Florida Palms University
1101 Sunnybrook Road, 11th Floor
Miami, Florida 33136
(786) 454 2471

A Branch Campus of Atlantis University
Accreditation
Florida Palms University is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), and is licensed by the Commission for Independent Education (CIE), Florida Department of Education.

Licensure
Commission for Independent Education
Florida Department of Education
Additional information regarding the University, may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
888 224 6684 toll free
850 245 3200

Legal Control
Florida Palms University is a branch of Atlantis University, a DBA of Technology Trade Group, Inc., a Florida Corporation offering accessible, quality education to its students through career-oriented academic programs at graduate and undergraduate levels in-campus and online.

Ownership / Board of Trustees
Omar Palacios, President
Marlene de Palacios, Chairman of the Board

Locations
Florida Palms University is a branch campus of Atlantis University delivering programs in Business, & Education. The branch campus operates under the supervision of its oversight entity: Atlantis University.

Main Campus
Atlantis University – University Park
1011 Sunnybrook Road, 8th Floor
Miami – Florida 33136
Telephone (305) 377 8817
Web: atlantisuniversity.edu

Branch Campus
Florida Palms University
1011 Sunnybrook Road, 11th Floor
Miami, Florida 33136
Telephone (786) 454 2471
Web: palms.edu
# Table of Contents

HISTORY

MISSION AND VISION

DELIVERY METHOD

COURSE PREFIXES

DEFINITION OF CLOCK TO CREDIT HOUR CONVERSION

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

GRADUATE DEGREES ADMISSIONS REQUIREMENTS

UNDERGRADUATE DEGREES ADMISSIONS REQUIREMENTS

ADMISSIONS PROCESS

ENROLLMENT PROCEDURES

TRANSFER OF CREDITS

GRADUATION REQUIREMENTS

ACADEMIC PROGRAMS

MS EDUCATION

MS HEALTHCARE MANAGEMENT

BS BUSINESS ADMINISTRATION

AS BUSINESS ADMINISTRATION

MS NURSING

BS NURSING

DESCRIPTION OF INSTITUTION

LIBRARY

STUDENT SERVICES

ACADEMIC POLICIES AND STANDARDS OF PROGRESS
FLORIDA PALMS UNIVERSITY

History
Florida Palms University (formerly UNIR International University) is born in 2020 as a branch of Atlantis University located in Miami, Florida. The institution has a long history that dates back to 1975 when the founding fathers of Instituto Universitario de Tecnología UNIR in Latin America started an educational venture offering career-focused programs and that soon after expanded into an urban, multi-campus college serving the Latin American community through its residential and online programs, and graduating over 40,000 students living and working worldwide.

Later, in the early 2000’s, under the same ownership but independent from UNIR, Atlantis University was created in Miami, Florida – an accredited institution with a mission of preparing career-minded individuals through quality education. Through the years, Atlantis University has served the US student population interested in its programs and has provided the employment community with well-rounded professionals who have helped many organizations and the US economy grow. After 15 years, Atlantis University continues to grow and to expand its offerings reaching new frontiers, while continuing to meet the needs of its students and the requirements of its regulators, accrediting body, the State, and the U.S. Department of Education.

Eager to meet the demands of an ever-changing student population and employment community, Atlantis University opens its branch campus Florida Palms University to serve the specific needs of a unique student population who lives and works in Florida, speaks English and Spanish fluently, is career oriented, and who seeks a multi-lingual education with an international perspective and who has a local employment outcome in mind.

Florida Palms University proposes to fulfil the demands of an ever-changing job market and to provide its students with a unique education based on the foundation of strong academic principles and a modern perspective on the world through the delivery of academic programs in different fields, and thus become an international model for learning and professional development.
Mission
As a branch campus of Atlantis University, the mission of Florida Palms University remains to prepare career-minded individuals through quality education, while encouraging student’s personal self-enrichment for their personal and professional development. The objectives of the institution are:

- To provide quality in higher education by imparting knowledge through teaching, fostering creativity, and encouraging personal and professional discovery. Encouraging the development and value of self-identity; fostering in the student an attitude of personal growth, which facilitates the ethical formation.
- To offer accessible, affordable career education to its students by focusing on the learner’s needs, and by working in partnership with the dynamic and multicultural community. Through educational and formative activities, we seek to promote and strengthen values of social and civic responsibility, which encourages our graduates to become committed decision makers with valuable solutions to community problems.
- To prepare students to become career-minded qualified professionals, and responsible and accountable individuals, to enter the workforce with strong educational foundations, developed creativity skills, responsibility, principles of moral values and ethics, while promoting tolerance, acceptance, and respect for today’s multicultural professional environment, with its diversity of ideas and beliefs.

Educational Philosophy
As a higher education institution, with the goal of shaping capable professionals willing and able to participate in today’s competitive world, Florida Palms University, is committed to:

- Quality Education through the use of modern pedagogic methods that include active class participation in order to foster interaction between faculty and students; enabling learners to manage a variety of business and social issues with creativity, responsibility and commitment.
- Integrity, honesty, and principles of equality among the student community Respect and sensitivity towards cultural differences as well as for groups with special needs.
- The use of modern technological innovations, critical analysis, creative capacity, and praxis.

Vision
Florida Palms University strives to be model for international quality education whose graduates are distinguished for their personal and professional accomplishments.
Delivery Method

The University offers its academic programs through in-campus (residential / campus-based) learning.

Curriculum for all programs is taught in-campus, and students are able to select their schedule of preference. In order to offer an improved academic experience, all courses have a virtual space that support classroom instruction and where students can download the course syllabus, reading materials, view and submit assignments, post homework, quizzes, and interact with classmates and faculty.
**Course Structure**

Courses are measured in credit hours. Each credit hour is 50 minutes. Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, ACCTG indicates accounting. The 100 and 200 level courses indicate lower level courses, 300 and 400 level courses are for upper level courses, 500 and above are for Graduate level courses.

**Prefixes**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Biology</td>
</tr>
<tr>
<td>BUS</td>
<td>Business</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
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<tr>
<td>CIT</td>
<td>Computer Information Technology</td>
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<tr>
<td>PHI</td>
<td>Philosophy</td>
</tr>
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<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>MED</td>
<td>Graduate Education Courses</td>
</tr>
<tr>
<td>MEDL</td>
<td>Educational Leadership</td>
</tr>
<tr>
<td>MEDT</td>
<td>Educational Technologies</td>
</tr>
</tbody>
</table>

**Definition of Clock Hour to Credit Hour Conversion:**

- **Academic Year**: Minimum of two (2) semesters
- **Semester**: A period of instruction of 16 weeks in duration
- **Period of Financial Obligation**: One semester
- **Semester Credit Hours**: Each course equals three (3) credit hours, equivalent to 48 hours of classroom contact
- **A Clock Hour**: A period of 50 minutes of instruction
- **Full-time Student**: Student enrolled for a minimum of 12 semester credit hour in an undergraduate program, or 6 semester credit hours in a graduate program
ADMISSIONS

General Admissions Requirements

• Must be 18 years or older or have written permission from a parent/legal guardian.
• Complete an interview with Admissions by in-person, telephone, or video conference.
• Complete an enrollment agreement.
• Provide a copy of a high school diploma, or high school transcript, or GED, or the equivalent document if the applicant completed secondary education in another country. Documents from non-English speaking countries must be translated into English and evaluated by an approved educational evaluation service attesting that the degree/or credits earned are equivalent to a degree/credits earned at an accredited institution of higher education or to be at least the equivalent to a US high school diploma in the United States.
  ▪ Applicants will not be required to provide proof of high school graduation when they provide the following:
    ▪ Official Transcripts of college credits or of an earned degree from an accredited institution recognized by the United States Department of Education;
    ▪ If documents are from another country: An evaluation of an official transcript by an approved educational evaluation service attesting the degree/or credits earned are equivalent to a degree/credits earned at a US accredited institution of higher education.
• Provide official transcript from other approved postsecondary schools if seeking transfer credit. Documents from non-English speaking countries must be translated into English and evaluated by an approved educational evaluation service attesting that the degree/or credits earned are equivalent to a degree/credits earned at an accredited institution of higher education in the United States.
  ▪ Acceptable postsecondary institutions of education include: Institutions accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, or
  ▪ Institutions recognized by the Department / Ministry of Education of the country where the institution is in operation.
• International students must have earned the following score on the Test of English as a Foreign Language: Computer Based (CBT) – 173. TOEFL is not required for applicants who have graduated from a college or university in the US accredited in a manner accepted by Florida Palms University.
• Applicants must complete program specific admissions’ requirements as set forth in this catalog.
Program Specific Admissions’ Requirements

Graduate Degrees Admissions’ Requirements
Students pursuing a Master’s degree Program at Florida Palms University must successfully complete 30-36 semester credit hours beyond the Bachelor’s level in specific graduate level curriculum. Required credit hours per program are detailed in the Program Description and Breakdown per program.

