



## CATALOG 2023-2024

2484 NW 89th Place, Doral FL 33172

(305)-990.0225 -[www.sficolllege.com](http://www.sficolllege.com)- [admissions@sficolllege.com](mailto:admissions@sficolllege.com)



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Doral FL 33172

Phone: (305)990.0225 | [admissions@sficollege.com](mailto:admissions@sficollege.com)

This catalog represents an overview of the policies, rules, regulations, and procedures of South Florida International College at the time of publication. The school reserves the right to change any provision of this catalog at any time. Notice of changes will be noted in a revised catalog, addendum, supplement to the catalog, or in any other written format. Students will be notified if any changes are made in the Institution's Catalog.

South Florida International College is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, License # 10319.

Additional information regarding the institution may be obtained by contacting the Commission for Independent Education at:  
Phone: 1-888-224-6684 (Toll Free), 850-245-3200.  
Fax: 850-245-3233, 850-245-3234.

Catalog 2023-2024  
Updated: 07/2023

# **1 Institutional Overview**

## **1.1 Mission**

South Florida International College provides students opportunities to become professional and competent in careers that lead towards placement in a dynamic labor workforce. Our programs empower students to advance their knowledge on entrepreneurship, leadership, innovation, problem-solving, and critical thinking. Our faculty and staff provide our students direction, education, and support for professional development.

## **1.2 Vision**

South Florida International College vision is to be recognized for our educational programs, student-oriented services, work-force training, and economic development while developing ethical leaders who enhance our society.

## **1.3 Objectives**

- Provide educational excellence in undergraduate and graduate, recognized by the quality of our programs and our graduates.
- Promote an international learning environment based on a rich multicultural background of the students, faculty, and staff.
- Provide students with the best education for the career development so they can successfully perform in the labor market or in their individual entrepreneurship.
- Effectively utilize up-to-date technology and educational resources to fulfill the student's outcome in a distance education model.
- Provide financial stability and responsibility aligned with the institutional development plans
- Collaborate and interact with other educational institutions and organizations to build relationships with common objectives to provide the community a high-quality list of professional, competent, and productive employees with skills to be successful on the job.

## **1.4 Ownership**

South Florida International College is owned by South Dade Private University LLC, a Florida limited liability Company; the controlling principals is Iris Salinas and Victor Pacheco.

## **1.5 Licensure information**

South Florida International College is licensed by the Commission for Independent Education, Florida Department of Education, License #10319. Additional Information regarding this institution may be

obtained by contacting the Commission for Independent Education (CIE) at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free telephone number: (888) 224-6684.

## **1.6 Address and Physical Facilities**

South Florida International College is located at 2484 NW 89<sup>th</sup> Pl, Doral, FL 33172. Business hours are Monday through Friday from 8:00 am to 6:00 pm (ET). Telephone number: (305)-990.0225.

### **Physical plant**

SFIC sought to create a vibrant learning environment focused on the needs of its students. The convenient location in Doral Township was chosen to further the goal of SFIC becoming a vital contributor to a growing community. Our office will also provide administrative support for the daily activities of the university as an online school. In addition to having ample parking, there is convenient access to public transportation. Parking facilities are sufficient for all students.

The College complies with all provisions of Section 504 of the Rehabilitation Act of 1973, which states that any qualified disabled person, regardless of disability, shall not be denied the opportunity or excluded from enrollment in a school program.

The physical floor has been designed with the needs of disabled students in mind, providing the following: handicapped parking and ramps, handicap accessible restrooms, doors, hallways, and hallways wide enough for wheelchairs.

The total area, 4,987 square feet, being used includes 4 bays already built out at Gateway Plaza, located at 9000 NW 25 St: bay 9000 NW 25 st (space 1) hosts the student services and admissions office, the library and a conference room. Bay 2484 NW 89 Pl (space 2), is the administrative and academic offices, and the other two bays: 9024 (space 3) and 9108 NW 25 St (space 4), are the classrooms and a lab, respectively, distributed as follows:

Space 2 consists of: 407 square feet professors' workspace; 274 square foot office for the administrative area; 63 square foot coffee area; directors' room 138 square feet; 34 square foot bathroom.

Space 3 consists of: Classroom area of 951 square feet, with capacity for 13 students. It has a coffee area and 1 bathroom.

Space 4 consists of: Laboratory area of 1022 square feet, with capacity for 14 students. It has a coffee area and 1 bathroom.

All spaces have computer terminals available for teacher use and Wi-Fi.

The space will be outfitted with modern decor and amenities. SFIC understands the importance of providing the best infrastructure to accommodate our students, teachers, and collaborators. It will be invested to ensure that we keep our facilities in optimal conditions.

The office provides teachers with a space to develop their materials and interact with their classrooms, we also provide a large virtual library with many books available where tutors can find the necessary information to put together study material and online sessions.

This workplace also has space for academic authorities to be in contact with professors and students.

Laboratory areas are designed to host study groups or tutorials for students who require additional support from their tutors or to meet with their peers.

## **1.7 Academic Programs**

South Florida International College offers the following academic programs for the academic year:

- Associate Degree in Business Administration  
60 Undergraduate level semester credits hours – Estimated Completion Time: 24 months
- Associate Degree in Digital Marketing  
60 Undergraduate level semester credits hours – Estimated Completion Time: 24 months
- Associate degree in medical administrative billing and coding  
60 Undergraduate level semester credits hours – Estimated Completion Time: 24 months
- Associate degree in Network Technology and Applications Development  
60 Undergraduate level semester credits hours – Estimated Completion Time: 24 months
- Associate degree in Paralegal Studies  
60 Undergraduate level semester credits hours – Estimated Completion Time: 24 months
- Bachelor's Degree in business administration  
120 Undergraduate level semester credits hours – Estimated Completion Time: 48 months
- Bachelor's Degree in information technology  
120 Undergraduate level semester credits hours – Estimated Completion Time: 48 months
- Bachelor of Science in Digital Marketing  
120 Undergraduate level semester credits hours – Estimated Completion Time: 48 months.
- Master's Degree in Business Administration  
36 Graduate level semester credits hours – Estimated Completion Time: 12 months

## **1.8 Organizational Information**

### **1.8.1 Administrative Staff**

South Florida International College is privately owned by South Dade Private University LLC registered with the Florida Department of Corporations as a For-Profit company.

**Board of Directors:**

- Norma Pacheco, President
- Iris Salinas, Director
- Victor Pacheco, Director

**Administrative Staff**

Provost: Olmedo Farfan

Chief Financial Officer: Iris Salinas

Dean: Nancy Salinas

Registrar: Maria Puig

Chief Academic Officer: Luis Santibanez

Students Services Coordinator/Career Counseling: Brenda Salinas

Admissions Advisor: Maria Brito

Librarian: Anolan Alonso

**1.8.2 Faculty**

**Brenda Karina Salinas**

Business Management. Bachelor of Science University of Phoenix Houston, TX

Counseling and Development Master of Education. Lamar University Beaumont, TX

**Aleida Salinas Hockenberry**

Master's in business administration. Our Lady of the Lake University. San Antonio, Texas

**Olga Gonzalez**

Doctor's Degree in Education. NOVA Southeastern University: Fort Lauderdale, Florida

**Olmedo Farfan**

Master of Science in Mathematics and Statistics. University of West Florida.

**Carlos Carrera**

Master of Business Management and Marketing. UTEG. Ecuador.

**Edgar Gomez**

PhD in Management. Yacambu University. Venezuela

**Enrique Pinzon**

Doctor of Business Administration. Grand Canyon University. Arizona.

**Estela Crissien**

Master in Prevention and Psychological Intervention in School Behavior Problems. International University of Valencia. Venezuela

**Lourdes Collazo**

Master of Laws LLM, with Honors. Interamerican University of Puerto Rico School of Law.

**Alicia Marino**

Master of Education. San Ignacio University. Florida

**Guillermo Martin-Ferre**

Mastersof Arts in Applied Behavior Analysis. University of West Florida. Florida.

**Gianni Hernandez**

Master in English Literature. Morehead State University. Kentucky.

**Elizabeth Pino**

Master in fine arts. Florida International University. Florida

**Lenier de Varona**

Master's in sciences forensic psychology. Florida National University.

**Nancy Salinas**

Master of Education. Counseling and Development. Lamar University. Beaumont

**Nelson Funes**

PhD Public Policy & Administration (ABD), Walden University, Baltimore, MD

**Henry Fernandez**

ED. D, Education Specialist in Mathematics and Statistics. Nova Southeastern University, Florida

**Gredy Garrido**

Master of Science in Mathematics. University of West Florida. Florida

**Dulce Virguez**

Master of Education of Spanish as a Foreign Language. San José de Zaragoza University. Spain

**Luis Polo**

Electrical Engineer. University of Carabobo, Venezuela

Master of Science degree in Logistics. Master in Business Administration. IESA. Venezuela

**Maria Palacios**

Master of Education, mention Mathematics. University of Carabobo. Venezuela

## **2 Academic Overview**

### **2.1 Learning Model**

South Florida International College implements an on-campus model, a 100% online delivery model and a hybrid model that uses highly trained faculty and information technology tools as a platform for the learning process to occur. It is in the network and technology platforms where the institution integrates the core functions of teaching, research, and academic management. Therefore, the learning environment is alternative and innovative, contributing to knowledge management, comprehensive training, development of citizenship skills, and the formation of outstanding human beings who must meet local and global quality standards. Moreover, online education is understood as a set of pedagogical relationships between students, faculty members, and the institution, based on or supported using technologies for the systemic development of a quality learning processes. The student becomes the protagonist of an educational process is generated to develop their capabilities to interact, communicate with others, learn within the network, and interact with classmates and faculty members.

### **2.2 Assessment and Quality Assurance**

The College processes are regularly monitored to ensure they are synchronized with the mission, vision, and objectives of the Institution. Faculty members, staff, and administrators work together to ensure that the structure and integrity of the organization are maintained with a commitment to quality and continuous improvement at all levels of the Institution.

The College has an Advisory Board with members not otherwise employed or contracted by the institution consisting of practitioners in the fields for which the institution offers programs. This Board convenes at least at the beginning of each calendar year and provides the institution with advice on whether the institution's educational program objectives, curriculum, and course materials adequately prepare students with the skills, knowledge, and abilities needed to enter the current job market in the fields related to the institution's educational programs.

### **2.3 Academic Policies**

#### **2.3.1 Academic Term**

A term is a period of four (4) weeks in which a student must complete all courses in which he/she has enrolled. There are twelve (12) academic terms in an academic year. During an academic year there are three (3) academic periods (Spring, Summer, and Fall).

#### **2.3.2 Credit Hour Definition**

SFIC operates under the semester credit hour system. Courses in clock hours are evaluated using the traditional Carnegie unit: 15 lecture clock hours = 1 semester credit hour. 30 laboratory clock hours = 1 semester credit hour. 45 externship clock hours = 1 semester credit hour.

Academic engagement “in-class” may include, but is not limited to:

- Submitting an academic assignment.
- Listening to class lectures or webinars (synchronous or asynchronous).
- Taking an exam.
- An interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Contributing to an academic online discussion.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Course “outside-class” preparation is typically:

- Homework, such as reading and study time.
- Completing assignments and projects.

### **2.3.3 Grades System and Scale**

South Florida International College members will provide students with evaluations for each course. Grading is based on the results of the assignments, exams, and other evaluations established at each course syllabus. Grades are posted one week after the end of each term into the student’s records and sent by the faculty member. Student grade information shall be protected in accordance with the Privacy Act. The following chart identifies the College grading scale, and its equivalent grade point average for GPA calculation purpose:

#### **2.3.3.1 Grading Scale**

<b>Grade</b>	<b>Quality Points</b>	<b>Percentage</b>
A	4.00	90-100
B+	3.50	85-89
B	3.00	80-84
C+	2.50	75-79
C	2.00	70-74
D	1.00	60 - 69
F	0	59 and below

In addition to the grades described above, these letters are used to indicate the status of a course grade and have no effect in the calculation of grade point average (GPA).

I	Incomplete
W	Withdrawn from the course
T	Transferred credit

### **2.3.3.2 Calculation of Grade Point Average (GPA)**

A Grade Point Average (GPA) for each student is calculated at the end of each term. This average is computed for the term's academic result and is also cumulative for the entire period the student is registered in the College. The GPA is the average number of quality points per credit hour attempted. At South Florida International College, the cumulative GPA for graduation requirement is a minimum of 3.00 ("B") for graduate programs and a minimum of 2.00 ("C") for undergraduate graduate programs

The number of points for a course is calculated by multiplying the number of credit hours by the quality points earned. The points are summed for all courses and divided by the total number of credit hours to produce the overall GPA.

### **2.3.4 Appealing a Grade**

Students may appeal a grade that they believe was assigned because of an error or on some basis other than performance by the faculty member. Student may appeal within 30 days following the posting of the course grade.

A student is encouraged to appeal a grade if a faculty member uses different standards than those applied to other students in that course. Also, if the assignment of a grade or competency evaluation that is a substantial departure from the faculty member's established criteria as stated in the course syllabus.

#### Procedure

If a student believes that a grade has been assigned erroneously or arbitrarily, the student must contact the faculty member. The objective of this interaction is to reach a mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.

If the problem cannot be resolved, the student has the right to appeal the grade by means of a formal resolution process. This formal process starts with the submission of "Grade Appeal Request". This communication is submitted by e-mail to the Student Services department containing the following information:

- The student must include a request for review of the grade and provide evidence that the grade is either incorrect or given arbitrarily as defined in this policy.
- The student must provide a comprehensive statement that fully describes and documents all evidence that supports his or her claim.

The Student Services department will assign a panel consisting of an academic officer and designated faculty member(s) with expertise in the course in which the appeal is requested. The panel designee will request the faculty member involved in the appeal to submit a written response to the student's appeal. Upon evaluation of the evidence and hearing from all involved parties, the panel will issue a decision and set forth a resolution to be implemented. The panel designee will report the panel's decision to all

involved parties as soon as possible. A record of the panel's decision will become part of the student's official academic record. Both parties have the right to appeal the panel's decision.

If either party chooses to appeal the panel's decision, he or she must submit a written appeal request to the president's designee. The appeal request must be submitted via email to the Office of Student Services within 10 working days of them being sent notification of the panel's decision. The Academic Dean will designate a new evaluator to review all evidence, records, evaluations, and panel decisions. Following the review, the designee will issue a decision and report it to all involved parties as soon as practicable. The decision will determine one of the following:

- a) uphold the findings of the panel.
- b) reverse the findings of the panel
- c) direct the panel to provide additional information
- or d) the designee will determine his or her own findings.

The decision of the designee is final and not eligible for further review under another policy.

### **2.3.5 Student Participation and Engagement**

Student participation and engagement is critical to student learning. Engagement involves students devoting time and energy to learn course materials and skills, demonstrating that learning, interacting in a meaningful way with others in the online class, and becoming emotionally involved with their learning. The Social Learning model seeks to achieve this by getting students excited about course content, by integrating practical applications and role play techniques so that students enjoy the learning and/or interactions. This has been deliberately incorporated into the courses from the design process.

At the same time, there is a lot of emphasis to track student's participation and assignment completions per course to contact students that are falling behind. If a student is not actively participating in a course within a period of one (1) week, the academic advisor to ascertain the conditions that are preventing the student from participating and give advice on time management techniques and set up a course of action to assist the student will contact the student.

### **2.3.6 Repeated Courses Policy**

A course in which a letter grade of "C" is earned must be repeated in graduate programs and a letter grade of "D" is earned must be repeated in undergraduate programs. Only a higher grade is used in computation of a cumulative grade point average once the course is successfully completed. However, all attempts will be noted on the transcripts. The repeated course will appear with brackets on the transcript. Students are allowed one opportunity to repeat a course they have completed and for which they have been assigned a grade for the purpose of raising his or her grade. No more than two (2) courses may be repeated in a program. All attempts will be noted on the transcript. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating Academic Standing status.

### **2.3.7 Student Records / Transcripts**

An official copy of a student's academic record at South Florida International College that bears the official seal of the College, and the signature of the Registrar is referred to as a transcript. Requests for transcripts must sent in writing to [registrar@sficollege.com](mailto:registrar@sficollege.com) and accompanied by a fee for each copy.

Financial indebtedness to the College will prevent the release of a student's transcript.

Since the Registrar can only verify the authenticity of course work earned at the college, transcripts entrusted to the College from other institutions cannot be duplicated and given to the student or other external individuals without the expressed written permission of the institution and the student.

### **2.3.8 Withdrawal Policy**

Withdrawal from course(s) or from the College requires completing and submitting a Withdrawal Form to the Office of the Registrar. The date of withdrawal will be used to calculate any applicable refund in line with the Refund Policy as described on this Catalog. The Date of Withdrawal is effective as of the date the student officially notifies the Office of the Registrar by submitting the Withdrawal Form. The Office of the Registrar can be contacted by Phone or by e-mail at: [registrar@sficollege.com](mailto:registrar@sficollege.com)

Students may withdraw a course for any reason. These are the guidelines when a student withdraws a course(s):

1. A Student that withdraws all courses in the first week of the term "Add/Drop period" will be considered to have canceled his/her enrollment and will receive a full tuition re- fund.
2. A Course withdrawn after the first week of the term and before the last week of the term will be assigned a grade of "W" (withdraw) for that course.
3. A course withdrawn during the last week of the term will result in a letter grade of "F" (failure) for that course.
4. The Institution can withdraw a student at its discretion for insufficient progress, non- payment of tuition and/or fees, or failure to comply with the rules and regulations as outlined in this Catalog (Administrative Withdrawal).
5. A student may not withdraw a course after an "I" (incomplete) has been granted. If a student wishes to withdraw from the College while a course is in incomplete status, the "I" grade will change to an "F" (failure).
6. Refunds due are subject to the terms of the Refund Policy as described on this Catalog.
7. There is a \$25.00 Withdrawal processing fee that applies when a course is dropped after the completion of the first week of the term "Add/Drop period".

