Cuba 1973	South Florida Campus
Alexander Easdale	MA Latin American Studies; FIU, FL 1999 BA International Studies; Univ. of West Florida, FL 1995	South Florida Campus
Alfredo Varela	MA Advertising & Communication; Michigan State University, 1979 BA Mass Communications; Universidad Católica Andrés Bello, 1974	South Florida Campus
Amilcar Martínez	M.B.A. Business Administration Webster University, PR 2000 B.A Industrial Management University of Puerto Rico 1984	Metro Orlando Campus
Ana C. Martínez	Elementary Education; Nova Southeastern Univ. 1999 BS 1988	South Florida Campus

Ángel Ávila	MA Special Education, Minor: School Administration, Univ. of Phoenix, PR, 1995 BA Political Sciences, University of Puerto Rico, 1989	Metro Orlando Campus
Ángel García	MA in Literature, Universidad Simón Bolívar, Caracas, Venezuela 1988 BA in Secondary Education, Universidad Central de Venezuela, Caracas, Venezuela 1974	Metro Orlando Campus
Ángel Peña	MS Computer Science, George Washington Univ., Washington, D.C., 1992 BS Electrical Engineering, Polytechnic University of Armed Forces, Maracay, Venezuela 1985	South Florida Campus
Ángel Ríos	MA in Administration & Supervision, Pontifical Catholic University, PR 1984 BA in Elementary Education, Pontifical Catholic Univ., PR 1983	Metro Orlando Campus
Ángel Torres	Master Political Science University of Connecticut BA Major: Political Science, Minor: Sociology	Metro Orlando Campus
Antonio Román	Master in Education Leadership, Universidad del Este, Metro Orlando Campus, 2007 Bachelor in Secondary English Education, Universidad del Turabo 2004,	Metro Orlando Campus
Ariadna Rivera	MA Educational Computing, Interamerican University, PR 2000 BA Special Education Univ. Central de Bayamón PR, 1994	Metro Orlando Campus
Ariel Gil	MA Spanish Languages, Literature and Social Studies;	South Florida Campus

	<p>Teachers College Columbia University 1983</p> <p>BA Russian Studies; University of Havana, Cuba 1979</p>	
Ariel Maldonado	<p>MBA Business Administration Nova Southeastern Univ., FL 1997</p> <p>BS Information Systems Engineer, Javeriana University, Cali, Colombia 1989</p>	South Florida Campus
Armando J. Sánchez	<p>MS in Computer Modeling & Simulation, Univ. of Central Florida, FL, 1997</p> <p>BS in Civil Engineering, University of PR, Mayagüez PR, 1981</p> <p>AS in Natural Science, University of PR, PR, 1978</p>	Metro Orlando Campus
Arnaldo Fernández	<p>MA Journalism Universidad de la Habana, Cuba 1994</p> <p>BA Physics, Instituto Superior Pedagógico, Cuba 1980</p>	South Florida Campus
Bárbara Richter	<p>Ph.D. in American Literature, New York University, NY, 1970</p> <p>MA in American Literature, Fordham University, NY, 1962</p> <p>BS in English Education, Louisiana State Univ., LA, 1953</p>	Metro Orlando Campus
Bábaro Forteza	<p>MS Spanish Language Education Nova Southeastern University. 2006</p> <p>BS Education Instituto Pedagógico Superior, Habana, Cuba 1982</p>	South Florida Campus

Bernardo Gil	M.B.A. Global Management, University of Phoenix, P. R. 2002 B.B.A. Business Administration, University of Puerto Rico 1988	Metro Orlando
Betty Muriel	MS Environmental Science, Universidad del Turabo, PR 2001 BA Education (Biology), University of Puerto Rico 1980	South Florida Campus
Betzaida Fuentes	MS in Clinical Psychology Carlos Albizu University, PR 1985 BS in Psychology University of Puerto Rico 1982	South Florida Campus
Brenda Lampón	MS Industrial and Organizational Psychology Carlos Albizu University, FI 2004 BA Psychology University of Sacred Heart, PR, 2000	South Florida Campus
Brenda Marín	Master in Social Work University of Puerto Rico, 1998 BA Social Welfare, University of Puerto Rico, PR, 1995	Metro Orlando Campus
Broderick F. Martínez	Masters Accounting Nova Southeastern University 1999 MBA Business Administration Nova Southeastern University 1998 BA Business Administration Florida International University 1996	South Florida Campus
Camille Berríos	MBA Human Resources; Universidad del Este, PR 2005 BA Social Work,	South Florida Campus

	Universidad del Este, PR 2002	
Carlos J. Cestero-Badillo	Doctor in Medicine Iberoamericana University, Dominican Republic., 2002 BS in Biology, George Fox Univ., OR, 1996	Metro Orlando Campus
Carlos Campos	MS Electrical Engineering, University of Kansas, KA 1985 BS Electrical Engineering, University of Kansas, KA 1983	South Florida Campus
Carlos Fagundo	MS: Logistics Management Georgia College and State University, GA 1995 MBA: General Business Administration Georgia College and State University, GA 1993 BS Industrial Engineering University of PR, PR 1986	Metro Orlando Campus
Carlos J. Rodríguez	MA in TESOL, Universidad del Turabo, PR, 2002 BA in English, Pontifical Catholic Univ., PR, 1994	Metro Orlando Campus
Carlos Rodríguez-Ríos	Ed.D Curriculum Development and Administration University of Massachusetts, MA 1992 M. Educ. Curriculum and Teaching Catholic University of PR, PR 1978 BS Mathematics and Education University of PR, PR 1973	Metro Orlando Campus
Carlos G. Ramos	M.B.A. in Accounting, University of Tampa, 2000 BBA in Accounting, Universidad de Puerto Rico, 1994	Metro Orlando Campus
Carlos Velázquez	MBA, Finance Universidad del Turabo 2005	South Florida Campus

	<p>Bachelor in Business Administration , Marketing Universidad del Turabo 2004</p>	
Carmen Aponte	<p>MS in Computer Information Systems, University of Phoenix, 2006</p> <p>BA of Science in Computer Programming, EDP College, PR, 1998</p> <p>Associate Degree in Business , EDP College, PR, 1985</p>	Metro Orlando Campus
Carmen C. Figueroa	<p>MLIS in Library Automation, University of PR, P.R. 1989</p> <p>BASS in Sociology & Social Welfare, University of PR, 1982</p>	Metro Orlando Campus
Carmen Rivera	<p>MA in Spanish, University of Central Florida FL, 1999</p> <p>BA in Secondary Education, Interamerican Univ., PR, 1977</p>	Metro Orlando Campus
Carmen-Gloria Rodriguez	<p>MA Public Health Education; UPR , PR 1975</p> <p>BS Biology & Sociology; UPR, PR 1973</p>	South Florida Campus
Cecilia Méndez	<p>Master of Education, ESOL, Univ. del Turabo, 2005</p> <p>BA in Prescholar Education, Univ. Didelista, Costa Rica, 1995</p>	Metro Orlando Campus
César Irizarry	<p>Dr Chiropractic Life University College, Georgia 2001</p> <p>BS Biology University of Central Florida, Florida 1996</p>	Metro Orlando Campus
Chalie Colón	<p>MBA International Business Florida Metropolitan University Orlando, FI 2006</p> <p>BBA Marketing and</p>	Metro Orlando Campus

	<p>Management INTER San Juan, PR 1987</p>	
Charles Rubenstein	<p>Juris Doctor, University of Miami, FL 1973</p> <p>MA Spanish, Temple University, Pennsylvania, PA 1970</p> <p>BA Spanish, Temple University, Pennsylvania, PA 1968</p>	South Florida Campus
Clelia Sallaberry	<p>MA in Spanish, Univ. of California, Irvine, CA, 2003</p> <p>BA in Spanish, Univ. of California, Irvine, CA, 2000</p>	Metro Orlando Campus
Cristina Camacho	<p>M. Educ. TESOL Universidad del Turabo Orlando, FL 2005</p> <p>BA in Psychology, University of PR, PR, 2001</p>	Metro Orlando Campus
Cristina Valle	<p>M.A. Human Resources University of Central Florida 2003</p> <p>B.A. in Psychology University of Central Florida 2000</p>	Metro Orlando Campus
Dalia M. Gil	<p>Ph. D, Automated Management Information System, Havana Polytechnic Inst., Havana, Cuba 1989</p> <p>BS in Automated Management Information System Engineering, Havana Polytechnic Inst., Havana, Cuba 1982</p>	Metro Orlando Campus
Dally Ríos	<p>Dr. Clinical Psychology Universidad Carlos Albizu, PR 2006</p>	Metro Orlando Campus

	<p>MA Psychology Universidad Carlos Albizu PR 2003</p> <p>MA Counseling University of Phoenix PR 1998</p>	
David J. Salme	<p>MS Math Education; Nova Southeastern Univ. 2006</p> <p>BBA; Equinoccial Technology Univ. Ecuador 1997</p>	South Florida Campus
Denismar Medina	<p>MBA in Health Care Management, University of Phoenix, FL, 2003</p> <p>BS in Physical Therapy, University of PR, PR, 1990</p>	Metro Orlando Campus
Dolly Ruiz	<p>MBA Healthcare Management., Univ. of Phoenix 2006</p> <p>BS Social Work, Univ. Pontificia Bolivariana, Colombia, 1996</p>	South Florida Campus
Dorie M. Méndez	<p>MBA in Accounting, Mercer University Atlanta, GA, 1994</p> <p>BBA in Accounting, Pontifical Catholic Univ., PR, 1991</p>	Metro Orlando Campus
Eduardo Chaparro	<p>Master in Corporate Environmental Planning & Eco- Audits, Instituto de Investigaciones Ecológicas, Spain, 1998</p> <p>MS in Geology, Boston College, Brighton, MA, 1974</p> <p>BS in Geosciences, Univ. of Hawaii, HA 1971</p> <p>Certificate in Chemistry & Biology, Jorge Tadeo Lozano Univ. Colombia, 1968</p>	Metro Orlando Campus
Edward Cornejo	<p>MP History and Philosophy, The City University of New York, NY</p>	South Florida Campus

	<p>2006</p> <p>MA Counseling; Manhattan College, NY 1991</p> <p>BA Psychology and Philosophy; Cathedral College 1987</p>	
Edwin González	<p>Ed. D. Curriculum and Instruction in Bilingual Education, The Pennsylvania State Univ., 1994</p> <p>Master in Education University of Phoenix, PR Campus, 1990</p> <p>BA English Secondary Education, Univ. P.R. Cayey, 1982</p>	Metro Orlando Campus
Edwin Rivera	<p>MBA Accounting Universidad Metropolitana Orlando, FL 2008</p> <p>BA Business Administration Major in Accounting - CPA</p>	Metro Orlando Campus
Elio E. Del Cañal	<p>MA Mathematics Rhode Island College 1973</p> <p>BA Mathematics Providence College 1969</p>	South Florida Campus
Elizabeth Vázquez Aquino	<p>MA Education/ESOL University of Phoenix PR 1998</p> <p>BA Elementary Education University of PR Arecibo, PR 1997</p>	South Florida Campus
Elvin Ayala	<p>MA in Physical Education Interamerican University, PR 2001</p> <p>BA in Sports Technology, Interamerican University, PR 1989</p>	Metro Orlando Campus

<p>Ely Melchor</p>	<p>MBA Technology Management; American Intercontinental Univ., FL 2004</p> <p>BA Chemical Engineering, Metropolitan Univ. Venezuela, 1982</p>	<p>South Florida Campus</p>
<p>Enid Rosa</p>	<p>MA Counseling Webster University, 1996</p> <p>BA French and Literature Columbia University, 1977</p>	<p>Metro Orlando Campus</p>
<p>Eric Kawano</p>	<p>MBA Business Administration Nova Southeastern University 1989</p> <p>BS Finance Santa Maria La Antigua University, Panamá 1983</p>	<p>South Florida Campus</p>
<p>Evelinda Camacho</p>	<p>Master of Science in Nursing, Univ. of Phoenix, 2006</p> <p>BA of Science in Nursing, Florida Southern College, Lakeland, FL, 2004</p> <p>Associate Degree in Nursing, Univ. College, Humacao, PR, 1977</p>	<p>Metro Orlando Campus</p>
<p>Evelyn Mieleles Otero</p>	<p>M.A. Educational Leadership NOVA Southeastern University, Florida, 2000</p> <p>B.A. Elementary Education Interamerican University of Puerto Rico PR, 1983</p>	<p>Metro Orlando Campus</p>
<p>Evelyn Milián</p>	<p>MS Microbiology and Medicine; University of PR 2003</p> <p>BS in Biology; InterAmerican University of PR 1999</p>	<p>South Florida Campus</p>
<p>Fabio A. Naranjo</p>	<p>MA Social Science Administration Univ. of Chicago, IL 1987</p> <p>BA Political Science; Northeastern Illinois Univ. , IL 1985</p>	<p>South Florida Campus</p>

<p>Fanny Morales</p>	<p>MPA in Personnel Management, Troy Univ., VA, 2005</p> <p>BA in Education. Columbia College MO 2001</p>	<p>South Florida Campus</p>
<p>Félix Godínez</p>	<p>JD, Case Western Reserve University, School of Law Cleveland, OH, 2000</p> <p>MA in Latin American Studies University of Oxford, UK 1998</p> <p>BA Magna Cum Laude, Political Science, Drew University, NJ 1995</p>	<p>South Florida Campus</p>
<p>Félix Mangual</p>	<p>MS in Criminal Justice University of Central Florida, Orlando, FL, 2004</p> <p>BA Sociology Interamerican University San German, PR, 1977</p>	<p>Metro Orlando Campus</p>
<p>Felix Montañez</p>	<p>JD, Catholic University of PR, School of Law 1976</p> <p>MBA, Finance Interamerican University of PR 1988</p> <p>BBA, Management, University of PR, 1971</p>	<p>South Florida Campus</p>
<p>Fernando Domínguez</p>	<p>MS Economics & Social Planning; ECFLAC, Chile 1968</p> <p>BS Economic Science; Havana Univ., Cuba 1967</p>	<p>South Florida Campus</p>

<p>Fernando López</p>	<p>MS Spanish Language Education Nova Southeastern University 2006</p> <p>BA Spanish Universidad de La Habana, Cuba 1982</p>	<p>South Florida Campus</p>
<p>Fernando Santiago</p>	<p>MA ESOL, Turabo Univ., PR, 2005</p> <p>BA in Education Turabo Univ. PR, 1992</p> <p>AS in Bilingual Education, Modesto Junior College, Modesto, CA, 1990</p>	<p>Metro Orlando Campus</p>
<p>Fernando Wilches</p>	<p>MS in Management System Analysis, Kean University NJ, 1994</p> <p>BS in Computer Science, Trenton State University, NJ 1982</p>	<p>Metro Orlando Campus</p>
<p>Fidel Távora</p>	<p>MA in Instructional Leadership & Bilingual Assessment, University of Illinois, IL 2002</p> <p>BA in Foreign Language Teaching, National University Pedro Ruiz Gallo, Perú, 1994</p>	<p>Metro Orlando Campus</p>
<p>Flor Andreani</p>	<p>Ph.D. Social Sciences Universidad Central de Venezuela 1997</p> <p>MS Social Sciences Universidad Central de Venezuela 1973</p> <p>BS Sociology Universidad Central de Venezuela 1971</p>	<p>South Florida Campus</p>
<p>Frances Echevarría</p>	<p>PhD Educational Leadership NOVA Southeastern University 2003</p> <p>Master in Education Psychology New York University 1996</p> <p>BA Psychology University of Albany 1993</p>	<p>Metro Orlando Campus</p>
<p>Francis Viamontes</p>	<p>JD, University of Miami School of Law 2002</p>	<p>South Florida Campus</p>

	Bachelor in Business Administration Major in Marketing 1998	
Francisco Prada	MBA Accounting/Finance American Intercontinental University 2005 Bachelor in Business Administration Major in Accounting 1977	South Florida Campus
Georgette Paul-Zin	ED.S. Educational Leadership, Nova Southeastern University, 2006 M.A. of Science, Nova Southeastern University, May 2005 B.S. Business Administration, Nova Southeastern University, May 2003	Metro Orlando Campus
Graciela Squillaro-Truffa	MA in Spanish, University of Central Florida, FL, 2000 Licentiate of Science in Hospitality Management, Univ. of Moron, Argentina, 1982	Metro Orlando Campus
Grisselle Vidal-Corujo	PhD in Literature 80 credits, University of PR, PR 1999 MA in Spanish, University of PR, PR, 1981 BA in Hispanic Studies, University of PR, PR, 1973	Metro Orlando Campus
Harold Chittenden	MA Organizational Management University of Phoenix 2006 BA Labor Relations University of Puerto Rico 1982	Metro Orlando Campus
Héctor Abraham	MBA- International Business Florida Metropolitan University, Florida 2007 BA - Human Resources University of Puerto Rico, PR 2004	Metro Orlando Campus
Héctor López	MA in Economics, University of Puerto Rico, PR, 1983 BS in Industrial Engineering,	Metro Orlando Campus