In addition to the General Admissions Requirements, Master’s Degree Program applicants must:

• Hold a four-year Bachelor’s Degree or equivalent credential conferred by an approved institution of postsecondary education and provide official transcripts. A minimum of 120 Credit Hours minimally at the undergraduate level to include at least 30 Semester hours of General Education Credit.
• An undergraduate degree in a specific field is not a requirement; qualified students from all backgrounds are encouraged to apply, unless otherwise specified in the program requirements. The Admission decision is based on a combination of a student’s undergraduate academic performance, relevant professional experience, and letters of recommendation.
• Three (3) years of full-time relevant work experience recommended.

Undergraduate Degrees Admissions’ Requirements
In addition to the General Admissions Requirements:

Students pursuing an undergraduate degree at Florida Palms University must successfully complete a minimum of 123 semester credit hours if enrolled in a Bachelor’s degree as follows:

• For Bachelor’s Degrees: Complete 30 credit hours (mandatory) of prescribed general education courses, and 93 credit hours of prescribed major courses.
**Admissions' Process**

Students desiring to enter a Degree Program at Florida Palms University should contact the Admissions Office or log onto our website at unir.edu to submit an application. Students should submit their applications well in advance of the date they desire to enter the University to permit proper scheduling and assure availability. Local applicants are encouraged to visit the University in person. International applicants may apply online. The University uses a rolling admissions policy.

Applicants will be notified of their acceptance or rejection by the University within ten (10) days after the application is submitted. All admissions services are conducted on equal opportunity/equal access basis.

The Admissions Office is open throughout the week during the following hours: Monday through Friday, 9:00am to 7:00pm, and Saturday by appointment.
Enrollment Procedures

Language of Programs
Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction. Evidence of English proficiency is required if a student's primary language is not English and is applying for a Degree Program taught in English. The applicant must take the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 must be achieved on the written format, or 173 on the computer version, or 61 on the internet based. Please see the admissions requirements for more information. Completing a course or program in a language other than English may reduce employability where English is required.

Personal Interview
A personal interview with an admissions representative is required for all applicants prior to acceptance into their program. During this interview, the admissions representative evaluates an applicant's career goals and potential for academic success.

Enrollment Agreement and Registration
Prospective students must complete an Enrollment Agreement specifying the program, language and delivery method of choice before receiving an acceptance by the institution.

To register for classes, students must have academic and administrative clearance, which includes the requirement that all tuition and fees are paid by the required dates.

Late Enrollment
A student who wishes to enroll after the registration deadline (which is the Class Start Date of every Term) may do so with the approval of the Registrar and up to the Add/Drop Period, which is one week within the beginning of the term. A late registration fee of $25 will apply.

Acceptance by Institution
The Florida Palms University catalog is available online at the institution's website www.palms.edu for all applicants to review. Applicants receive catalogs prior to their interview. The catalog is reviewed during the interview with the applicant. The applicant is encouraged to ask questions and is given additional clarification if needed. The applicant signs the enrollment agreement and attests to the fact that s/he understands the terms and conditions of attending FPU. Upon review of the application and enrollment documents, the University will determine if the prospective student is accepted into the selected program and is eligible to register for classes. The applicant will be informed of the admission's decision by letter within ten (10) business days of the interview and submission and review of all required documents.
Transfer of Credits

Policies on Transferring Credit from Other Institutions
Florida Palms University accepts transfer credits applicable to an applicant's program of study from other eligible institutions. To apply for transfer credit, students must send an official copy of their transcript to the Academic Department for review and complete the corresponding paperwork for each transfer course. A transfer student's transcript(s) becomes part of the official student permanent record. FPU, upon evaluation, will determine how many credits, if any, will apply toward a degree. Credit for undergraduate programs may be granted only for courses in which grades of “C” or better have been earned (2.00 GPA or higher). Students must complete at a minimum 25% of an undergraduate program, and a minimum of 90% of a graduate program at FPU in order to be eligible for graduation. Transfer credits for Graduate programs will be considered on a case by case basis. Credit may be granted only for courses in which grades of “B” or better have been earned (3.00 GPA or higher).

Policies on Transferring Credit to Other Institutions
Acceptance of transfer credits by another institution is at the sole discretion of the receiving institution. Florida Palms University does not guarantee transfer of credits.

Policies on Course or Program Cancellation
FPU offers courses based on the students’ needs. However, if a course or program cancellation arises, due notice will be given to students. A decision to cancel a course is at the discretion of the Academic Department of FPU. Upon making such decisions, the University will notify the potential and enrolled students by way of email, hard copy mail, and if appropriate, via telephone. This decision would be based on an enrollment substantially below the expected level, and the pattern of levels of past enrollment and/or the unavailability of an appropriate instructor. The FPU refund policy will apply.
Graduation Requirements

To be eligible for a degree at Florida Palms University students must:

• Successfully complete the required graduate or undergraduate level semester credit hours of the specific program of study.

• Complete undergraduate degree requirements with a cumulative G.P.A of 2.0 or higher, or for graduate degree programs, complete requirements with a cumulative G.P.A of 3.0.

• For undergraduate degrees: Complete at a minimum 25% of an undergraduate program at Florida Palms University. For graduate degrees: Complete 90% of the program at FPU.

• Complete all financial obligations with the institution and all required exit paperwork.
Academic Programs:

Florida Palms University offers graduate and undergraduate degree programs as follows:

**School of Education**
- Master of Science in Education
  - Concentrations in:
    - Educational Leadership
    - Educational Technology

**School of Business**
- Master of Science in Healthcare Management
- Bachelor of Science in Business Administration
- Associate of Science in Business Administration

**School of Health**
- Master of Science in Nursing
- Bachelor of Science in Nursing (RN to BSN)
Master of Science in Education
(36 Graduate Level Semester Credit Hours – Estimated Completion Time 12 months)

Program Description
The Master of Science in Education program is designed for professionals interested in acquiring skills and/or teaching practice, through access to current theories, methodologies, and pedagogical techniques applicable to different educational levels.

The program curriculum is competency-based, flexible, and oriented by Projects that enables the student to experience what has been learned, apply critical thinking, socialized, and constructive participative learning, as well as providing a permanent reflection on the educational practice that allows learning in a comprehensive and articulated way. The program is administered using a model that integrates information technologies strategies as a study modality, as well as a transversal axis in all classes, thereby facilitating learning using the tools available in digital environments in a flexible way without time constraints and space.

The program is designed to foster strong analytical and personal skills, technological abilities, effective communication, and logical ethical approaches to the education industry. The curriculum encompasses teaching competencies and includes a culminating experience and research component required for program completion. The program is structured as follows:

- Core Credits: 27
- Concentration Credits: 9
- Total Credits: 36

Students take 27 Core Credits, which includes 3 Capstone credits, then they have the option of taking a concentration of 9 credits. The concentrations options are:

Concentration in Educational Leadership This concentration provides leadership skills and tools to assist the student to reach their full potential. Students will learn to interpret leadership models, teacher evaluation, and motivation, and use it to develop professional learning opportunities that promote continuous improvement. Upon completion of this concentration, students will have the following skills:

- Ability to perform functions as leaders of transformation in educational organizations of any level.
- Ability to foster through innovative instructional and managerial practices a school climate conducive to the learning of all constituents.
- Ability to apply methods and techniques of negotiation and conflict resolution in educational organizations.
Concentration in Educational Technologies
This concentration prepares educators and other professionals to serve as technology leaders by teaching them to track trends and leverage technology as an effective tool to support learning and meet the needs of staff, teachers, and students. Upon completion of this concentration, students will have the following skills:

• Ability to implement pedagogical models using Technologies in Education.
• Ability to develop teaching methodologies that adjust to current trends in education.
• Ability to use new technological trends to innovate learning models in teaching practice.

Program Objective
The program’s objective is to deepen students’ knowledge and expertise, develop their professional skills, and enable them to compete for a rewarding career in the education field. The Master of Science in Education degree is designed to prepare educators for career advancement.