#### **Add/Drop Period**

A Student can add or drop course(s) during the first week of classes without penalties. This period is known as the "add/drop period". After the completion of the first week any drop course(s) will be subject to the Refund Policy as described on this Catalog. Students may not add a course(s) after the completion of the first week of classes.

#### **Incomplete Course**

A grade of "Incomplete" may be awarded for circumstances beyond the student's control, which prevents a student from completing a course in the regular term timeframe. Students may request an incomplete from his/her faculty member by e-mail attaching documentation corroborating extenuating circumstances. Except in cases of medical emergency, an incomplete request should be made prior to the last week of the term. Once the incomplete is granted, it allows a student an additional 30 days to complete pending assignments. The grade of "I" (incomplete) will be assigned and will remain in the student academic records until assignments are complete and a grade is posted or until the end of the 30 days. If assignments are not completed within 30 days, a grade of zero will be awarded to these assignments and averaged into the final grade. Faculty members must receive approval from the Director of Academic Affairs prior to granting an incomplete.

Extenuating Circumstances beyond the student's control that may grant an incomplete include:

- Death of a student's immediate family member
- Student's illness or injury
- Illness or injury to a student's immediate family member
- Student involuntary work schedule change or transfer
- Jury duty or direct involvement with a current legal action
- Student called to active military duty

#### **2.3.9    Leave of Absence**

Students may request a leave of absence due to health concerns, a serious family emergency, military service, extenuating job circumstances, or critical life circumstances that prevent them from being able to take courses for an extended period. A formal request, along with documentation of the situation, must be submitted to the Office of the Registrar for consideration by e-mail at [registrar@sficollege.com](mailto:registrar@sficollege.com). A student may be in a leave of absence status for a maximum of 180 days and must notify the College at least two weeks prior to the beginning of each term.

#### **2.3.10    Readmission**

Readmission is the process by which students reapply for admission to the college after at least 12 months of academic inactivity or after being placed on an academic status that requires readmission. Students must submit a new application that is subject to the Director of Admission review.

#### **2.3.11    Academic Standing**

All academic actions are shown on grade reports and transcripts. Every academic action is created upon course completion. Below is a list of South Florida International College's academic actions instituted by faculty and academic departments.

#### **Probation**

Probation is a temporary status intended to concentrate the College's resources to address and remedy the causes of insufficient academic progress. Probation is not intended as a punitive measure but as a warning and a time for necessary improvement. This is an action that is taken when a student's cumulative GPA drops below 3.00 "B" for graduate programs or 2.00 "C" for undergraduate programs. Academic Probation will continue until the cumulative GPA reaches 3.00 "B" or above for graduate programs or 2.00 "C" or above for undergraduate programs. If a student with corrective measure to avoid academic suspension. A student on probation for more than one term will only be allowed to enroll in a maximum of one (1) class in the subsequent term.

#### **Academic Suspension**

A student on "Probation" is suspended upon failure to achieve a GPA of 3.00 "B" for graduate programs or 2.00 "C" for undergraduate programs for two (2) consecutive terms. An academic suspended student must apply for readmission supported by a letter (email) indicating the reasons for previous academic difficulties and strategy for achieving a GPA of 3.00 "B" or better for graduate programs or 2.00 "C" or better for undergraduate programs. Upon receiving the application for readmission, the student records will be reviewed by the Academic Dean. Based on this review, the Dean may suspend the student for a period of one (1) academic term or will take action on readmission.

### **Academic Exclusion**

A student readmitted following academic suspension failing to achieve a minimum GPA of 3.00 "B" for graduate programs or 2.00 "C" for undergraduate programs during the term following the term of suspension is excluded from the College. Expulsion is the most serious academic actions and readmission will not be considered prior to a minimum suspension period of one (1) year.

### **Good Standing**

Students are in good standing if their academic action does not place them on academic probation, suspension, or exclusion. Good standing is defined as having a cumulative GPA above 3.00 "B" for graduate programs or 2.00 "C" for undergraduate programs

### **Official Notification of Changes of Academic Standing**

Notifications of change of academic standing will be e-mailed to the student's e-mail address.

#### **2.3.12 Graduation Requirements**

##### **Master's degree Programs Degree Requirements:**

To obtain a master's degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.
- Acceptance of all information required for admission and the transfer of credits by the college.
- Successful completion the program 36 credits.
- A minimum cumulative grade point average (GPA) of 3.00 "B" for the degree program.
- Students must have satisfied all financial obligations with the South Florida International College.

##### **Bachelor's Degree Requirements:**

To obtain a bachelor's degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.
- Acceptance of all information required for admission and the transfer of credits by South Florida International College.
- Successful completion of program 120 credits.
- A minimum cumulative grade point average (GPA) of 2.00 "C" for the degree program.
- Students must have satisfied all financial obligations with South Florida International College.

##### **Associate Degree Requirements:**

To obtain an **associate** degree a student must fulfill the following graduation requirements:

- Successful completion of the program requirements for the issuance of the degree.
- Acceptance of all information required for admission and the transfer of credits by South Florida International College.
- Successful completion of program 60 credits.
- A minimum cumulative grade point average (GPA) of 2.00 "C" for the degree program.
- Students must have satisfied all financial obligations with South Florida International College.

### **2.3.13 Graduation Honors**

The policy for granting graduation with honor as established by the South Florida International College provides for honoring at each graduation approximately 15 percent of the students who have earned the highest-grade point averages.

The top 5% will receive the "Highest Honors" or "Summa Cum Laude" designation. The following 5% will receive the "With great honor" or "Magna Cum Laude" designation.

The appropriate honor will automatically be placed on the student's final transcript and diploma.

### **2.3.14 Teach-Out Programs**

In the event that South Florida International College closes a program or decides to cease operations, a teach-out plan will guarantee that active student in the program receives the education, materials and student services needed to complete the program.

A student must remain in an active status to be considered in the Teach-Out Plan. Students seeking readmission will need to select a program that is currently offered by South Florida International College.

## **2.4 Course Numbering System**

Each course at South Florida International College has an assigned course code. The prefix identifies the area of study, and the course number identifies the difficulty level of the course. The first number of the three-digit course number indicates the level at which the students normally take the course.

Levels 1 through 4 indicate undergraduate courses, and levels 5 and above indicate graduate courses.

Course Prefixes:

ACG	Accounting
BUL	Business Law
BUS	Business
COM	Communications
CRT	Critical Thinking
ECO	Economics
ENG	English
ETH	Ethics
FIN	Finance
HIM	Health Information Management
HIT	Health Information Technology
HM	Healthcare Management
HR	Human Resources
ITT	Information Technologies

LAW	Law
MAN	Management
MAT	Mathematics
MEB	Medical Billing
MKG	Marketing
NET	Computer Networks
PRO	Computer Programming
PSY	Psychology
SOC	Sociology
STA	Statistics

### **3 Academic Program and Curricula**

#### **3.1 Associate Degree Programs**

1.

##### **2. 3.2.1. Associate Degree in Business Administration**

Program Objectives:

The associate of science degree in Business Administration qualifies the student with the required knowledge and the necessary basic skills to recognize business problems and theories for its implementation in the modern business world.

The Business Administration program prepares the student with basic administrative and managerial skills. This program considers the new trends, changes, and realities in our economy; therefore, it offers an alternative for the student to acquire the basic knowledge in planning, implementing, developing, and operating the student's own business.

Program Description:

The associate of science degree in Business Administration program provides students with the opportunity to develop the skills and apply the knowledge in the principles and practice for entry level positions in the business administration area. It aims to develop in the students an understanding of management situations while they can improve skills such as problem solving, teamwork, communication, self-management, and administrative techniques.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
General Education:		

ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
STA 201	Introduction to Statistics	3
COM 204	Writing and Composition	3
	Core Courses:	
ACG 101	Principles of Accounting	3
ITT101	Computer Literacy	3
MKT 101	Introduction to Marketing	3
ECO 201	Introduction to E Commerce	3
BUS 105	Introduction to business	3
MAN 217	Principle of Management	3
ECO 200	Principles of Microeconomics	3
ECO210	Principles of Macroeconomics	3
FIN 200	Finance and cash flow	3
BUL 241	Business Law 1	3
MAN 250	Principles of human resources administration	3
MAN 215	Introduction to ethics in business	3
ENT 201	Introduction to Entrepreneurship	3
BUS 220	Small Business Planning	3

**TOTAL 60**

### 3. 3.2.2. Associate Degree in Digital Marketing

#### Program Objectives:

The program is designed to meet the increasing industry demand for business professionals in digital marketing. Students acquire the needed skills in preparation for the leading marketing tools such as Google Ads and Facebook.

#### Program Description:

The associate of science degree in Digital Marketing introduces students to the various functional areas of the business with a focus in the digital marketing area. In addition, the curriculum facilitates the development of leadership skills and core competencies in critical thinking and problem solving, project management, communication, teamwork, and ethics.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
General Education:		
ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
	Core Courses:	
ENT 201	Introduction to Entrepreneurship	3
ITT 101	Computer Literacy	3
MKT 101	Introduction to Marketing	3

MKT 102	Introduction to Digital Marketing and social media	3
ACG 101	Principles of Accounting	3
ECO 101	Introduction to E-Commerce	3
MKT 210	Introduction Search Engine Optimization (SEO)	3
MKT 220	Introduction Search Engine Marketing (SEM)	3
MAN 217	Principles of Management	3
MAN 250	Principles of Human Resources administration	3
FIN 290	Principles to Finances for Business	3
MAN 215	Introduction to Ethics in business	3
MKT 230	Introduction to Marketing Plan	3
BUS 220	Small Business Planning	3
		<b>TOTAL 60</b>

#### 4. 3.2.3. Associate Degree in Medical administrative billing and coding

##### Program Objectives:

The associate degree in Medical Administration, Billing and Coding Program provides the student with the necessary knowledge and skills to apply billing and coding procedures to health insurance companies.

##### Program Description:

This associate degree in Medical Administrative Billing and Coding Program offers students the competencies to successfully apply coding procedures in healthcare practitioners and related field areas.

Students will learn various secretarial and administrative functions that relate to insurance claims, process compliance, and reimbursements.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
General Education:		
ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
Core Courses:		
BIO 101	Fundamentals of Anatomy and Physiology	3
ENT 101	Introduction to Entrepreneurship	3
ITT 101	Computer Literacy	3
MES 101	Medical Terminology	3
MEB 101	Medical Billing Systems I	3
MEB 102	Medical Billing Systems II	3
MEB 105	Medical Billing Coding I	3
MEB 106	Medical Billing Coding II	3
MEB 120	Medical Billing Coding III	3
MEB 121	Medical Billing Practice Laboratory	3
HEM 102	Legal and Ethical Issues in Health Services Admin	3
MEB 115	Electronic Medical Record	3

AUM 200	Medical Auditing	3
MEB 200	Medical Reports Procedures	3
		<b>TOTAL 60</b>

**5. 3.2.4. Associate Degree in Network Technology and Applications Development**

**Program Objectives:**

The associate degree in Network Technology and Applications Development prepares the students with the knowledge and skills needed to recommend, implement, and execute processes related with IT. The students will also acquire the ability to configure communication protocols for the Internet, develop basic software applications in different environments, and manage tools used in Web Design.

**Program Description:**

The Associate degree in Network Technology and Applications Development allows the students to develop skills and knowledge in networking technology and application development areas to compete in the current job market or entrepreneurships.

The participants will learn the architecture, administration, diagnosis, maintenance of communication networks and management, customer service, configuration, and programming of computers.

They will become familiar with the basic programing tools and resources to develop app and websites.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
General Education:		
ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
Core Courses:		
ITT 101	Computer Literacy	3
PRO 101	Introduction to Computer Programming	3
PRO 102	Data Base Design	3
NET 101	Network Fundamentals	3
NET 102	Data Communications	3
NET 103	Networks Administration	3
ITT 201	Operating Systems & Architecture	3
PRO 204	Analysis, Design & Implementation Systems	3
PRO 201	Visual Basic Programming	3
PRO 202	Java Programming	3
PRO 203	Mobile App Development	3
ITT 202	Diagnostic & Maintenance of Computer Systems	3
WEB 201	Web Technology	3
WEB 202	Web Page Design	3
		<b>TOTAL 60</b>

### 6. 3.2.5. Associate Degree in Paralegal Studies

#### Program Objectives:

The Associate of Science in Paralegal Studies degree program is designed to provide graduates with an ample understanding of the core areas of law and the court system, including terminology used in the legal system and how to understand legal documents, contracts, and other legal material. Graduates are prepared to draft routine pleadings and other legal documents, interview clients, conduct independent research of non-legal matters and simple legal questions, and draft legal memoranda.

#### Program Description:

Upon successful completion of this degree program, students will be able to understand the education and training required of a paralegal and recognize the guidelines and ethical responsibilities of the profession and the importance of legal research and writing.

Students will acquire the necessary skill to draft basic legal documents such as complaints, answers, and contracts, interview clients, conduct independent research of legal matters and simple legal questions, and draft legal memoranda.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
General Education:		
ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
Core Courses:		
LAW 200	Fundamentals of Law	3
LAW 210	Legal Research	3
LAW 211	Legal Writing	3
LAW 220	Trial Preparation	3
LAW 222	Trial Practice and Appeals	3
LAW 227	Torts and Personal Injury	3
LAW 230	Criminal Law & Litigation	3
LAW 260	Wills, Trusts, & Estates	3
LAW 276	Law Office Management	3
LAW 280	Family Law	3
BUL 241	Business Law 1	3
BUL 242	Business Law 2	3
REE 140	Real Estate Principles	3
PLA 294	Paralegal Studies Internship	3
TOTAL		60

### 3.2 Bachelor's Degree Programs

### 7. 3.3.1 Bachelor's degree in Business Administration

#### Program Objectives:

The bachelor's degree in business administration qualifies the student with the required knowledge and the necessary skills to recognize business problems and theories for its implementation in the modern business world.

The Business Administration program prepares the student with administrative and managerial skills. This program considers the new trends, changes, and realities in our economy; therefore, it offers an alternative for the student to acquire the basic knowledge in planning, implementing, developing, and operating the student's own business.

**Program Description:**

The bachelor's degree in business administration program provides students with the opportunity to develop the skills and apply the knowledge in the principles and practice for entry, mid and senior level positions in the business administration area. It aims to develop in the students an understanding of management situations while they can improve skills such as problem solving, teamwork, communication, self-management, and administrative techniques.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>General Education:</b>		
ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
MAT 105	College Mathematics	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
ARH 250	Art History	3
ENG 201	English Composition I	3
CRT 210	Critical Thinking	3
<b>Core Courses:</b>		
ACG 200	Accounting I	3
ECO 280	Macroeconomics	3
ECO 260	Microeconomics	3
ECO 230	Ecommerce	3
BUS 311	Quantitative Methods and Analysis	3
ACG 210	Accounting II	3
BUL 300	Business Law	3
STA 301	Applied Statistics	3
MAN 315	Business Ethics	3
ACG 324	Cost Analysis	3
HR 300	Human Resources Administration	3
MAN 390	Comparative Management	3
ENT 300	Entrepreneurship	3
MAN 319	Operations Management	3
MAN 320	Project Management	3
MAN 330	Organizational Development	3
MAN 350	Human Resources Management	3
SMG 320	Sales Management	3
BUS 350	Legal and ethical environment of business	3
QMA 410	Quality Management	3
BUS 401	International Business	3

MGM 410	Management Information Systems	3
GBS 420	Global Business Strategies	3
ADM 422	Administration and Supervision	3
CAP 410	Capstone	3
	Specialization Courses:	
ACG 310	Managerial Accounting	3
FIN 310	Financial Management	3
FIN 390	Finances for Business	3
ACG 422	Accounting for Managerial Decisions	3
ACG 410	Auditing Standards	3

**TOTAL:** 120

### **8. 3.3.2 Bachelor's Degree in Information Technology**

#### Program Objectives:

The bachelor's degree in information technology prepares the students with the knowledge and skills needed to recommend, implement, and execute processes related with IT with a broad focus on networks. The students will also acquire the ability to configure communication protocols for the Internet, develop basic software applications in different environments, and manage tools used in Web Design.

#### Program Description:

The bachelor's degree in information technology allows the students to develop skills and knowledge in networking technology and information technology areas to compete in the current job market or entrepreneurship.

The participants will learn the architecture, administration, diagnosis, maintenance of communication networks and management, customer service, configuration, and programming of computers.

They will become familiar with the basic programming tools and resources to develop app and websites.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
General Education:		
ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
MAT 105	College Mathematics	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
ARH 250	Art History	3
ENG 201	English Composition I	3
CRT 210	Critical Thinking	3
Core Courses:		

MKT 291	Introduction to Electronic Commerce	3
NET 200	Data Base Management and Laboratory	3
ECO 280	Macroeconomics	3
ECO 260	Microeconomics	3
STA 301	Applied Statistics	3
ITT 220	Information Technology Project	3
ECO 290	Introduction to Electronic Commerce Laboratory	3
ITT 300	Information Technology Project Management	3
WEB 240	Web Application Security Strategies	3
NET 301	Network Fundamentals	3
ITT 315	Information Security Management	3
ITT 325	Computer Forensics	3
ITT 302	Information System Control and Auditing	3
ITT 360	Principles of Information Security	3
MAN 320	IT Project Management	3
ITT 350	Information Technology Strategic Planning	3
MAN 400	Information Technology Infrastructure Management	3
ITT 400	Information Technology Performance Analysis and Design	3
ITT 420	Computing as a Service	3
ITT 120	Fundamental of Information Technology	3
ITT 410	Computer Servers and infrastructure	3
WEB 320	Cloud Based Services	3
IIT 430	Artificial Intelligence and Internet of Things	3
WEB 340	Web Site Design	3
NET 310	Network Security	3
NET 320	Network Design	3
NET 330	Networks Administration	3
NET 340	Data Communications	3
NET 350	Wireless and Mobile Networks	3
CAP 410	IT Capstone	3

**Total 120**

### 9. 3.3.3 Bachelor's Degree in Digital Marketing

#### Program Objectives:

The program is designed to meet the increasing industry demand for business professionals in digital marketing. Students acquire the needed skills in preparation for the leading marketing tools and communications strategies.