	<p>Polytechnic Univ. of PR, 1988</p> <p>BA in Economics, Universidad de PR, 1979</p>	
Heriberto García	<p>MS International Relations, Troy University, AL 1990</p> <p>BA International Relations, Boston University, MA 1981</p>	South Florida Campus
Hinda Elman	<p>MS Chemical Engineering Central University of Venezuela 1993</p> <p>BS Chemical Engineering Simon Bolivar University, Venezuela, 1978</p>	South Florida Campus
Idalí Medina	<p>M.Ed. International and Overseas Administration & Supervision; The College of New Jersey 2003</p> <p>BA English Linguistics/Education University of PR 1982</p>	South Florida Campus
Iris Acosta	<p>MBA, Marketing Interamerican University of PR, San Juan, PR, 1992</p> <p>Bachelors in Business Administration University of Puerto Rico, San Juan, PR 1988</p>	South Florida Campus
Irma Zender	<p>MS Educational Tech Nat'l Univ. of California, 2003</p> <p>BA Business Administration EAFIT, Colombia, 1979</p>	South Florida Campus
Iván Rivera	<p>Juris Doctor, New York Law School, NY, 1968</p> <p>MA in Political Sciences, Fordham University, NY, 1972</p> <p>BBA in Economics, Baruch College, NY, 1962</p>	Metro Orlando Campus
Ivelisse Guardiola	<p>MA Mass Communications (Public Relations) University of Florida, FL, 2004</p>	Metro Orlando Campus

	BS Social Sciences and Business Administration (Psychology and Marketing) Universidad de PR, PR, 2003	
Ivette Bóssolo	Juris Doctor Florida State Univ. Tallahassee, FL 2005 BBA Human Resources & Marketing, Universidad de PR, PR 2001	Metro Orlando Campus
Jacqueline Carrero	MS Special Education Long Island Univ., NY 1994 BA Special Education; Queens College, NY 1991	South Florida Campus
Jasmín Suárez	MA in Counseling Universidad de PR, PR, 1987 BA in Human Welfare, Universidad de PR, PR 1983	Metro Orlando Campus
Jesús Martí	JD Interamerican University, School of Law, 1982 BA in Psychology, University of Puerto Rico 1979	Metro Orlando Campus
Jimmy Soto	Juris Doctor Catholic University of PR, Ponce, PR, 1984 BBA in Accounting Universidad de PR, Cayey, PR, 1979	Metro Orlando Campus
Johanna Jackson	ED.S Curriculum and Instruction Inter American University, PR 2003 MA Criminal Justice Inter American University PR 1997 BA Criminology University of South Florida, Florida 1995	Metro Orlando Campus
Johannys Irizarry	M.B.A. Universidad Metropolitana, Aguadilla PR., 2003 B.A. Human Resources Management, Univ. P.R. 2001	Metro Orlando Campus
José Álvarez	MBA in Marketing University of Phoenix, PR, 1998	Metro Orlando

	BS in Biology, Interamerican Univ. of PR, 1994	Campus
Jose Calcaño	MS Statistics, Iowa State University, 1983 BBA in Accounting, Interamerican University, Rio Piedras, Puerto Rico 1980	Metro Orlando Campus
José Carrasquel	PhD Romance Linguistics, University of Washington 1995 MA Romance Languages, University of Oregon 1990 BS Computer Science and Mathematics University of Oregon 1988	South Florida Campus
José Echegaray	MS Public Health; University of Puerto Rico 1994 BS Biology University of Puerto Rico 1981	South Florida Campus
José R. Ortega	PhD Economics; Institute of Economics, Lithuania, 1987 MS Mathematics; Nova Southeastern University 2006 U.S. Degrees of BA in Economics; Central University of Las Villas, Cuba 1978	South Florida Campus
José Penso	Master Media & Communication Management Webster University, FL 2006 BBA Universidad Autonomía, Barranquilla, Colombia 1999	South Florida Campus
José Perez- Valentín	MA. in Education TESOL Universidad del Turabo, Orlando, FL 2006 B.A. Elementary Education Interamerican University of PR	Metro Orlando Campus

	1994	
Jose C. Vilasuso	MS Information Technology Capella University, Minneapolis, MN 2007 BS Computer Information Systems, Jones College, Jacksonville, FL	South Florida Campus
Josefina Henricy	Master in Education in Adm. and Supervision of Schools, Univ. Interamericana P.R. 2000 B.A. Elementary Education, Univ. Interamericana, 1993	Metro Orlando Campus
Joslyn Hernández	MBA in Management Information Systems, Sagrado Corazon Univ., Santurce, PR, 2002 BBA in Computer Information System, Universidad de PR, Mayagüez, PR, 1993	Metro Orlando Campus
Juan Carlos Arias	JD, Stetson Univ. College of Law, FL 1995 BS Political Science, Dickinson College, PA 1993	South Florida Campus
Juan Carlos López	MBA Business Administration; University of Phoenix 2007 BA Business Administration; Interamerican Univ., PR 1989	South Florida Campus
Juanita Pérez	Master of Science in Education, Univ. of Bridgeport, June 1979 B.A. of Science in Secondary Education, Pontifical Catholic Univ. of P.R. Ponce, May, 1971	Metro Orlando Campus
Judith Cancel	Ph.D. Bilingual & Bicultural Studies, University of Connecticut, 1987 MA in Education (Curriculum & Administration) University of Connecticut, 1982 BA in Educational Studies, Universidad de PR, PR, 1973	Metro Orlando Campus

Julie Carrión	MS Psychology, Carlos Albizu Univ., FL 2003 BA Interpersonal & group Communications Trinity International Univ. 2001	South Florida Campus
Karina Ledesma	MS Management Information Systems, University of Central Florida, FL, 2004 Computer Science Engineer, Universidad Femenina del Sagrado Corazón, Perú, 1993	Metro Orlando Campus
Katia Nuñez	MA Library & Information Sciences, University of South Florida, 2008	South Florida Campus
Kelly E. Perez	M.S. TESOL, 2002, Nova Southeastern University B.A. Education, Universidad Interamericana de PR. 1995	Metro Orlando Campus
Lee Newball	Master of Science Nursing University of Phoenix 2006 BS Administration Interamerican University 1990 Associate Degree Nursing VCC 2000	Metro Orlando Campus
Kety López	MS Counselor Education University of Florida 2006 BS Psychology Florida International University 2003	South Florida Campus
Lillian J. Panagiotópoulos	M Ed. Curriculum & Instruction Univ. of Florida 1982 BS TESOL Universidad Pedagógica, Venezuela 1976	South Florida Campus
Lilibets Luna	MA TESOL Turabo Univ. PR 2003 BA ESL Interamerican University of PR 1997	Metro Orlando Campus

Lillybeth Mendez	<p>MS Public Health Education University of Puerto Rico 1978</p> <p>BA Education University of Puerto Rico 1975</p>	South Florida Campus
Limarys Mercado	<p>MA – Global Management University of Phoenix, Florida 2007</p> <p>BS Hotel and Restaurant Administration University of PR, PR 1999</p>	Metro Orlando Campus
Lissette Bedu	<p>MBA, Management & Marketing Jacksonville University, FL 1983</p> <p>BS in Business Administration University of Mayaguez, PR 1981</p>	South Florida Campus
Lorine Guzman	<p>MA in Administration and Supervision, Mercy College, New York 2004</p> <p>M. Ed. Guidance and Counseling, College of New Rochelle, New York 1996</p> <p>BA in Sociology Education, Lehman College, New York 1992</p>	Metro Orlando Campus
Lucette Cardona	<p>Juris Doctor, Interamerican University, School of Law 2005</p> <p>MA Public Relations Michigan State University, MI 1996</p> <p>BA Communications Advertising Sacred Heart University, PR 1993</p>	Metro Orlando Campus
Lucia Aloyo	<p>M.ED Guidance and Counseling Ana G Méndez Univ. Florida 2007</p> <p>MA Rehabilitation Counseling University of PR, PR 1993</p> <p>BA Social Sciences- Social</p>	Metro Orlando Campus

	Work University of PR, 1986	
Luis A. Burgos	Ed.D in Educational Administration, Interamerican Univ. PR, 1996 MBA in Industrial & Interpersonal Relations, Interamerican Univ. PR, 1983 BBA in Human Resources, Interamerican Univ. PR, 1978	Metro Orlando Campus
Luis D. Ramirez	MBA Business Administration Univ. of South Carolina, SC 1993 Mechanical Engineer, Universidad Simon Bolivar, Venezuela 1980	South Florida Campus
Luis López de Castilla	MA Social Science, Univ. San Marcos, Peru 1979 BA Law; Univ. San Marcos, Peru, 1972	South Florida Campus
Luis E. Morales	MA Curriculum and Instruction, University of Texas 1985 BA Education, Universidad Católica Andrés Bello, Caracas, Venezuela. 1978 BS in Military Sciences, Escuela de Formación de Oficiales de la Guardia Nacional 1969	South Florida Campus
Luis R. Morales	MS Computing in Open Information, InterAmerican Univ.,PR 2006 BS Computer Science, University of Puerto Rico, PR 2003	South Florida Campus
Luis E. Ramos-Roque	Doctor in Medicine, Universidad de PR, PR, 1986 BS in Chemistry, Univ. of Puerto	Metro Orlando Campus

	Rico, 1982	
Luis Hernández	MA International Business; Florida International Univ., FL 2003 BA Economics and Business; University of Zulia, Venezuela 1993	South Florida Campus
Luis Martínez	MBA Universidad Metropolitana Metro Orlando Campus, FL, 2007 BA in Communications, Univ. Sagrado Corazón, P.R. 1999	Metro Orlando Campus
Luis R. Pastrana	Juris Doctor, Universidad de PR School of Law, PR, 1986 MBA in Industrial & Interpersonal Relations, Interamerican Univ. PR, 1978 BBA in Management, Universidad de PR, PR, 1958	Metro Orlando Campus
Luis Zayas	Ph.D. Candidate in Political Sciences, University of Chicago, IL, 1988 MA in Political Sciences, University of Chicago, IL 1981 BA in Political Science, Universidad de PR, PR 1976	Metro Orlando Campus
Luz Fonseca	MS in Computer Information Systems, St. Mary's University, San Antonio Texas, 1994 BS in Natural Sciences – Mathematics, Universidad de PR, PR, 1991	Metro Orlando Campus
Luz Mariella Sullivan	MA in Varying Exceptionalities, Nova Southeastern Univ., FL, 2001 BA in TESOL, Instituto Pedagógico Nacional Monterrico, Perú, 1986	Metro Orlando Campus
Lynette Caballero	MA In ESOL Interamerican University of	Metro Orlando Campus

	<p>Puerto Rico, PR, 1980</p> <p>BA in English University of Puerto Rico, PR, 1973</p>	
Magaly Pacheco	<p>Ed D in Counseling & Guidance, Interamerican Univ., San Juan, PR, 1994</p> <p>MA in Public Administration, Universidad de PR, PR, 1982</p> <p>BA in Social Work, Universidad de PR, PR, 1980</p>	Metro Orlando Campus
Manuel J. Aragonés	<p>MS Computer Information Systems; Nova Southeastern Univ. 2003</p> <p>BS in Mathematics and Computer Science 2000</p>	South Florida Campus
Manuel Christiansen	<p>MBA Business Administration Instituto de Estudios Superiores de Administración Venezuela 1988</p> <p>BS Mechanical Engineering Universidad Simon Bolivar, Venezuela; 1977</p>	South Florida Campus
Manuel Laureano-Vega	<p>Doctorate in Medicine Universidad Central del Este San Pedro, DR</p> <p>MS in Biology Universidad de PR, 1981</p> <p>BS in Biology, University of Tampa, FL 1978</p>	South Florida Campus
Marcel Andino	<p>Ph. D. Information Technology University of Havana, Cuba 1981</p> <p>MS Automatic Control University of Havana, Cuba 1974</p> <p>BS Industrial Engineering University of Havana, Cuba 1967</p>	South Florida Campus
Marco A. Albarrán	MBA Hospitality Management	South Florida

	Lynn University Boca Raton FL 2000 BS Hospitality Management Lynn University Boca Raton FL 1998	Campus
Mareitssa Griggs	MS in ESOL, Nova Southeastern University, FL, 2004 BA in History, Meredith College, NC, 1989	Metro Orlando Campus
Margarita David	MS Documents Management Systems La Salle University, Colombia, 1998 BS in Library Science La Salle University, Colombia, 1989	Metro Orlando Campus
Margarita O'Ferral	MS in Urban Education, Chicago State Univ. IL 1978 BA in Secondary Education, Universidad de PR, PR 1968	Metro Orlando Campus
María Arana	MS Mental Health Counseling Carlos Albizu Univ., FL 2003 BA International Studies Fairleigh Dickinson Univ., 1990	South Florida Campus
María Cecilia Cabal	MS Mass Communication / Spanish Language Journalism FIU, FL 2006 BA Journalism & Mass Communication, FIU, FL 2004	South Florida Campus
María González	Doctorate in Humanities and Social Sc. (Family Therapy) Nova Southeastern 1991 MS Family Therapy, Saint Thomas University 1985 BS in Health Education Boston Bouve College, MA 1979	South Florida Campus
María Antonia Montalvo	Ph.D. Education University of New Mexico 1994	South Florida Campus

	<p>MS. Education Western Illinois University 1997</p> <p>Bachelor of Arts Northern Illinois University 1973</p>	
María del C. Cubero	<p>MS Business Education Interamericana, PR 2002</p> <p>BS Commercial Education, University of Puerto Rico 1992</p>	South Florida Campus
María C. Sevillano	<p>Ed. D. Information Technology and Distance Learning Nova Southeastern University FL, 2006</p> <p>MBA Management and Marketing Universidad del Turabo 1987</p> <p>BS Management University of Sacred Heart 1982</p>	South Florida Campus
María M. Báez-Reyes	<p>PhD Psychology University of PR 2005</p> <p>MA Academic & Research Psychology; University of Puerto Rico; 2002</p> <p>BA Psychology; University of PR 1999</p>	Metro Orlando Campus
María Vázquez	<p>MBA in Material Management & Production Control, Universidad del Turabo PR, 2000</p> <p>MBA in Business, Pontifical Catholic University, PR, 1987</p> <p>BBA in Accounting & Finance, Universidad de PR, PR, 1976</p>	Metro Orlando Campus
Maricelly Alomar	<p>MA: Guidance and Counseling Inter-American University of Puerto Rico, PR 1992</p> <p>BA: Secondary Ed. – Sciences</p>	Metro Orlando Campus

	University of Puerto Rico, PR 1990	
Mario P. Molins	MSM Public Administration and Organizational , Florida International University 1973 BA Economics and International Studies, University of Florida 1967	South Florida Campus
Marta González	MA in Administration & Supervision, University of Phoenix, FL 1990 BA in Elementary Education, Univ. Central de Bayamón, PR 1998	Metro Orlando Campus
Martin Taylor	Ph. D. Hispanic Language and Literature University of California Los Angeles 1964 MA Spanish – Hispanic Language and Literature University of California Los Angeles 1956 BA Spanish and Latin American Studies New York University 1954	South Florida Campus
Mauricio Cárdenas	MA Technology and Modernization/ International Studies, University of Denver, 1983 MA Latin American Studies, Ohio University, OH 1982 BS Industrial Engineering; University of Los Andes, Colombia; 1980	South Florida Campus
Michael McCarthy	MBA; Central Institute of Business Administration (INCAE), Nicaragua 1977 BBA Accounting; Western New England College, MA 1971	South Florida Campus
Miguel Herrera	MA Social Work Temple University 2004	Metro Orlando Campus

	BA Psychology UPR - 1999	
Miguel A. Rivera	Ph.D Accounting Argosy University, Florida 2007 Master of Business Administration, Major: Finance, INTER, San Germán, PR 2000 BS Accounting, George Univ., Oregon, 1991 AD. Industrial Engineering, University of PR, 1987	Metro Orlando Campus
Milagros Font	MEd TESOL; FIU, FL 2001 MS Computer Education; Nova Southeastern Univ.,FL 1991 BA Elementary Education; Queens College, NY 1979	South Florida Campus
Milagros Sisco	MS Educational Leadership, Universidad del Este, Metro Orlando Campus 2006 BA in Education, Universidad del Turabo, Metro Orlando Campus 2005 BA Elementary Education	Metro Orlando Campus
Milka I. Colón	MA in Administration & Supervision, University of Phoenix, PR 1996 BA in Tourism, Sacred Heart Univ., PR, 1993	Metro Orlando Campus
Milton Rivera	MBA SUAGM 2008 BA Business Administration University of Central Florida 1996	Metro Orlando Campus
Mireya Pabón	M.Ed in ESOL Universidad del Turabo, Orlando, FL, 2005 BA in Elementary Education University of Puerto Rico,	Metro Orlando Campus