To support the University’s Mission and goals, the MS Education with concentrations provides learning opportunities in which the students gain experience, practice, and acquire skills and knowledge in:

• Promoting the acquisition of knowledge, abilities and skills related to the theoretical foundations of educational science in current teaching and learning models.
• Using innovative tools and critical analysis.
• Facilitating socialization that fosters the design of innovative strategies, methods and techniques of teaching and learning according to current trends in education.
• Offering teaching strategies that guarantee the development of applied educational research skills.
• Promoting in teachers the leadership and administration capacities for educational institutions.
• Critically analyzing problems on the basis of research methods that are linked to educational management.
• Developing competencies for teaching-learning processes through didactic use and new technological trends that allow the teacher to apply and innovate learning models in their teaching practice.
• Fluently communicate an oral or written discourse on technology in education, its trends and development.
• Developing educational research related to technology and its uses in education.
**Master of Science in Education**  
(36 Graduate Level Semester Credit Hours – Estimated Completion Time 12 months)

**Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses (27 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED 500</td>
<td>Psychology of Learning</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 510</td>
<td>Pedagogical Perspectives of Education, Trends &amp; Develop.</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 520</td>
<td>Adult Learning</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 541</td>
<td>Emerging Technologies in Education</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 533</td>
<td>Learning Process and Creativity</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 612</td>
<td>Curriculum, Instruction, and Assessment</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 625</td>
<td>Designing Learning Environments</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 645</td>
<td>Scholarly Writing and Research Strategies</td>
<td>3.00</td>
</tr>
<tr>
<td>MED 699</td>
<td>Capstone Project</td>
<td>3.00</td>
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</table>

**Concentration Courses (9 credits)**

**MS Education - Concentration in Educational Leadership (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDL 682</td>
<td>Teacher Leadership</td>
<td>3.00</td>
</tr>
<tr>
<td>MEDL 683</td>
<td>Methods of Negotiation and Conflict Resolution</td>
<td>3.00</td>
</tr>
<tr>
<td>MEDL 684</td>
<td>Strategic Operations Planning and Innovation</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**MS Education - Concentration in Educational Technology (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 685</td>
<td>Digital Educator</td>
<td>3.00</td>
</tr>
<tr>
<td>MEDT 686</td>
<td>Technology Curriculum and Planning with Technology</td>
<td>3.00</td>
</tr>
<tr>
<td>MEDT 687</td>
<td>Instructional Models for Digital Learning</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Master of Science in Healthcare Management  
(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)

Program Description
The Master of Science in Healthcare Management at FPU is an intensive graduate degree program designed to instruct students in the theories and practices of the modern healthcare management environment. The program is designed to prepare students with knowledge, skills and abilities, through a program that incorporates health science, technology applied in health management, education projected towards research, projection and community service, using basic management principles in organizational performance.

Program content presents strategic and current models of healthcare management, provides the evolutionary content and critical analysis of the leading healthcare models.

The structure of the Master in Healthcare Management program articulates the expected competencies of program graduates, linked to the content of each course where participants are required to demonstrate that they can integrate the knowledge and skills related to the central management disciplines, distributed in a common, technical and specializing Competencies using the following structure:

- Common Core Courses (15 credit hours):
  - Management, Strategy and Leadership
- Technical and Specific Courses (12 Credits)
  - Public Health Procedures and Methods
  - Health Operations
- Research and evidence Competences (3 credits)
  - Degree requirements (3 co-requisite course)

Program Objective
Graduates who choose to pursue a career in Healthcare Management will be prepared to plan, organize, lead, control, and evaluate quality improvement initiatives in healthcare organizations. The program is designed for working adults who want to expand their careers and strengthen their credentials as healthcare managers, administrators, and consultants.

Students will acquire current skills in key healthcare management domains including; finance, leadership, human capital management, technology, quality improvement, and strategy that are critical variables in establishing, managing and leading a successful healthcare organization.

Students will develop and demonstrate critical reasoning, data-driven decision-making, and process improvement that will enable them to contribute to the growth, quality, and evolution of the rapidly growing healthcare industry.
Master of Science in Healthcare Management
(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)

Program Breakdown by Course
Core Competencies (12 credits)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MHS 510</td>
<td>Leadership and Organizational Behavior</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 520</td>
<td>International Strategic Management</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 530</td>
<td>Economic Analysis and Business Decisions</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 540</td>
<td>Social Media Marketing</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 550</td>
<td>IT and Business Transformation (ITBT)</td>
<td>3.00</td>
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</tbody>
</table>

Technical and Specific Competencies (12 credits)
Public Health Procedures and Methods (6 Credits Required)
These courses provide the ability to distinguish the health system in the US, its federal, state, local and context regulations that involve the provision of medical care, to use technology for data management, procedure execution and ensure conditions, incorporates diverse stakeholders working in different ways to advance society’s health.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HSA 520</td>
<td>Special Topics in US Healthcare Systems</td>
<td>3.00</td>
</tr>
<tr>
<td>HSA 581</td>
<td>Public Health Administration</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Business Analytics (Data Mining)</td>
<td>3.00</td>
</tr>
<tr>
<td>MSN 630</td>
<td>Healthcare Data Management and Analytics</td>
<td>3.00</td>
</tr>
<tr>
<td>PHN 619</td>
<td>Application and Interpretation of Public Health Data</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Health Operations (6 Credits Required)
Skills in knowledge management, creating management structures that apply and transmit information (from human and technological sources) facilitating organizational decision making.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCL 510</td>
<td>Leadership and Decision Making in Healthcare</td>
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</tr>
<tr>
<td>HSA 520</td>
<td>MIS for Healthcare Management</td>
<td>3.00</td>
</tr>
<tr>
<td>HSA 530</td>
<td>Long-Term and Geriatric Administration</td>
<td>3.00</td>
</tr>
<tr>
<td>HSA 540</td>
<td>Methods of Health Care Negotiations &amp; Conflict Resolution</td>
<td>3.00</td>
</tr>
<tr>
<td>MAN 550</td>
<td>HR Fundamentals and Organizational Dynamics</td>
<td>3.00</td>
</tr>
<tr>
<td>MSN 683</td>
<td>International Perspectives in Community Health</td>
<td>3.00</td>
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</table>

Final Research Project (3 credits)

<table>
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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HSA 699</td>
<td>Final Project (Capstone)</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Master of Science in Healthcare Management
(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)

Degree Requirements (3 co-requisite courses)
The co-requisite research courses at the master’s level represent an essential body of knowledge and skills necessary for students to be successful in the final project of the program (Capstone). Co-requisite courses support the successful completion of certain courses and are taken in parallel with other courses in the program.

Students enrolled in core-requisite will not have a financial obligation towards the co-requisite course. Co-requisite Classes are determined during the first semester and before the end of the third semester of the program. These classes are identified by the codes LIS 400, LIS 500 and LIS 700:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>LIS 400</td>
<td>Information Resources for Academic &amp; Professional Success 0.00</td>
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<tr>
<td>LIS 500</td>
<td>Scholarly Writing and Research Strategies                0.00</td>
<td></td>
</tr>
<tr>
<td>LIS 700</td>
<td>Research Methodology                                      0.00</td>
<td></td>
</tr>
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</table>
Bachelor of Science in Business Administration
(123 Undergraduate Level Semester Credit Hours – Est. Completion Time 41 months)

Program Description
The FPU Bachelor of Science in Business Administration program prepares qualified professionals to perform in management and within the global marketplace, with the necessary competencies to be an agent of change in organizations, with a key entrepreneurial spirit for personal, business and social success of organizational management. Students are instructed by a distinguished faculty and learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been the key to successful business and management. The School of Business offers a BSBA Degree program that can be obtained by: transferring credits earned in a Business Associate’s Degree (60 credit hours) and completing the remaining prescribed major courses (additional 63 credit hours) for a total of 123 semester credit hours. Students may complete the total course of 123 semester credit hours in Business Administration, by combining: core courses of Business Administration (105 semester credit hours) and prescribed major courses of a specific concentration (18 semester credit hours).

Program Objective
Upon completion of the Business Administration Bachelor Degree Program, students may seek employment in business, government, or a variety of industries where a range of general business skills are needed. The graduate of this program will have the skills to:
✓ Design and implement strategies & business plans that allow organizations to identify opportunities and create sustainable competitive advantages.
✓ Be a transformational leader in business, government or industry organizations, generating a vision of global reach in companies.
✓ Constantly optimize the use of resources and capacities of organizations for the fulfillment of objectives and goals.
✓ Undertake business plans that respond to personal, social and business needs.