#### Program Description:

The Bachelor's Degree in Digital Marketing introduces students to the various functional areas of the business with a focus in the digital marketing area. In addition, the curriculum facilitates the development of leadership skills and core competencies in critical thinking and problem solving, project management, communication, teamwork, and ethics.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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General Education:

ETH 101	Ethic and Social Responsibility	3
MAT 101	Basic Mathematics	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
MAT 105	College Mathematics	3
COM 204	Writing and Composition	3
STA 201	Introduction to Statistics	3
ARH 250	Art History	3
ENG 201	English Composition I	3
CRT 210	Critical Thinking	3
	Core Courses:	
ACG 200	Accounting I	3
ECO 280	Macroeconomics	3
ECO 260	Microeconomics	3
ECO 230	Ecommerce	3
ACG 210	Accounting II	3
BUL 300	Business Law	3
MAN 315	Business Ethics	3
MAN 300	Human Resources Administration	3
FIN 390	Finances for Business	3
MKT 321	Marketing Plan	3
STA 301	Applied Statistics	3
MAN 350	Human Resources Management	3
MKT 315	Consumer Behavior	3
MKT 330	Corporate Social Responsibility and Accountability	3
MKT 345	Sustainability, Markets, and Society	3
MKT 380	Marketing Research	3
SMG 320	Sales Management	3
BUS 311	Quantitative Methods and Analysis	3
OCC 301	Oral Communication	3
COM 304	Strategic Public Relations and Integrated Communications	3
SOM 305	Social media and strategic communication	3
MGM 310	Management Information Systems	3
MKT 310	Social Media Marketing Strategies	3
MKT 320	Social Media Marketing Campaigns	3
MKT 410	Integrated Marketing Communication	3
MAN 430	Strategic Management	3
COM 402	Communication Process	3
MAN 419	Project Management	3
CAP 410	Capstone	3
<b>TOTAL:</b>		<b>120</b>

### 3.3 Master's Degree Programs

#### Master's degree in Business Administration

**Program Objectives:**

Upon completion of the MBA program, students will:

- Display competencies and knowledge in key business functional areas including accounting, finance, marketing, and management.
- Possess the skills to communicate effectively, both verbally and in writing.
- Work effectively and professionally in teams.
- Develop an understanding of the diverse and rapidly changing global business environment.
- Possess the skills to identify professional issues in a variety of contexts.
- Apply decision-making techniques, using both quantitative and qualitative analysis, to management issues.
- Analyze and evaluate ethical problems that occur at all levels of business decision making.
- Conduct strategic analysis using both theoretical and practical applications.

**Program Description:**

This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
ACG 510	Managerial Accounting	3
MAN501	Organizational Behavior and Leadership	3
MAN502	Ethics in Business	3
MAN510	Business Statistics	3
ENT520	Entrepreneurship	3
FIN520	Financial Management	3
MAN520	Project Management	3
MKT510	Strategic Business Marketing	3
MKT511	Strategic Business Communications	3
MAN530	Operations and Control Management	3
MAN523	Strategic Human Resources Management	3
Cap600	Capstone	3
		<b>TOTAL</b>
		<b>36</b>

### 3.4 Course Descriptions

#### Associate of Science Degree in Business Administration

##### General Education:

ETH 101 Ethic and Social Responsibility

3 Credits

This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.

Course Language: Spanish/ English

Prerequisite: None

MAT 101 Basic Mathematics

3 Credits

This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.

Course Language: Spanish/ English

Prerequisite: None

COM 204 Writing and Composition

3 Credits

This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.

Course Language: Spanish/ English

Prerequisite: None

STA 201 Introduction to Statistics

3 Credits

This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.

Course Language: Spanish/ English

Prerequisite: MAT101

PSY 101 Introduction to Psychology

3 Credits

This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.

Course Language: Spanish/ English

Prerequisite: None

SOC 101 Introduction to Sociology

3 Credits

The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.

Course Language: Spanish/ English

Prerequisite: None

##### Core Courses:

ACG 101 Principles of Accounting

3 Credits

In this introductory course, the students will be acquainted with and the basic concepts and procedures to record, understand and review financial transactions. The topics that will be studied include financial statements, information system, accrual accounting, sales and receivables, liabilities payrolls, investments, and operating assets.

Course Language: Spanish

Prerequisite: none

ITT 101 Computer Literacy	3 Credits
This course provides an overview of computer systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.	
Course Language: Spanish	Prerequisite: None
ECO 101 Introduction to E-Commerce	3 Credits
This course is study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed in business concepts and how they apply to the process of buying and selling goods and services online.	
Course Language: Spanish/English	Prerequisite: None
BUS 105 Introduction to business	
An introductory study of business including organizational forms, the function of production, finance, marketing and human resources. Additional topics will be environmental factors which impact business such as government business ethics and current business issues.	
Course Language: Spanish/English	Prerequisite: None
FIN 200 Finance and Cash Flow	3 credits
In this course, students will evaluate the financial management landscape from the internal perspective of the companies and the activities that take place in the financial markets. They will analyze the results of the different financial statements and tax obligations. They will also measure the impact of acquiring bonds and shares in terms of the company's expected risk and return. (Pre-requisites: ACG 101)	
Course Language: Spanish/English	
BUL 241 Business Law 1	3 credits
In this course, students will analyze the fundamental concepts and nature of business law. Evaluate legal situations of business law and its relation to the economic activities of our society. Explain the importance of information and communication technologies (ICT) in trade negotiations. Also, appreciate the importance of ethics in the practice of the legal services, both globally and nationally.	
Course Language: Spanish/English	Prerequisite: None
MAN 250 Principles of human resources administration	3 credits
This course is an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.	
Course Language: Spanish/English	Prerequisite: None
ECO 200 Principles of Microeconomics	3 Credits
This course focuses on the understanding of macroeconomic phenomena, their causes, their effects, and the economic policy-making alternatives embedded in the phenomenon of globalization. The topics to be developed include the definition of the main macroeconomic magnitudes and their measurement, in addition to the concepts of aggregate expenditure, asset market, macroeconomic equilibrium and the labor market.	
Course Language: Spanish/ English	Prerequisite: MAT101
MAN 215 Introduction to ethics in business	3 Credits
Studies moral dilemmas and problems that arise in business and considers the defensible ways to apply ethical principles and standards to business.	
Course Language: Spanish/ English	Prerequisite: None

<b>BUS 220: Small Business Planning</b>	3 credits	
In this course, students will analyze the types of legal structures, the market, and strategies for the operational viability of a business. They will also evaluate the structure of the internal and external environment of a business for decision making in the market study. Furthermore, students will apply planning concepts for a small business, including idea proposal, business model, market research phases, and starting the business plan.		
Course Language: Spanish/ English	Prerequisite: None	
<b>ENT 201 Introduction to Entrepreneurship</b>	3 Credits	
In this course will develop a clear vision of what matters most to you as you begin your Introduction to Entrepreneurship. The course will also deliver practical life lessons and some fundamental business tools required to become a successful entrepreneur. This course will help develop some important mindsets that successful entrepreneurs embrace.		
Course Language: Spanish/ English	Prerequisite: None	
<b>ECO 210 Principles of Macroeconomics</b>	3 Credits	
This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.		
Course Language: Spanish/ English	Prerequisite: ECO200	
<b>MAN 217Principles of Management</b>	3 Credits	
This course provides students with the fundamentals of business both with a theoretical and practical point of view. The course emphasizes the importance of the elaboration of the business plan and provide the information that allows the professional to analyze the markets, identify business opportunities as well as the variables of businesses in a framework of globalization considered the social responsibility of businesses in current times.		
Course Language: Spanish/ English	Prerequisite: None	
<b>ENT 101 Introduction to Entrepreneurship</b>	3 Credits	
This course provides an introduction to entrepreneurship, as is analyzed, and identified. Students should be given attitudes and leadership that motivate them to undertake business ideas, so they are able to lead a successful project.		
Course Language: Spanish/ English	Prerequisite: None	
<b>MKT 101 Introduction to Marketing</b>	3 Credits	
This course will introduce students in the fundamental concepts and elements involved in the marketing process: product, price, promotion, and distribution as well as planning, research and organization required to implement marketing techniques and strategies. In this course, the managerial, economic, social, and legal implication of marketing activities, policies and strategies will be studied.		
Course Language: Spanish/ English	Prerequisite: None	
<b>Associate of Science Degree in Digital Marketing</b>		
General Education:		
<b>ETH 101 Ethic and Social Responsibility</b>	3 Credits	
This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.		
Course Language: Spanish/ English	Prerequisite: None	
<b>MAT 101</b>	<b>Basic Mathematics</b>	<b>3 Credits</b>

This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.

Course Language: Spanish/ English

Prerequisite: None

**COM 204 Writing and Composition**

**3 Credits**

This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.

Course Language: Spanish/ English

Prerequisite: None

**STA 201 Introduction to Statistics**

**3 Credits**

This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.

Course Language: Spanish/ English

Prerequisite: MAT101

**PSY 101 Introduction to Psychology**

**3 Credits**

This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.

Course Language: Spanish

Prerequisite: None

**SOC 101 Introduction to Sociology**

**3 Credits**

The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.

Course Language: Spanish/ English

Prerequisite: None

**Core Courses:**

**ENT 201 Introduction to Entrepreneurship**

**3 Credits**

This course introduces entrepreneurship, as is analyzed, and identified. Students should be given attitudes and leadership that motivate them to undertake business ideas, so they are able to lead a successful project.

Course Language: Spanish/ English

Prerequisite: None

**ITT 101 Computer Literacy**

**3 Credits**

This course provides an overview of computer systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.

Course Language: Spanish/ English

Prerequisite: None

**MKT 101 Introduction to Marketing**

**3 Credits**

This course will introduce students in the fundamental concepts and elements involved in the marketing process: product, price, promotion, and distribution as well as planning, research and organization

required to implement marketing techniques and strategies. In this course, the managerial, economic, social, and legal implication of marketing activities, policies and strategies will be studied.

Course Language: Spanish/ English

Prerequisite: None

**MKT 102 Introduction to Digital Marketing and social media**

**3 Credits**

This course explores social media strategies facilitated by Internet, digital, and mobile technologies, and platforms, and how to integrate them into existing marketing plans; systematically evaluate new technologies and delivery platforms to determine an optimal marketing mix, given objectives and available resources. The purpose of this course is that students gain the ability to plan and execute a cost-effective, strategic marketing program that includes new media integrated with conventional marketing approaches.

Course Language: Spanish/ English

Prerequisite: MKT101

**MAN 217Principles of Management**

**3 Credits**

This course provides students with the fundamentals of business both with a theoretical and practical point of view. The course emphasizes the importance of the elaboration of the business plan and provide the information that allows the professional to analyze the markets, identify business opportunities as well as the variables of businesses in a framework of globalization considered the social responsibility of businesses in current times.

Course Language: Spanish/ English

Prerequisite: None

**ACG 101 Principles of Accounting**

**3 Credits**

In this introductory course, the students will be acquainted with and the basic concepts and procedures to record, understand and review financial transactions. The topics that will be studied include financial statements, information system, accrual accounting, sales and receivables, liabilities payrolls, investments, and operating assets.

Course Language: Spanish/ English

Prerequisite:none

**MKT 210 Introduction to Search Engine Optimization (SEO)**

**3 Credits**

In this course, the students will understand how consumers use search engines, and the importance of having a well-placed organic positioning for a business. Students will learn to use SEO for a more long-term strategic approach, to generate a constant short-term approach.

Course Language: Spanish/ English

Prerequisite: None

**MKT 220 Introduction to Search Engine Marketing (SEM)**

**3 Credits**

In this course, students will acquire a deep understanding of Paid Search as a key advertising tool in digital marketing. You will learn key concepts like CPC (Cost Per Click), Impressions or CTR (Click Through Rate) to go forward on the understanding of the bidding process and the Quality Score Google uses to place your ad in a better position.

Course Language: Spanish/ English

Prerequisite: None

**ECO 101 Introduction to E-Commerce**

**3 Credits**

This course teaches the principles and practices of ecommerce marketing, with emphasis on the skills needed to plan, launch, manage, market, and measure a website that sells products and communicates with prospects and customers. Students will learn the specific processes that constitute core competencies for site development, including merchandising, pricing, and product display; best practices for maximizing click-through rate, conversion of site visits to sales, and more.

Course Language: Spanish/ English

Prerequisite: None

**MAN 250Principles of human resources administration**

**3 credits**

This course is an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.

Course Language: Spanish/English

Prerequisite: None

**FIN 290 Principles of Finance for Business 3 credits**

This course is a study of the functions of business finance. It covers basic financial principles such as money, banking, and interest rates.

Course Language: Spanish/English

Prerequisite: None

**MAN 215 Introduction to ethics in business**

**3 Credits**

Studies moral dilemmas and problems that arise in business and considers the defensible ways to apply ethical principles and standards to business.

Course Language: Spanish/ English

Prerequisite: None

**BUS 220: Small Business Planning**

**3 credits**

In this course, students will analyze the types of legal structures, the market, and strategies for the operational viability of a business. They will also evaluate the structure of the internal and external environment of a business for decision making in the market study. Furthermore, students will apply planning concepts for a small business, including idea proposal, business model, market research phases, and starting the business plan.

Course Language: Spanish/ English

**MKT 230 Introduction to Marketing Plan**

**3 credits**

This course is designed to provide students with a broad background on the nature and scope of marketing concepts used in business.

Course Language: Spanish/ English

Prerequisite: MKT102

**Associate of Science Degree in Medical administrative billing and coding**

General Education:

**ETH 101 Ethic and Social Responsibility**

**3 Credits**

This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.

Course Language: Spanish/ English

Prerequisite: None

**MAT 101 Basic Mathematics**

**3 Credits**

This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.

Course Language: Spanish/ English

Prerequisite: None

**COM 204 Writing and Composition**

**3 Credits**

This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.

Course Language: Spanish/ English

Prerequisite: None

**STA 201 Introduction to Statistics**

**3 Credits**

This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.

Course Language: Spanish/ English Prerequisite: MAT101

PSY 101 Introduction to Psychology 3 Credits

This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.

Course Language: Spanish/ English Prerequisite: None

SOC 101 Introduction to Sociology 3 Credits

The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.

Course Language: Spanish/ English Prerequisite: None

Core Courses:

BIO 101 Fundamentals of Anatomy and Physiology 3 Credits

This course provides students with the foundational concepts of human anatomy and physiology. Topics include relationships between form and function, anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, and urinary systems.

Course Language: Spanish/ English Prerequisite: None

ENT 101 Introduction to Entrepreneurship 3 Credits

This course provides an introduction to entrepreneurship, as is analyzed, and identified. Students should be given attitudes and leadership that motivate them to undertake business ideas, so they are able to lead a successful project.

Course Language: Spanish/ English Prerequisite: None

ITT 101 Computer Literacy 3 Credits

This course provides an overview of computer systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.

Course Language: Spanish/ English Prerequisite: None

MES 101 Medical Terminology 3 Credits

This course in an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms and body organization. Program content covers the basic human anatomy and physiology for all systems, laboratory medicine, pharmacology, elements of medical terms and names of major diseases, including terms used in physical exams, operative procedures, and diagnosis.

Course Language: Spanish/ English Prerequisite: BIO101

MEB 101 Medical Billing Systems I 3 Credits

In this course, students will examine the procedures for medical services and understanding the different types of insurance programs.

Course Language: Spanish/ English Prerequisite: None

MEB 102 Medical Billing Systems II 3 Credits

In this course, students will continue to examine the procedures for medical services, understanding the different types of governmental and private third-party payers, workers' compensation package, and disability coverage.

Course Language: Spanish/ English

Prerequisite: MEB101

MEB 105 Medical Billing Coding I

3 Credits

This course is an introduction to basic diagnostic coding and presents students to the characteristics of the International Classification of Diseases (Clinical Modification), and other diagnostic coding systems or code sets.

Course Language: Spanish/ English

Prerequisite: None

MEB 106 Medical Billing Coding II

3 Credits

This course will emphasize the rules and guidelines of the CPT coding manuals. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT coding manuals.

Course Language: Spanish/ English

Prerequisite: MEB105

MEB 120 Medical Billing Coding III

3 Credits

This course will continue to emphasize the rules and guidelines of the CPT and HCPCS II coding manuals. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT and HCPCS II coding manuals.

Course Language: Spanish/ English

Prerequisite: MEB106

MEB 121 Medical Billing Practice Laboratory

3 Credits

This course is focused on using diagnosis codes and billing systems correctly, with the official coding guidelines and with extensive practice coding exercises.

Course Language: Spanish/ English

Prerequisite: None

MEB 200 Medical Reports Procedures

3 Credits

In this course, students will learn medical reports procedures such as filing, handling mail, and preparing budgets.

Course Language: Spanish/ English

Prerequisite: MEB101

MEB 115 Electronic Medical Record

3 Credits

This course provides the student with the required skills to organize and manage patient health data in digital and hard-copy formats, ensuring the security, completeness and accuracy of patient data while keeping a sharp eye on details and potential discrepancies.