	PR, 199	
Moisés González	<p>Master Engineering Management, Univ. Politécnica de P.R. June 2001</p> <p>Bachelor Science in Industrial Engineering, Univ. Politécnica de PR., June 1999</p>	Metro Orlando Campus
Myra Vélez-Henley	<p>MA English University of Central Florida, Florida 1993</p> <p>BA English/Minor Education University of Puerto Rico, PR 1975</p>	Metro Orlando Campus
Myrta Canino	<p>MBA Human Resources Metropolitan Univ. , PR 2005</p> <p>BA Finance, Univ. of Puerto Rico, PR, 2004</p>	South Florida Campus
Nancy Arcelay Vargas	<p>M Ed. Instructional Technology American Intercontinental University 2004</p> <p>MS Public Health; University of Puerto Rico 1994</p> <p>BS Health Science Administration University of PR 1991</p>	South Florida Campus
Nancy Sharifi	<p>MPA Public Administration University of Central Florida, Florida 1992</p> <p>BA Organizational Communications University of Central Florida, Florida 1983</p>	Metro Orlando Campus
Nayda Nuñez	<p>Dr. Chiropractor NY Chiropractic College 2007</p> <p>BA Science University of Puerto Rico 2003</p>	Metro Orlando Campus
Nelson Placa	<p>Master in Educational Leadership, Barry University 2006</p> <p>BA in Major in Spanish, Minor in Bilingual Educ., Western Illinois</p>	Metro Orlando Campus

	Univ. 1995	
Nelson Torres	Ed.D in Educational Leadership, M.Ed. In Elementary Education, UCF, 2006 M.A. in Educational Psychology, Ball State Univ. Indiana, 1977 M.B.A. in Logistics Management, FIT, 1980 Master of Educ., Marymount, Virginia, 1994	Metro Orlando Campus
Nereida A. Oliveras	Juris Doctor, Interamerican Univ., PR., 1998 MA in Music, Roosevelt Univ., IL, 1980 BA in Music, Indiana Univ., IN, 1978	Metro Orlando Campus
Noemí Rivera	MAE Multilingual Services/ESOL Endorsement/Bilingual Education Florida State Univ. Tallahassee, FL BA Education INTER Caguas, PR	Metro Orlando Campus
Nora Colón	ED.S. in Bilingual & Bicultural Education, Seton Hall University, South Orange, New Jersey, 1997 MA in Teaching, Curriculum & Learning Environment, Harvard University, 1991 BA in Elementary Education, University of PR, PR, 1988	Metro Orlando Campus
Norma I. Faría	MS – Educational Technology National University BS Biology INTER PR 1988	Metro Orlando Campus

Norma Rivera	MA Guidance and Counseling SUAGM 2008 BA Business Education 1973 Elementary Education 1976 University of Puerto Rico	Metro Orlando Campus
Norma I. González	MS Nutrition & Clinical Dietetics; Finch University of Health Sciences, IL 2000 BS Nutrition & Dietetics; UPR, PR 1986	South Florida Campus
Nuvia Abigantus	MBA Business Administration Univ. of Miami, FL 2000 BA Marketing & Finance Univ. of Texas, TX 1995	South Florida Campus
Nydelis Morales	MBA University of Phoenix, 2006 BA Organizational Management/Finance Warner College, 2004	Metro Orlando Campus
Odette Martínez	MA In Art Education, Universidad del Turabo, PR 2004 BA in Plastics Arts, University of PR, PR 2001	South Florida Campus
Omayra Rosario	MBA, Universidad Metropolitana, Orlando, FL 2007 BA in Business Adm., Major in Accounting, UPR, PR 1994	Metro Orlando Campus
Osvaldo Santana	MBA Human Resources Universidad del Este 2004 Bachelor in Business Administration, Accounting Caribbean University	South Florida Campus
Otto Rodríguez	MS Agriculture Education Oklahoma State University 1988 BS Agronomy University of Wisconsin, 1985	South Florida Campus
Pablo F. Andrade	MA in Economics, University of Central Florida, FL, 2000	Metro Orlando Campus

	BA in Economics, Univ. of Cuenca, Ecuador, 1994	
Pablo Simón	MA History University of Miami, FL, 2005 MSM Accounting Florida International University 1981 BA Accounting and Business Administration, Univ. Interamericana, PR 1979	South Florida Campus
Pamela Jones	MA in TESOL, University of Central Florida, FL, 2004 BA in Translation and Interpretation, UFSC, Lima, Perú, 1999	Metro Orlando Campus
Pedro R. Nieves	MBA University of Central Florida, FL 2003 MS Mechanical Engineering University of Central Florida, FL, 1998 BS Mechanical Engineering University of Central Florida, FL, 1996	Metro Orlando Campus
Pedro E. Nuñez	MBA Finance University of Denver, CO, 1984 Systems Engineering degree, Universidad Metropolitana, Venezuela 1979	South Florida Campus
Rafael Caballero	MSE: Guidance/Counseling Brooklyn College, New York 1993 BA: Sociology – Minor in Psychology Hunter College, New York 1990	Metro Orlando Campus
Rafael García	M.B.A. of Human Resources Management, FMU, January 2005	Metro Orlando

	B.A. of Arts Univ. of NY, 1994 (Math and Science) May 1994	Campus
Ramón Rondón	MBA, St. Thomas University, FL 2003 BS Electrical Engineering, Universidad Rafael Urdaneta Venezuela; 1985	South Florida Campus
Rebecca Millán	Ph.D. in Christian Counseling, Doxa International University, 1996 MA in School Counseling, University of Phoenix, 2000 Bachelor of Arts, University of Puerto Rico, PR, 1989	Metro Orlando Campus
Ricardo Castro	MBA in Marketing, University of Phoenix, PR 2001 BBA in Management, University of Central Florida, PR, 1978	Metro Orlando Campus
Ricardo Ortolaza	Ed.D in Curriculum and Instruction, Argosy University, FL, 2005 Educational Specialist in Curriculum and Instruction Argosy University, FL 2005 MA in ESL Sec. Education Catholic University of PR, PR 2000 BA in Secondary Education in ESL Catholic University of PR, PR, 1997	Metro Orlando Campus
Ricardo Zaurin	MS in Information Management Universidad de Oriente, Venezuela, 1994 Civil Engineer Universidad de Oriente, Venezuela, 1985	Metro Orlando Campus
Richard Flores	MA in Administration & Supervision University of	Metro Orlando Campus

	<p>Phoenix, PR, 1995</p> <p>BS in Natural Sciences – Mathematics, University of PR, PR 1988</p>	
Rita Hernández	<p>MS in Nursing , University of PR, 1997</p> <p>BS in Nursing, University of PR 1988</p> <p>AD in Nursing, University of PR, 1980</p>	Metro Orlando Campus
Roberto Desdín	<p>Ph.D. Psychology Oklahoma State University 1983</p> <p>MS Psychology Oklahoma State University 1977</p> <p>BA Psychology Drew University Madison NJ 1974</p>	South Florida Campus
Roberto Rivera	<p>MA in Administration & Supervision, University of Phoenix, PR,1989</p> <p>BA in Mathematics, University of PR, PR, 1975</p>	Metro Orlando Campus
Rosario Rivera	<p>MA in TESOL, Adelphi Univ., N.Y., 1996</p> <p>MA in Bilingual – Bicultural Education Phoenix University, PR, 1990</p> <p>BBA in Accounting & Economics, Interamerican Univ. , PR, 1984</p>	Metro Orlando Campus
Roxana Arias	<p>MA in Counseling & Psychology, Troy State University, FL, 2003</p> <p>BA in Education & Health, University of Central Florida, 2002</p>	Metro Orlando Campus
Samuel Torres	<p>MD/PhD Consejeria Pastoral, Christian Mizpa Univ., 2006</p> <p>MA Christian Counseling</p>	Metro Orlando Campus

	Christian Mizpa Univ., 2002	
Sandra N. Ríos	<p>Master in Education Administration and Supervision Catholic University of Puerto Rico, 1986</p> <p>BA in Nursing, Catholic Univ. of Puerto Rico 1980</p>	Metro Orlando Campus
Sandra Martínez	<p>MA in Curriculum & Instruction, National Louis University, FL 2003</p> <p>MA 33 Credits in TESOL, Interamerican University, PR, 1986</p> <p>BA in Education, Universidad del Turabo PR, 1981</p>	Metro Orlando Campus
Santiago Buxeda	<p>MBA University of Phoenix 2007</p> <p>BA Marketing Universidad de Puerto Rico, RUM, 1994</p>	Metro Orlando Campus
Sara Castro	<p>Dr Ministry: Theological Studies Vision International University, California, Kissimmee Campus 2007</p> <p>MS: Educational Leadership Universidad del Este, Florida 2006</p> <p>BA Elementary Education Caribbean University, PR 1980</p>	Metro Orlando Campus
Sara Lugo	<p>M.A. Business Administration University of Phoenix, Florida 2005</p> <p>B.A. Business Administration Catholic University of P. R. 1998</p>	Metro Orlando Campus
Sherly Vázquez	<p>Master's in Management; Cambridge College, MA 2005</p> <p>BA Psychology; Univ. of Massachusetts, 2002</p>	South Florida Campus
	MBA in Human Resources,	Metro Orlando

Silquia Vélez	<p>Universidad del Turabo PR, 1997</p> <p>BS in Secretarial Sciences, Universidad del Turabo PR, 1984</p>	Campus
Silvia Sauve	<p>MS Finance, Universidad Santa Maria, Venezuela 2002</p> <p>BS Electronic Engineering, Metropolitan State College Denver, Colorado, 1985</p>	South Florida Campus
Sirenaika Tirado	<p>MA Christian Counseling</p> <p>BA Elementary Education Special Education University of Puerto Rico 1996</p>	Metro Orlando Campus
Somáliz Dávila	<p>MA in Education, Major in Guidance and Counseling, Pontifical Catholic University of Puerto Rico, Ponce, PR 2002</p> <p>BA in Education, Primary Education, Pontifical Catholic University of Puerto Rico, Ponce, PR 1999</p>	Metro Orlando Campus
Steven López	<p>MBA Business Administration; New Hampshire College, NH 1996</p> <p>BS Accounting New Hampshire College, NH 1994</p>	South Florida Campus
Sylvia M. Pabón	<p>M.Ed ESOL Universidad del Turabo Orlando, FL, 2005</p> <p>Bachelor in Secretarial Sciences, University of Puerto Rico, PR, 1988</p>	Metro Orlando Campus
Sylvia T. Cáceres	<p>Ph.D. in Educational Organization, University of Buffalo, NY, 1997</p> <p>MBA in Interpersonal Relations & Marketing, Interamerican</p>	Metro Orlando Campus

	<p>University, PR, 1976</p> <p>BA in Social Sciences, University of PR, PR, 1966</p>	
Syndia Nazario	<p>MS Child and Youth Care Administration; Nova Southeastern University 2001</p> <p>BA Psychology University of Puerto Rico 1989</p>	South Florida Campus
Tatiana Parker Ramos	<p>PhD Social Communication Universidad de la Laguna, Spain 1999</p> <p>BS Social Communication Universidad Católica Andres Bello, Venezuela 1989</p>	South Florida Campus
Tere Rodríguez-Baez	<p>MA in Bilingual & Special Education, Governor's State Univ., IL, 1986</p> <p>Bachelor in Elementary Education, Special Education, Loyola University, Chicago, IL, 1983</p>	Metro Orlando Campus
Víctor Santiago	<p>M.Ed in Computer Engineering, Widener Univ. PA, 1998</p> <p>BS in Computer Sciences, Interamerican Univ., PR, 1987</p>	Metro Orlando Campus
Vilma Meléndez	<p>MA in Administration & Supervision, University of Phoenix, PR 1994</p> <p>BA in Spanish, Univ. Metropolitana, PR 1990</p>	Metro Orlando Campus
William Torres	<p>MA Education/Mathematics Curriculum University of Phoenix, PR 1997</p> <p>BA Education/Mathematics University of PR, PR 1994</p>	Metro Orlando Campus

Physical Facilities

The Metro Orlando Campus is located at 5601 South Semoran Boulevard, Orlando. The Campus includes seventeen classrooms, two computers laboratories, two wet labs, a library, administration offices, a conference room, a student and a faculty lounge. In addition, parking area is available for students and administration.

The South Florida Campus is located at 3520 Enterprise Way, Miramar, Florida. The Campus includes 12 classrooms, two computer laboratories, two wet labs, a library, administration offices, a conference room, a student and faculty lounge. Also, parking area is available for students and administration.

Address and Telephone numbers

Metro Orlando Campus

Physical address: 5601 South Semoran Blvd, Suite # 55, Orlando, FL 32822

Mailing address: P. O. Box 574988, Orlando, FL 32857-4998

Phone: 1-888-SISTEMA / 407-207-3363

Fax: 407-207-3373

Web site: .suagm.edu/

South Florida Campus

Physical address:

3520 Enterprise Way, Miramar, Florida

Mailing Address: 3520 Enterprise Way, Miramar, Florida 33025

Mailing address: PO Box 27-8740, Miramar, FL 33027-8740

Phone: 1-888-ESTUDIA / (954) 885-5595

Fax: (954) 885-5861

Web site: .suagm.edu/

**SISTEMA UNIVERSITARIO ANA G MENDEZ
 FLORIDA CAMPUSES**

**ACADEMIC CALENDAR
 FIRST SEMESTER 201001**

ACTIVITIES	E02	E03	E04	E05	E06
	AUGUST 30 TO OCTOBER 3, 2009	OCTOBER 4 TO NOVEMBER 7, 2009	NOVEMBER 8 TO DECEMBER 19, 2009	AUGUST 30 TO OCTOBER 24, 2009	OCTOBER 25 TO DECEMBER 19, 2009
<i>Last Day for Registration</i>	<i>August 28, 2009</i>	<i>October 2, 2009</i>	<i>November 6, 2009</i>	<i>August 28, 2009</i>	<i>October 23, 2009</i>
<i>Classes Begin</i>	<i>August 30, 2009</i>	<i>October 4, 2009</i>	<i>November 8, 2009</i>	<i>August 30, 2009</i>	<i>October 25, 2009</i>
<i>Drop/Add Process ("DC" y "AW")</i>	<i>Before August 30, 2009</i>	<i>Before October 4, 2009</i>	<i>Before November 8, 2009</i>	<i>Before August 30, 2009</i>	<i>Before October 25, 2009</i>
<i>Withdrawal with partial return (12% "WP")</i>	<i>August 30 to September 1, 2009</i>	<i>October 4-6, 2009</i>	<i>November 8- 10, 2009</i>	<i>August 30 to September 1, 2009</i>	<i>October 25-27, 2009</i>
<i>Last day to request graduation for students who complete requirements on December 2009</i>	<i>October 31, 2009</i>	<i>October 31, 2009</i>	<i>October 31, 2009</i>	<i>October 31, 2009</i>	<i>October 31, 2009</i>
<i>Last day for Students to Remove Incompletes and/or Grade Change Request from 200902, 200903 & 200900</i>	<i>September 30, 2009</i>	<i>September 30, 2009</i>	<i>September 30, 2009</i>	<i>September 30, 2009</i>	<i>September 30, 2009</i>
<i>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</i>	<i>October 5, 2009</i>	<i>October 5, 2009</i>	<i>October 5, 2009</i>	<i>October 5, 2009</i>	<i>October 5, 2009</i>
<i>THANKSGIVING HOLIDAY/ THANKSGIVING BREAK*</i>	-----	-----	<i>November 22-28, 2009</i>	-----	<i>November 26, 2009</i>
<i>Attendance Rosters and No official Reports to Facilitators (NA)</i>	<i>September 13-19,2009</i>	<i>October 18- 24, 2009</i>	<i>November 29 to December 5, 2009</i>	<i>September 13-19,2009</i>	<i>November 29 to December 5, 2009</i>