Concentrations
Sports Management: Provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments. It prepares students to enter the workplace directly or to go on to graduate study.
**Bachelor of Science in Business Administration**  
(123 Undergraduate Level Semester Credit Hours – Est. Completion Time 41 months)

**Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 115</td>
<td>Introduction to Academic Writing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Creative and Critical Thinking</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Quantitative Reasoning</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENGL 201</td>
<td>Rhetoric and Composition I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IRG 200</td>
<td>International Relations &amp; Global Perspectives</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ENGL 303</td>
<td>Rhetoric and Composition II</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CSL 310</td>
<td>SL-Communications</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HSD 310</td>
<td>Human Population &amp; Stainable Development</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Economics (Microeconomics)</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ECON 303</td>
<td>Macroeconomics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td><strong>Business Administration Core Courses (93.0 Credits Required)</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Lower Division Major Courses (45 credits required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Accounting I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>ACCTG 220</td>
<td>Accounting Information Systems</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Business Administration and Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Strategy Management and Decision</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Operations Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>CIT 121</td>
<td>Technology Applications for Business</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IB 102</td>
<td>International Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MRKT 101</td>
<td>Principles of Marketing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MRKT 202</td>
<td>Marketing Strategies</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>SCM 204</td>
<td>Supply Chain Fundamentals</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Statistics</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td><strong>Upper Division Major Courses (30 Credits Required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 223</td>
<td>Leadership and Human Resources</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 224</td>
<td>Organizational Behavior</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 227</td>
<td>Management and Budget</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Project Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>FIN 300</td>
<td>Financial Management Negotiations</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IB 203</td>
<td>Fundamentals of Foreign Trade</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IB 205</td>
<td>International Trade Export/Import</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MRKT 205</td>
<td>Consumer Behavior</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MRKT 210</td>
<td>Principles of Advertising and Public</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>
**Major Concentration Courses (18 Credits Required)**
Select 18.0 credit hours in upper division major courses as indicated below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 440</td>
<td>Psychology of Sports and Exercise</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>BUS 442</td>
<td>Leadership and Ethics in Sports</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>BUS 450</td>
<td>Sociology of Sports</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>BUS 455</td>
<td>Sports Facilities Management</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>BUS 463</td>
<td>Sports Promotion and Branding</td>
<td>3.0 credit</td>
</tr>
<tr>
<td>BUS 451</td>
<td>Sports Law and Risk Management</td>
<td>3.0 credit</td>
</tr>
</tbody>
</table>
**Associate of Science in Business Administration**  
(60 Undergraduate Level Semester Credit Hours – Est. Completion Time 20 months)

**Program Description**

The AS Business Administration Program is designed to train students for employment in various industries that utilize business skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as marketing, accounting, computer applications, human resources, leadership, management and administration. Elective classes may be selected from a list of business or computer electives or from a list of courses from marketing or international business. The program consists of courses that require readings, exams, projects and other learning strategies and assessments determined by each instructor to meet course objectives.

**Program Objective**

Upon completion of the Business Administration Program, students may seek entry-level employment in business, government, or a variety of industries where a range of business skills are needed.

**Program Outline**

To receive an Associate of Science degree in Business Administration, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline.

### Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Requirements (15 credits Required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 115</td>
<td>Introduction to Academic Writing</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HUM 200</td>
<td>Creative and Critical Thinking</td>
<td>3.0 credit hours</td>
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</tr>
<tr>
<td>ENGL 201</td>
<td>Rhetoric and Composition I</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>HSD 310</td>
<td>Human Population &amp; Sustainable Development</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td><strong>Business Administration Major Courses (45 Credits Required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Accounting I</td>
<td>3.0 credit hours</td>
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<tr>
<td>ACCTG 220</td>
<td>Accounting Information systems</td>
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</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 102</td>
<td>Business Administration and</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>3.0 credit hours</td>
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<tr>
<td>IB 102</td>
<td>International Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>MRKT 122</td>
<td>Introduction to Sports Management</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>PHIL 150</td>
<td>Legal Aspects of Sports</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 235</td>
<td>Business Ethics of Sports</td>
<td>3.0 credit hours</td>
</tr>
<tr>
<td>BUS 246</td>
<td>Introduction to E-Sports</td>
<td>3.0 credit hours</td>
</tr>
</tbody>
</table>
Master of Science in Nursing
(36 Graduate Level Semester Credit Hours – Est. Completion Time 12 months)

Program Description
The Master of Science in Nursing at Atlantis University is an intensive graduate degree program designed to offer students an opportunity to become prepared as advanced practitioners in selected health care specialties so that they may assume roles as leaders, healthcare managers, clinicians, and ultimately improve health care for all people. The program is designed to prepare students for positions of leadership, and to provide students with a broad comprehensive view of advanced studies in Nursing. The MS Nursing curriculum is organized by specialty or concentration. The program is 36 credit hours where the first 27 credits are the core courses, and the remaining 9 credits prepare students in the concentration of their choice.

Required courses for each specialty are listed in the description of each concentration. For students who do not wish to pursue a concentration, they may complete the 36 credits of the program by taking the 27 credits of the core courses and the additional 9 credits from any of the concentration courses. Curriculum requires participants to demonstrate that they can integrate knowledge and skills from the central disciplines of nursing practices, including the following structure of the program based on common, technical and specialized core, as reflected below:

- Common Core Courses (15 credit hours):
  - Management, Strategy and Leadership
  - Technical and Specific Courses (12 Credits)
  - Evidence-Based Practice
  - Health Analytics
  - Specializing Competencies (6 Credits)
  - Health Informatics
  - Nursing Education
  - Public Health Nursing
  - Research and evidence Competences (3 credits)

- Degree requirements (3 co-requisite course)

Program Objective
Graduates who pursue a career in Nursing will be prepared to plan, organize, lead, control, and evaluate quality improvement initiatives in healthcare organizations. They are also prepared to integrate knowledge, management, leadership, and consultation into their roles and function in collaboration with other members of the health care team. The program is designed for working Nurses and seasoned Healthcare professionals who want to expand their careers and strengthen their credentials as leaders, healthcare managers, and administrators.

Concentrations:
The MS Nursing curriculum is organized by specialty or concentration. The program is 36 credit hours where the first 30 credits are the core courses, and the remaining 6 credits prepare students in the concentration of their choice. Required courses for each specialty are listed in the description of each
concentration. For students who do not wish to pursue a concentration, they may complete the 36 credits of the program by taking the 30 credits of the core courses and the additional 6 credits from any of the concentration courses.

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Competencies (12 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHS 510</td>
<td>Leadership and Organizational Behavior</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 520</td>
<td>Human Resources Management</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 530</td>
<td>Principles of Healthcare Financial Management</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 540</td>
<td>Legal and Ethical consideration in Care Coordination</td>
<td>3.00</td>
</tr>
<tr>
<td>MHS 550</td>
<td>Community Health</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Technical and Specific Competencies (12 credits)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evidence—Based Practice (6 Credits Required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSA 635</td>
<td>Methods of Health Care Negotiations &amp; Conflict Resolution</td>
<td>3.00</td>
</tr>
<tr>
<td>HSA 649</td>
<td>Research Project – Community Health</td>
<td>3.00</td>
</tr>
<tr>
<td>HAS 581</td>
<td>Public Health Administration</td>
<td>3.00</td>
</tr>
<tr>
<td>MSN 503</td>
<td>Professional Nursing Practice</td>
<td>3.00</td>
</tr>
<tr>
<td>MSN 590</td>
<td>Evidenced-based Practice Project</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Health Analytics (6 Credits Required)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSA 581</td>
<td>Public Health Administration</td>
<td>3.00</td>
</tr>
<tr>
<td>MSN 630</td>
<td>Healthcare Data Management and Analytics</td>
<td>3.00</td>
</tr>
<tr>
<td>MSN 645</td>
<td>Performance Improvement and Quality</td>
<td>3.00</td>
</tr>
<tr>
<td>PHN 619</td>
<td>Application and Interpretation of Public Health Data</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Specializing Competencies (6 Credits Required)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Concentration in Health Informatics</strong></td>
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<td></td>
</tr>
<tr>
<td>HCI 604</td>
<td>Healthcare Informatics and Technology</td>
<td>3.00</td>
</tr>
<tr>
<td>HCI 617</td>
<td>Electronic Health Records: Analysis of Clinical Information Systems &amp; Application to Nursing Practice</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Concentration in Nursing Education

The Nursing Education concentration is designed to provide students the knowledge and competencies to be academic nurse educators in various educational and practice settings. Upon completion, graduates will possess the knowledge and skills that enable educators to teach effectively in clinical and lab, online, hybrid, virtual and classroom learning environments.