Course Language: Spanish/ English

Prerequisite: None

AUM 200 Medical Auditing

3 Credits

This course provides students a detailed overview of relevant legislation, discussion of regulatory fines and penalties when performing medical auditing.

Course Language: Spanish/ English

Prerequisite: None

HEM 102 Legal and Ethical Issues in Health Services Admin

3 Credits

In this course students will acquire an overview of the legal environment as it affects medicine and business. Students will explore medical mal-practice, negligence, liability (physician, product, and corporate), the changing physician-patient relationship, the care of vulnerable and high-risk populations, amongst other topics.

Course Language: Spanish/ English

Prerequisite: None

#### **Associate of Science Degree in Network Technology and Applications Development**

General Education:

ETH 101 Ethic and Social Responsibility	3 Credits
This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.	
Course Language: Spanish/ English	Prerequisite: None
MAT 101 Basic Mathematics	3 Credits
This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.	
Course Language: Spanish/ English	Prerequisite: None
COM 204 Writing and Composition	3 Credits
This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.	
Course Language: Spanish/ English	Prerequisite: None
STA 201 Introduction to Statistics	3 Credits
This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.	
Course Language: Spanish/ English	Prerequisite: MAT101
PSY 101 Introduction to Psychology	3 Credits
This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.	
Course Language: Spanish/ English	Prerequisite: None
SOC 101 Introduction to Sociology	3 Credits
The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.	
Course Language: Spanish/ English	Prerequisite: None
Core Courses:	
ITT 101 Computer Literacy	3 Credits
This course provides an overview of computer systems. Students learn to apply Microsoft® Office tools including word processing, spreadsheet, database, and presentation software to accomplish business objectives. Other topics include uses of application software and the Internet for effective problem solving, exploration of relevant emerging technologies, and how information is used across different industries.	
Course Language: Spanish/ English	Prerequisite: None
PRO 101 Introduction to Computer Programming	3 Credits

This course is an introduction to the fundamentals of object-oriented computer programming using the Java programming language. The course covers the logical design of computer programs, simple input and output, data checking, formatting reports, and simple mathematical processing, such as counting, summing, and finding minima and maxima.

Course Language: Spanish/ English

Prerequisite: None

**PRO 102 Data Base Design**

3 Credits

This course gives students an introduction to relational databases as well as an introduction to data analytics, both from a practical and theoretical point of view.

Course Language: Spanish/ English

Prerequisite: PRO101

**PRO 201 Visual Basic Programming**

3 Credits

In this course students will learn the basics of Visual Basic programming, including using variables to store data, control structures, and loops. Other functions include how to use the large function library built into Visual Basic as well as how to write and use your own functions. You will also explore using Windows's large and varied library of controls and how to access files and handle errors.

Course Language: Spanish/ English

Prerequisite: None

**PRO 202 Java Programming**

3 Credits

This course provides students with the necessary knowledge to use BlueJ, a graphical development environment designed especially for students. Students will learn basic Java programming skills, and the skills necessary to integrate input and output, calculations, decision making, and loops.

Course Language: Spanish/ English

Prerequisite: None

**PRO 203 Mobile App Development**

3 Credits

In this course students will learn how to design, build, and optimize cross-platform mobile apps using the very latest HTML5 standards, which can operate in different mobile environments.

Course Language: Spanish/ English

Prerequisite: None

**ITT 201 Operating Systems & Architecture**

3 Credits

This course analyses the implementation and design techniques for operating systems. Students will understand how operating systems principles work in principles and practice.

Course Language: Spanish/ English

Prerequisite: None

**PRO 204 Analysis, Design & Implementation Systems**

3 Credits

In this course students will learn to investigate, analyze, plan, design, implement and document an information system using the traditional Systems Development Life Cycle.

Course Language: Spanish/ English

Prerequisite: None

**NET 101 Network Fundamentals**

3 Credits

This course will study the fundamental concepts of installing and configuring various network devices and the skills needed to recognize and understand network topologies and give the student the knowledge to provide feedback on network requirements.

Course Language: Spanish/ English

Prerequisite: None

**NET 102 Data Communications**

3 Credits

This course provides an introduction to the field of data communications. The course covers the principles of data communications, the fundamentals of signaling, basic transmission concepts, transmission media, line sharing techniques, physical and data link layer protocols, error detection and correction, data compression, common carrier services and data networks, and the mathematical techniques used for network design and performance analysis.

Course Language: Spanish/ English

Prerequisite: Nonr

WEB 202	Web Page Design	3 Credits
In this course student will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages in HTML.		
Course Language: Spanish/ English		Prerequisite: WEB201
NET 103 Networks Administration		
3 Credits This course is an introduction to the knowledge and skills required to set up, maintain, troubleshoot, secure and support computer network routers and switches.		
Course Language: Spanish/ English		Prerequisite: NET101
ITT 202 Diagnostic & Maintenance of Computer Systems		
3 Credits In this course students will obtain an overview of computer hardware on a personal computer. The course focuses on the diagnostics and maintenance of the structure and function of the computer, including I/O devices, network protocols, set-up, and troubleshooting software, hardware, and networks.		
Course Language: Spanish/ English		Prerequisite: None
WEB 201	Web Technology	3 Credits
In this course student will learn to develop web-based applications, and the required knowledge about the underlying technology and the formats and standards the web is based upon. In this course students will learn about the HTTP communication protocol, the markup languages HTML, XHTML and XML, the CSS and XSLT standards for formatting and transforming web content, interactive graphics and multimedia content on the web, client-side programming using Javascript.		
Course Language: Spanish/ English		Prerequisite: none
<b>Associate of Science Degree in Paralegal Studies</b>		
General Education:		
ETH 101	Ethic and Social Responsibility	3 Credits
This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.		
Course Language: Spanish/ English		Prerequisite: None
MAT 101	Basic Mathematics	3 Credits
This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.		
Course Language: Spanish/ English		Prerequisite: None
COM 204	Writing and Composition	3 Credits
This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.		
Course Language: Spanish/ English		Prerequisite: None
STA 201	Introduction to Statistics	3 Credits

This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.

Course Language: Spanish/ English

Prerequisite: MAT101

**PSY 101 Introduction to Psychology**

3 Credits

This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.

Course Language: Spanish/ English

Prerequisite: None

**SOC 101 Introduction to Sociology**

3 Credits

The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.

Course Language: Spanish/ English

Prerequisite: None

**Core Courses:**

**LAW 200 Fundamentals of Law**

3 Credits

This course offers an introduction to the American legal system and the paralegal profession, including the functions of a paralegal, ethical principles, federal and state court structures, litigation, sources of law, legal research and reasoning, investigation and interviewing, law office management, employment strategies and career perspectives.

Course Language: Spanish/ English

Prerequisite: None

**LAW 210 Legal Research**

3 Credits

This course is designed to familiarize students with the fundamentals of legal research. Students will learn how to locate, analyze and cite to federal and state cases, statutes, constitutions, and secondary sources. Instruction is given on utilizing both print materials and online resources.

Course Language: Spanish/ English

Prerequisite: None

**LAW 211 Legal Writing**

3 Credits

This course is designed to familiarize students with the fundamentals of legal writing. Students will prepare case briefs that demonstrate legal reasoning, proper punctuation, grammar and clarity of expression.

Course Language: Spanish/ English

Prerequisite: LAW200

**LAW 220 Trial Preparation**

3 Credits

This course focuses on the role of the paralegal in litigation. The course examines the various instruments used in the litigation process, and prepares the students to draft these documents and prepare a trial notebook. Students acquire practice in writing interrogatories and learn to summarize depositions. They also become familiar with the Rules of Civil Procedure.

Course Language: Spanish/ English

Prerequisite: None

**LAW 222 Trial Practice and Appeals**

3 Credits

In this course, students will examine the differences between jury and bench trials, the trial process, and the role of the litigation paralegal who assists the attorney in the preparation for trial.

Course Language: Spanish/ English

Prerequisite: None

**LAW 227 Torts and Personal Injury**

3 Credits

This course focuses on the fundamental concepts of tort law, including intentional torts, negligence, trespass, strict liability, personal injury, mental distress, as well as commonly employed defenses.

Course Language: Spanish/ English

Prerequisite: None

**LAW 230 Criminal Law & Litigation**

3 Credits

This course introduces students to the practice of criminal law. Emphasis is placed on criminal procedure from arrest to the appeals process. Case law and case studies will be used to examine prosecution, defense, and appellate processes. There will be discussions regarding the doctrine of criminal liability, the classification of crimes against persons, property, morals, and public welfare, criminal culpability, and defenses to crime.

Course Language: Spanish/ English

Prerequisite: None

**LAW 260 Wills, Trusts, & Estates**

3 Credits

Wills, Trusts and Estates is a study of the laws governing wills and intestate succession. The course provides practice in drafting a simple will and trust. It also examines the procedures and rules involved in probate administrations and the ethical obligations of attorneys and paralegals who are involved in this area of practice.

Course Language: Spanish/ English

Prerequisite: LAW222

**LAW 276 Law Office Management**

3 Credits

This course provides insight into the practical side of operating a law office. The roles and duties of the legal team are explained. Later lessons discuss the unauthorized practice of law, calendaring, docket control, and case management. The role ethics plays are examined throughout. The course concludes with a discussion of marketing and the legal library.

Course Language: Spanish/ English

Prerequisite: None

**LAW 280 Family Law**

3 Credits

In this course students are introduced to all areas of family law: divorce, separation, adoptions, guardianships, annulments, cohabitation, child custody, abuse and neglect. Emphasis will be placed on developing skills for working with clients and drafting the necessary legal documents.

Course Language: Spanish/ English

Prerequisite: None

**BUL 241 Business Law 1**

3 Credits

This course is oriented in the study of the principles of law governing the formation and operation of sole proprietorships, partnerships, limited partnerships, business trusts and corporations. Includes the preparation of the documents necessary for the organization and maintenance of each business entity.

Course Language: Spanish/ English

Prerequisite: None

**BUL 242 Business Law 2**

3 Credits

In this course the students will receive an introduction to business law with emphasis on the formation of a contract, defenses to avoid contractual liability, discharge of contracts, remedies for breach of contract, introduction to the Uniform Commercial Code, sales, warranties, and consumer protection.

Course Language: Spanish/ English

Prerequisite: BUS241

**REE 140 Real Estate Principles**

3 Credits

In this course the principles of real estate law are covered, including terminology, documents, types of estate ownership, mortgages, real estate closings, title searches and courthouse records. Students will understand the basic concepts and terms of real estate law; examine a title and prepare a title report; become familiar with the documents required in residential and commercial real estate closings.

Course Language: Spanish/ English

Prerequisite: None

**PLA 294 Paralegal Studies Internship**

3 Credits

Through professionally supervised work at law firms, government agencies, the courts, corporate offices or legal services, and faculty guided seminars, skills learned in the classroom will be applied to working situations. Each 3 credits of field placement involves 120 hours of on-site, legal work and 2 hours in weekly on-campus seminar.

Course Language: Spanish/ English

Prerequisite: None

**Bachelor of Science Degree in Business Administration**

**General Education:**

**ETH 101 Ethic and Social Responsibility**

**3 Credits**

This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.

Course Language: Spanish/ English

Prerequisite: None

**MAT 101 Basic Mathematics**

**3 Credits**

This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.

Course Language: Spanish/ English

Prerequisite: None

**COM 204 Writing and Composition**

**3 Credits**

This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.

Course Language: Spanish/ English

Prerequisite: None

**STA 201 Introduction to Statistics**

**3 Credits**

This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.

Course Language: Spanish/ English

Prerequisite: None

**PSY 101 Introduction to Psychology**

**3 Credits**

This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.

Course Language: Spanish/ English

Prerequisite: None

**SOC 101 Introduction to Sociology**

**3 Credits**

The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.

Course Language: Spanish/ English

Prerequisite: None

**MAT 105 College Mathematics**

**3 Credits**

This course includes the following topics: systems of equations and inequalities; matrix approach to solving linear equations systems, determinants, and Cramer's rule; conic sections; sequences and mathematical induction.

Course Language: Spanish/ English

Prerequisite: MAT101

**ARH 250 Art History**

3 Credits

This course provides students with a general foundation on sequential and hematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present. The course, however, emphasizes the major artists and artistic developments of the Western world. Art history also emphasizes the historical and social context of human made objects.

Course Language: Spanish/ English

Prerequisite: None

**ENG 201 English Composition I**

3 Credits

This course is designed with the purpose of develop in students the skills to produce argumentative writing. The primary purpose of this subject is to offer a global introduction to the postulates of structured writing with an emphasis on having a clear introductory focus, solid support, an excellently stated thesis, a clear purpose, audience, and coherent organization.

Course Language: Spanish/ English

Prerequisite: None

**CRT 210 Critical Thinking**

3 Credits

This course helps students develop strategies for "learning to think" and "thinking for learning", using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, it's meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thought and expressions.

Course Language: Spanish/ English

Prerequisite: None

**Core Courses:**

**ACG 200 Accounting I**

3 credits

This course is an introduction to the basic concepts and standards underlying financial accounting systems.

Course Language: Spanish/ English

Prerequisite: None

**ACG 200 Accounting II**

3 credits

Provides an understanding of accounting concepts, assumptions, and principles. Progresses to evaluation of accounting data for plant assets, current liabilities, deferrals and accruals, intangibles, payables, and payroll.

Course Language: Spanish/ English

Prerequisite: ACG 200

**ECO 230 Ecommerce**

3 credits

This is an introductory course to the world of electronic commerce, more often shortened to e-commerce. Here you will be offered a glimpse of how it is to conduct business using the internet.

Course Language: Spanish/ English

Prerequisite: None

**BUL 300 Business Law**

3 credits

Business Law I is a survey of the American legal system designed to develop an understanding of the fundamentals of business law.

Course Language: Spanish/ English

Prerequisite: None

**BUS 150 Legal and ethical environment of business**

3 credits

The students of this course will deepen the knowledge of theories that support philosophical, ethical, and moral principles and their impact on organizational behavior, how to face ethical problems and act

accordingly. In addition, they will be able to identify and evaluate the set of values, norms, codes, and principles that shape the behavior of people in the organization and their impact on the process of generating an optimal work environment, making decisions, solving problems, and interacting with their clients and the sociocultural context.

Course Language: Spanish/ English

Prerequisite: None

**STA 301 Applied Statistics**

3 Credits

In this course, the student will be introduced to the sampling theory, theory, and procedures in the construction of estimators and their probability distributions, and the formulation and contrast of hypothesis tests, with their main applications to facilitate inference about a population from a sample.

Course Language: Spanish/ English

Prerequisite: STA201

**MAN 315 Business Ethics**

3 Credits

The students of this course will deepen the knowledge of theories that support philosophical, ethical, and moral principles and their impact on organizational behavior, how to face ethical problems and act accordingly. In addition, they will be able to identify and evaluate the set of values, norms, codes, and principles that shape the behavior of people in the organization and their impact on the process of generating an optimal work environment, making decisions, solving problems, and interacting with their clients and the sociocultural context.

Course Language: Spanish/ English

Prerequisite: None

**ECO 280 Macroeconomics**

3 Credits

Macroeconomics uses the tools of economics to understand how an economy functions and to develop policies that promote economic growth.

Course Language: Spanish/ English

Prerequisite: ECO260

**ECO 260 Microeconomics**

3 Credits

A microeconomics is someone who analyzes resources, costs, and tradeoffs to make decisions at the individual level, such as how consumers and companies make decisions. We discuss how and why we make economic decisions, as well as how our choices affect the economy in this course.

Course Language: Spanish/ English

Prerequisite: None

**QMA 310 Quality Management**

3 Credits

This course provides students with the opportunity to broaden their knowledge in management theories that support quality principles, as well as their impact on the organization, management, control, and evaluation processes according to current trends. The students of this course will develop practical skills to design management planning considering the processes, available resources, organizational structure, and standards worldwide.

Course Language: Spanish/ English

Prerequisite: None

**BUS 301 International Business**

3 Credits

The purpose of this course is to facilitate students the knowledge about international financial system, including management of international operations, international marketing, trade, and international accounting. Among other topics studied in this course are the economic theories that support the international business operations, business strategies and alliances, as well as globalization, country differences, foreign exchange market, exporting, importing and countertrade.

Course Language: Spanish/ English

Prerequisite: None

**MAN 350 Human Resources Management**

3 Credits

This course is focused on the management of human resources as a set of organizational processes aimed at maximizing business performance and employee satisfaction. It addresses the recruitment and selection of employees considering the psychosocial nature of the process, which includes job analysis and the identification of competencies, recruitment of candidates, evaluation, and decision-making. The

course also addresses the issue of performance evaluation and the training of personnel as tools to improve their skills.

Course Language: Spanish/ English

Prerequisite: MAN 319

**MAN 319 Operations Management**

3 Credits

This course analyses the knowledge related to the Operations Management in attention to the processes that comprise it and the results obtained, supported by a practical-theoretical methodology that allows the implementation in real business environments. The course is based on identifying operations strategies, process flow, optimization of the value chain, quality of service, process improvement and project management with low impact of environmental impact.

Course Language: Spanish/ English

Prerequisite: None

**MAN 330 Organizational Development**

3 Credits

This course provides students with the theoretical and practical fundamentals of the change management process in a planned and systematic manner, considering employees' attitudes, beliefs, and values. This knowledge allows them to identify strategies for the creation and implementation of training programs for employees, in order to develop their talent and be more competitive.