<i>ACTIVITIES</i>	<i>E02</i> AUGUST 30 TO OCTOBER 3, 2009	<i>E03</i> OCTOBER 4 TO NOVEMBER 07, 2009	<i>E04</i> NOVEMBER 8 TO DECEMBER 19, 2009	<i>E05</i> AUGUST 30 TO OCTOBER 24, 2009	<i>E06</i> OCTOBER 25 TO DECEMBER 19, 2009
<i>Attendance Rosters Due at Registrar's Office</i>	<i>September 22, 2009</i>	<i>October 27, 2009</i>	<i>December 8, 2009</i>	<i>September 22, 2009</i>	<i>December 8, 2009</i>
<i>Last day for students to claim courses reported as Not Attending "NA"</i>	<i>September 26, 2009</i>	<i>October 31, 2009</i>	<i>December 12, 2009</i>	<i>September 26, 2009</i>	<i>December 12, 2009</i>
<i>Last day for: Partial Withdrawal ("W") Total Withdrawal ("WT")</i>	<i>October 3, 2009</i>	<i>November 7, 2009</i>	<i>December 19, 2009</i>	<i>October 24, 2009</i>	<i>December 19, 2009</i>
<i>Last Week of Classes</i>	<i>September 27 to October 3, 2009</i>	<i>November 1- 7, 2009</i>	<i>December 13-19, 2009</i>	<i>October 18- 24, 2009</i>	<i>December 13- 19, 2009</i>
<i>Grade Rosters to Facilitators</i>	<i>September 25, 2009</i>	<i>October 30, 2009</i>	<i>December 11, 2009</i>	<i>October 16, 2009</i>	<i>December 11, 2009</i>
<i>Grades due in Web for Faculty and Grade Rosters at Registrar's Office</i>	<i>October 6, 2009</i>	<i>November 10, 2009</i>	<i>December 21, 2009</i>	<i>October 27, 2009</i>	<i>December 21, 2009</i>

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

**Thanksgiving Week recess only applies to five weeks sessions*

**SISTEMA UNIVERSITARIO ANA G MENDEZ
 FLORIDA CAMPUSES**

**ACADEMIC CALENDAR
 SECOND SEMESTER 201002**

ACTIVITIES	E02 JANUARY 24 TO FEBRUARY 27, 2010	E03 FEBRUARY 28 TO APRIL 10, 2010	E04 APRIL 11 TO MAY 15, 2010	E05 JANUARY 24 TO MARCH 20, 2010	E06 MARCH 21 TO MAY 15, 2010
<i>Last Day for Registration</i>	<i>January 22, 2010</i>	<i>February 26, 2010</i>	<i>April 9, 2010</i>	<i>January 22, 2010</i>	<i>March 19, 2010</i>
<i>Classes Begin</i>	<i>January 24, 2010</i>	<i>February 28, 2010</i>	<i>April 11, 2010</i>	<i>January 24, 2010</i>	<i>March 21, 2010</i>
<i>Drop/Add Process ("DC" y "AW")</i>	<i>Before January 24, 2010</i>	<i>Before February 28, 2010</i>	<i>Before April 11, 2010</i>	<i>Before January 24, 2010</i>	<i>Before March 21, 2010</i>
<i>Withdrawal with partial return (12% "WP")</i>	<i>January 24- 26, 2010</i>	<i>February 28 to March 2, 2010</i>	<i>April 11- 13, 2010</i>	<i>January 24-26, 2010</i>	<i>March 21-23, 2010</i>
<i>Last day to request graduation for students who complete requirements on May 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>
<i>Last day for Students to Remove Incompletes and/or Grade Change Request from 201001</i>	<i>February 24, 2010</i>	<i>February 24, 2010</i>	<i>February 24, 2010</i>	<i>February 24, 2010</i>	<i>February 24, 2010</i>
<i>Last Day for Facilitators to Remove Incompletes and/or Grades Changes</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>	<i>February 27, 2010</i>
<i>Holy Week Recess*</i>	<i>-----</i>	<i>March 28 to April 3, 2010</i>	<i>-----</i>	<i>-----</i>	<i>-----</i>
ACTIVITIES	E02 JANUARY 24 TO FEBRUARY 27, 2010	E03 FEBRUARY 28 TO APRIL 10, 2010	E04 APRIL 11 TO MAY 15, 2010	E05 JANUARY 24 TO MARCH 20, 2010	E06 MARCH 21 TO MAY 15, 2010
<i>Attendance Rosters and No official Reports to Facilitators (NA)</i>	<i>February 7- 13, 2010</i>	<i>March 14-20, 2010</i>	<i>April 25 to May 1, 2010</i>	<i>February 7-13, 2010</i>	<i>April 25 to May 1, 2010</i>
<i>Attendance Rosters Due at Registrar's Office</i>	<i>February 16, 2010</i>	<i>March 23, 2010</i>	<i>May 4, 2010</i>	<i>February 16, 2010</i>	<i>May 4, 2010</i>
<i>Last day for students to claim courses reported as</i>	<i>February 20, 2010</i>	<i>March 27, 2010</i>	<i>May 8, 2010</i>	<i>February 20, 2010</i>	<i>May 8, 2010</i>

<i>Not Attending "NA"</i>					
<i>Last day for: Partial Withdrawal ("W") Total Withdrawal ("WE")</i>	<i>February 27, 2010</i>	<i>April 10, 2010</i>	<i>May 15, 2010</i>	<i>March 20, 2010</i>	<i>May 15, 2010</i>
<i>Last Week of Classes</i>	<i>February 21-27, 2010</i>	<i>April 4-10 , 2010</i>	<i>May 9-15 , 2010</i>	<i>March 14- 20, 2010</i>	<i>May 9-15 , 2010</i>
<i>Grade Rosters to Facilitators</i>	<i>February 19, 2010</i>	<i>March 26, 2010</i>	<i>May 7 , 2010</i>	<i>March 12, 2010</i>	<i>May 7 , 2010</i>
<i>Grades due in Web for Faculty and Grade Rosters at Registrar's Office</i>	<i>March 2, 2010</i>	<i>April 13, 2010</i>	<i>May 18, 2010</i>	<i>March 23, 2010</i>	<i>May 18, 2010</i>

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 NA- Not attending courses

**Holy Week recess only apply for five weeks sessions*

**SISTEMA UNIVERSITARIO ANA G MENDEZ
 FLORIDA CAMPUSES**

**ACADEMIC CALENDAR
 SUMMER SEMESTER 201003-201100**

ACTIVITIES	PT E02	PT E03	PT E04	PT E05
	MAY 16 TO JUNE 19, 2010	JUNE 20 TO JULY 24, 2010	JULY 25 TO AUGUST 28, 2010	MAY 16 TO JULY 10, 2010
<i>Last Day for Registration</i>	<i>May 14, 2010</i>	<i>June 18, 2010</i>	<i>July 23, 2010</i>	<i>May 14, 2010</i>
<i>Classes Begin</i>	<i>May 16, 2010</i>	<i>June 20, 2010</i>	<i>July 25, 2010</i>	<i>May 16, 2010</i>
<i>Drop/Add Process ("DC" or "AW")</i>	<i>Before May 16, 2010</i>	<i>Before June 20, 2010</i>	<i>Before July 25, 2010</i>	<i>Before May 16, 2010</i>
<i>Withdrawal with partial return (12% "WP" or "WT")</i>	<i>May 16-18, 2010</i>	<i>June 20-22, 2010</i>	<i>July 25-27, 2010</i>	<i>May 16-18, 2010</i>
<i>Last day to request graduation for students who complete requirements during Summer 2010</i>	<i>July 3, 2010</i>	<i>July 3, 2010</i>	<i>July 3, 2010</i>	<i>July 3, 2010</i>
<i>Official Attendance Rosters to Facilitators (NA)</i>	<i>May 30 to June 5, 2010</i>	<i>July 4-10, 2010</i>	<i>August 8- 14, 2010</i>	<i>May 30 to June 5, 2010</i>

ACTIVITIES	PT E02 MAY 7 TO JUNE 19, 2010	PT E03 JUNE 20 TO JULY 24, 2010	PT E04 JULY 25 TO AUGUST 28, 2010	PT E05 MAY 16 TO JULY 10, 2010
<i>Attendance Rosters Due at Registrar's Office</i>	<i>June 8, 2010</i>	<i>July 13, 2010</i>	<i>August 17, 2010</i>	<i>June 8, 2010</i>
<i>Last day for students to claim courses reported as Not Attending "NA"</i>	<i>June 12, 2010</i>	<i>July 17, 2010</i>	<i>August 21, 2010</i>	<i>June 12, 2010</i>
<i>Last day for: Partial Withdrawal ("W") Total Withdrawal ("WE")</i>	<i>June 19, 2010</i>	<i>July 25, 2010</i>	<i>August 28, 2010</i>	<i>July 10, 2010</i>
<i>Last Week of Classes</i>	<i>June 13-19, 2010</i>	<i>July 18-24, 2010</i>	<i>August 22-28, 2010</i>	<i>July 4-10, 2010</i>
<i>Grade Rosters to Facilitators</i>	<i>June 11, 2010</i>	<i>July 16, 2010</i>	<i>August 20, 2010</i>	<i>July 2, 2010</i>
<i>Grades due in Web for Faculty and Grade Rosters at Registrar's Office</i>	<i>June 22, 2010</i>	<i>July 27, 2010</i>	<i>August 31, 2010</i>	<i>July 13, 2010</i>

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 NA- Not attending courses

STUDENTS ACADEMIC REQUIREMENTS, REGULATIONS AND SERVICES

ADMISSIONS

Undergraduate General Admission

General requirements for admission

1. Have a minimum of 24 attempted credits or its equivalent from an accredited institution of postsecondary education.
2. 23 years of age or older
3. 3 years of work experience

Applicants that do not meet one or more of the above-mentioned requirements will have two options. They can apply for admission and be interviewed by the Campus Director. The Director will determine if the applicant can be admitted in the regular accelerated format as conditioned admission or in a transition program designed specifically to help this student population acquire the needed skills for an accelerated program.

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 academic evidence from previous studies or degree earned.

Every applicant to SUAGM institutions in the State of Florida can demonstrate compliance with the admissions requirements related to prior academic experience and/or achievement by presenting the original of any of the following documents:

- i. transcript of previous credits, courses or studies documenting graduation from secondary school
- ii. a General Education Diploma or other diploma or certificate
- iii. certification prepared by a secondary institution or appropriate government agency, board, etc. confirming completion of secondary school or equivalent
- iv. grade report

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

In exceptional cases, the Director may consider the admission of applicants who cannot present the evidence or achievement as described above but meet the following requirements:

1. The applicant demonstrates that has no reasonable access to appropriate documentation
2. The applicant presents a notarized declaration in which the applicant certifies that he meets the requirement of prior studies.
3. The applicant takes an ATB test approved by the *Secretary of Education* or takes the *Wonderlic Personnel Test and Scholastic Level Exam (SLE)* in the applicant's native language and obtains the minimum score established by the tester.
4. The applicant must also complete an interview with the Campus Director to evaluate compliance with the previous requirements (Graduate studies).
5. Participate in admission interview. (Graduate studies and Transition Program)
6. Take placement tests in English, Spanish and Mathematics.

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

Graduate General Admission

General requirements for admission

1. 23 years of age or older
2. 3 years of work experience
3. A bachelors degree with a minimum of 2.75 GPA in the last 60 credits
4. Submit 3 recommendation letters (students who graduated from their bachelor degree at either one of SUAGM Florida Campuses will be exempt from this requirement).
5. Admission interview

Admissions Process – all applicants are required to:

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

Specific requirements for each program

Students should contact the Registrar, Associate Registrar, Director of Integrated Services, Integrated Services Officer and/or to 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. At the Metro Orlando Campus, classes meet once a week for four hours Mondays through Fridays, morning sessions from 8:30am – 12:30pm, evening sessions from 6:00pm - 10:00pm, Saturdays from 8:00am - 12:00pm and 1:00pm – 5:00pm and Sundays from 1:00pm – 5:00pm.

South Florida Campus classes meet once a week for four hours Mondays through Fridays, morning sessions from 8:30am – 12:30pm, evening sessions from 6:00pm - 10:00pm, Saturdays from 8:30am - 12:30pm and 1:30pm – 5:30pm and Sundays from 1:30pm – 5:30pm. 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.

Dual-language nature of degree programs

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

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

These 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 Campus Director. The 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. Complete a minimum of thirty (30) credits, of which six 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/Registrar and/or Associate Registrar 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 or Associate 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 or Integrated Services.

Admission Validity

- a. Students can only enroll in programs offered at the time of their admission or readmission.
- b. Admission or readmission to the University will be valid for the registration period after the date of admission.
- c. Students must fulfill the admission requirements by the dates established in the academic calendar. Applications that are not accompanied by the required documents, or that do not meet the established requirements will be considered provisional applications. If the documentation is not received within the semester for which the application is submitted, the Institution may invalidate the student's provisional admission and cancel his or her registration.

METHOD OF INSTRUCTION

Placement

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

Course Modules and Language of Delivery

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

The rigorously selected and certified faculty at the Metro Orlando and South Florida Campuses 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 facilitators who have received a specialized training on module development. In order to prepare modules, faculty must be trained and certified as Module Developer. All modules are available to students and faculty electronically through the Course Management System: Blackboard®; they can be accessed remotely through the Internet.

Modules for the Metro Orlando/South Florida Campus 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 Laboratory 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 Director of the Campus, together with the Registrar or Associate Registrar, 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 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, Director of Integrated Services, and/or his/her representative 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-
 - d) 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.
 - e) Once the course is completed, the student will register for portfolio evaluation and make the corresponding payment.
 - f) The portfolio will be presented to the Director of Student Affairs/Registrar at Metro Orlando Campus or Associate registrar at South Florida Campus, 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 credits will be accepted by the institution chosen by the student.

PROGRAM CHANGES, WITHDRAWALS AND SPECIAL PERMITS

Reclassification of Program or Major

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

Withdrawals

- a. To apply for a partial or total withdrawal, students will submit the application for withdrawal to the Office of Student Affairs/Registrar at Metro Orlando Campus or Associate Registrar at South Florida Campus 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:
When students request a partial or total withdrawal from a course after the established calendar by the Institution for withdrawals with reimbursement, the student's academic progress will be affected.
- 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/Registrar at the Metro Orlando Campus and to the Associate Registrar at the South Florida Campus.
- 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 at the Metro Orlando Campus or the Office of Integrated Services at the South Florida Campus.
- 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 Director of the Campus.

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, Associate Registrar or Integrated Services Officers about those students that never attended classes, using the official lists provided the third 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.
- d. Attendance at all class sessions is mandatory. A student that is absent to a workshop must present the facilitator a reasonable excuse. The facilitator will evaluate if the absence is justified and decide how the student will make up the missing work, if applicable. The facilitator will decide on the following: allow the student to make up the work, or allow the student to make up the work and assign extra work to compensate for the missing class time.
- e. Assignments required prior to the workshop must be completed and turned in on the assigned date. The facilitator may decide to adjust the grade given for late assignments and make-up work.
- f. If a student is absent to more than one workshop the facilitator will have the following options:
 - a. If a student misses two workshops, the facilitator may lower one grade based on the students existing grade.
 - b. If the student misses three workshops, the facilitator may lower two grades based on the students existing grade.
- g. Student attendance and participation in oral presentations and special class activities are extremely important; as it is not possible to assure that they can be made up. If the student provides a valid and verifiable excuse, the facilitator may determine a substitute evaluation activity if he/she understands that an equivalent activity is possible. This activity must include the same content and language components as the oral presentation or special activity that was missed.

- h. In cooperative activities the group will be assessed for their final work. However, each member will have to collaborate to assure the success of the group and the assessment will be done collectively as well as individually.

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 competencies 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:

A	(90 – 100)	-	4.00	excellent
B	(80 – 89)	-	3.00	good
C	(70 – 79)	-	2.00	satisfactory
D	(60 – 69)	-	1.00	deficient
F	(0 – 59)	-	0.00	failure (no grade credit)

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

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

due to certain reasons.

T = Transfer course

A minimum average of "C" is required for all degrees.

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

A "WN" Indicates no assistance to a course within the first few days after classes begin (no grade points). Reported in the official attendance register.

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

A course with a "WA" indicates an administrative withdrawal approved by the Vice chancellor of given for one of the following reasons:

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

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

Changes, Grade Objections and Additions

- a. In the event of a student grade objection, the student is obligated to present the objection at the Office of Student Affairs/Registrar at Metro Orlando Campus and the Associate Registrar at South Florida Campus 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 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 Campus will submit the form to the Registrar or Associate Registrar, who 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 Campus.
- d. Special cases of grade objections or changes will be resolved by an Appeals Committee composed by the Dean or Chief Operations Officer or his/her representative, who shall preside, the Director of Faculty and Curriculum, a professor, the Registrar or his/her representative, and a student appointed by the Chancellor, at the beginning of each academic year. The decisions of the Committee will be final as decided by the majority of its members. The Vice-Chancellor of Academic Affairs will authorize grade changes. The Committee will make its decisions within 30 calendar days of the date the student's objection was submitted.

Incompletes

Conditions

- a. The student will receive a provisional grade of Incomplete only for a justified absence to an exam or final work and if he or she has a minimum of partial grades.
- b. The final exam will be offered or the final work will be accepted only for students that have the opportunity of obtaining a minimum final grade of "D".
- c. It will be the student's responsibility to make the necessary arrangements with the Professor and the Director of Faculty and Curriculum of each campus 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 (1) one academic semester 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 Registrar's Office 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 or Associate Registrar will compute the final grade, inserting a grade of zero (0) for the pending work.