NUE 605 The Role of the Nurse Educator 3.00
NUE 618 Curriculum design, development, assessment and evaluation in Nursing Education 3.00

Concentration in Public Health Nursing

The Public Health Nursing concentration is designed to prepare students to integrate advanced nursing practice with population-based public health perspectives. Students will learn to work with and guide teams in the development of innovative, evidence-based, culturally appropriate health care services for identified high-risk populations locally and internationally.

PHN 606 Foundations of Public Health Nursing 3.00
PHN 619 Application and Interpretation of Public Health Data 3.00

Concentration in Leadership & Administration in Healthcare Systems

The Leadership & Administration in Healthcare Systems concentration is designed to provide students with the knowledge and competences to lead, shape policies, influence patient outcomes, and deliver the best care possible. Upon completion, the graduate will possess a well-rounded nurse executive set of skills to have an impact in any healthcare setting from the waiting room to the boardroom.

HCL 607 Healthcare Quality and Safety Management 3.00
HCL 620 Leadership & Decision Making in Healthcare: Leading the future of Healthcare 3.00

Final Research Project (3 credits)

HSA 699 Final Project (Capstone) 3.00

Degree Requirements (3 co-requisite courses)

The co-requisite research courses at the master’s level represent an essential body of knowledge and skills necessary for students to be successful in the final project of the program (Capstone). Co-requisite courses support the successful completion of certain courses and are taken in parallel with other courses in the program.

Students enrolled in core-requisite will not have a financial obligation towards the co-requisite course. Co-requisite Classes are determined during the first semester and before the end of the third semester of the program. These classes are identified by the codes LIS 400, LIS 500 and LIS 700:

LIS 400 Information Resources for Academic & Professional Success 0.00
LIS 500 Scholarly Writing and Research Strategies 0.00
LIS 700 Research Methodology 0.00
Bachelor of Science in Nursing (RN to BSN)
(123 Credit Hours – 63 semester credits will be awarded for the student entering with the Associate’s degree in Nursing. The upper division major courses will be taken at AU to total 60 semester credit hours. Estimated Completion Time: 20 months)

Program Description
The BS in Nursing is a program for current, active registered nurses with an Associate’s degree in nursing. This program emphasizes the skills needed to be successful in healthcare settings. The curriculum emphasizes issues that affect patients and how healthcare is delivered.

Program Objective
Graduates who choose to pursue a career in nursing and healthcare management or academia will become successful managers, supervisors, or educators who demonstrate strong leadership, technical, and team skills; and a commitment to continuing professional development.

The BS Nursing program prepares graduates for a rewarding career in nursing and nursing management. Atlantis University BSN graduates will have a thorough grounding in the principles and practices of nursing and management as well as the scientific and leadership principles upon which they are built; they will also be prepared for further education and for productive employment in the industry.

Graduates of the Bachelor of Science in Nursing Degree program will be able to:
1. Assess a healthcare situation and think critically and ethically to resolve the situation
2. Work with others to manage patient care
3. Communicate effectively in complex healthcare situations
4. Enhance technology skills used in healthcare

Upon completion of the Bachelor of Science in Nursing Degree program, students may seek employment in healthcare facilities where nursing and management skills are needed.

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 301</td>
<td>Introduction to the Role and Scope of Nursing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>IDS 310</td>
<td>Critical Thinking and Conflict Resolution</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 320</td>
<td>Pathophysiology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 330</td>
<td>Health Assessment</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 340</td>
<td>Pharmacology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>COM 350</td>
<td>Interpersonal Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 360</td>
<td>Public Health</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 370</td>
<td>Ethical and Legal Practices in Nursing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 380</td>
<td>Nursing Leadership and Management</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 390</td>
<td>Nursing Informatics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 401</td>
<td>Healthcare Assessment and Practices</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 410</td>
<td>Nursing in Diverse Communities</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 420</td>
<td>Crisis Intervention in Healthcare</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>NUR 430</td>
<td>Global Aspects of Healthcare</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HSA 440</td>
<td>Risk Management in Healthcare</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 450</td>
<td>Psychiatry</td>
<td>3 credit hours</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
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<td>--------------</td>
</tr>
<tr>
<td>IDS 460</td>
<td>Advanced Nursing and Health Assessment</td>
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</tr>
<tr>
<td>NUR 470</td>
<td>Nursing Practicum 1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 480</td>
<td>Nursing Practicum 2</td>
<td>3</td>
</tr>
<tr>
<td>NUR 499</td>
<td>Nursing Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>
Description of Institution
Florida Palms University is located at 1011 Sunnybrooke Road, 11th Floor, Miami, Florida 33136. FPU is the branch of Atlantis University, and is using a dedicated space of 10,000 square feet on the 11th floor of the AU Main Campus location. The campus is equipped with classrooms/lecture rooms, a computer laboratory, a reception area, administrative office space, library, restrooms, and a student lounge area for the enjoyment of students, faculty and staff. Ample and secure parking is available. Students have access to the school facilities through public transportation. Disabled parking spaces and paved ramps allow access to the physically disabled.

Institution Library
The library is the information center of Florida Palms University. The mission of the library is to facilitate and expedite access to information using appropriate resources to support the programs offered. In addition to textbooks and other media, the library provides students, faculty, and others with access to resources throughout the world via high-speed internet connections and on-line and virtual subscriptions to research documents and publications. Access to any of the FPU library resources is provided through LIRN (Library & Information Resources Network, ICN); and to address the needs of the Spanish speaking student population, FPU subscribes to Fuente Académica. The online library is available to students at any time, via password, with access to an internet connected computer. This virtual library includes the following specific resources:

Program Resources: These include online journals, government documents, research institute reports, and internet-based white papers, surveys, statistics, and similar information resources.

Online Books: The collection of online books includes more than 23,000 titles. Students and faculty may search the collection, view important resources, and highlight and print pertinent sections. They may also make notations for research purposes and create bookshelves of volumes necessary for current projects. In the online book collection, the key subject areas include the following: Business & Economics, Computers, Technology and Mathematics, Education, Psychology and Family, History, Literary Criticism, Fiction, Linguistics and Foreign Language Study, Medical, Performing Arts, Music, Art and Architecture, Political Science, Philosophy and Law, Science and Nature, and Social Science and Religion.

Government Resources: These include 150,000 full-text government documents.
Career Development Resources
General Reference Materials: These include a comprehensive list of links to almanacs, dictionaries, maps, encyclopedias, and other reference works for swift and easy access to reference resources.

Life and Leisure Resources: These include additional information resources for topics outside the classroom, including eldercare, genealogy, travel, consumer information, food and cooking, health-related issues, and more. Staffed with a professional librarian, the FPU library is an essential part of our student's educational success. The mission of the library is to support the curricula offered by the institution.

Equipment
FPU offers each student individual computer workstations to use while in class and on campus and makes other office equipment such as copiers and printers available in order to meet academic requirements.

Student Services
Housing
FPU does not maintain housing for students but does provide resources to find nearby housing and shared accommodations.

Student Records and Transcripts
Student records are retained perpetually at the institution site in Florida in a fireproof cabinet. Computer records are backed up weekly and stored at UNIR. Requests for copies of transcripts for personal use may be made by contacting the Registrar and paying the appropriate fee. The school will issue official copies to another college, employer, institution, or agency, only at the student's request. Students and alumni may request copies of their academic records, which will be stamped “Student Copy”. There is a $15 charge for each transcript after the issuance of one upon graduation.

Records and Information
FPU maintains accurate academic transcripts for each student including each course in which the student s enrolled, the semester, grade, and credit value. These transcripts are available to students upon request. FPU maintains the following: accurate records of academic advisement and a copy of all decisions made in each academic advisement conference, records of personal counseling referrals made to students (which are kept confidential unless released by the student), a policy of non-discrimination based on disability, and other federal requirements for non-discrimination, and records of placement interviews arranged for the student as well as a record of employment decisions.
Family Education Rights and Privacy Act
FPU complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Laws 93-380, and Section 438. All students’ records are confidential.

Career and Placement Services
Placement services are available at no charge to the student. FPU assists students in identifying career advancement opportunities in the field of study upon graduation but does not guarantee employment. Graduates of programs taught in Spanish may encounter employment limitations if they don’t speak English due to the fact that most businesses in the United States require fluency in the English language.

Support Services – Academic Advising
FPU is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at Florida Palms University. Academic advisement is available from the Academic Department upon request from the student. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.
Academic Policies and Standards of Progress

Maximum Number of Students per Class
The maximum number of students per course is established at 20 students to guarantee sufficient time for student/faculty interactions, adequate tutorships and feedback.