Course Language: Spanish/ English

Prerequisite: None

**MGM 310 Management Information Systems**

3 Credits

This course provides the student with a vision of the strategic role of information in a modern organization. For this, the concept of management information system is defined and an analysis of its components, resources and activities is made. The student acquires skills in the use and harnessing of different management information systems for decision making, planning, organization, management, and control.

Course Language: Spanish/ English

Prerequisite: None

**BUS 311 Quantitative Methods and Analysis**

3 Credits

This course provides students methodological knowledge to conduct business research applied using descriptive and inferential statistics. Students will learn to analyze the information obtained in a research work, in order to make decisions and interpret statistical results in business.

Course Language: Spanish/ English

Prerequisite: None

**SMG 320 Sales Management**

3 Credits

In this course students will explore the application of modern management principles: sales force planning, organization, inventories and administration, selection, and training. The development, scope, and objectives of production control, as well as the dynamics of managing inventory in the changing industrial and commercial environment. Scheduling, control, critical path, forecasting sales and inventory requirements, computer applications to inventory control problems, building inventory models, simulation, and the relationships of inventory control to marketing management and production control.

Course Language: Spanish/ English

Prerequisite: None

**MAN 419 Project Management**

3 Credits

This course trains students in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring, and controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas: Integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.

Course Language: Spanish/ English

Prerequisite: None

**ACG 424 Cost Analysis**

3 Credits

In this course students will analyze the theoretical aspects and tools necessary to perform the analysis, evaluation and application of strategies involved in the cost management. Topics to be addressed

include evaluating and implementing effective cost control strategies, comprehensive management of company costs, effective tracking of production costs and services. Likewise, the student will learn how to use cost analysis as a tool for making business decisions.

Course Language: Spanish/ English

Prerequisite: None

**GBS 420 Global Business Strategies**

3 Credits

The students of this course will learn to perform a comprehensive analysis of the global business system and how to develop strategic plans that allow them to implement international trade management and invest in different types of markets. They will also learn to identify the legal and cultural foundations that influence the exercise of multinational companies and future trends.

Course Language: Spanish/ English

Prerequisite: None

**ADM 422 Administration and Supervision**

3 Credits

This course provides participants with the skills needed to be an effective frontline supervisor. Participants are provided information on leadership and management and why the role of supervisors is so important to an organization. The development of the behaviors and skills that are needed to achieve the outcomes of their unit.

Course Language: Spanish/ English

Prerequisite: None

**Specialization Courses:**

**ACG 310 Managerial Accounting**

3 Credits

This course is focused on analyzing the different accounting techniques applied in modern management and explores financial decision making under current issues in financial management.

Course Language: Spanish/ English

Prerequisite: None

**FIN 390 Finances for Business**

3 Credits

This course provides the student with a knowledge of the financial management process of business, the behavior of financial markets and the tools, techniques and methodologies currently used for decision making. In this sense, the knowledge of the types of financial planning, working capital management, capital budgeting, long-term financing and international finance is deepened.

Course Language: Spanish/ English

Prerequisite: ECO380

**ACG 422 Accounting for Managerial Decisions**

3 Credits

In this course students will learn how accounting information is relevant to managers, and how it can be processed and analyzed for effective managerial decision-making. Examining accounting information that is extensively used across three key managerial functions of planning, decision-making and controlling, the course equips non-finance managers with basic accounting and finance skills.

Course Language: Spanish/ English

Prerequisite: None

**FIN310 Financial Management**

3 Credits

In this course students will make different budget structures that adapt to the business characteristics of the organizations, focusing on the development of accurate budgeting for the different operations of the business.

Course Language: Spanish/ English

Prerequisite: None

**ACG 410 Auditing Standards**

3 Credits

This course provides students with an in-depth understanding of professional standards, the audit process, advanced auditing techniques, and the auditor's role in ensuring that publicly issued financial statements are fairly presented. Students will apply auditing procedures to financial statement transaction cycles and conduct audit sampling and testing techniques using specialized data analysis software.

Course Language: Spanish/ English

Prerequisite: None

CAP 410 Capstone	3 Credits
Candidates for completion of an undergraduate degree will complete an independent project demonstrating their conceptual, analytical, research, and practical skills achieved through the courses in the program. The project is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates your ability to synthesize and utilize the skills and knowledge you have gained throughout the program.	
Course Language: Spanish/ English	Prerequisite: 117 credits completed
<b>Bachelor of Science Degree in Digital Marketing</b>	
General Education:	
ETH 101 Ethic and Social Responsibility	3 Credits
This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.	
Course Language: Spanish/ English	Prerequisite: None
MAT 101 Basic Mathematics	3 Credits
This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.	
Course Language: Spanish/ English	Prerequisite: None
COM 204 Writing and Composition	3 Credits
This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.	
Course Language: Spanish/ English	Prerequisite: None
STA 201 Introduction to Statistics	3 Credits
This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.	
Course Language: Spanish/ English	Prerequisite: None
PSY 101 Introduction to Psychology	3 Credits
This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.	
Course Language: Spanish/ English	Prerequisite: None
SOC 101 Introduction to Sociology	3 Credits
The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.	
Course Language: Spanish/ English	Prerequisite: None
MAT 105 College Mathematics	3 Credits

This course includes the following topics: systems of equations and inequalities; matrix approach to solving linear equations systems, determinants, and Cramer's rule; conic sections; sequences and mathematical induction.

Course Language: Spanish/ English

Prerequisite: MAT101

**ARH 250 Art History**

3 Credits

This course provides students with a general foundation on sequential and hematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present. The course, however, emphasizes the major artists and artistic developments of the Western world. Art history also emphasizes the historical and social context of human made objects.

Course Language: Spanish/ English

Prerequisite: None

**ENG 201 English Composition I**

3 Credits

This course is designed with the purpose of develop in students the skills to produce argumentative writing. The primary purpose of this subject is to offer a global introduction to the postulates of structured writing with an emphasis on having a clear introductory focus, solid support, an excellently stated thesis, a clear purpose, audience, and coherent organization.

Course Language: Spanish/ English

Prerequisite: None

**CRT 210 Critical Thinking**

3 Credits

This course helps students develop strategies for "learning to think" and "thinking for learning", using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, it's meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thought and expressions.

Course Language: Spanish/ English

Prerequisite: None

**Core Courses:**

**ACG 200 Accounting I**

3 credits

This course is an introduction to the basic concepts and standards underlying financial accounting systems.

Course Language: Spanish/ English

Prerequisite: None

**ACG 200 Accounting II**

3 credits

Provides an understanding of accounting concepts, assumptions, and principles. Progresses to evaluation of accounting data for plant assets, current liabilities, deferrals and accruals, intangibles, payables, and payroll.

Course Language: Spanish/ English

Prerequisite: ACG 200

**ECO 230 Ecommerce**

3 credits

This is an introductory course to the world of electronic commerce, more often shortened to e-commerce. Here you will be offered a glimpse of how it is to conduct business using the internet.

Course Language: Spanish/ English

Prerequisite: None

**BUL 300 Business Law**

3 credits

Business Law I is a survey of the American legal system designed to develop an understanding of the fundamentals of business law.

Course Language: Spanish/ English

Prerequisite: None

**ECO 280 Macroeconomics**

3 Credits

Macroeconomics uses the tools of economics to understand how an economy functions and to develop policies that promote economic growth.

Course Language: Spanish/ English

Prerequisite: ECO 260

ECO 260 Microeconomics

3 Credits

A microeconomist is someone who analyzes resources, costs, and tradeoffs to make decisions at the individual level, such as how consumers and companies make decisions. We discuss how and why we make economic decisions, as well as how our choices affect the economy in this course.

Course Language: Spanish/ English

MAN 350 Human Resources Management

3 Credits

This course is focused on the management of human resources as a set of organizational processes aimed at maximizing business performance and employee satisfaction. It addresses the recruitment and selection of employees considering the psychosocial nature of the process, which includes job analysis and the identification of competencies, recruitment of candidates, evaluation, and decision-making. The course also addresses the issue of performance evaluation and the training of personnel as tools to improve their skills.

Course Language: Spanish/ English

Prerequisite: MAN 319

STA 301 Applied Statistics

3 Credits

In this course, the student will be introduced to the sampling theory, theory, and procedures in the construction of estimators and their probability distributions, and the formulation and contrast of hypothesis tests, with their main applications to facilitate inference about a population from a sample.

Course Language: Spanish/ English

Prerequisite: None

MAN 315 Business Ethics

3 Credits

The students of this course will deepen the knowledge of theories that support philosophical, ethical, and moral principles and their impact on organizational behavior, how to face ethical problems and act accordingly. In addition, they will be able to identify and evaluate the set of values, norms, codes, and principles that shape the behavior of people in the organization and their impact on the process of generating an optimal work environment, making decisions, solving problems, and interacting with their clients and the sociocultural context.

Course Language: Spanish/ English

MAN 419 Project Management

3 Credits

This course trains students in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring, and controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas: Integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.

Course Language: Spanish/ English

FIN 390 Finance for Business

3 Credits

This course provides the student with a knowledge of the financial management process of business, the behavior of financial markets and the tools, techniques and methodologies currently used for decision making. In this sense, the knowledge of the types of financial planning, working capital management, capital budgeting, long-term financing and international finance is deepened.

Course Language: Spanish/ English

Prerequisite: ECO380

MKT 315 Consumer Behavior

3 Credits

This course introduces consumer behavior and its underlying psychological processes. Students learn to apply social science concepts to gain insights into consumer behavior. Students gain experience applying consumer behavior concepts to develop firm strategies and to be better consumers.

Course Language: Spanish/ English

MKT 330 Corporate Social Responsibility and Accountability

3 Credits

This course introduces the human rights implications of multinational enterprises' global operations. Students learn how to assess corporate social impact through a human rights framework, consider the challenges of regulating the human rights impacts of global business, analyze international policy responses, and evaluate the effectiveness of different approaches to enforcing human rights standards for corporations.

Course Language: Spanish/ English

**MKT 345 Sustainability, Markets, and Society** 3 Credits

This course examines sustainability in the context of the natural and social ecosystems in which business operates. Students learn how the environmental and related social impacts of business are affected by the interactions of firms with laws, institutions, markets, and society.

Course Language: Spanish/ English

**MKT 380 Marketing Research** 3 Credits

This course introduces obtaining and using data to gain marketing insights. Students learn to translate managerial problems into research questions and identify and apply appropriate methods to collect and analyze data.

Course Language: Spanish/ English

**OCC 301 Oral Communication** 3 Credits

This course allows the student to develop verbal and corporal communication skills that are used in the professional context in which they develop. Students will learn how to master techniques for improving speech, posture when speaking, projecting a professional body image, and expressing their ideas with clarity and eloquence.

Course Language: Spanish/ English

Prerequisite: None

**COM 304 Strategic Public Relations and Integrated Communications** 3 Credits

This course empowers students to develop strategic public relations plans that allow the building of links between organizations and their audiences. To do this, it facilitates the theoretical knowledge of Public Relations as a strategic discipline, forming a social communicator specialized in the design of public relations actions programs that knows the process of Advertising and has the capacity to conceptualize and create persuasive messages.

Course Language: Spanish/ English

Prerequisite: OCC301

**SOM 305 Social media and strategic communication** 3 Credits

This course will develop the students' ability to create and implement a social media marketing campaign as well as evaluate and measure its success effectively and successfully. The developed skills will be focused on creating, applying, and integrating the appropriate social media tools to meet the marketing objectives of the organization. The course will address key elements such as, audience, campaign objectives strategic plan, tactics, tools, and metrics to measure the campaign success.

Course Language: Spanish/ English

Prerequisite: None

**COM 402 Communication Process** 3 Credits

This course provides students with a vision of human communication as a dynamic, broad, complex, and multidimensional process. Among the topics to be addressed are the elements of communication, sender, receiver, code, message, channel and context, the different styles of communication, as well as the study of the different theories of communication.

Course Language: Spanish/ English

Prerequisite: None

**MKT 305 Social Media Marketing Strategies** 3 Credits

This course will develop the students' ability to create and implement a social media marketing campaign as well as evaluate and measure its success effectively and successfully. The developed skills will be focused on creating, applying, and integrating the appropriate social media tools to meet the

marketing objectives of the organization. The course will address key elements such as, audience, campaign objectives strategic plan, tactics, tools, and metrics to measure the campaign success.

Course Language: Spanish/ English

Prerequisite: SOM305

**MKT 320 Social Media Marketing Campaigns**

**3 Credits**

This course will develop the students' ability to create and implement a social media marketing campaign as well as evaluate and measure its success effectively and successfully. the developed skills will be focused on creating, applying, and integrating the appropriate social media tools to meet the marketing objectives of the organization. The course will address key elements such as, audience, campaign objectives strategic plan, tactics, tools, and metrics to measure the campaign success.

Course Language: Spanish/ English

Prerequisite: None

**MKT 410 Integrated Marketing Communication**

**3 Credits**

This course provides the student with the necessary knowledge to design a strategic market plan in an integrated way. To this end, it focuses on the importance of a strategic planning process for communication, in a way that allows it to be effective at the time of its execution, regardless of how and when the message is disseminated while maintaining the consistency of the image and perception.

Course Language: Spanish/ English

Prerequisite: None

**MAN 430Strategic Management**

**3 Credits**

This course is intended to provide the students with a modern and pragmatic approach that will guide the formulation and implementation of corporate, business, and functional strategies. It emphasizes the importance of the permanent analysis of the external and internal factors that have an impact on the operations of the company and with the future of the current decisions in the framework of the strategic management.

Course Language: Spanish/ English

Prerequisite: None

**MKT321 Marketing Plan**

**3 Credits**

In this course, students apply marketing skills as they work directly with outside clients and participate in real-world marketing projects. Projects are varied and may involve marketing plan development, market research, new market and product development, brand management, and global social entrepreneurship.

Course Language: Spanish/ English

Prerequisite: MKT380

**BUS 311 Quantitative Methods and Analysis**

**3 Credits**

This course provides students methodological knowledge to conduct business research applied using descriptive and inferential statistics. Students will learn to analyze the information obtained in a research work, in order to make decisions and interpret statistical results in business.

Course Language: Spanish/ English

Prerequisite: None

**MGM 310 Management Information Systems**

**3 Credits**

This course provides the student with a vision of the strategic role of information in a modern organization. For this, the concept of management information system is defined and an analysis of its components, resources and activities is made. The student acquires skills in the use and harnessing of different management information systems for decision making, planning, organization, management, and control.

Course Language: Spanish/ English

Prerequisite: None

**CAP 410 Capstone**

**3 Credits**

Candidates for completion of an undergraduate degree will complete an independent project demonstrating their conceptual, analytical, research, and practical skills achieved through the courses in the program. The project is a 3-credit, one-term requirement that is completed at the end of the

program. It is a closely supervised experience resulting in a paper that demonstrates your ability to synthesize and utilize the skills and knowledge you have gained throughout the program.

Course Language: Spanish/ English Prerequisite: 117 credits completed

**Bachelor of Science Degree in Information Technology**

**General Education:**

**ETH 101 Ethic and Social Responsibility**

**3 Credits**

This course provides a current perspective on the ethical behavior of organizations and how they intervene the immediate reality through the development of proposals based on principles of social responsibility. This knowledge provides the tools to intervene positively and consciously in individuals, organizations, and the community both locally and globally.

Course Language: Spanish/ English

Prerequisite: None

**MAT 101 Basic Mathematics**

**3 Credits**

This course includes the following topics: algebraic equations and inequalities; the concept of function and its related topics; It emphasizes the characteristics of polynomial, rational, exponential, and logarithmic functions, their properties, and graphs. Absolute value and radical functions. Composite and inverse functions.

Course Language: Spanish/ English

Prerequisite: None

**COM 204 Writing and Composition**

**3 Credits**

This course focuses on the basic elements of Composition and writing, for students to gain the writing skills necessary to express their ideas in accordance with the different forms used on academic environment. It will emphasize the importance of effective written communication in personal and professional contexts and provides the tools to identify effective strategies through critical analysis of written works, including strategies for planning, drafting, revising, and editing.

Course Language: Spanish/ English

Prerequisite: None

**STA 201 Introduction to Statistics**

**3 Credits**

This course includes the following basic topics of statistics: Data, absolute and relative frequency, and Graphic representations. Measures of central tendency, measures of position and dispersion. Linear correlation. Elements of inferential statistics. Parameter estimation and hypothesis testing. Use of computing tools to address statistics problems.

Course Language: Spanish/ English

Prerequisite: None

**PSY 101 Introduction to Psychology**

**3 Credits**

This introductory course focuses on the study of human behavior and the factors that influence it, as well as the cognitive, affective and personality aspects that make it up. The knowledge acquired by students will provide them with a holistic view of human being and the fundamentals for understanding the foundations of the behavioral sciences.

Course Language: Spanish/ English

Prerequisite: None

**SOC 101 Introduction to Sociology**

**3 Credits**

The purpose of this course is allowing students to understand their role in society and making them capable of interpreting the social behavior. This course provides students with a basic understanding of how the society and working group's function.

Course Language: Spanish/ English

Prerequisite: None

**MAT 105 College Mathematics**

**3 Credits**

This course includes the following topics: systems of equations and inequalities; matrix approach to solving linear equations systems, determinants, and Cramer's rule; conic sections; sequences and mathematical induction.

Course Language: Spanish/ English

Prerequisite: MAT101

**ARH 250 Art History**

3 Credits

This course provides students with a general foundation on sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present. The course, however, emphasizes the major artists and artistic developments of the Western world. Art history also emphasizes the historical and social context of human made objects.

Course Language: Spanish/ English

Prerequisite: None

**ENG 201 English Composition I**

3 Credits

This course is designed with the purpose of developing in students the skills to produce argumentative writing. The primary purpose of this subject is to offer a global introduction to the postulates of structured writing with an emphasis on having a clear introductory focus, solid support, an excellently stated thesis, a clear purpose, audience, and coherent organization.