Repeating Courses

- a. A student that wishes to repeat a course will have the liberty to do so. Core Professional and major or concentration courses at the undergraduate level must be passed with a minimum of 2.0 (C); all graduate level courses must be passed with a minimum of 3.0 (B). When a student obtains a C, D, F, W or WF in courses that are required for graduation at the undergraduate level (Core professional courses, major and concentration courses) that must be passed with a minimum of C, it will be compulsory to repeat the course. When a student obtains a C, D, F, W or WF in courses that are required for graduation at the graduate level (all graduate courses) 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 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 each Campus 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. These tables are program-specific and are available at the Registrars' or Associate Registrars' Office.
- 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 who have cumulative GPA are 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 all academic 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 Director or his/her representative.

Applying for an Appeal

A student that believes that his or her academic status is a result of a crisis situation may submit an Application for Appeal accompanied by the necessary documentary evidence. In the event of an error in calculation, if upon correcting the error the student meets the Progress Norms, this claim will not be counted as an appeal.

Reestablishing Financial Aid

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

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

GRADUATION REQUIREMENTS

Eligibility to Obtain an Academic Degree

- a. Have approved the courses required for the degree as established by the Institution.
- b. Have approved the total number of credits required for the degree with a minimum GPA of 2.00 for undergraduate programs and 3.00 for the graduate programs.
- c. For Master 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, Registrar or Associate Registrar 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 or Associate 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 at all levels.

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

Once a year, the 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 \$310.00 at the undergraduate level, and \$360.00 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 is responsible of 100% course charges.

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 \$5.00. 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 20 hours per week. The student is paid a competitive wage and is able to gain experience in his area of study.

Veterans

UMET: Metro Orlando Campus 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 may also apply for financial aid on the web through .fafsa.ed.

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 non citizen.
- have a valid Social Security Number.

- not owe a refund on a Federal Grant or be in default on a Federal Educational loan.
- be making Satisfactory Academic Progress.
- be registered with Selective Service (if required).
- be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.
- not 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. Institutions must furnish parents of student's access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate. Institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

STUDENT AFFAIRS AND SERVICES

Student Services

The SUAGM: UMET Metro Orlando/South Florida Campuses reflect the commitment of the System, its member institutions and the School for Professional Studies to student service. The service offered is characterized for being personalized and individualized, where the student and the program representative together go through the steps from admission to registration, according to the particular needs of each student. Due to the integration of the different student

services into a one-stop student service model, students can process their admission; validate transfer credit for their courses; receive orientation and apply for financial aid; receive personalized academic advising; complete registration, and program planning and academic progress audits through an appointment with the Integrated Services 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 and/or Director of Integrated Services, Financial Aid Coordinator, and Integrated Services Officers will be cross-trained to perform these services in an integrated manner. The Metro Orlando Campus has a full-time counselor to meet the counseling and job placement needs of its students. The South Florida Campus will also have a part-time counselor to meet the counseling and job 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

All 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 to work a schedule for academic success.

Student Feedback and Complaints

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

Students may also submit a Request for Service or Complaint by filling out the appropriate form in Center offices. They may also e-mail the Center staff with service requests or complaints.

These requests will be reviewed at least every week by the Director of Student Affairs for referral or resolution.

Student Conduct and Disciplinary Actions

Disciplinary Regulations

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

Disciplinary rules and regulations are ratified by the Ana G. Mendez University System Board of Directors. The students at SUAGM: UMET are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the college by-laws, the Student Handbook, and in the other regular or periodic publications of the Administration.

Important Note:

Due to the importance of the Disciplinary Regulations each student is required to obtain a copy of the Student's Handbook from the Office of Student Affairs, Registrar or Associate Registrar, sign a receipt for it, and commit himself to read and become familiar with the Handbook's contents and the Student's Regulations. These requirements cannot be waved or omitted under any circumstances.

GENERAL PROVISIONS

Course Numbering System

Course Numbers

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

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

The Course Prefix

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

ACCO – Accounting

BIOL – Biology

BUSI – Business

COIS – Computer Information Systems

CRIM – Criminal Justice

ECON – Economy

ENGL – English

FINA – Finance

HIST – History

HUMA – Humanities

HURE – Human Resources

MANA – Management

MARK – Marketing

MATH – Mathematics

NURS- Nursing

OFAD – Office System

PSYC – Psychology

SCIE – Science

SOCI – Sociology

SOSC – Social Sciences

SPAN – Spanish

STAT – Statistics

STDE – Student Development

Separateness

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

Amendments

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 Registrar, Associate Registrar, Director of Integrated Services, and/or to the Director of Student Affairs of any change of name or address while he or she is an active student at the Institution.

Section III

Programs of Study

BACHELOR OF ARTS IN SOCIAL SCIENCES (BA)

Major in Criminal Justice

126 Credits

PROGRAM DESCRIPTION:

This academic design aims at ushering students to positions at operational level in the Criminal Justice field, so that they can provide professional services either to the public or the private sector. As part of the Criminal Justice System, this major covers the following areas: Correction, Criminal Investigation, Courts System, Rehabilitation and Minors' Justice. Students must comply with state and local requirements or limitations to practice profession.

ENTRANCE REQUIREMENTS OR PREREQUISITES:

To be admitted to the Social Sciences Department, the student must fulfill all the requirements for admission to the Institution. The Academic Board approved an admission formula that establishes a percentile based upon the applicants' scores on the College Entrance Examination Board test (CEEB) and the high school grade point average (HSCI).

PROGRAM OBJECTIVES/OUTCOMES:

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

Curricular Sequence	
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	Credits
General Education Courses	60
Core/professional courses	24
Major courses	27
Guided Elective Courses	12
Free Electives	3
TOTAL	126

SISTEMA UNIVERSITARIO ANA G. MENDEZ
UNIVERSIDAD METROPOLITANA
SCHOOL FOR PROFESSIONAL STUDIES
BACHELOR OF ARTS IN SOCIAL SCIENCE – MAJOR: CRIMINAL JUSTICE (BA)
DEGREE REQUIREMENTS

GENERAL EDUCATION COURSES (60 CREDITS)									
COURSE	CR	TR	UM	PR	COURSE	CR	TR	UM	PR
SPAN 101 Intro. Spanish I	3				SPAN 102 Intro. Spanish II	3			SPAN 101
ENGL 103 Inter. Basic English I	3				ENGL 104 Inter. Basic English II	3			ENGL 103
SOSC 101 Intro. Social Sciences I	3				SOSC 102 Intro. Social Sciences II	3			SOSC 101
HUMA 101 Introduction to the Study of Western Civilization I	3				HUMA 102 Introduction to the Study of Western Civilization II	3			HUMA 101
ENGL 205 Intro. to Literature	3			ENGL 104	ENGL 206 Intro. to Literature	3			ENGL 205
SPAN 451 Span. Lit.	3			SPAN 102	SPAN 215 Written Composition	3			SPAN 102
BIOL 101 Intro. Biological Science I	3				BIOL 102 Intro. Biological Science II	3			BIOL 101
HUMA 201 Study of Western Civilization I	3			HUMA 102	HUMA 202 Study of Western Civilization II	3			HUMA 201
COIS 101 Intro. to Computer-Based Systems	3				MATH 111 Intermediate Algebra	3			HUMA 201
HIST _____ Elective	3				HIST _____ Elective	3			
CORE PROFESSIONAL COURSES (24 CREDITS)									
COURSE	CRS	TR	UM	PR	COURSE	CRS	TR	UM	PR
SOCI 203 Principles of Sociology	3			SOSC 102	STDE 100 Student Development	3			
SOSC 303 Applied Stats for Social Sciences	3			MATH 111	PSYC 350 Psychopathology Principles	3			PSYC 123
PSYC 123 General Psychology Survey	3			SOSC 102	POSC 420 History of Political Thought	3			SOSC 102
SOSC 225 Contemporary Economic and Political Issues	3			SOSC 102	SOCI 325 Social of Deviance	3			PSYC 350
MAJOR COURSES (27 CREDITS)									
CRIM 107 Introduction to Criminal Justice	3			SOSC 101-102	CRIM 110 General Principles of Penal Law	3			SOSC 101-102, CRIM 107
CRIM 118 Civil System	3			SOSC 101-102	CRIM 207 Criminal/ Procedural Law and Evidence	3			CRIM 110, CRIM 118
CRIM 210 Criminal Investigation Techniques	3			CRIM 107, 207	CRIM 215 Criminalistics	3			CRIM 210
CRIM 310 Constitutional Protections and Civil Rights	3			CRIM 110, 118	CRIM 318 Police Organization and Management	3			
CRIM 401 Practicum in Criminal Justice	3			All courses					
GUIDED ELECTIVE COURSES (12 CREDITS)									
COURSE	CRS	TR	UM	COURSE	CRS	TR	UM		
CRIM 212 Law of Evidence	3			ECON 350 International Economy	3				
CRIM 315 Administrative Law	3			SOSC _____	3				
FREE ELECTIVE (3 CREDITS)									
FREE ELECTIVE:			3						
Total Number of Credits	126								

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

STDE 100 must be taken within first semester of enrollment.

BACHELOR OF SCIENCE IN NURSING

137 Credits

Offered only at Metro Orlando Campus

PROGRAM DESCRIPTION:

This program is designed for registered nurses who have already completed an associate or diploma degree in an accredited nursing program. It enables registered nurses to make the transition from registered nurse (RN) to professional nursing (BSN) in consecutive part of terms (five or eight weeks each).

The faculty of the Bachelor of Science in Nursing (BSN) program is committed to provide a convenient and an enjoyable learning experience for all students. High academic standards are upheld in the atmosphere of nurturing support and caring. Graduates from the Bachelor of Science in Nursing program are employed in hospital and community group settings as nursing leaders. The foundation for graduate education is established and it is expected that many continue their education to complete master's degrees. With a nationwide shortage of advanced practice nurses and nurse educators in schools of nursing, BSN preparation opens the door to many career options.

The Department of Nursing of UMET is fully accredited by the National League for Nursing Accrediting Commission (NLNAC), since 1986, by the Council of Higher Education and by Middle States Association. Students must comply with state and local requirements or limitations to practice profession.

PROGRAM OBJECTIVES:

1. This program is designed for registered nurses who have already completed an associate or diploma degree in order to complete the Bachelor of Science in Nursing.
2. Graduates from Bachelor of Science in Nursing (BSN) programs are satisfied with the knowledge and skills obtained, in order to respond to global changes in health care.
3. Graduates from Bachelor of Science in Nursing (BSN) nurses are prepared for entry level practice with the knowledge, attitudes and competencies as a provider of care, manager of care and as a member within the profession; to fulfill the requirements of the Nursing Profession.

Curricular Sequence

	Credits
General Education Courses	73
Credits from previous nursing courses	33
*Required Nursing Courses	31
TOTAL	137

*** Courses must be taken at SUAGM Campus**

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDIES BACHELOR OF SCIENCE IN NURSING **** DEGREE REQUIREMENTS							
GENERAL EDUCATION PREREQUISITES (73 CREDITS) (May be earned at previously attended accredited schools)							
Course	CRS	TR	Course	CRS	TR		
ENGL 103 Inter. Basic English I	3		ENGL 104 Inter. Basic English II	3			
ENGL 205 Second Year Advanced Level Intro. to Literature I	3		ENGL 206 Second Year Advanced Level Introduction to Literature I	3			
SPAN 101 Intro. Spanish I	3		SPAN 102 Intro. Spanish II	3			
SPAN 451 Spanish Literature	3		SPAN 215 Written Composition	3			
Anatomy and Physiology	4		Anatomy and Physiology II	4			
Computer Science	3		Chemistry	4			
Humanities	3		Humanities	3			
General Psychology	3		Microbiology	4			
History / Ethics	3		Social Science	3			
Math	3		Math	3			
Electives	3		Electives	3			
Electives	3						
CREDIT FROM PREVIOUS NURSING COURSES (33 CREDITS)							
Course	CRS	TR	UMET Equivalent	Course	CRS	TR	UMET Equivalent
Fundamentals of Nursing	5		NURS 101	Pharmacology	3		NURS 240
Mental Health and Psychiatric Nursing	5		NURS 305	Pediatrics	5		NURS 404
Nursing Care of the Adult I & II	10		NURS 310, NURS 311	Maternal-Child	5		NURS 251
REQUIRED NURSING COURSES (31 CREDITS) (Must be taken at a SUAGM Campus)							
Course	CR	TR	UM	PRE-REQ			
NURS 105 Introduction to the Nursing Professional Role	3			8 credits in Anatomy & Physiology			
NURS 231 Adult Health Assessment	3			NURS 105			
NURS 232 Nursing Path physiology	3			NURS 231			
NURS 320 Application of Basic Principles of Research in Nursing Practice	3			NURS 232, 3 credits in Pharmacology			
NURS 405 Nursing in Community Health	5			NURS 105, NURS 232, 10 credits in Nursing Care of The Adult I & II, 5 credits in Mental Health & Psychiatric Nursing			
NURS 410 Nursing Leadership and Management	3			NURS 105, NURS 232, NURS 405			
NURS 412 Nursing Care of the Adult III	5			NURS 105, NURS 232, 3 credits in Pharmacology , 10 credits in Nursing Care of the Adult I & II, 5 credits in Mental Health & Psychiatric Nursing			
NURS 420 Practicum (Integrated Clinical Nursing)	6			All nursing courses.			
Total Number of Credits	137						

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

**** This program is designed for registered nurses (RN) who have completed an associate or diploma degree in order to complete the Bachelor of Science in Nursing (BSN).

MASTER IN BUSINESS ADMINISTRATION (MBA)

SPECIALIZATION IN MANAGEMENT

42 Credits

PROGRAM DESCRIPTION:

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

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

PROGRAM OBJECTIVES/OUTCOMES:

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

Curricular Sequence

	Credits
Core/Professional Courses	24
Specialization Courses	15
Elective Courses	3
TOTAL	42

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDIES MASTER IN BUSINESS ADMINISTRATION—SPECIALIZATION: MANAGEMENT									
This course is recommended for those students that do not possess a background in business administration although this course is worth 3 credit hours; they are not counted towards the total amount of credits for the degree (42 credit hours).									
ACCO 500 Accounting Survey	3								
CORE PROFESSIONAL COURSES (24 CREDITS)									
COURSE	CRS	TR	UM	PRE-REQ.	COURSE	CRS	TR	UM	PRE-REQ.
MANA 501 Organizational Behavior	3				ACCO 503 Managerial Accounting	3			ACCO 500 or Equivalent
STAT 555 Managerial Statistics	3				MARK 511 Managerial Marketing	3			
ECON 519 Managerial Economics	3				FINA 503 Managerial Finance	3			
MANA 720 Operations Management	3			STAT 555	MANA 600 Entrepreneurial Policy and Business Ethics	3			18 Core Credits
SPECIALIZATION COURSES (15 CREDITS)									
(STUDENTS WILL SELECT 5 COURSES TO COMPLETED THE REQUIRED 15 CREDITS)									
COURSE	CRS	TR	UM	PRE-REQ.	COURSE	CRS	TR	UM	PRE-REQ.
MANA 735 International Business	3			None	MANA 700 Entrepreneurship	3			None
MANA 716 Strategic Planning and Control	3			None	MANA 710/HURE 710 Human Resources Management	3			None
MANA 621 Business Law	3			None	MANA 715 Supervision and Leadership	3			None
MANA 750 Management Seminar* (Mandatory Course)	3			None	MANA 603 Materials Management	3			None
BUSI 605 Business Research Methods	3			STAT 555					
ELECTIVE COURSES (3 CREDITS)									
(STUDENT WILL SELECT ONE COURSE FROM THESE COURSES -3 CREDITS)									
COURSE	CRS	TR	UM	PRE-REQ.	COURSE	CRS	TR	UM	PRE-REQ.
COIS 505 Information Systems for Management	3				FINA 620 International Finance	3			FINA 503
MARK 615 Advertising and Sales Promotion	3				FINA 740 Analysis and Structure of Investment Portfolios	3			
FINA 670 Risk and Insurance	3				COIS 710 Analysis and System Design	3			
BUSI 605 Business Research Methods	3			STAT 555	ACCO 707 Federal Taxation	3			

* Required Course

- Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
- Students must complete six professional development workshops as a graduation requirement.

**MASTER IN BUSINESS ADMINISTRATION (MBA)
SPECIALIZATION IN HUMAN RESOURCES MANAGEMENT
42 Credits**

PROGRAM DESCRIPTION:

The Graduate Program in Business Administration of the School of Business Administration at Universidad Metropolitana offers a Master of Business Administration Degree with specializations in Human Resources Management, Management, Accounting and Marketing. The Metro Orlando/South Florida campuses offer this major in human resources. The program offers an outstanding curriculum which prepares students to effectively and efficiently assume management responsibilities required by today's organizations.