Syllabi
On the first day of class, students receive a copy of the course syllabus and course outlines and objectives.

Registration
Students will receive a grade or credit only for classes for which they are registered. All students are expected to register for courses by the registration date listed in the academic calendar. Students may pre-register for courses. Only students in good standing, both academically and financially, are eligible to register for classes. Students must receive clearance from both departments in order to register for classes. Alternative arrangements for payment must be made with the Financial Services Department prior to registration. The student must confirm that written notice of tuition payment arrangements is forwarded by the Financial Services Department to the Registrar. Students who fail to follow this procedure will not be considered registered and are not entitled to the student services of the University.

Failure to Register
A student who leaves the university without obtaining a leave of absence, or who fails to register and pay the required tuition or fees for more than one term, must apply for readmission to the University.

Leave of Absence (LOA)
Students in good standing, who have a family or personal emergency, or who have military orders for active services, can take a leave of absence from UNIR and will not be required to apply for readmission. The student must make a written request for a leave of absence. The written request must state the nature of the emergency, and when the student is planning to resume classes. The leave may not exceed 180 days within any 12-month period. The leave of absence must be approved by the Academic Director. Once approved the student is considered to be on an approved Leave of Absence (LOA). Courses that have commenced prior to the date of the approved leave of absence will be assigned a grade of Early Drop (ED) or Late Drop (LD). Early Drop (ED) grades assigned to these courses are not used in the calculation of the GPA and completion percentage. Late Drop (LD) grades will be used in the calculation of the completion percentage. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.
Withdrawals
Students withdrawing from the University and seeking tuition refunds shall notify the Registrar Office of their intention to withdraw in writing. Nonattendance does not reduce or alter a student’s financial obligation to the university. If a student does not return when scheduled, he or she will be terminated. FPU refund policy will apply. The last day of actual attendance will be used for refund purposes. Early Drop (ED) grades assigned to withdrawn courses are not used in the calculation of the student’s GPA. Late Drop (LD) grades will be used in the calculation of the student’s GPA. Students who discontinue attendance in a course and who fail to withdraw within the designated period will earn the appropriate letter grade, an F.

Attendance Policy
Students are expected to attend classes as scheduled. In the event that a student is forced to be absent for any reason, it is recommended that the student consults with the instructor, in advance if possible, to establish how and when to make up missed coursework. There are no charges to make up work. If absences exceed 20% in a calendar month, the student’s academic advisor will be notified, and the student will be subject to administrative review. The academic advisor will submit recommendations to the Academic Director. Excused absences will be granted for extenuating circumstances only. In case of special hardship, a student may petition the Academic Director for suspension of the requirement or permission to withdraw without penalty.
Grading Scale
Atlantis University’s grading scale and academic standards are based on the following grade-point equivalents:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 59</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Make-Up Work Policy
Students who are unable to complete required work by the end of a term may be granted an Incomplete (I) grade with the instructor’s approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame from the end of the course. Failure to make sure arrangements, without administrative approval, will result in a failing grade. Make-up work may be submitted in cases when an Incomplete “I” grade is granted; which is a temporary grade that may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an F.
Standards of Academic Progress Policy (SAP Policy)
Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma or degree at Florida Palms University. Students will be evaluated for academic progress at the end of each semester—which is a period of 16 weeks (4 terms) calculated from the student’s Start Date. There are three criteria a student must satisfy in order to be viewed as making Satisfactory Academic Progress. The satisfactory academic progress policy measures the following:

1. **Qualitative Measure (Cumulative GPA):** Undergraduate students must maintain a cumulative grade point average of 2.0 or higher, Graduate students must maintain a cumulative grade point average of 3.0 for all credit hours attempted to remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.

2. **Quantitative Measure (Credit Hour Progression):** Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for 12 semester credit hours the student is required to successfully complete a minimum of 8 semester credit hours (12 x 67% = 8) for the term.

3. **Timeframe (Attempted Credit Thresholds) or Maximum Timeframe to Complete (150%):** The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame. For transfer students, accepted transfer coursework will be counted in the maximum timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe. Required remedial coursework will not be counted toward the student’s maximum timeframe (up to 30 credits).
**SAP Terminology**

“Attempted” means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment. Successful completion of a course is defined as a passing grade. Grades of “W” (withdrawn) and “F” (failing) are not considered successful completion. A grade of “I” (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded within a maximum timeframe of one (1) term.

A grade of “W” is given when a student drops from a course after the add/drop week.

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an F.

Pass/fail grades count as both attempted and completed hours.

Transfer credits are counted toward the student’s current program count as both attempted and completed hours.

The Institution does not provide for proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the students’ satisfactory academy progress.

**Repeat coursework**

The University allows a student to repeat a failed course. A failed course is a course in which a student received an “F”. The policy does not remove the previous grade and does not eliminate the effect of that grade on the cumulative GPA computation. The repeated course will be included in the attempted credit hours in calculating maximum timeframe to complete the course.

**Academic Standards for Degree Candidates**

All students in Undergraduate Degree and/or in Diploma programs at the university should maintain at a minimum, a grade-point average of 2.0 (“C”) to receive credit. Students in Graduate Degree programs should maintain at a minimum, a grade-point average of 3.0 to receive credit. Successful course completion requires that all courses be successfully completed in order to graduate.
Categories of Academic Progress:

1. **Academic Warning** - A student will be placed on Academic Warning at the end of a semester for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior semester. An Academic Warning is valid for one semester and allows the student to remain eligible to continue registered for one semester. If after one semester the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.

2. **Academic Probation** - A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible financial assistance unless a successful appeal is filed with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. The academic plan will outline grade and course requirements that will allow the student to successfully meet SAP. Under an academic plan, a student’s progress will be monitored at the end of each semester in order to ensure that the student is progressing according to the requirements of the plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial assistance as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one semester, the student is again meeting satisfactory academic progress, the student will be removed from academic probation.

3. **Academic Suspension** - A student will be placed on suspension for not meeting the academic standards outlined above after a semester of probation and lose eligibility for financial assistance funds as a result.

**SAP Dismissal / Termination**

When a student on Probation fails to achieve acceptable standards of Satisfactory Academic Progress prior to the next SAP report, the student will no longer be eligible to continue his/her enrollment and will be dismissed for not meeting standards of academic progress.
**SAP Appeal**

A student whose enrollment has been terminated may apply for reinstatement on a probationary basis by submitting a SAP Appeal form to the Academic Department. In the form the student must indicate the criteria he/she is not meeting: CGPA, Pace, Timeframe. SAP Appeals may be considered in extenuating circumstances only, including death of a relative, personal injury, illness, physical disability, first semester at FPU, other.

In all instances, the appeal must be substantiated by relevant supporting documentation and a copy of the academic improvement plan (when the criteria not being met is CGPA). Appeal results will be determined and communicated to the student via email within approximately 10 business days after the appeal is received.

Students whose appeal is denied, may submit an appeal for a future term if they appear to be able to meet SAP standards within their maximum timeframe.

**Conditions for Reinstatement**

To be reinstated as a regular student after enrollment eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum timeframe levels meet or exceed the minimum requirements. Eligibility resumes only after student returns to satisfactory recalculated qualitative and quantitative standards.

**Drop/Add Period**

**Drop/Add Period for Degree Programs:**

Courses can be added or dropped from the student’s schedule during the first week of the semester without penalties. However, the student must be aware of the penalties involved in adding or dropping a course after the second week of the semester. The timing of the drop will determine if a financial and academic penalty is incurred. It is the student’s responsibility to notify the Registrar Office in writing anytime a change is requested.

Students dropping within the Add/Drop period will not be charged tuition for that class or count as a course taken at the school. The class dropped will have no effect on the student’s GPA.

Students dropping after the Add/Drop period will be responsible for the entire tuition of the semester. The class dropped will have an effect on the student’s GPA as it will result with a final grade of “F”.
General Information

Changes Made by Institution
The University reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the University. It also reserves the right to modify or discontinue any of the services, programs described in the catalog or on the website. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to this condition. Students and applicants will be notified about any changes made by the institution by affixing the change to the catalog and notifying students via its communication channels.

Graduation Requirements
Graduation requires the successful completion of all courses of the program of enrollment as prescribed, and a 3.00 (B) cumulative grade point average or better for graduate programs, and a 2.00 (C) cumulative grade point average or better for undergraduate programs. Graduation determination is based upon the student's satisfactory achievement and demonstration of the required knowledge and skills. Only those graduate level courses in which a student earns the equivalent of a 2.0 (C) or better may be applied toward the total number of credits required for graduation.