Course Language: Spanish/ English

Prerequisite: None

**CRT 210 Critical Thinking**

3 Credits

This course helps students develop strategies for “learning to think” and “thinking for learning”, using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thought and expressions.

Course Language: Spanish/ English

Prerequisite: None

**Core Course:**

**MKT 291 Introduction to Electronic Commerce and Laboratory** 3 Credits

Focuses on the three major driving forces that permeate all aspects of e-commerce: business development and strategy, technological innovations, and social and legal issues and impacts

Course Language: Spanish/ English      Prerequisite: None

**NET 200 Data Base Management and Laboratory**

In this course, students will analyze the evolution of communication in information systems and TCP / IP and UDP communication protocols.

Course Language: Spanish/ English      Prerequisite: None

**ECO 280 Macroeconomics**

3 Credits

Macroeconomics uses the tools of economics to understand how an economy functions and to develop policies that promote economic growth.

Course Language: Spanish/ English

Prerequisite: ECO 260

**ECO 260 Microeconomics**

3 Credits

A microeconomist is someone who analyzes resources, costs, and tradeoffs to make decisions at the individual level, such as how consumers and companies make decisions. We discuss how and why we make economic decisions, as well as how our choices affect the economy in this course.

Course Language: Spanish/ English

Prerequisite: None

**STA 301 Applied Statistics**

3 Credits

In this course, the student will be introduced to the sampling theory, theory, and procedures in the construction of estimators and their probability distributions, and the formulation and contrast of hypothesis tests, with their main applications to facilitate inference about a population from a sample.

Course Language: Spanish/ English

Prerequisite: STA201

**ITT 220 Information Technology Project Management**

In this course, students will analyze the different metrics and measurements used in project management. They will apply project management techniques to real industry situations. They will also develop the processes that are necessary for every project (risk and scope).

Course Language: Spanish/ English      Prerequisite: None

**ECO 290 Introduction to Electronic Commerce laboratory**

In this course students, will analyze the fundamentals and structure of an electronic business (e-business). Explain factors, conditions, and legal aspects when creating an electronic business. Design components of an e-commerce website.

Course Language: Spanish/ English      Prerequisite: None

**ITT 300 Information Technology Project Management**

In this course, students will analyze the different metrics and measurements used in project management. They will apply project management techniques to real industry situations. They will also develop the processes that are necessary for every project (risk and scope).

Course Language: Spanish/ English

**WEB 240 Web Application Security Strategies**

In this course, students will analyze the history of the Internet and justify the need to protect the systems that are implemented online. They will explain the meaning of malware and the different types of programs that fall under this category. They will discuss the importance of wireless technology and how it is vulnerable to hacker attacks, while performing the assessments that are necessary to obtain the desired results.

Course Language: Spanish/ English

**NET 301 Network Fundamentals**

In this course, students will analyze fundamental concepts in web design and configuration. They will identify network information protocols, topologies, and architecture. They will test the basic configuration of network devices. They will design logical addressing schemes

Course Language: Spanish/ English

**ITT 315 Information Security Management**

In this course, the student will analyze the principles and the planning process involved in information security. The student will evaluate risk management and security processes of computer networks, as well as which technologies and implementation methods best respond to an organization's need to secure its information. Also, describe the professional, ethical and legal aspects of information security

Course Language: Spanish/ English

**ITT 325 Computer Forensics**

In this course, students will apply corporate investigation techniques while participating in forensic investigations. They will verify compliance with pertinent laws while carrying out a forensics investigation and draft execution and testing plans. They will produce the digital evidence that is needed for a criminal investigation by gathering the information obtained from different operating systems.

Course Language: Spanish/ English

**ITT 302 Information System Control and Auditing**

In this course, students will analyze the structure of an audit as well as the essential components of the auditing process and its phases. They will identify the risks and controls in the IT area. They will discuss about the essential elements that must be considered when auditing operating systems, networks and databases. In addition, they will analyze techniques and tools used by auditors for evaluating systems development and transactions performed by computer systems.

Course Language: Spanish/ English

**ITT 360 Principles of Information Security**

This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

Course Language: Spanish/ English

**MAN 320IT Project Management**

The course covers key components of project management including project integration, project scope management, project time and cost management

Course Language: Spanish/ English

**ITT 350 Information Technology Strategic Planning**

In this course, students will analyze the challenges of managing technology and information systems. They will evaluate how the information is controlled, how the data centers are managed and the hiring process. They will examine the practice of acquiring technology and how to manage the relationship with the suppliers in order to achieve agreements that are acceptable to both. They will verify that the organization's strategic plan for Information Technology is aligned with its needs.

Course Language: Spanish/ English

Prerequisite: ITT 300

**MAN 400Information Technology Infrastructure Management**

In this course, students will analyze the evolution and basic concepts of IT infrastructure management. They will evaluate data management tools, as well as the storage and security management for an information system. They will also argue about the technological solutions available in the market, the business systems and the supply chain management. In addition, students will explain the relationship between the IT strategic planning process and the insourcing and outsourcing strategies.

Course Language: Spanish/ English

Prerequisite: MAN 320

**ITT 400 Information Technology Performance Analysis and Design**

In this course, students will examine the management models and frameworks used to measure the performance of an IT department. They will evaluate the integration of management, operational and performance strategies with the purpose of measuring the success of the management of information systems department.

Course Language: Spanish/ English

Prerequisite: ITT350

**ITT 420 Computing as a Service**

3 Credits

This course provides analytical and practical coverage of cloud computing and web services. It focuses on the technology, frameworks, and associated standards: cloud models, cloud platforms, and scalability. It also provides coverage of current web service technology and data transport representations, and integrated cloud and web service application development.

Course Language: Spanish/ English

Prerequisite: None

**ITT 120 Fundamental of Information Technology**

3 Credits

This course offers an overview of IT concepts including hardware, software, networks, IT careers and skills, databases and ethics with an emphasis on applications of IT in business. The course incorporates multiple current scenarios to help students more clearly recognize the importance of the information and apply their knowledge.

Course Language: Spanish/ English

Prerequisite: None

**ITT 410 Computer Servers and infrastructure**

3 Credits

In this course students will learn basic skills and knowledge required to build a Windows Server Infrastructure, as well as networking architecture and topologies, security considerations and best practices and Windows Server administration skills and technologies.

Course Language: Spanish/ English

Prerequisite: None

**WEB 301 Cloud Based Services**

3 Credits

In this course students will learn foundational cloud computing skills. Students will learn about fundamental concepts such as the advantages of cloud computing, deployment models, and the similarities and differences across major cloud service providers.

Course Language: Spanish/ English

Prerequisite: None

**IIT 430 Artificial Intelligence and Internet of Things**

3 Credits

This course covers and introduction of the Internet of Things (IoT) products and services—including devices for sensing, actuation, processing, and communication—to help you develop skills and experiences you can employ in designing novel systems.

Course Language: Spanish/ English

Prerequisite: None

**WEB 220 Web Site Design**

3 Credits

In this course student will learn the best strategies for planning the content, structure, and layout of your website as well as creating pages with neatly formatted text, building links between the pages in HTML.

Course Language: Spanish/ English

Prerequisite: None

**Specialization Courses:**

**NET 201 Network Security**

3 Credits

This course introduces computer and network security. Students successfully completing this course will be able to evaluate works in academic and commercial security and will have rudimentary skills in security research. The course begins with a tutorial of the basic elements of cryptography, cryptanalysis, and systems security.

Course Language: Spanish/ English

Prerequisite: None

**NET 220 Network Design**

3 Credits

This course covers the details of network design and the design process, starting from requirement specifications, a detail flow analysis is introduced. Examples of different network architecture designs, both in wireline and wireless, will be discussed, including mobile Ad Hoc network (MANET), mesh network, 4G cellular networks, wide area network (WAN), cloud networks, and advanced software define networking (SDN).

Course Language: Spanish/ English

Prerequisite: None

**NET 103 Networks Administration**

3 Credits

This course is an introduction to the knowledge and skills required to set up, maintain, troubleshoot, secure and support computer network routers and switches.

Course Language: Spanish/ English

Prerequisite: NET320

**NET 102 Data Communications**

3 Credits

This course introduces the field of data communications. The course covers the principles of data communications, the fundamentals of signaling, basic transmission concepts, transmission media, line sharing techniques, physical and data link layer protocols, error detection and correction, data

compression, common carrier services and data networks, and the mathematical techniques used for network design and performance analysis.

Course Language: Spanish/ English

Prerequisite: None

**NET 320 Wireless and Mobile Networks**

**3 Credits**

This course introduces students to the fundamental techniques and protocols of the two main wireless networks architectures, namely cellular networks and ad hoc networks. The course examines the characterizing aspects of these wireless architectures and introduces to related problems and solutions.

Course Language: Spanish/ English

Prerequisite: None

**CAP 410 IT Capstone**

**3 Credits**

Candidates for completion of an undergraduate degree will complete an independent project demonstrating their conceptual, analytical, research, and practical skills achieved through the courses in the program. The project is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates your ability to synthesize and utilize the skills and knowledge you have gained throughout the program.

Course Language: Spanish/ English

Prerequisite: 117 credits completed

**Master of Science Degree in Business Administration**

**ACG510 Managerial Accounting**

**3 Credits**

This course is focused on analyzing the different accounting techniques applied in modern management and explores financial decision making under current issues in financial management.

Course Language: Spanish/ English

Prerequisite: None

**MAN501 Organizational Behavior and Leadership**

**3 Credits**

In this course, a dynamic examination of managerial concepts of human behavior in work organizations is analyzed. Topics include motivation, leadership, reward systems, recruiting, selection, and job design from a managerial perspective.

Course Language: Spanish/ English

Prerequisite: None

**MAN502 Ethics in Business**

**3 Credits**

This course uses the global business context to introduce students to important legal, ethical, and cultural challenges they will face as business leaders. Cases and materials will address how business leaders, constrained by law, and motivated to act responsibly in a global context, should analyze relevant variables to make wise decisions.

Course Language: Spanish/ English

Prerequisite: None

**MAN510 Business Statistics**

**3 Credits**

This course provides students methodological knowledge to conduct business research applied using descriptive and inferential statistics. Students will learn to analyze the information obtained in a research work, in order to make decisions and interpret statistical results in business.

Course Language: Spanish/ English

Prerequisite: None

**ENT520 Entrepreneurship**

**3 Credits**

This course provides a theoretical approach in which the relationship with entrepreneurship is analyzed and identified. Students should be given attitudes and leadership that motivate them to undertake at the national and international level, so they are able to lead a business project.

Course Language: Spanish/ English

Prerequisite: None

**FIN520 Financial Management**

**3 Credits**

In this course students will make different budget structures that adapt to the business characteristics of the organizations, focusing on the development of accurate budgeting for the different operations of the business.

Course Language: Spanish/ English

Prerequisite: None

**MAN520 Project Management**

3 Credits

This course provides the basic elements of project management. The aspects to be developed include planning techniques, monitoring, control, and evaluation of the project, as well as the selection of the staff and computer tools available for project management. It includes the themes of the life cycles of the project and the environment in which it is developed.

Course Language: Spanish/ English

Prerequisite: None

**MKT510 Strategic Business Marketing**

3 Credits

This course is designed to provide fundamental concepts and elements involved in the marketing process: product, price, promotion, and distribution as well as planning, research and organization required to implement marketing techniques and strategies. In this course, the managerial, economic, social, and legal implication of marketing activities, policies and strategies will be studied

Course Language: Spanish/ English

Prerequisite: None

**MKT511 Strategic Business Communications**

3 Credits

In this course students will examine the conceptual frameworks and tools for communicating in business environments and accomplishing strategic and professional business goals. This core course addresses the written, oral, visual, and interpersonal communication skills necessary for the professional environment.

Course Language: Spanish/ English

Prerequisite: None

**MAN530 Operations and Control Management**

3 Credits

This course facilitates the knowledge related to the Operations and Control Management in attention to the processes that comprise it and the results obtained, supported by a practical theoretical methodology that allows them to implement it in real business environments. The course is based on identifying operations strategies, process flow, optimization of the value chain, quality of service, process improvement and project management.

Course Language: Spanish/ English

Prerequisite: None

**MAN523 Strategic Human Resources Management**

3 Credits

In this course students will study why managing human resources should be a critical part of any organization's overall strategy for success. This course will provide the student with a comprehensive introduction to Human Resource Management by exploring today's Human Resource environment including current trends in management. The course examines the principles of employee recruitment and selection, job design and job analysis, employment law, employee compensation, training and development, and safety and health.

Course Language: Spanish/ English

Prerequisite: None

**CAP600 Capstone**

3 Credits

Candidates for completion of a graduate degree will complete an independent project demonstrating their conceptual, analytical, research, and practical skills achieved through the courses in the program. The project is a 3-credit, one-term requirement that is completed at the end of the program. It is a closely supervised experience resulting in a paper that demonstrates your ability to synthesize and utilize the skills and knowledge you have gained throughout the program.

Course Language: Spanish/ English

Prerequisite: 33 credits Completed

## **4 Student Services**

### **4.1 Academic Advising**

South Florida International College describes the academic advising function as a process of information exchange that empowers students to realize their maximum educational potential. Students at the college are learners that engage in a collaborative relationship with an academic advisor. The intent of this collaboration is to assist the student in the development of meaningful educational goals that are consistent with their personal interests, values, and abilities. At the beginning of the program, the academic advisor role is to help and support the student in adapting to the pace of work involved in an online program and to make sure the student is making the most of the resources offers. Once the student progresses in the program, the advisor role turns to be of a liaison between the student and the institution, and to provide tips and advice on how to make the most of the different resources and tools.

Academic advisors are encouraged to relate to students personally and professionally, by inquiring about the student's goals, family, and personal interests to create a student dossier. This dossier is used to help academic advisors provide assistance that transcends the program of study and is oriented to benefit students in their professional career path and in their personal life.

Advisors are available during office hours by phone, email, or Skype, and will respond to communications by the next business day.

### **4.2 Student Orientation Session**

At the beginning of their program, students receive an orientation session in real time about the management of the educational platform. The session can be access later for review since it is recorded.

In addition, guidance is always available through live virtual sessions, handouts and tutorial videos specifically made to communicate and explain how to use all the online tools and resources.

### **4.3 Office of the Registrar**

The office of the Registrar maintains all academic student records, inquiries may be made via email at [registrar@sficolllege.com](mailto:registrar@sficolllege.com) or by phone at (305) 593-1816, the Registrar's office hours are Monday through Friday from 8:00AM to 6:00PM (Eastern Time).

The office of the Registrar at South Florida International College y maintains academic records in perpetuity for each enrolled student including courses taken at the institution, grades, academic advising log, and employment data. Official transcripts are available upon request with the payment of a fee. All records are confidential unless released in writing by the student.

### **4.4 Technical Services and Support**

South Florida International College technology tools are user friendly, accessible 24-7, and secure. In order to offer the assist students with technical issues, the College has established a technical support service to serve students, faculty, and staff. This service is available by email at

[studentservices@sficollege.com](mailto:studentservices@sficollege.com). Response time for technical request issues is within 24 hours. Students are also encouraged to check the Frequently Asked Questions (FAQ) section of the Institution's website. Additionally, technical support issues may be addressed directly with the College staff by phone at (305) 593-1816, Monday through Friday, from 8:00 AM to and 6:00 PM (Eastern Standard Time).

#### **4.5 Library Resources**

A college library is a dedicated space within a college or university campus that serves as a hub of knowledge and information. The SFIC Library Center is equipped with complete and up-to-date collections of specialized publications and other resources related to the academic programs offered by the institution. The library has a great space with seven computers and students can have access to the Internet and the electronic library collection.

##### Library Hours of Operation

Monday-Friday 9.00 am-5.00 pm and 24/7 online access.

##### Library Services

1. Circulation
2. Reference Services
3. Ask -the-Librarian
4. Computers/Internet Access

##### Online Resources

LIRN database is a huge network of databases that we offer to our students. LIRN includes:

Academic Search Complete, designed specifically for academic institutions, is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 9,300 journals and a total of 10,900 publications including monographs, reports, conference proceedings, etc.

Business Collection is a comprehensive business resource for the undergraduate researcher seeking company news, the public library patron making personal investment decisions, or the high school student looking to major in business administration. Business Collection provides full-text coverage of all business disciplines, including accounting, economics, finance, marketing, management, and strategy, as well as business theory and practice. Users can learn about the activities of companies and industries worldwide through nearly 4,000 leading business and trade publications that are updated daily. Complementing these titles is a selection of international, U.S., and regional news publications, all available on the state-of-the-art InfoTrack platform.

(Gale) - Includes more than 4,200 full-text titles; five newspaper indexes -- a total of nearly 8,000 titles in all with more than 20 years of backfile coverage from 1980 to present. InfoTrack OneFile makes approximately 25 million database records available with a single search query. It includes newswires from 89 wire services, newspapers, general interest magazines, refereed academic journals, business publications, technology periodicals, etc.

(ProQuest) - Large aggregated full-text database totaling more than 11,250 titles—with over 8,400 titles in full text. It serves as the central resource for researchers at all levels in all markets.

SFIC Library also offers Harvard Business Publishing Education. This resource offers a robust catalog of over 50,000 learning materials, including cases, simulations, articles, videos, and online courses, from 50+ sources.

Students and other users can connect to the library from outside the Institution via the library webpage. The Library director provides support to students and faculty.