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

PROGRAM OBJECTIVES/OUTCOMES:

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

Curricular Sequence	
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	Credits
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Core Courses	24
Specialization Courses	15
Elective Courses	3
TOTAL	42

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL OF PROFESSIONAL STUDIES MASTER IN BUSINESS ADMINISTRATION-SPECIALIZATION: HUMAN RESOURCES MANAGEMENT DEGREE REQUIREMENTS									
This course is recommended for those students that do not possess a background in business administration although this course is worth 3 credit hours; they are not counted towards the total amount of credits for the degree (42 credit hours).									
ACCO 500 Accounting Survey	3								
CORE PROFESSIONAL COURSES (24 CREDITS)									
COURSE	CRS	TR	UM	PRE-REQ.	COURSE	CRS	TR	UM	PRE-REQ.
MANA 501 Organizational Behavior	3				ACCO 503 Managerial Accounting	3			ACCO 500 or Equivalent
STAT 555 Managerial Statistics	3				MARK 511 Managerial Marketing	3			
ECON 519 Managerial Economics	3				FINA 503 Managerial Finance	3			
MANA 720 Operations Management	3			STAT 555	MANA 600 Entrepreneurial Policy and Business Ethics	3			18 Core Credits
SPECIALIZATION COMPONENT (Select 5 course - 15 CREDITS)									
COURSE	CRS	TR	UM	PRE-REQ.	COURSE	CRS	TR	UM	PRE-REQ.
MANA 715 Supervision and Leadership	3				HURE 700 Organizational Development and Design	3			
HURE 730 Compensation and Benefits Administration	3				HURE 710 Human Resources Administration**	3			
HURE 725 Labor Legislation**	3				HURE 640 Collective Bargaining	3			
HURE 750 Human Resources Seminar** (Mandatory Course)	3				HURE 720 Training Design and Methodology	3			HURE 710, MANA 501
ELECTIVE COURSES (Select 1 course - 3 CREDITS)									
COURSE	CRS	TR	UM	PRE-REQ.	COURSE	CRS	TR	UM	PRE-REQ.
FINA 670 Risk and Insurance	3			STAT 555	FINA 620 International Finance	3			FINA 503
COIS 505 Information Systems for Management	3				FINA 740 Analysis and Structure of Investment Portfolios	3			
BUSI 605 Business Research Methods	3			STAT 555	COIS 710 Analysis and System Design	3			
PROFESSIONAL DEVELOPMENT WORKSHOPS (6)									
1.					4.				
2.					5.				
3.					6.				
Total Number of Credits		42							

**Major requirement.

- Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
- Students must complete six professional development workshops as a graduation requirement.

MASTER IN BUSINESS ADMINISTRATION
SPECIALIZATION IN ACCOUNTING
42 CREDITS

PROGRAM DESCRIPTION:

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

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

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

Curricular Sequence

Credits

Core/Professional Courses	24
Specialization Courses	15
Elective Courses	3
TOTAL	42

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDIES MBA PROGRAM – MAJOR IN ACCOUNTING DEGREE REQUIREMENTS				
This course is recommended for those students that do not possess a background in business administration although this course is worth 3 credit hours; they are not counted towards the total amount of credits for the degree (42 credit hours).				
ACCO 500 Accounting Survey	3			
COURSES/DESCRIPTIONS	CRS	TR	UMET	PRE-REQUISITE
CORE COMPONENT (24 Credits)				
MANA 501 Operational Behavior	3			
MANA 720 Operations Management	3			
MANA 600 Business Policy and Ethics	3			
ACCO 503 Managerial and Financial Accounting	3			ACCO 500 or Equivalent
STAT 555 Statistics for Managerial Decision Making	3			
ECON 519 Managerial Economics	3			
MARK 511 Marketing Management	3			
FINA 503 Managerial Finance	3			
SPECIALIZATION COURSES (Select 5 courses - 15 Credits)				
ACCO 506 Cost Accounting	3			
ACCO 605 International Accounting	3			
ACCO 610 Advanced Financial Accounting and Reporting I	3			
ACCO 620 Government and Non-Profit Accounting	3			
ACCO 706 Auditing	3			
ACCO 707 Federal Income Tax	3			
ACCO 710 Advanced Auditing	3			
ACCO 790 Public Accounting Seminar	3			
BUSI 600 Federal Business Law	3			
*ACCO 721 Accounting Seminar	3			(Mandatory course)
ELECTIVES COURSES (Select 1 course from those not selected from the list above or from these courses - 3 Credits)				
ACCO 705 Taxes in P.R.	3			
COIS 505 Information Systems for Management	3			
COIS 710 Analysis and Systems Design	3			
FINA 620 International Finance	3			
FINA 670 Risk and Insurance	3			
FINA 740 Analysis and Structure of Investment Portfolios	3			
PROFESSIONAL DEVELOPMENT WORKSHOPS (6 Workshops)				
1.			4.	
2.			5.	
3.			6.	
TOTAL NUMBER OF CREDITS	42			

IMPORTANT NOTES:

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

* Course is mandatory for all students. The term before enrolling in this course, the student shall get academic counseling from the facilitator to identify the subject for the seminar.

MASTER IN BUSINESS ADMINISTRATION
SPECIALIZATION IN FINANCE
42 CREDITS

PROGRAM DESCRIPTION:

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

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

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

PROGRAM OBJECTIVES:

- Develop and form new highly skill professionals in the area of Finance with high quality standards in the areas of management and business administration that can take the challenges in the finance field to follow the path and vision of present and future companies.
- Graduates from the MBA in Finance program will be able to acquire the knowledge and experiences necessities to become leaders in the finance field with high values and ethics; will be able to function in an environment full of uncertainties and growing competition; will have the ability to identify and develop the opportunities in the finance area to adapt and change.
- Graduates will be capable to excel in a constantly changing business world full of new technologies with an increasing demand for globalization as part of a national and international community operating in a dynamic and multi cultural society; will be able to effectively communicate, analyze and make decisions to solve problems and implement solutions.
- The program will create professionals with the vision to implement financial techniques to take advantage of new opportunities for the development and growth of a company in the local and global economy; will have the knowledge to incorporate technology and the latest communication tools and techniques to operate and be competitive in the global economy.
- The graduates will know the importance of integrity and ethics in the performance of their functions with special attention to the company's human resources and the social responsibilities for the entire community.
- The program will provide the knowledge and skills necessary in the finance area to develop and start a new business and achieve the maximum level of success in either the private, public, or non-profit sectors with the highest levels of technology and ethic integrity.

Curricular Sequence

Credits

Core/Professional Courses	24
Specialization Courses	15
Elective Courses	3
TOTAL	42

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDIES MASTER IN BUSINESS ADMINISTRATION-SPECIALIZATION: FINANCE DEGREE REQUIREMENTS				
This course is recommended for those students that do not possess a background in business administration although this course is worth 3 credit hours; they are not counted towards the total amount of credits for the degree (42 credit hours).				
ACCO 500 Accounting Survey	3			
CORE/PROFESSIONAL COURSES (24 Credits)				
COURSES/DESCRIPTIONS	CRS	TR	UMET	PRE-REQUISITE
MANA 501 Operational Behavior	3			
MANA 720 Operations Management	3			
MANA 600 Business Policy and Ethics	3			
ACCO 503 Managerial and Financial Accounting	3			ACCO 500 or Equivalent
STAT 555 Statistics for Managerial Decision Making	3			
ECON 519 Managerial Economics	3			
MARK 511 Marketing Management	3			
FINA 503 Managerial Finance (Corporate Finance I)	3			
SPECIALIZATION COURSES (Select 5 courses - 15 Credits)				
FINA 610 Corporate Finance II	3			
FINA 620 International Finance	3			
FINA 630 Analysis and Structure of Investment Portfolios	3			
FINA 640 Public Finance and Fiscal Policies	3			
FINA 650 Financial Market, Currency and Banking	3			
FINA 670 Risk and Insurance	3			
FINA 680 Real Estate Mortgage Financing	3			
*FINA 750 Finance Seminar	3			(Mandatory course)
ELECTIVE COURSES (Select 1 course from those not selected from the list above - 3 Credits)				
Elective Course	3			
PROFESSIONAL DEVELOPMENT WORKSHOPS (6 Workshops)				
1.			4.	
2.			5.	
3.			6.	
TOTAL NUMBER OF CREDITS	42			

IMPORTANT NOTES:

- Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency.
- Course is mandatory for all students. The term before enrolling in this course, the student shall get academic counseling from the facilitator to identify the subject for the seminar

MASTER OF EDUCATION
SPECIALIZATION IN CURRICULUM AND INSTRUCTION
36 CREDITS

PROGRAM DESCRIPTION:

This Master's Degree program in Curriculum and Instruction is designed to provide the skills, knowledge and abilities necessary in the area of education. This specialty is geared towards the fundamental characteristics of Curriculum and Instruction providing emphasis in the skills and knowledge required in the field that will go along with the constant changes in education. Also, it will enable educators to become more effective classroom teachers or to assume leadership roles to improve curriculum and instruction in their school or school district.

The standard Master's Degree in Curriculum and Instruction provides the general technical knowledge in specific areas such as Instructional Strategies, Principles and development of Curriculum, Learning Strategies and Cognitive development, Research Methods, Evaluation of Curriculum and Instruction, Planning and Designing Curriculum, Teaching Models and System, Administration of Classrooms and Schools and Technology Applied to Education, among other areas. The M. Ed. in Curriculum and Instruction will provide the knowledge in this area and will provide special interest in the areas and application of curriculum theories and models, instructional innovations, curriculum planning and design,, among others.

The new M. Ed. in Curriculum and Instruction will offer courses in Curriculum, Education theories, Instructional models, learning theories and other general curriculum functions with a more detail and specific focus or vision. The students in this program will be able to work and operate as Curriculum Specialists, Professional Development Coordinators or as Curriculum Support personnel at the school or district levels.. In addition, this program will allow the students to utilize the current theories and models in the designing and implementation of curriculum projects and / or programs. Students will learn new curricular and instructional tools that affect schools curriculum and instructional programs.

PROGRAM OBJECTIVES:

- To provide teachers with a broad knowledge in the area of curriculum planning, design and implementation
- To provide teachers with the tools and skills needed to develop instructional strategies, curriculum models and teaching methods based on the newest educational trends, philosophies and approaches
- To provide teachers with strategies to effectively integrate new curricular models in the school curriculum to meet the needs of all students,
- To provide teachers with the principles of educational change that enable graduates to infuse all curriculum and instructional knowledge in schools and districts,
- To prepare teachers to use educational investigation as a method of both professional development and school reform.
- Graduates will be capable of assessing the needs of their students and design instructional activities and programs that will strengthen and increase the students' ability to develop academically.
- Program will develop bilingual professionals with the vision to implement innovative and creative educational strategies and programs that will benefit the Hispanic population by providing with innovative instructional practices for the development and growth of the student population.

Curricular Sequence	
	Credits
Core Courses	12
Specialty Component	18
Guide/Major Electives	3
Thesis or Research Project	3
TOTAL	36

SISTEMA UNIVERSITARIO ANA G. MENDEZ UNIVERSIDAD METROPOLITANA SCHOOL FOR PROFESSIONAL STUDIES MASTER IN EDUCATION-MAJOR IN CURRICULUM AND INSTRUCTION				
CORE PROFESSIONAL COURSES (12 Credits)				
EDUC 512 Educational Innovations and Strategies	3			
EDUC 501 Principles and Development of Curriculum	3			
EDUC 504 Learning Theories and Cognitive Development	3			
EDUC 505 Investigation Methods	3			
SPECIALIZATION COURSES (18 Credits)				
EDUC 503 Evaluation of Curriculum and Instruction	3			
EDUC 513 Evaluation, Measurement and Assessment	3			
EDUC 526 Curriculum Planning and Design	3			
EDUC 576 Teaching Models and Systems	3			
EDUC 502 Administration of Classrooms and Schools as Learning Communities	3			
COIS 600 Computers as Instructional Resources	3			
ELECTIVES COURSES (Select 1 course from these courses - 3 Credits)				
EDUC 543 Culture and Education	3			
EDUC 545 Instructional Technology and Society	3			
EDUC 507 Philosophy, Critical Thinking and Education	3			
FINAL REQUIREMENT (3 Credits)				
EDUC 701 Thesis	3			
TOTAL NUMBER OF CREDITS	36			

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

Course Descriptions

ACCO 111

Introduction to Accounting I

4 Credits

The course Introduction to Accounting includes fundamentals of accounting. It covers the areas of analyzing and recording business transactions, and the accounting cycle and preparation of Financial Statements. It also includes accounting for cash, accounts receivable and inventories.

Prerequisite: None

ACCO 112

Introduction to Accounting II

4 Credits

The course Introduction to accounting II includes the concepts of tangible and intangible assets, current liabilities and the payroll system, and accounting concepts and principles. It includes procedures and statement presentation for partnerships and corporations.

Prerequisite: ACCO 111

ACCO 500

Accounting Survey

3 Credits

This course covers the introductory coverage of financial and managerial accounting for non-business graduate students. It gives the student an overview of transactions analysis and basic elements of the accounting cycle for service and merchandising business. It also covers the preparation of financial elements: income statement, balance sheet, cost of manufacturing and cash flows and inventory costing methods.

Prerequisite: None

ACCO 503

Managerial and Financial Accounting

3 Credits

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

Prerequisite: ACCO 500 or equivalent

ACCO 506

Advanced Cost Accounting

3 Credits

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

ACCO 605

International Accounting

3 Credits

This course focuses on accounting from a global perspective. It covers regulatory organizations on international accounting issues, generally accepted international accounting principles, contrast of accounting policies in the United States and other American, Asian and European countries. It also covers value and determination of income across different countries and presentation of financial statements for multinational business enterprises. The course makes

emphasis in the use of information for analysts, managers and other decision makers.

ACCO 610

Advanced Financial Accounting and Reporting I

3 Credits

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

ACCO 620

Government and non-profit Accounting

3 Credits

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

ACCO 705

Taxes in Puerto Rico

3 Credits

This course covers the study of taxes in Puerto Rico, their effects on fiscal policy of the country, and policies established by private enterprise. It also covers the elements of income tax; inclusions, and exclusions from income; deductions from gross income, personal exemptions, and standard deductions from adjusted gross income. In addition, it studies personal property tax, other payroll, municipal and state taxes. The course involves the use of electronic software.

ACCO 706

Auditing

3 Credits

This course is an introduction to auditing from the perspective of the professional manager. It studies the environment opinion formulation process and reporting activities of the public auditor. It covers acquisition and management of auditing services as an aspect of managerial control. The course involves the use of audit software.

Prerequisite: ACCO 503

ACCO 707

Federal Taxation

3 Credits

This course focuses on the internal revenue code and regulations, income exclusions, deductions and credits of individuals, partnerships and corporate taxable entities. Additionally, this course also includes filing of tax returns, as effects upon reorganization, liquidation and dissolutions.

Prerequisite: None

ACCO 710

Advanced Auditing

3 Credits

This course offers an overview of the generally accepted auditing standards (GAAS), their application to a variety of situations where practicing Accountants have to decide complex issues based on professional standards. The course focuses on theory, procedures, evidence, and the auditor's opinion. It covers ethics, auditor's legal responsibilities, and internal controls in manual and computerized systems, auditing procedures, evidence gathering, the standard audit report, and other types of reports. It utilizes case studies, and audit software.

ACCO 721

Accounting Seminar

3 Credits

This course studies the application of accounting principles to the solution of problems related to operational, functional, and accounting requirements of an enterprise. It covers research, presentation and discussion of cases. A formal research project in an accounting area is required.

ACCO 790

Public Accounting Seminar

3 Credits

This course focuses on Intensive review of theoretical and practical aspects in accounting with emphasis on ethics and solution of critical-thinking problems. It includes critical analysis of current topics through written and oral discussion of recent publications and articles. Because it is subject to topic variations, students may enroll more than once.

BIOL 101-102

Introduction to Biological Sciences

6 Credits

This course is an introduction to the fundamental concepts of cell structure and function. It covers the study of basic hierarchical organization from cell to systems with emphasis on the human body and its anatomy and physiology. It also includes an introduction to genetics, taxonomy, evolution and ecology. Basic concepts of chemistry and physics related to biological systems are also discussed.

Prerequisite: BIOL 101 for BIOL 102

BUSI 204

Business Law

4 Credits

This course covers the origin and development of law, its significance as a formal agency of social control. It includes the study of business contracts, business organizations, sole proprietorships, associations and corporations, introduction to negotiable instruments, and bankruptcy laws.

Prerequisite: None

BUSI 600

Federal Business Law

3 Credits

This course studies the state and federal business laws. It also studies contracts, agencies, partnerships, corporations, bankruptcy, and property laws, among others, and their applications to accounting and auditing situations.

BUSI 605

Business Research Methods

3 Credits

This course is an introduction to concepts and procedures of business research. It covers the nature and purposes of investigation, types of design, instruments of investigation and methods of data analysis and interpretation. It makes emphasis on the search of truth by empirical means and on the contribution of research to the business administration field.