All students must complete the general graduation requirements as prescribed by the University, as well as degree requirements specified in the degree being pursued. Students meeting these requirements will be issued a Bachelor of Science Degree, or a Master of Science Degree.

Students should must request an exit interview in order to graduate. Accordingly, students must contact the Academic Director to schedule an appointment and/or make arrangements to complete the necessary paperwork.

Only those students who have completed all degree requirements are allowed to participate in the commencement exercises. Students will not be issued a degree or transcript of their records until all debts and obligations owed to the University have been satisfied. Students will not be issued a degree unless they are in good standing according to University policies and regulations. The student must not be on disciplinary probation.

Credential Awarded upon Completion
Students who satisfactorily complete an academic program will receive a degree from Florida Palms University as follows:
- Master of Science in Education
- Master of Science in Healthcare Management
- Master of Science in Nursing
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Business Administration
- Associate of Science in Business Administration
General Information

Student Conduct
Students are expected to conduct themselves in accordance with the university’s goals as an educational institution. This means that students should treat all members of the university community with courtesy, and their behavior should reflect the basic principles of respect for persons and property. In order to maintain a learning environment that is safe and inviting for every member of the university community, instructors may, with the approval of the Administrative Director, exclude from class any student who exhibits unbecoming conduct. Improper conduct includes, but is not limited to:

- Non-compliance with rules and regulations.
- Conduct that reflects unfavorably upon the school or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

Student Obligations
Should a student in any university program fail to meet his or her obligations with respect to all tuition, fees and charges when due, or fail to make satisfactory payment arrangements with the Business Office with regard to tuition, fees and charges, or the repayment of loans, the college may bar a student’s registration, refuse admittance to classrooms, restrict library privileges or withhold certificates and diplomas, until such obligations are met. Continued failure to meet student obligations may result in suspension from the university.

Should the students fail to return library materials when due, they will be responsible for fines and charges, which are posted in the Library. Further, if students fail to meet their library obligations, Florida Palms University reserves the right to bar registration and withhold certificates and diplomas to which students would otherwise be entitled.
Hazing Policy State of Florida Hazing law: 240.1325
Florida Palms University complies with Florida State Law prohibiting hazing. The definition of "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing is not allowed even with student consent. Any individual student or group of students found guilty of such violation will receive disciplinary probation, suspension, dismissal, expulsion or any combination of such penalties, depending upon the circumstances and the severity of the individual case.

After it has been determined that a student or employee of FPU has participated in disruptive activities, the following penalties may be imposed against such person: (a) Immediate termination of contract of such employee; (b) Immediate expulsion of such student from the institution of higher learning for a minimum of 2 years.

It shall be considered a violation of this policy for any FPU employee, faculty member, or student to abuse another through harassing conduct or communication. Whenever such misconduct exists, the supervisor or other appropriate person is required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy.

Americans with Disabilities Act (ADA)
Florida Palms University maintains compliance with the Americans with Disabilities Act by making reasonable accommodation within the scope of compliance of the ADA. Its facilities are outfitted with restroom equipment for the physically disabled, and handicapped parking is available on campus. Requests for additional reasonable accommodations can be made to the Academic Director.
Non-Discrimination Policy
In accordance with Title IX of the Education Amendments of 1972, “Florida Palms University admits students of any race, color, nationality or ethnic origin, to all the programs, and all activities that are made available to the students. Furthermore, the University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or gender identity/expression in its admission policies, administration, scholarship, tutoring, job placement and other school programs.” Regarding individuals with disabilities, the University ensures that students with disabilities have equal access to facilities and program participation as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Sexual Harassment Policy
Sexual harassment is unlawful and is unacceptable behavior at Florida Palms University. It is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. As part of the University’s overall nondiscrimination policy, the University prohibits all forms of harassment of others because of race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran or other protected status. In particular, an atmosphere of tension created by inappropriate sexual advances of any kind, discriminatory remarks or discriminatory animosity does not belong at the University and will not be tolerated. Full descriptions of the University’s sexual harassment policy are available from the Academic Department’s office.
Grievance Procedures
Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. Florida Palms University strives to ensure fair and equal treatment for all of its students. For this reason, it insists that full attention be given to any grievance a student may have.

Students who have grievances should address them to the Academic Department who will give guidance and provide the student with information and direction for pursuing a resolution.

Students who are unsure how to utilize the grievance procedures or are uncomfortable addressing issues with the appropriate person should contact the Compliance Officer at compliance@palms.edu

1. Complaints against students or university employees shall first be directed to the individual. Complaints must be made within six months of the problem.

2. All students are urged to discuss openly and frankly their school-related concern, problems or questions with their teachers. Effective two-way communication between teacher and student has always served the best interests of both. Many problems can be resolved in this way. For this reason, all teachers are expected to listen carefully to the student, consider the problem and try to resolve it through direct conversation.

3. If the student is not satisfied with this solution, he/she may write to the Administrative Director, explaining the problem in detail. The Administrative Director will review this letter carefully together with the Administrative Director of Students and the Administrative Director and arrange a meeting with the student to further understand the situation. Within 10 working days, the Administrative Director should reply in writing to the student, stating the resolution of the matter.

4. If the student is still not satisfied with this solution, he/she may write a letter to the President of the University, stating the problem in detail and the steps that were taken to alleviate it. The decision of the President is final, and the student should receive a letter explaining that decision within 15 working days.

5. All communications must be in writing and on file.

6. Students who feel a complaint or grievance is unresolved, after exhausting the institution’s grievance procedure, may refer their grievance to the Executive Director, Commission for Independent Education, 325 West Gaines Street #1414, Tallahassee, FL 32399-0400, (850)245-3200 or toll free (888)224-6684.
Drug-Free Learning and Working Environment

The unlawful possession, use, distribution, dispensation or manufacture of a controlled substance, including both illegal drugs and unauthorized use of alcohol or prescription drugs, is prohibited anywhere on the premises of FPU. Violations of this policy will result in disciplinary procedures and/or criminal prosecution under state and federal laws.

Students or employees who are concerned about substance abuse are encouraged to consult with the Director of Student Services for confidential advice on resources available.

Academic Integrity

Honesty and integrity are core human and values. FPU administration and faculty expect that each individual understands and takes responsibility for these values, for they are central to every aspect of student life, especially research, papers, coursework and examinations. Academic integrity is the responsibility of every student who registers at the University, undergraduate and graduate alike. Dishonesty diminishes the quality of scholarship and deceives all those who depend on the integrity of the University’s academic programs.

Students should be particularly careful not to compromise their academic integrity regarding examination behavior, fabrication and plagiarism.

The use of any external assistance during an examination will be considered academically dishonest unless expressly authorized by the instructor. Inappropriate examination behavior includes, but is not limited to, communicating with another student in any way during an exam, copying material from another student’s examination, allowing another student to copy from one’s examination paper and using unauthorized notes or other unauthorized materials.

Furthermore, any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. Fabrication includes, but is not limited to, inventing or altering research for a research project or field project, and resubmitting returned and corrected academic work without the full knowledge and approval of the instructor. Plagiarism consists of appropriating and passing another’s ideas or words off as one’s own. When using another’s words or ideas, students must acknowledge the original source through recognized referencing practices. Students who are unsure whether or not a citation is necessary, or what sort of citation is appropriate, should consult with their advisor or course instructor. Use of another’s ideas or words must be properly acknowledged as follows:

- Direct quotations must be acknowledged by footnote citation and by either quotation marks or other appropriate designation.
• When another's ideas are borrowed in whole or in part and restated in the student’s own words, proper acknowledgment must, nonetheless, be made.

• A footnote or proper internal citation must follow the paraphrased material. Other forms of academic dishonesty include, but are not limited to, the submission of another’s paper as one’s own work, the use of a paper or essay to fulfill requirements in more than one class without both instructor’s knowledge and expressed permission, and the acquisition of a copy of an examination in advance without the knowledge and consent of the instructor.

Courses of Action
Students who have acted dishonestly or breached the code of Academic Integrity or other University student conduct policies may be subject to academic penalties, administrative review and/or dismissal from their academic programs, pending the decisions of the instructor and the director of the program. Students may appeal these decisions as outlined in the Grievance Procedure. It is University policy that suspensions, probations and dismissals be listed on academic transcripts.

Any student dismissed from the University, for violations of academic integrity, policy or rule of conduct may apply for readmission. In evaluating this reapplication, the Admissions staff will consult with the committee that originally made the decision to dismiss.