#### **4.6 Career Services**

South Florida International College is committed to the success of each student and graduate. The Student Services department has staff to provide career services through the Career Center. The Career Center provides a variety of services, information, and presentations to the students and alumni. Some of the services offered are:

- Career coaching matching the degree programs currently offered.
- Assistance in the development of necessary career tools relating to desired careers.
- Career planning resources, and employment placement services.
- The Career Center website also has a list of workshops, networking events, panels, and webinars that students and alumni have access.

#### **4.7 Employment Placement Services**

The Career Center of South Florida International College provides advice on placement services at the request students and alumni. The college does not guarantee job placement.

Among the services offered by career center are the following:

- Resume development.
- Interviewing guidelines and simulated interview.
- Career search guidelines, tips, and coaching.
- Access to a database of local employers to assist students and alumni develop relationships that may lead job openings and opportunities.
- The Career Center schedules an interview with students prior to the completion of their program to design a career advancement plan and expose them to available resources. In addition, the Center can provide letters of recommendation upon the student's request.

## **5 Students' Rights and Responsibilities**

### **5.1 General Information**

Academic Integrity is South Florida International College is a cornerstone. Academic Integrity is honest and responsible scholarship. Students are expected to submit original work and give credit to other peoples' ideas. At the same time, Students are expected to conduct themselves with the utmost respect at all times. This means that students should treat all members of the college y community with courtesy, and their behavior should reflect the basic principles of respect for each other as valuable members of the academic community. Moreover, students are expected to act with integrity and honesty in all their interactions as associated with their academic endeavors pursuant to this policy.

### **5.2 Non-Discrimination Policy**

South Florida International College admits students of any race, color, sex, age, marital status, physical disability, religion, or creed, national or ethnic origin, marital status, veteran status, or any other basis prohibited by federal and state law. College prohibits discrimination, of any members of the college community and any retaliatory behavior related to reports of such conduct.

### **5.3 Non-Harassment Policy**

Harassment is a conduct that has the purpose or effect of substantially interfering with a student's work or educational opportunity; creates an intimidating, hostile, or offensive work or educational environment; or otherwise negatively affects a student's work or educational opportunities.

South Florida International College is committed to providing an online environment that is free of harassment. The College expressly prohibits any form of harassment; including verbal, threats, demands and retaliation. Violation of this policy will result in disciplinary action, which may include suspension or expulsion, depending on the seriousness of the violation.

The College prohibits harassment by all members of its community including employees, students, and other individuals associated with South Florida International College. It is unlawful and expressly against the South Florida International College policy to retaliate against any person for filing a harassment complaint or for cooperating with a complaint investigation.

If any students or employees believes that he or she has been subjected to harassment, he or she has the right to file a complaint, either orally or in writing by contacting the Academic Dean at [dean@sfcolllege.com](mailto:dean@sfcolllege.com) or by phone.

### **5.4 Conduct Code**

While attending South Florida International College, faculty members, staff and students expect a certain environment in which to study and pursue knowledge. Mutual respect and encouragement, healthy relationships, honesty, and accepting personal responsibility for one's actions all create an

atmosphere in which individuals from a variety of backgrounds and holding diverse viewpoints can learn from each other.

Furthermore, Integrity is the foundation of South Florida International College's commitment to the academic honesty of its college community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire expects responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence. When this trusted environment is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the establishment of rigorous Code of Conduct prohibitions that must not be violated under any circumstance.

## **5.5 Prohibitions**

The following prohibitions apply to all students, faculty members, and staff who participate in administration of courses, programs, and delivery of courses at South Florida International College .

### **5.5.1 Prohibition against Behavioral Misconduct**

Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member, or College employee. These are some instances of behavioral misconduct that are not tolerated under any circumstances:

Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender, or any other protected status.

Obscene or harassing communication directed toward a student, faculty, or any staff member of the College.

### **5.5.2 Prohibition against "Hazing"**

South Florida International College takes a strong stance against hazing, and strictly enforces an antihazing policy. Hazing is defined as: "any group or individual action or activity which recklessly or intentionally inflicts or intends to inflict physical or mental harm or discomfort, or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s)". Hazing includes, but is not limited to:

- Interference with a student's academic performance.
- Forced consumption or intake of any food, alcohol, drug, or any other substance.
- Brutality: any brutality of a physical nature such as whipping; beating; branding; exclusion from social contact; forced calisthenics; exposure to the elements; or any activity, which could adversely affect the physical and/or mental health or dignity of the individual.
- Deprivation of food or sleep.
- Kidnapping.
- Any activity that would subject the individual to embarrassment, humiliation, or potential harm.

South Florida International College believes that all students should be able to participate in any activity free of concerns of hazing. Students and Faculty members having knowledge of any activity or statement, which may constitute hazing, should contact the Office of the Registrar. Individuals found

guilty of hazing violations will receive penalties including withholding of diplomas or transcripts pending compliance with the rules, and the imposition of reprimand, probation, suspension, or dismissal (Academic Withdrawal).

#### **5.5.3 Access and Utilization of the College Resources**

Use of South Florida International College contents, tools and materials without the institution authorization is completely prohibited.

At the same time, tampering, destruction, or alterations by a student of documents, data programs or any other type of information may lead to disciplinary action including dismissal from the College.

#### **5.5.4 Prohibition against Cheating, Plagiarism and Fabrication**

Cheating is using or attempting to use materials, information, notes, study aids, purchased materials from the Internet, or other human assistance in any type of examination or evaluation that has not been authorized by the instructor or indicated in the course syllabus.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work, which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of the original sources. Fabrication is the use of invented, counterfeited, altered, or forged information documents of any type, including any

#### **5.5.5 Prohibition against Alcohol and Drug use**

South Florida International College is committed to providing an environment free of alcohol and other drugs, including prescription medication and substances causing impaired performance. The unlawful possession, use, or distribution of drugs or alcohol on property owned, leased, or rented by South Florida International College, or as part of any of the activities of the college, is strictly prohibited.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students, faculty members and staff are advised that individuals who violate federal, state, or local laws and campus policies are subject to college disciplinary action and criminal prosecution.

Furthermore, Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol.

The following resources are available for assisting with possible problems of chemical abuse:

Alcoholics Anonymous Support Group: <http://www.aa.org/>

National Council on Alcoholism and Drug Dependence: <https://www.ncadd.org/>

#### **5.5.6 Reporting Allegations of Academic Dishonesty**

Anyone may report an allegation of academic dishonesty. The allegation should be reported verbally or in writing to the faculty member responsible for supervising the course or activity during which the allegation occurred.

#### **5.5.7 Resolution of Allegations of Academic Dishonesty**

Whenever the faculty member associated with the course in which the alleged academic dishonesty has occurred will resolve possible, allegations of academic dishonesty. These steps will be taken to assure a successful resolution:

1. The faculty member will contact the student to notify him or her of the alleged academic dishonesty.
2. The faculty member will review the circumstances surrounding the allegation with the student. The student will be given the opportunity to explain or refute the allegation.
3. If the faculty member determines that the allegation was accurately identified as academic dishonesty, the faculty member will typically give the student the opportunity to demonstrate academic integrity should this be the student's first offense.
4. The faculty member may decide to conduct a teaching/learning experience with the student to work on improving his or her academic integrity competencies and skills. The faculty member may conduct as many teaching/learning experiences as he or she feels necessary.
5. A record of the teaching/learning experience will become part of the student's official academic record, including first-time offenses.
6. Although first-time offenses typically result in a teaching/learning experience that the faculty member conducts with the student, the faculty member may also choose to issue the student a sanction.

Per college policy, faculty members are limited to three academic sanction options in cases of academic dishonesty:

1. Reduction of the grade for the assignment in question
2. Reduction of the final grade in the course (including failure of the course)
3. Additional academic work

If an acceptable resolution is not reached between the student and the faculty member, the decision of an academic sanction will rest with the Director of Academic Affairs.

## **5.6 Copyright violations**

Faculty members, staff, and students must comply with federal copyright and trademark laws, such as the Digital Millennium Copyright Act (DCMA) that was incorporated into the Copyright Act (Title 17 of the U. S. Code):

<http://www.copyright.gov/title17>

No one may use South Florida International College information resources and other information technology tools for unauthorized file sharing, posting of copyrighted materials as one's own, or other copyright violations.

In addition to South Florida International College sanctions, under the Digital Millennium Copyright Act, copyright infringement can result in civil and criminal liabilities for unauthorized distribution of copyrighted materials.

## **5.7 Disciplinary Sanctions**

Sanction is a disciplinary consequence that may be issued by faculty member or the college due to a student committing an act of academic dishonesty as described but not limited to the Code of Conduct

prohibitions. The disciplinary sanctions are determined on a case-by-case basis and may include but are not limited to one or more of the following faculty member sanctions: non-acceptance of submitted course work, failing grade on an assignment, lower grade in a course, failing grade in a course, written warning.

In cases where the faculty member considers that the sanctions described above are not enough, she or he may refer the situation to the Office of the Registrar for further evaluation and administrative sanctions.

#### **Administrative Sanctions**

Administrative sanctions may include academic warning and suspension from the college, or dismissal from the college in the form of administrative withdrawal, and cancellation of previously awarded course credits or degrees.

#### **Academic Warning:**

A written warning may result from engaging in prohibited conduct; it describes certain conditions students must meet to continue to have access to the online platform.

#### **Suspension from the College**

A student suspension for a period with reinstatement thereafter, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the conditions of suspension or of college policies during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal from the College.

#### **Administrative Withdrawal**

Administrative withdrawal is a college-initiated separation of a student from the college. It may occur for a variety of reasons. These reasons may include:

- a) college determination that the student is no longer attending classes,
- b) lack of payments from the student,
- c) violations of the code of conduct, and d) failure to comply with published college policies.

#### **Notification**

If it is determined that a college disciplinary sanction, administrative sanction or administrative withdrawal is warranted, the student will be notified by e-mail to his or her e-mail. This notification will be followed up by a phone call to the student's phone number on record.

#### **Student Grievance Policy**

This policy provides a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies or procedures. College ensures that students will not be subject to unfair actions because of their initiation of a grievance proceeding.

A grievance is a complaint against an individual based on specific facts that there has been a misinterpretation, misapplication, discriminatory application, or violation of a college policy or procedure that may or may not include a violation of rights as set forth in Code of Conduct.

#### **Initial process**

Before filing a written grievance, the aggrieved individual is encouraged to make a good faith effort to talk with the party against whom he or she has a grievance to come to an amicable resolution. For this initial process, the aggrieved party may contact the Academic Dean for assistance in the resolution effort.

#### **Formal resolution**

If the aggrieved party does not receive an adequate resolution to the grievance after the initial process, he or she may submit a formal, written grievance to the Academic Dean.

Upon receiving the grievance, the Academic Dean will acknowledge receipt of the grievance and inform all involved parties that a formal resolution process has been initiated and that the grievance is being referred to a Grievance Review Panel.

A Grievance Review Panel is an independent review panel appointed by the Academic Dean to which all student grievances are referred during the formal resolution process.

Within 10 calendar days of being sent notification that a formal resolution process has been initiated, all involved parties must submit information regarding the matter to the Grievance Review Panel. This information must include:

1. The individual(s) or department(s) against whom the grievance is directed.
2. A brief description of the grievance, including the date(s), time(s), and place(s).
3. Any efforts to resolve the matter during the initial resolution process.
4. The corrective action the grievant is seeking.

After receiving all relevant materials, the Grievance Review Panel (the Panel) will meet to review the materials and issue a decision as soon as feasible. The Panel will provide sufficient opportunity to all parties to state in writing their perspective in the case in case it feels additional information is required. Upon evaluating all evidence, the Panel will issue a decision and set forth a resolution to be implemented. Both parties have the right to appeal the Panel decision, as described in the Formal Appeal Process.

### **5.8 Formal Appeal Process**

In case of an appeal is requested by either party, a written appeal request must be submitted to the Academic Dean by e-mail within 10 working days of receiving the Panel formal resolution decision. Upon receiving the appeal request, the Director of Academic Affairs will acknowledge receipt of the request and inform all parties involved that a formal appeal process has been initiated.

The Academic Dean will designate a College Staff member or faculty member to serve as a reviewer. The designee will receive and review all prior evidence, records, evaluations, and Grievance Panel decision associated with the grievance. Following the review, the designee will issue a decision and report it to all involved parties. The decision will do one of the following:

- a) uphold the findings of the Panel,
- b) reverse the findings of the Panel,
- c) direct the Panel to provide additional information,
- or d) the designee will determine his or her own findings.

In the event the designee requests additional information from the Panel, the involved parties will be notified of a revised time frame for the determination of the grievance.

The decision of the president's designee is final. A record of the final decision and all related materials will become part of the student's official academic record and upon request, will be made available to all College boards and any appropriate regulatory bodies.

#### **External Resolution**

If a complaint cannot be resolved after exhausting the institution's student grievance policy procedures, the student may file a complaint with the Florida Commission for Independent Education; 325 W. Gaines St.; Suite 1414; Tallahassee, FL 32399; 888.224.6684. Students must contact the commission for further details.

#### **5.8.1 Student Responsibility for College Communication**

The College uses e-mail as the official means of notifying students of important college business and academic information concerning registration, deadlines, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a College degree program. The college sends all communications to a college official e-mail address to ensure that there is one repository for that information. Every student must check the College official e-mail regularly to avoid missing important and critical information from the college.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of an emergency. Also, both permanent and local mailing addresses must be on record, so that any physical documents that must be mailed can be delivered.

#### **5.8.2 Students' obligations**

Should a student fail to meet his or her obligations with respect to academic tuition and fees when due, the college may bar a student's registration, refuse admittance to the online platform, restrict library privileges, or withhold certificates and diplomas, until such obligations are met. Continued failure to meet student obligations may result in Academic Withdrawal from the college.

### **5.9 Satisfactory Academic Progress (SAP)**

Each student enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

#### **5.9.1 Qualitative criteria for satisfactory academic progress**

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 3.0 for graduate programs or 2.0 for undergraduate programs, at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative Semester Credit Hours he or she has attempted in the program of study.

To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 3.0 overall cumulative grade point average for graduate programs or 2.0 overall cumulative grade point average for undergraduate programs, by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted.

Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Dean.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Semester Credit Hours Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "B" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 3.0 or higher for graduate programs or a 2.0 or higher for undergraduate programs.

#### Graduate Programs

	Minimum Overall Cumulative GPA Graduate:	Required percentage of completion of coursework attempted:
<b>Interval I:</b> End of the second term:	3.0	80%
<b>Interval II:</b> End of the student's third and any subsequent term:	3.0	80%
<b>Interval III:</b> The total maximum <sup>17</sup> for completion as timeframe described under "Quantitative Criteria" below.	3.0	80%

#### Undergraduate Programs

	Minimum Overall Cumulative GPA Graduate:	Required percentage of completion of coursework attempted:

<b>Interval I:</b> End of the second term:	2.0	60%
<b>Interval II:</b> End of the student's third and any subsequent term:	2.0	60%
<b>Interval III:</b> The total maximum <sup>120</sup> for completion as timeframe described under "Quantitative Criteria" below.	2.0	60%

#### **5.9.2 Calculation of the semester credit hour completion percentage**

The Semester Credit Hours completion ratio or percentage is calculated by dividing the total number Semester Credit Hours successfully completed by the student in his or her program by the total number of Semester Credit Hours attempted by the student. For the purposes of calculation, Semester Credit Hours attempted by the student include:

- A. all courses taken while the student is enrolled in his or her program of study or
- B. a different program of study, if:
  - 1) The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or
  - 2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

#### **5.9.3 Conditions that may result in probation, restricted course load status or termination**

The following describes the conditions under which a student may be placed on probation, restricted course load, or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester, unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Dean.
2. The Academic Dean may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the Institution.
3. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following semester unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Dean. The Dean may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.
4. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study.

#### **5.9.4 Calculation of overall cumulative grade point average**

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the Institution.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the Institution.
- If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

#### **5.9.5 Quantitative criteria for satisfactory academic progress**

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (80% of hours attempted) each academic year. Additionally, a student must complete the program within a maximum timeframe of attempted Semester Credit Hours.

The Maximum Time Frame for the Completion of any program of study is 150% of the Semester Credit Hours designated for the program. A student is not making Satisfactory Academic Progress if the Institution determines that the student is unable to obtain a diploma from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

#### **5.9.6 Maximum time frame for satisfactory academic progress**

<b>Program</b>	<b>Program / Hours</b>	<b>Maximum Time Frame Per Program (MTF)</b>
Master's Programs	36	54
Bachelor's Programs	120	180
Associate Program	60	90

#### **5.9.7 Academic Probation**

All students enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria

that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

#### **5.9.8    Restricted Course Load**

Student who, during the semester of probation, still does not earn a B in every course or a 3.0 cumulative GPA in graduate programs or a C in every course or a 2.0 cumulative GPA in undergraduate programs, is required to meet with his or her Academic Dean to determine whether a reduced course load may be appropriate for the student. If the Academic Dean determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Semester Credit Hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a B in every course or a 3.0 cumulative GPA in graduate programs or a C in every course or a 2.0 cumulative GPA in undergraduate programs, then the following semester the student must register only for those courses in which he or she did not receive a "B", "C" or better. If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

A student who, during the semester of probation, still does not earn a B or a C in every course or a 3.0 or 2.0 cumulative GPA is required to meet with his or her Academic Dean to determine whether a reduced course load may be appropriate for the student. If the Academic Dean determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Semester Credit Hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earn a cumulative grade point average of 3.0 or 2.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better or "C" or better. If, during that semester, the student still does not earn a "B" or better or "C" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

#### **5.9.9    Incomplete grade in a course**

If a student receives a grade of A, B in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

#### **5.9.10    Repeated Courses**

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Semester Credit Hours attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

#### **5.9.11 Change of program**

Students who contemplate a change from one program to another should discuss this possibility with the Academic Dean to determine the effect such a change would make on the student's satisfactory academic progress. This institution defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All Semester Hours attempted count toward the total program length of 1.5 times the number of semesters required for completion of the program. If a student changes his/her program only the Semester Hours that are common to both programs may be accepted toward the new program.