Prerequisite: STAT 555

COIS 101

Introduction to Computer Based Systems

3 Credits

This course helps students with no previous experience in computers develop levels of productivity necessary for their personal and work environment. Requires Laboratory.
Prerequisite: None

COIS 505

Information Systems for Management

3 Credits

This course covers fundamental concepts in computerized systems of information and the application to business administration. It gives students an insight and an adequate technical base in the analysis of programming and administration of information systems, emphasizing management considerations.

Prerequisite: None

COIS 600

Computers as Instructional Resources

3 Credits

In this course students will study the diverse applications of Computers in education. Students will study the different computer models, their internal Basic structure, and the needed hardware. Students will also analyze all the factors teachers need to take into consideration when incorporating Computers as an instructional mean in the classroom. The Fundamentals of learning through the use of Computers and the design of instruction are also topics to be discussed through this course. Students will revise computer programs for instruction purposes at different curriculum levels. The use of internet for instructional purposes will be a part of the learning experience, as part of a laboratory.

COIS 625

Computerized Systems in Educational Administration and Supervision

3 credits

This course covers the study and use of computer systems accessible to administrators with applications for the management of funds and processes. It also covers the basic concepts in computer sciences, design, development and operation of systems of information in the field of education.

COIS 710

Analysis and System Design

3 Credits

This course introduces the systems life cycle and basic techniques for stating and analyzing information systems requirements. It determines systems economics and computer controls. It studies the illustration of the interactive nature of the information systems analysis and design process. The course also introduces systems design, flowcharting, program structures and user interfaces. In this course, hardware/software selection, evaluation, and alternative system configurations, system implementation, conversion, and post-implementation review are studied.

Prerequisite: None

CRIM 107

Introduction to Criminal Justice

3 Credits

This is an introductory course to the field of criminal justice, with an emphasis on studying the origins and the development of the schools of thoughts in the field of criminology throughout history. The course will provide ample discussion of the various theories that contributed to the development of the scientific field of criminology. Also, the structure, institutions and basic functions of criminal justice system will be studied. The course provides an opportunity for the study and analysis of crime in our society, identifying its causes and available options.

Prerequisite: None

CRIM 110

General Principles of Penal Law

3 Credits

This is an introductory course to criminal law. The course will rely on Penal Code for the study of the nature of crime, its elements, available defenses for the accused, and the sentencing guidelines included in the Penal Code. During the course, both crimes against the individual and against property will be covered.

Prerequisite: None

CRIM 118

Civil System

3 Credits

This course seeks to provide the student with knowledge of the historical process that promoted the development of our civil law system and its main components, such as Property Law, Family Law, Contracts, Estate Law and Torts.

Prerequisite: None

CRIM 207

Criminal/Procedural Law and Evidence

3 Credits

This course provides an opportunity for the analysis of the various procedural laws that regulate the application of criminal law. Also, the course covers the criminal law judicial process and its stages. Finally, the student has an opportunity to study the constitutional rights available to the accused through criminal investigation and the judicial process.

Prerequisite: CRIM 110

CRIM 210

Criminal Investigation Techniques

3 Credits

This course emphasizes the study and guidelines of basic criminal investigation techniques, from their origins, through the evolution, to today's technological advances in investigative methods.

Prerequisite: None

CRIM 212

Law of Evidence

3 Credits

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

Prerequisite: None

CRIM 215

Criminalistics

3 Credits

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

Prerequisite: CRIM 210

CRIM 310

Constitutional Protection and Civil Rights

3 Credits

This course is aimed at the study of the legal, constitutional, and judicial protections and guarantees in accordance with Supreme Court decisions. Emphasis will be given to civil rights, the Bill of Rights, and the origins and development of the Constitution.

Prerequisite: CRIM 110, CRIM 118

CRIM 315

Administrative Law

3 Credits

The course examines the development of judicial review of administrative decisions under the common law as well, as the development of non-judicial and statutory review mechanisms. Students will have an understanding of the principles and procedures for review of administrative action, and an ability to apply such understanding to the resolution of problems. In addition they will have an appreciation of the relationship between law and public sector administration.

CRIM 318

Police Organization and Management

3 Credits

This course includes the study and analysis of the organizational structure and administrative procedures of the State and Municipal police. Its functions, duties, powers and relations with the community, are also studied.

Prerequisite: None

CRIM 401

Practicum in Criminal Justice

3 Credits

In this course, the student will have an opportunity to practice the theoretical knowledge acquired by working for a public or private entity related to the criminal justice system. The professor will serve as a guide and will provide the resources, orientation and coordination. The selection of the entity for the placement of the student will be made by the professor with the assistance of the student.

Prerequisite: CRIM 107, 110, 118, 207, 210, 215, 310, 318

ECON 123

Introduction to Economics

Compendium

3 Credits

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

Prerequisite: SOSC 103

ECON 325

Introduction to International Business

3 Credits

This course covers the economic and social systems and their effect on the commercial behavior of countries. Relations among business enterprises, government, and the financial sectors to undertake international business activities are also covered as are corporate policies and strategies in the global operations.

Prerequisite: ECON 123

ECON 350

International Economy

3 Credits

Principles of international economics. Theory and practice of International trade and international finance with emphasis on the international relations between developed and developing countries.

ECON 519

Managerial Economics

3 Credits

This course studies the use of economic tools in management decision-making to maximize the company's profit. It covers the analysis of demand, income, production, cost, markets and the relationship and uncertainty between the companies and the public sector.

Prerequisite: None

EDUC 501

Principles and Development of Curriculum

3 Credits

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

EDUC 502

Administration of Classrooms and Schools as Learning Communities

3 Credits

This course provides students with a critical study and analysis of classroom and school management or administration as learning communities. This course includes the discussion of

topics such as; Restructuring the Education System, the Classroom as a Laboratory, the Total Quality Philosophy, School Autonomy, Open School Systems and Instructional Leadership.

EDUC 503

Evaluation of Curriculum and Instruction

3 Credits

This course studies and analyzes the principles that guide the different evaluation strategies of curriculum evaluation, taking into consideration both the formative and summative aspects. It also covers the recommended methodology, the selection and application of strategies and models of curricular evaluation.

EDUC 504

Learning Theories and Cognitive Development

3 Credits

This course Studies and analyzes theories of cognitive development and learning with emphasis in the investigation and discussion of teaching styles so as to learn that these teaching styles have been scientifically proven as successful models. Through this course students examine and discuss these models and will identify the theoretical foundations that support them as well as their pedagogical application to its participants.

EDUC 505

Investigation Methods

3 Credits

This course is an introduction to the concepts and procedures of educational investigation. This course studies the nature and purposes of investigation; types of design, investigation and analysis methods as well as interpretation of data. Emphasis is placed on the contributions made by investigation to the education field.

EDUC 507

Philosophy, Critical Thinking and Education

3 Credits

This course provides students with a critical analysis of the philosophical and ethical thought process, as well as the practices related to the development of critical thinking.

EDUC 512

Educational Innovations and Strategies

3 Credits

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

EDUC 513

Evaluation, Measurement and Assessment

3 Credits

This course Studies the assessment, measurement and evaluation techniques applied to the teaching-learning process. Emphasis is placed on the adequate planning of evaluation, the preparation, analysis of tests and other pedagogical evaluation instruments.

EDUC 526

Curriculum Planning and Design

3 Credits

Through this course students study and analyze curricular design aspects. Emphasis is placed on diverse curricular approaches, strategies, techniques and aspects that pertain to the teaching-learning process. The course also studies curricular planning as a basic instrument to

attain different aspects and matters related to the curriculum. Students will be familiarized with new theories and principles related to the curricular design.

EDUC 543

Culture and Education

3 Credits

This course explores the sociological concepts that frame the cultural development of students in Florida and its implications to the educational system. This course also covers the functions of the educational system as the responsible agency for transmitting the cultural values and the educational elements that identify people in general as a community.

EDUC 545

Information Technology and Society

3 Credits

This course covers the practical tendencies and the effect of the socio-scientific and technological changes in regards to the search of information. This course also studies the impact information has on the economic and social organizations. It also Studies the educational implications that information sciences has on the school curriculum and learning styles.

EDUC 576

Teaching Models and Systems

3 Credits

This course analyzed the instructional Systems and models; it also studies some of the major innovative teaching strategies and their adaptation according the students aptitudes. Emphasis is placed on the cognitive development, learning styles, teaching models and the application Deming's philosophy of Total Quality Management, and its application to the classroom.

EDUC 701

Thesis

3 Credits

This course is a requirement upon completion of Master's Degree in Education with Specialization in Curriculum and Instruction. This course involves a scientific investigation that the student has to perform under the supervision of a facilitator. The student will have to select a problem or area of interest including the competency it represents upon completion of the investigation. Students final work will represent a significant contribution to the education field in general or based on the area of specialization. Students may select from various alternatives the type of investigation that best relates to the topic of investigation.

ENGL 050

English Immersion

0 credits

This course is a conversational/grammar based semi-immersion course to prepare students for the accelerated dual-language curriculum to be offered at the School for Professional It studies' discipline-based dual language program. Students who achieve a score of less than 112 points in the English placement tests will be enrolled in this course.

ENGL 101-102

Introductory English Language– Basic Level

6 Credits

This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.
Prerequisite: ENGL 101 for ENGL 102

ENGL 103-104

Introductory English Language– Intermediate Level

6 Credits

This course is a thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills.
Prerequisite: ENGL 103 for ENGL 104

ENGL 105-106

Introductory English Language– Advance Level

6 Credits

This course includes a review of grammar emphasizing written communication through the study of the content and from of the essay.

Prerequisite: ENGL 105 for ENGL 106

ENGL 201-202

Second - Year English - Basic Level

6 Credits

This course is a basic introduction to the study of literary genres. The course aims to develop an appreciation of the short story and the novel, the essay, poetry and drama.

Prerequisites: ENGL 101-102

ENGL 205-206

Second - Year English - Advance Level – Intro. to Literature

6 Credits

This course is an introduction to the study of English literary genres. The course aims to develop an appreciation of the literary genres through the analysis of the basic elements of each genre. Required course for English majors.

Prerequisites: ENGL 101-102 or ENGL 103-103 or ENGL 105-106

ENGL 350

Conversational English

3 Credits

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

Prerequisites: ENGL 103

ENGL 500

Academic Writing for Graduate Students I

3 credits

This is an intermediate English Writing Class that focuses on developing writing skills, such as the fundamentals of paragraph writing. It examines and provides strategies for developing skills in writing for specific audiences, writing conventions and development of topic sentences and supporting details. It also provides emphasis on strategies for developing supporting ideas. It stresses the development of basic reading and writing skills of graduate students. It systematically reviews basic structures and vocabulary with a great deal of written practice, which lead the student to a more confident ownership of the language. Grammar and editing skills review is incorporated as needed. A graduate student who takes the English placement test and receives a score of 112 to 164 will need to enroll in this course. Therefore, the goal of this course is to provide student writers with information that will allow them to demonstrate a command of academic writing skills.

ENGL 501

Academic Writing for Graduate Students II

3 credits

ENGL 501 is a writing course designed to improve the academic writing skills of graduate students. The course focuses on organization and development of ideas and on paraphrasing and summarizing of reading selections to develop fluency, accuracy, and maturity in academic writing. A discussion of basic research skills and plagiarism is included. Editing skills are stressed, and a basic grammar review is provided. In addition, a variety of common rhetorical modes are analyzed, including narratives, informational reports, summaries, reviews, and argumentative essays. Students are placed into this course based on their English language placement results. It is an advanced conversational English and writing course. Role-play, oral presentations and other verbal techniques are used. All phases of the writing process are discussed and practiced, including writing good topic sentences, supporting details and paragraph unity. A graduate student who takes the English placement test and receives a score of 165 to 180 will need to enroll in this course.

ENMA 107

Mathematics for Entrepreneurs

3 Credits

This course utilizes the application of mathematic reasoning to the procedures to solve business problems. Techniques as estimation, graphic interpretation, and the use of financial and statistical Math are demonstrated and practiced. Algebraic equations with one or more variables, lineal equations with its graphics, costs, investments, simple and compound interest, depreciation, annuities, amortization, numeric representation with graphs, central tendencies, and dispersion are studied. The use of the electronic calculator as an effective work tool is studied. Requires laboratory.

Prerequisite: None

ETIC 010

Ethical Fundamentals

3 Credits

This course studies the nature of moral philosophy and the principles of ethics and bioethics theories. The study covers since the origins to the present time. In addition, it analyses the implications of modern social problems that depict the ethics principles and development in our society.

Prerequisite: None

EXPL 101

Experiential Learning: Introduction to Portfolio

1 Credit

This course involves the evaluation of theoretical and practical experiences for the preparation of a portfolio. It is a presentation of evidence and support documentation related to occupational and personal skills acquired in the student's life to petition their evaluation for academic credit.

Prerequisite: None

FINA 202

Business Finance

3 Credits

This course is an introduction to financial theories and techniques and their use in management, financial analysis, planning and control, working capital management, decisions involving long-term assets, sources and forms of long-term financing, financial structure, cost of capital and dividend policy.

Prerequisites: ACCO 111-112

FINA 503

Managerial Finance

3 Credits

This course applies financial planning to increase the value of investment of the stockholders. The course utilizes analysis of management decisions concerning investments, financing and dividend policies. It involves assets approval, risk, debt policies and alternate ways of financing. The course also involves short-term assets, and liabilities administration, acquisitions, mergers and international financial management.

Prerequisites: ACCO 503, STAT 555

FINA 620

International Finance

3 Credits

This course studies the financial management of foreign operations of the firm. This course also covers the financial constraints of the international environment and their effect on standard concepts of financial management. It also studies the international currency flows, forward cover, and international banking practices.

Prerequisite: FINA 503

FINA 630

Analysis and Structure of Investment Portfolios

3 Credits

This course covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios.

Prerequisite FINA 503

FINA 640

Public Finance and Fiscal Policies

3 Credits

This course is an analysis of the government resources and used of government funds. It also emphasizes on the impact of the fiscal policies to promote stability and development based on real situations.

FINA 650

Financial Market, Currency and Banking

3 Credits

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

FINA 670

Risk and Insurance

3 Credits

This course offers an analysis of the risk management problems in the business enterprise. It emphasizes in methodology for risk analysis, techniques for risk and loss control, models for

risk management decision making, and procedures for administering risk management policy relative to no speculative (insurable) risk. Includes product liability, property damage and bodily injury in the business environment.

FINA 680

Real Estate Mortgage Financing

3 Credits

This course is an analysis of the mortgage market, the development and impact of real estate financing and capital market in public and private business and agencies; and the role of financing in the real estate market.

FINA 740

Analysis and Structure of Investment Portfolios

3 Credits

This course covers the valuation of corporate securities of multinational and domestic corporations, portfolio theory, and the measurement of portfolio performance. Emphasis is placed on the role of return and risk in valuing stocks, bonds, options, and in the construction of portfolios.

Prerequisite: None

FINA 750

Finance Seminar

3 Credits

This course involves the integration of the principle concepts in finance with the discussion of current real world situations. The course studies the investigation, presentation and discussion of study cases. It requires a formal investigation of a topic in the finance area.

HIST 273

History of the United States - Compendium

3 Credits

This course studies the most important social, cultural, political, and economic events in the history of the United States, from the colonial period to the present.

Prerequisite: None

HUMA 101-102

Introduction to the Study of Western Civilization

6 Credits

This course studies the western civilization from its origins through the middle Ages. The course includes those concepts of Near Eastern culture, which influenced western civilization as well as Judeo-Christian tradition. It also includes an analysis of literary and artistic works representative of the various periods.

Prerequisite: HUMA 101 for HUMA 102

HUMA 103

Compendium: Introduction to the Study of Western Civilization

3 Credits

Compendium of HUMA 101-102. In this course, emphasis is given to the major accomplishments of Western Civilization.

Prerequisite: None

HUMA 201-202

Study of Western Civilization

6 Credits

This course studies the western civilization from the Renaissance to the present. A thorough analysis is made of historical events and artistic works transcendental to modern society.

Prerequisites: HUMA 101-102 or HUMA 105-106.

HURE 640

Collective Bargaining

3 Credits

In this course, emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, public policy. Emphasis is given on the national labor relations act and the grievance-arbitration process.

Prerequisite: None

HURE 700

Organizational Development and Design

3 Credits

This course is an introduction to concepts and procedures on organizational design and structures. Emphasis is given on the nature and changing processes of the organizational culture and structures. Discussion on different types of systems and management styles.

Prerequisite: None

HURE 710

Human Resources Administration

3 Credits

This course is a study of the philosophy, techniques and policies related to the administration of personnel and as a critical responsibility of every manager. Topics included are employment planning, recruitment and selection, performance measurement, training and development, employee relations, equal employment/affirmative action, compensation and labor relations.

Prerequisite: None

HURE 720

Training Design and Methodology

3 credits

This course is designed to provide the student with the knowledge and management skills and techniques related to the design and methodology of organizational training. The course focuses on the study and analysis of the concepts, methods and processes that promote development and organizational growth through the design and implementation of training programs that facilitate learning and synergy among human resources.

Prerequisite: HURE 710, MANA 501

HURE 725

Labor Legislation

3 Credits

This course covers the federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and Puerto Rican labor laws; constitutional rights; minimum wage, anti-discriminatory laws, unemployment.

Prerequisite: None

HURE 730

Administration of Compensation and Benefits

3 Credits

This course is an introduction to systems of compensation and benefits related to profit and non-profit organizations. The course covers discussions on financial motivation, design and implantation of compensation strategies and compensation for special groups, among others.

Prerequisite: None

HURE 750

Human Resources Seminar

3 Credits

This course studies the historical foundations and evolutionary development of human resources concepts; comparative analysis of management patterns; emerging problems of management interest. It covers readings and research in management. Each student must present a research project for discussion and comments.

Prerequisite: **Major requirements

MANA 101

Introduction to Business

3 Credits

This course presents the various forms of business organizations and management in search for profits. It includes an introduction to business operations, management, production, marketing, human and labor relations, finance, and accounting. The course also presents the various forms of business organizations and management in search for profits. It includes an introduction to business operations, management, production, marketing, human and labor relations, finance, and accounting.

Prerequisite: None

MANA 131

Human Relations in Business

3 Credits

This course studies the concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior.

Prerequisite: None

MANA 350

Business and Society

3 Credits

This course studies the philosophies, interrelationships and viewpoints regarding the role of business in society, including selected issues in the context of social responsibility. Includes analysis of legislation related to the area.

Prerequisite: MANA 101

MANA 501

Organizational Behavior

3 Credits

This course is a study of individual behavior in organizations, group behavior in organizations, and organizational behavior in social systems. The course covers application of organizational behavior and organizational theory to management practice.

Prerequisite: None

MANA 600

Business Policy and Ethics

3 Credits

This course covers the integrating and applying the various functional and support areas of business administration. The course approaches business policy-making and administration from the perspective of the general manager. Cases emphasizing economic, social, and moral problems having implications for corporate policy are examined.

Prerequisite: 18 credit from cores courses.

MANA 603

Materials Management

3 Credits

This course is designed to provide the student with knowledge in the field of Materials Management and its functions in the planning and control of production processes, buying procedures, the measurement of demand, the decisions of storage operations, the physical

movement of a product from its manufacture to the distribution channels, the product specifications, process design and quality control.

Prerequisite: MANA 720

MANA 621

Business Law

3 Credits

This course deals with the laws pertaining to business associations, such as partnerships (limited and general), corporations, franchises and joint ventures. Topics include rights and obligations; will contracts, mortgages, business agencies and associations, corporations, negotiable instruments, investment and loans, bankruptcy, business laws, labor laws and jurisprudence.

Prerequisite: None

MANA 640

Collective Bargaining

3 Credits

In this course, emphasis is given to new forms of white-collar unionization, public sector labor relations, bargaining and quasi-bargaining. The course covers the development of American unions, union structure and government, organizing campaigns and representation elections, labor agreement negotiation and administration, public policy. Emphasis is also given on the national labor relations act and the grievance-arbitration process.

Prerequisite: None

MANA 700

Entrepreneurship

3 Credits

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

MANA 710

Human Resources Management

3 Credits

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

MANA 715

Supervision and Leadership

3 Credits

In this course emphasis is given on management leadership skills necessary to develop professionals for current market, manufacture, government, and industry settings. The course examines contemporary roles on supervision and leadership development.

Prerequisite: None

MANA 716

Strategic Planning and Control

3 Credits

In this course, major components of long-term strategy from an upper-level management perspective are covered. This course provides a learning laboratory for the study of major strategic decision-making models.

Prerequisite: None

MANA 720

Operations Management

3 Credits

This course stresses managing the production, distribution, materials, and information functions

of manufacturing and service systems. It includes capacity determination, operating procedures analysis, operating systems design, control systems development, and new technology evaluation. The course utilizes case examples of management skills required in the operating environment.

Prerequisite: STAT 555

MANA 725

Labor Law

3 Credits

This course studies federal and State legislation pertaining to the relationship between employer and employees. The following topics are discussed in this course: development of federal and Puerto Rican labor laws; constitutional rights; minimum wage, anti-discriminatory laws, unemployment.

Prerequisite: None

MANA 735

International Business

3 Credits

This course provides a global study of the economic, financial and political environment in business operations. Special emphasis is given on the international dimension of marketing, finance, accounting, taxes, economics and human resources of corporations.

Prerequisite: None

MANA 750

Management Seminar **

3 Credits

This course studies the historical foundations and evolutionary development of management concepts; comparative analysis of management patterns; emerging problems of management interest. The course also involves readings and research in management. Each student must present a research project for discussion and comments.

Prerequisite: ** Required course

MARK 133

Principles of Marketing

3 Credits

This course presents the basic concepts and applications most relevant to the marketing decision-making process. It focuses on the universal concerns of managers who are responsible for marketing decisions. The course includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.

Prerequisite: MANA 101

MARK 511

Marketing Management

3 Credits

This course places emphasis on planning and decision-making procedures in areas such as: marketing measurements, product development, price adjustments, advertising and distribution. In this course, texts, case studies, readings and computer exercises are used to provide experience in managing the components of the market mix.

Prerequisite: STAT 555

MARK 601

Design and Development of New Products

3 Credits

This course studies the design and development of new products and modifications. It covers the integration of the reposition strategies in the life cycle of the product. It also covers the legal aspects for protection of new or modified products, and brand names and patent protection.

Prerequisite: MARK 511

MARK 615

Advertising and Sales Promotion

3 Credits

This course examines the marketing promotions from a communications standpoint. It discusses advertising, sales promotion, personal selling and publicity as components of the promotional program of an enterprise including profit and non-profit institutions marketing products and/or services. The course emphasizes the planning, design, and implementation of advertising campaigns.

Prerequisite: None

MATH 101

Arithmetic and Its Applications

3 Credits

This course offers the opportunity to develop necessary skills in working with numbers and basic mathematical computations with whole numbers, decimals and fractions, introduction to statistics and geometry. Opportunities are provided to apply the skills learned to actual life situations.

Prerequisite: None

MATH 111

Intermediate Algebra

3 Credits

This course covers the rational exponents and radicals, linear graphs and quadratic equations, inequalities, systems of equations and their applications; special products factoring, and rational expressions.

Prerequisite: None

NURS 105

Introduction to the Nursing Professional Role

3 Credits

This course introduces the student to the generalist nurse professional roles and competencies. The mission, program, and conceptual framework of the Nursing Program are presented and discussed. The course content includes nursing history; an introduction to the B. Neumann System Model; the Nursing Process concept; professional standards of practice; ethical, legal aspects of professional practice; and discussion of nursing theorists.

Prerequisites: BIOL 106

NURS 231

Adult Health Assessment

3 Credits

Students are initiated in the holistic assessment of the adult client system's stability, variances from wellness, and reaction to environmental stressors, using assessment formats that encompass B. Neumann System basic structure variables. Course content include vital signs; history taking; physical examination skills; and the integration of critical thinking through the analysis of health assessment data and nursing diagnosis selection.

Prerequisite: BIOL 106

NURS 232

Pathophysiology

3 Credit

This course is a presentation and discussion of the pathophysiology of the most common disease processes and alterations brought about by disease in adult clients, according to body systems. Course content includes relevant risk and stress factors; epidemiology; pathophysiology; clinical manifestations; treatment for each disease/alteration; and a summary of normal aging related to body system. Prerequisites: NURS 105, NURS 230 and NURS 231 concurrently.

NURS 320

Application of Basic Principles of Research in the Nursing Practice

3 Credits

In this course, Research for Nursing Practice Basic content related to the research process is discussed as a basis for evidenced-based nursing practice. Students use research principles in the search, selection, critique, and application of findings to provide rationales for nursing care and professional practice.

Prerequisites: MATH 102, NURS 310, COSC 111

NURS 405

Nursing in Community Health

5 Credits

This is a community based course with emphasis on providing holistic care to the client in primary, secondary and tertiary levels of prevention throughout the life cycle. It applies sociocultural elements in the delivery of health care at all levels of health promotion. The principles of epidemiology are applied to the client family. Vital statistics are utilized to provide specific health intervention of disease prevention, and environmental protection in the concept of globalization.

Prerequisites: NURS 301, 305, 311, 320.

NURS 410

Nursing Leadership and Management

3 Credits

The course provides students with knowledge and appreciation of aspects related to leadership and management in nursing. Critical thinking is utilized to enhanced discussion, group dynamics, and written and oral activities related to the course content. The accountability and leadership functions of the nurse and the criteria for continuing education and post-graduate projection for the nurse as the professional are discussed. Communication skills are promoted as essential for the professional roles of nursing.

Prerequisites: All nursing courses, except NURS 420 and NURS 421 which will be taken concurrently.

NURS 412

Nursing Care of the Adult III

5 Credits

This course utilizes classroom instruction and clinical experience using the Nursing Process as a guide to provide students with the knowledge necessary for holistic care to adult client systems with physiologic complex health stressors/problems. The client population include adults with brain injury; spinal chord injury; acute and chronic renal failure; HIV/AIDS; burns; artificial airways; ventilators; loss grief, death. The focus of the course is on secondary and tertiary prevention. Prerequisites: NURS 305, 311

NURS 420

Practicum (Advance Clinical Nursing)

6 Credits

Advance Clinical Nursing course (Practicum) offers the student the opportunity to enhancement and refine skills and knowledge in the care of the system client. It provides a variety of clinical experiences of learning, in interest areas, in scenes of primary, secondary and tertiary care under the direction and in collaboration with the generalist.

Prerequisites: All nursing courses except NURS 410 and NURS 421 which will be taken concurrently.

OFAD 141

Keyboarding

4 Credits

In this course, special emphasis is given to keyboarding development of speed and accuracy learning to create documents in the Window programs. The training includes creating documents, with their respective formats.

Prerequisite: None

POSC 420

History of Political Thought

3 Credits

This course is a critical analysis of political thought and history from Plato and Aristotle to the present. Analysis of the major schools of political thought and ideologies with special emphasis on Twentieth Century Political Systems. Prerequisites: SOSC 101-102

PSYC 121-122

General Psychology

6 Credits

This course is an introduction to the basic areas of general psychology. Theories, concepts and methods used in psychological studies of individual and social behavior. Attention to the psychological elements of human growth and development.

Prerequisites: SOSC 101-102

PSYC 123

General Psychology Survey Course

3 Credits

This is a survey course in general psychology. The course is a study of basic principles, concepts and theories of individual and social behavior.

Prerequisites: SOSC 303

PSYC 350

Psychopathology Principles

3 Credits

This course covers the pathological reactions in the feeble-minded, neurotics and psychotics. It involves a discussion of research methods and theories of abnormal conduct. Visits to local institutions to observe clinical cases are conducted.. Study of the D.S.M. V(R).

Prerequisites: PSYC 123

SCIE 111-112

Integrated Sciences

6 Credits

This course integrates concepts from the different areas of sciences and offers the students the opportunity to get acquainted with them. It includes the study of the nature of sciences, the scientific method, the relationship between science and technology, matter and energy. The origin and evolution of live organisms and the conservation, nutrition, health and interactions between these and the environment will also be studied.

SOCI 201-202

Principles of Sociology

6 Credits

This course is a study of the human being in a socio-cultural context. Emphasis is given to the use of the scientific method in the study of society and the study of social theories. It includes the study of social stratification and institutions such as family, religion, education, economy and politics. It involves an analysis of contemporary social problems.

Prerequisites: SOSC 101-102

SOCI 325

Social Deviance

3 Credits

This course studies sociological theories explaining deviant behavior. Special attention is given to the role of cultural value and norms in the definition of deviant behavior.

SOSC 101-102

Introduction to Social Sciences

6 Credits

This course covers the general principles of the social sciences and the fundamentals of the various disciplines: anthropology, sociology, psychology, economics and political sciences. It also provides an analysis of social problems in the contemporary world.

Prerequisite: SOSC 101 for 102

SOSC 103

Introduction to Social Sciences - Survey Course

3 Credits

This is a survey course on general principles and foundations for the social science disciplines: anthropology, sociology, psychology, economics and political sciences. The course covers an analysis of social problems. Prerequisite: None

SOSC 225

Contemporary Economic and Political Issues

3 Credits

This course is an interdisciplinary approach to the interrelation of social organizations and political and economic systems in the contemporary world. It studies social, political and economic developments. It includes an analysis of selected events and current issues. Prerequisites: SOSC 101-102

SOSC 301-302

Statistics for Social Sciences

6 Credits

This course covers descriptive and inferential statistical techniques and reasoning. It includes elements of statistical reasoning and mechanics involved in the computation of statistical measures in social sciences problems. The course gives emphasis on when, why and how to use a specific technique in a research process.

Prerequisites: SOSC 101-102, MATH 111

SPAN 050

Spanish Immersion

0 credits

This is a semi-immersion Spanish course for college students. It is designed under a conversational and grammatical approach. Language lab to complete activities, workshops and exercises is emphasized. Dual language (English/Spanish) methodologies and strategies are

used. A student who takes the Spanish placement test SCAPE and receives a score of 295 or below will need to enroll in this course.

SPAN 101-102

Introductory Spanish Language- Basic Level

6 Credits

This course covers the history and evolution of the Spanish language. It also covers the development of reading and writing skills, and the vocabulary enrichment, analysis of basic Spanish grammatical structures, and supplementary readings.

Prerequisite: SPAN 101 for 102

SPAN 103-104

Introductory Spanish Language– Intermediate Level

6 Credits

This course offers an introduction to linguistics. It covers the historical evolution of the Spanish language. It includes grammar review, vocabulary enrichment and written communication. The course also covers Latin American Literature.

Prerequisite: SPAN 103 for SPAN 104

SPAN 105-106

Introductory Spanish Language– Advance Level

6 Credits

This course makes emphasis on written communication. It covers readings of masterpieces of Hispanic literature. It also makes emphasis on techniques of literary criticism and research.

Prerequisite: SPAN 105 for SPAN 106

SPAN 215

Written Composition

3 Credits

This course develops proficiency in the practical use of written language current idiomatic Spanish. It provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

Prerequisites: SPAN 101-102

SPAN 218

Oral Communication

3 Credits

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

SPAN 221

Spanish Literature

6 Credits

This course provides an introduction to the Spanish literature. It offers a panoramic view of the history of Spanish literature from its origins to the present. The course familiarizes the student with the cultural movements and representative works of each period.

Prerequisites: SPAN 221 for SPAN 222

SPAN 500

Academic Writing for Graduate Students I

3 credits

This is an intermediate writing course designed to improve the academic writing skills of graduate students in Spanish. Students will understand the steps of the writing process; practice and handle grammatical structures related to spelling and punctuation; practice writing from the sentence to the paragraph; write different sorts of paragraphs and writing styles; promote a

research-based attitude, demonstrate originality, and academic honesty that will be reflected on your written assignments; and write an essay.

SPAN 501

Academic Writing for Graduate Students II

3 credits

This is a writing course designed to improve the academic writing skills of graduate students in Spanish. Students will practice and handle grammatical structures related to spelling and punctuation; practice writing from the sentence to the paragraph; write different sorts of paragraphs and essays; know about different types of academic writing, their process of creation, writing, and revision; promote a research-based, originality, and academic honesty attitude that will be reflected on your written assignments; and prepare themselves on the monographic work.

This is a mainly practical course. Practice with model or original texts will be emphasized. In addition to a theoretical introduction and guided introduction of the method, students will work with different kinds of paragraphs, essays; and all doubts about any topic studied in this course will be clarified. Students will learn how to make academic searches and properly use citations, footnotes, references, and so forth. However, special emphasis will be placed on thesis elaboration, organization of ideas and elaboration of schemes, writing and revision of drafts, writing coherence, text cohesion, paragraph organization, and different kinds of introductory and concluding paragraphs.

STAT 555

Statistics for Managerial Decision Making

3 Credits

This course covers basic statistical skills for advanced work in the functional areas of business administration, including descriptive statistics, probability, probability distributions, sampling, estimation, statistical inference, and Bayesian principles. Computer programs are used in obtaining solutions.

Prerequisite: None

STDE 100

Student Development

3 Credits

This course offers student development leading to opportunities for personal, academic and vocational success. It provides an analysis of the socialization and educational processes conducive to an effective adjustment to university life. It covers the development of critical thought, basic skills, and techniques for learning. The course also covers the transition from the high school social studies curriculum to the social sciences at the university level.

Prerequisite: None