#### **5.9.12 Additional program**

Students who wish to enroll in an additional program must re-apply for admission. Upon acceptance, courses which count toward the new program completion requirements will be transferred. A student may only transfer courses with a final grade of "B" or higher. Semester Credit Hours attempted, and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

#### **5.9.13 Withdrawal from a course**

Students may withdraw from a course during the drop/add period. If the student withdraws a course during the drop/add period, they will receive a "W" grade in the course. The last day of physical attendance determines whether grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of "W" is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame. Financial Obligations for withdrawing from a course will be as stated in the Refund Policy

#### **5.9.14 Readmission after suspension for unsatisfactory academic progress**

If the student was not making satisfactory academic progress in his or her program of study as of the last cohort enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the institution's determination to the Academic Dean (as provided below in the Appeal section) and the Academic Dean grants the student's appeal. The Academic Dean will consider mitigating circumstances in addressing the appeal. If the Academic Dean grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Academic Dean discretion, as appropriate) during the student's next semester of attendance in any program of study.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

### **5.9.15   Appealing a determination of unsatisfactory progress**

If it is determined that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the determination in writing to the Academic Dean. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the institution's decision to terminate or not to readmit the student into his or her program of study.

The Academic Dean will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Academic Dean in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Academic Dean decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study.

### **5.9.16   Procedure for grade appeals**

There is a committee, the purpose of which is to address requests for revision of academic grade(s). This Committee, known as the "Grades Committee," consists of the Academic Dean and two instructors. The Grades Committee members are proposed every semester by the Academic Dean and approved by the provost. The Committee establishes its internal decision-making procedure that will be made public.

The instructor responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A challenge to a grade received in a course, comprehensive examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

- If the grade challenged is in a course, the student will first discuss the matter with the instructor teaching the course to resolve the grievance informally.
- If the grievance is not settled, the student may then file the Grade Appeal Form with the Academic Dean.

The form must be filed no later than ninety (90) calendar days after the date on which the grade was due in the Registrar's Office.

The Academic Dean will make an informal investigation, hearing both the student and the instructor, and attempt an informal reconciliation.

The Academic Dean will render a decision within thirty (30) calendar days and inform the student and instructor in writing.

- If the student wishes to appeal the decision of the Academic Dean, he or she may request that the Grades Committee investigate the decision.

The Grades Committee will make a formal investigation, hearing both the student and instructor.

The Committee will reach a decision within thirty (30) calendar days and notify the student, the instructor, and the Academic Dean in writing.

The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Grades Committee.

The student and/or the faculty member may appeal the decision of the Grades Committee to the Academic Dean no later than five (5) working days after the Committee's decision.

The Academic Dean's decision shall be final.

## **5.10 Privacy of the Student -Family Education Rights and Privacy Act ( )**

South Florida International College complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA), which regulates the confidentiality of data in student's educational records and the terms for its disclosure. The educational records protected, whether in electronic or any other format are the following:

Documents collected or created during the application process, including but not limited to the college application, professional history, and transcripts.

Documents collected or created during the course of an academic program, including but not limited to transcripts, test scores, grades, college advising records, financial information, academic dishonesty records, and records of educational services provided to the student.

Official correspondence to or from a student pertaining to his or her academic progress, advising, financial status, learning disability records, physical disability records, academic dishonesty records, and disciplinary records.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) FERPA provides students certain rights with respect to their educational records. The rights include:

1. The right to inspect and review the student's educational record within 45 days of the college receiving a request for access. Students must submit a written request to the Office of the Registrar and identifying the record(s) they wish to review. The Office of the Registrar will decide for access and notify the student of procedures for records access and inspection.
2. The right to request the amendment of the student's educational records where the student believes information is inaccurate or misleading. Student may ask the college to amend a record they believe is inaccurate or misleading. To do so, students must submit a written request to the Office of the Registrar clearly identifying the part of the record they want changed, specifying why the record is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information contained in educational records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior

consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); and a person Serving on the College Board of Directors. A school official has a legitimate educational interest if an education record must be reviewed to fulfill his or her professional responsibility. Upon request, the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education alleging failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Ave. SW Washington, DC 20202-4605 Phone: 202.260.3887  
Fax: 202.260.9001

#### **10. 5.10.1 Disclosure of Student Information**

Information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed to outside organizations is considered directory information. Any individual or agency may release directory information without prior student consent upon request.

Directory information is defined as the following:

1. Student name
2. State or country of residence
3. E-mail address
4. Primary phone number
5. Program
6. Certificates or degrees received, and dates conferred
7. Dates of attendance
8. Photographs (individual photographs posted by students in the online course platform or group photographs taken at public events; this does not include photographs to be used for marketing materials)
9. Anticipated graduation date
10. Honors and awards

#### **11. 5.10.2 Withholding Consent for Disclosure**

FERPA provides students the right to withhold disclosure of their directory information. Students are encouraged to carefully consider the ramifications of withholding directory information. Without subsequent written consent from the student, withholding the disclosure of directory information will

prohibit the College from publishing the learner's name in commencement programs, completing employer verifications, and complying with other common requests for directory information.

Students who want to withhold consent for the disclosure of their directory information may do so by contacting the Office of the Registrar. The Registrar will identify the records of these students, and their directory information will not be released.

## **6 Admissions Process at South Florida International College**

### **6.1 Admissions Requirements for Degree Seeking Students**

All students wishing to be considered for admission to a graduate program must complete the application and meet the following requirements:

- A Baccalaureate Degree (4-year undergraduate degree) or its equivalent.
- Transcripts: For students that want to transfer credits from another Institution, an Official college/university transcript attesting the receipt of a bachelor's degree or equivalent, with courses and grades is required.
- Resume: All applicants must submit an updated professional resume. The resume needs to outline relevant work experience and, where applicable, include detailed information on managerial roles.
- Recommendations: Submit two letters of recommendation that address applicant's potential for study at the graduate level and for a successful career in business.
- Experience: Demonstrate at least 3 years of professional work experience.
- Applicants who are non-native speakers of English must submit a minimum TOEFL® score of 61 on the internet based test, or 173 on the computer based test, or a minimum of 500 on the paper based TOEFL® test, for programs taken in English.

Students wishing to be considered for admission to a South Florida International College **Undergraduate program** must complete the application and meet the following requirements:

- A High School Diploma, GED or its equivalent.
- Transcripts: For students that want to transfer credits from another Institution, an Official college/university transcript attesting the receipt of a bachelor's degree or equivalent, with courses and grades is required.
- A personal statement that describes the applicant's professional goals.
- Applicants who are non-native speakers of English must submit a minimum TOEFL® score of 61 on the internet based test, or 173 on the computer based test, or a minimum of 500 on the paper based TOEFL® test, for programs taken in English.

The applicant may request consideration for transfer credits as per the Transfer Policy (See Section 6.5 Transfer of Credits of this Catalog for details) for equivalent graduate level coursework successfully completed previously at another institution.

South Florida International College reserves the right to deny admissions to any applicant based on their overall application.

### **6.2 Language of instruction**

Programs at South Florida International College are offered in English and Spanish. Completing a course or program in a language other than English may reduce employability where English is required.

### **6.2.1 Admission Requirements**

Applicants whose native language is not English and choose a program in English; and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction, must demonstrate University-level proficiency in English for programs in this language, through one of the following for admission:

a) Internet-based TOEFL (iBT)

Prospective students who take the TOEFL iBT must score 71 or higher to gain admission to the college. For information about this test, applicants can check the TOEFL website: <http://www.ets.org/toefl>

b) International English Language Test (IELTS)

Prospective students who take the International English Language Test must score 6.5 or higher to gain admission to the College. For information about this test, applicants can check the website: <http://www.ielts.org/>

c) PTE Academic Score Report

Prospective students who take the PTE Academic Score Report must score 50 or higher to gain admission to the College. For information about this test, applicants can check the website:

<http://pearsonpte.com>

### **6.3 Technical Requirements for online classes**

For online classes at South Florida International College, it's required that the student's computer meet the following minimum technical requirements to provide an optimal learning experience:

Minimum Hardware Requirements:

- Processor: Intel Processor or higher
- Sound Card: Stereo sound card
- Graphics support: SVGA 1024 x 768 resolution or higher
- Memory: 4 Gb of RAM

Minimum Software Requirements:

- Operating System: Microsoft Windows Vista or higher, Apple Mac OS X or higher or Linux.
- Supported browsers:
  - Internet Explorer 8 or newer version
  - Mozilla Firefox
  - Google Chrome

Courses are designed to be displayed on tablets: iPads & Windows and Android based.

## **6.4 Technological Competencies**

All students are required to have certain computer competencies before entering the program. The program is delivered utilizing online delivery requiring student familiarity and competencies in the following areas:

- Use of a web browser to access course and program material on the Web.
- Use of word processing and spreadsheet programs such as the ones provided by the Microsoft Office Suite.
- Interact with college staff, students, and faculty via email and the Web.
- Use appropriate antivirus utilities so that files transmitted and received are virus free.

## **6.5 Transfer of Credits**

Prior to applying to SFIC, prospective students must include any institution (s) previously attended on the Application for Admission to SFIC to qualify for consideration as transfer credit.

If the institution(s) is/are not listed on the application, no transfer credit can be considered in the future.

Academic office will conduct an evaluation of transcripts during the term of the student's enrollment and award additional transferred credit as appropriate.

The credit transfer system may accept five types of transfer credit:

- Credit earned at regionally or nationally accredited institutions
- Credit earned at independent/licensed institutions
- Credit earned by examination (CLEP)
- Institutional Credit Examination (Challenge Exam)
- Credit transfer through specific Academic Agreements

### **Credit Earned at Regionally/Nationally Accredited Institutions**

Most course credit earned at regionally / nationally accredited colleges and universities will be accepted by the SFIC, provided the following requirements are met:

- A grade of "C" and above
- The course is 100-level or above (college-level)

Determinations as to how the transfer credits will be applied to specific degree requirements are made by an Academic Dean, in consideration of the student's overall degree plan.

### **Credit limits**

Whichever is the category, no more than the 75% of the program.

### **Exclusions/exceptions**

- Orientation courses from other institutions will not be accepted by SFIC.
- ESL (English as a Second Language) courses are also not accepted for SFIC transfer credit.

#### **Credit Earned at Independently or Privately Accredited/Licensed Institutions**

Credit earned at institutions accredited by bodies other than recognized regional accrediting organizations will be considered only if institution is listed in the guidebook Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE).

Orientation Courses are not transferable.

#### **Credit for CLEP Examination and Life Experience Learning**

SFIC could award up to 18 semester hours of credit for CLEP examinations. Additionally, SFIC could award up to 18-semester credit credits for life experience. SFIC recommends that students take advantage of the credits for CLEP examinations and credits for life experience programs before registration.

##### **a. Credit Earned by Examination**

CLEP (College Level Examination Program) may be used to fulfill certain general education or elective credit requirements. Only those examinations that have been reviewed and approved by the college are acceptable for credit transferring. (For specific information about tests that are accepted contact the Office of Admissions). Credits gained through CLEP will be given a Passing or Failing grade.

SFIC departmental credit-by-exam opportunities may also be used to fulfill certain general education or elective credit requirements. Some departments have placement exams that may be used to earn exemption from certain prerequisites, but no credit is awarded for passing these exams. Contact the Office of Admissions for more information.

##### **b. Credit for Life Experience Learning (Portfolio Assessment)**

Students can earn credit for life experience college-level learning through the submission of portfolios to the Prior Learning Activity for Credit Evaluation (PLACE) program at SFIC. The exact nature of academic requirements that must be met for credits to be awarded through portfolio completion varies depending on the program being attended (Bachelor and Graduate).

##### **c. Credit transfer through specific Academic Agreements**

Each Letter of Agreement or Memo of Understanding will specify the number of credits to be transferred.

## 7 Cost of Attendance and Financial Policies

### 7.1 Tuition and Fees

Course Tuition Per Credit Hour:	
Price per Credit	US \$120  <b>Master's Programs Total:</b> (\$ 4,320 / 36 credits)
	US \$100  <b>Bachelor's Programs Total:</b> (\$ 12,000 / 120 credits)
	US \$100  <b>Associates Programs Total:</b> (\$ 6,000 / 60 credits)
Application Fee:	
Application Fee	US\$ 100.00 (Non-refundable One-time charge)
Special Fees & Other Fees:	
Graduation Fee	US\$ 100.00
Return Check Fee	US\$ 35.00
Official Transcript	US\$ 20.00 (Each copy)
Withdrawal Processing Fee	US\$ 25.00

## 7.2 Refund Policy

Students who wish to withdraw or leave a course or program should follow the reimbursement guidelines when they have not been financed by the institution.

1. All tuition and fees will be refunded if the applicant is not accepted by the College or if the student cancels within three (3) business days after signing the Enrollment Agreement. Application records will be kept on file for denied applicants for a period of two (2) years.
2. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$100.00 non-refundable application fee.
3. A Student can add or drop course(s) during the first week of classes without penalties. This period is known as the "add/drop period".
4. Dropping a course(s) after completion of the first full week of classes will result in a prorated refund of tuition using the Refund Table:

Refund Chart	
Date of Withdrawal	% Refund
Before the end of Week 1 (add/drop period)	100%
Before the end of Week 2	90%
Before the end of Week 3	80%
Before the end of Week 4	70%
No refunds after week 4	0%

5. Dropping a course(s) after the completion of week 4 in a term will result in no refund, and student will be responsible for the total cost of the course(s).
6. Books are not included in the cost of tuition and are sold by separate vendors.
7. A withdrawal is considered to have occurred on the date the student officially submits a withdrawal form, or on the date the College determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of withdrawal used to compute the refund as per "Refund Chart" above.
8. Refunds are made within 30 days of the date of withdrawal.

### **7.3 Payment Methods**

For convenience of our student, we offer the following payment options:

**By Mail:**

Personal checks are accepted. All checks and money orders must be in U.S. dollars drawn on a U.S. bank to be accepted. They should be made payable to South Florida International College and should include the assigned student account number on the front of the check. There is a US \$35.00 Return Check Fee if a personal check is returned.

**Pay in-person:**

Payments are accepted in person at the South Florida International College location. Payments can be made by credit card, check or cashier's check, Monday through Friday from 9:00 AM to 3:00 PM Eastern Standard Time.

**Pay Online:**

Students can make payments online directly on the South Florida International College website. Online payments can be made by debit/credit Card (American Express, Visa, MasterCard, or Discover Card).

### **7.4 Student financial assistance**

Financial assistance is not available for South Florida International College Students.

## **8 Academic Calendar**

## Term Calendar 2023

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

08/28/23-12/17/23	Fall Semester
08/28/23-09/24/23	Term A Classes Begin
<b>09/04/23</b>	<b>Labor Day</b>
09/05/23	Return
9/25/23-10/22/23	Term B Classes Begin Term C
10/23/23-11/19/23	Classes Begin <b>Veterans Day</b>
<b>11/10/23</b>	<b>(observed)</b> Return
11/13/23	Term D Classes Begin
11/20/23-12/17/23	<b>Thanksgiving Break</b>
<b>11/23/23-11/26/23</b>	Return
11/27/23	Holiday
12/18/23-01/07/24	

## Term Calendar 2024

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

<b>01/01/24</b>	<b>New Year's Day</b>
01/08/24-04/28/24	Winter Semester
01/08/24-02/04/24	Term A Classes Begin
<b>01/15/24</b>	<b>Martin Luther King Jr. Day</b>
01/16/24	Return
02/05/24-03/03/24	Term B Classes Begin
<b>02/19/24</b>	<b>President's Day</b>
02/20/24	Return
03/04/24-03/31/24	Term C Classes Begin
04/01/24-04/28/24	Term D Classes Begin
<b>03/29/24-04/01/24</b>	<b>Easter Break</b>
04/02/24	Return
04/29/24-05/05/24	<b>Spring Break</b>
05/06/24-08/25/24	Summer Semester
05/06/24-06/02/24	Term A Classes Begin
<b>05/27/24</b>	<b>Memorial Day</b>
05/28/24	Return

06/03/24-06/30/24	Term B Classes Begin
07/01/24-07/28/24	Term C Classes Begin
<b>07/04/24</b>	<b>Independence Day</b>
07/05/24	Return
07/29/24-08/25/24	Term D Classes Begin
08/26/24-09/01/24	<b>Summer Break</b>
09/02/24-12/22/24	Fall Semester
09/02/24/09/29/24	Term A Classes Begin
<b>09/02/24</b>	<b>Labor Day</b>
09/03/24	Return
09/30/24-10/27/24	Term B Classes Begin
10/28/24-11/24/24	Term C Classes Begin
<b>11/11/24</b>	<b>Veterans Day</b>
11/12/24	Return
11/25/24-12/22/24	Term D Classes Begin
<b>11/28/24-12/1/24</b>	<b>Thanksgiving Break</b>
12/02/24	Return
12/23/24-01/12/25	Holiday

## 9 Other Information

### 9.1 Accreditation Status

South Florida International College is licensed by the commission for independent education of the Department of Education in the state of Florida and is not yet accredited.

### 9.2 Effective Date

This Catalog 2023 – 2024, Volume II, effective date is July 31, 2023.

### 9.3 Disclaimer

- Completing a course or program in a language other than English may reduce employability where English is required.
- It is important to note that the transfer of credits both to and from South Florida International College will be accepted solely at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not another institution will accept credits from South Florida International College.

- South Florida International College does not offer Financial Aid nor guarantee job placement.