Academic Freedom
Florida Palms University is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.
Academic Calendar

2022 Academic Calendar

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

January 10 – May 1, 2022
January 10 – February 6, 2022
February 7 – March 6, 2022
March 7 – April 3, 2022
April 4 – May 1, 2022

Spring Semester 2022 (16 Weeks)
Winter 2022 Term A (W22-A)
Winter 2022 Term B (W22-B)
Winter 2022 Term C (W22-C)
Winter 2022 Term D (W22-D)

Winter Holidays /Class Breaks:
January 17, 2022    MLK, Jr. Day – No Class/Faculty & Staff Workday
February 21, 2022  President’s Day–No Classes/Faculty & Staff Workday
May 2 – May 8, 2022  Spring Break–No Classes Planning & Assessment Week

May 9 – August 28, 2022
May 9 – June 5, 2022
June 6 – July 3, 2022
July 5 – July 31, 2022
August 1 – August 28, 2022

Summer Semester 2022 (16 weeks)
Summer 2022 Term A (S22-A)
Summer 2022 Term B (S22-B)
Summer 2022 Term C (S22-C)
Summer 2022 Term D (S22-D)

Summer Holidays /Class Breaks:
May 30, 2022
July 4, 2022

Memorial Day (University Closed) – No Classes
Independence Day (University Closed) – No Classes

August 29 – Dec 18, 2022
August 29, – Sept. 25, 2022
Sept. 26 – October 23, 2022
October 24 – Nov. 20, 2022
Nov. 21 – December 18, 2022

Fall Semester 2022 (16 weeks)
Fall 2022 Term A (F22-A)
Fall 2022 Term B (F22-B)
Fall 2022 Term C (F22-C)
Fall 2022 Term D (F22-D)

Fall Holidays /Class Breaks:
September 5, 2022
Nov. 24 – 25, 2022
Dec. 19, 2022 – January 8, 2023
Week No Classes

Labor Day (University Closed) – No Classes
Thanksgiving Break
Holiday Break-No Classes Planning & Assessment Wk.

Hours of Operations
FPU hours of operations are from Monday through Friday between 9:00am to 8:00pm; except during the observation of National Holidays (see Calendar).

Class Schedules
Day Schedule: Monday through Friday 9:00am – 1:00pm
Evening Schedule: Monday through Friday 6:00pm – 10:00pm

Note: Classes have 10-minute breaks per hour of instruction.

Orientation Students who enroll in degree level programs may have to wait until the next semester start date to begin classes. For that reason, they are strongly advised to complete an open-enrollment Orientation course. During this course, students learn study skills, develop employment, life skills, and work ethic, learn more about their field of interest, and have the opportunity to develop friendships with other students.

Program Start Dates All Academic Programs are offered continuously. Undergraduate degree programs start every term (on Terms A, B, C, D), and Graduate degree programs start every other term (on Terms A and C). Therefore, registration is available on a continuous year-round basis.
Tuition and Payment
Costs for Degree Programs
The tuition rate is subject to change by Florida Palms University without notice. Tuition is charged by semester depending on the number of credits the student is enrolled in during the semester.

Application Fee
There is a one-time application fee of $50.00 for Undergraduate Degree Programs, and a one-time application fee of $100.00 for Graduate Degree Programs.

Registration Fee
There is a registration fee of $50.00 per semester for all programs.

Tuition
Tuition for Undergraduate Degree Programs
Tuition is charged at $450.00 per credit for Undergraduate Degree Programs.

Tuition for Graduate Degree Programs
Tuition is charged at $897.00 per credit for Graduate Degree Programs (Unless otherwise specified for a particular program).

Fees
There are semester fees associated with all degree programs (undergraduate and graduate programs). Semester Fee schedules for all programs at FPU, have been calculated on a semester basis and are subject to review and modification. Semester fees cover a variety of services offered by the University to all students enrolled at the University, including but not limited to technology, lab access, and online platform access and support.

Undergraduate Programs Semester Fee Per Credit
There is a fee of $80.00 per credit hour fee for Undergraduate Degree Programs. Therefore, if a student is registered for 12 credit hours in the semester, the semester fee for that particular semester is $960.00 ($80 per credit hour x 12 credit hours).

Graduate Programs Semester Fee Per Credit
There is a fee of $223.33 per credit hour fee for Graduate Degree Programs. Therefore, if a student is registered for 6 credit hours in the semester, the semester fee for that particular semester is $1,340.00 ($223.33 per credit hour x 6 credit hours).

Books and Learning Materials
Textbook costs (approximately $100 per course) are additional and are paid for by the students. Students may purchase textbooks, required for each class, from local bookstores or from on-line providers.

Graduation (One-time Fee) $ 350.00
Refund Policy

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation from the program may be in writing or verbally.

2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.

3. 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 registration fee.

4. Courses can be added or dropped from the student’s schedule during the first week of the course without penalties. Withdrawal or termination from the program after completion of the first full week of classes will result in no refund, and student will be responsible for the full cost of the semester.

5. Books and materials for degree programs are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the school, books and materials are returnable if they are in good “as new” condition within 20 days of withdrawal.

6. The termination date for refund computation purposes is the last date of actual attendance by the student.

7. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the school.

Other Terms and Conditions. A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the University site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The University will provide its graduates with assistance and job leads upon graduation but cannot guarantee job placement or employment.
Distance Education and Online Division

Florida Palms University (FPU) understands and supports the educational needs of adult learners and those who cannot attend in-campus classes. Therefore, a Distance Education Division has been developed.

The Online Classes at FPU are not easy substitutes for in-campus classes; they are as rigorous and as demanding as in-campus classes. And all rules and regulations of the University are enforced equally for in-campus and online students.

One of the many benefits of online classes is the convenience and flexibility of the schedule in which the student can take his/her courses; but attendance is required and monitored for computing final grades.

Online students at FPU receive an orientation course to introduce them to the University’s online platform, the different tools they will be using as they progress in their courses, and all the resources available to them. All online students are expected to be computer-literate and familiar with the internet prior to orientation.

Prerequisites for Admission in Distance Education

Admission requirements for distance education programs are identical to admission requirements for in-campus programs. Additionally, students must demonstrate the ability to succeed in an online web-based educational environment and are expected to be computer-literate and familiar with the internet prior to enrollment.

An assessment is given during the admissions process to evaluate the student’s abilities in such areas as computer literacy, self-discipline, motivation, and the requirements for successful completion of online courses. Additionally, to assess the student’s computer and internet skills and proficiency, an orientation and assessment is also given to the students prior to enrollment. Students scoring low proficiency results in their assessment are referred to the Academic Director for further review and orientation prior to starting an academic program via Distance Education.

Distance Education Facilities and Equipment

FPU counts with ample and accessible computer labs with internet access for students use. The University also provides technical assistance, services and training through its online platform. Students enrolled in a Distance Education program, are required to have an Internet Service Provider (ISP) – a high-speed (ISP) is recommended, a Java capable browser, and Adobe Acrobat Reader. Online Students at FPU receive an institutional email account (@palms.edu) for all academic matters and personal use. The following are also required:

Technical requirements

The following list shows the minimum technical characteristics required for using the University’s virtual campus. The student must have access to
equipment with these characteristics.

**Operating systems:**
- Microsoft Windows: Windows 10
- Unix/Linux or
- Mac OS X v10.4 or higher

**Browser:**
- Microsoft Edge
- Mozilla 3.6 or higher
- Google Chrome
- Google Chromium

**Hardware:**
- Internet connection (>= 5MB/s)
- 024 MB RAM or higher
- Sound Card and Speakers
- Intel Core i3, higher or compatible
- Display resolution 1920 X 1080 pixels (as minimum)
- USB Port

**Minimum technical competences:**
- Use correctly Web Browsing software
- Use an Office Package (Word processors, slide makers and spreadsheets).
- Be familiar with electronic communication processes and tools (e-mail, chat and social networks)

**Personal competences**
- Responsibility: In the virtual environment students are responsible for their own learning process.
- Commitment: Students must be committed with the process, the activities and their work team in order to have a successful learning experience.
- Honesty: Plagiarism and other forms of intellectual fraud will not be tolerated in the University’s virtual environment. For more information, refer to the school’s Copyright and Intellectual Property Policy
- Perseverance: For distance learning it’s essential that students can keep up with all the assignments in their due dates.

**Distance Education Faculty/Student Interaction**
FPU ensures that faculty provides opportunities and means for timely and meaningful interaction with students appropriate to the learning environment.
At FPU faculty/student interaction is critical for success. And given the nature of online learning, this interaction becomes more and more important and necessary.

Distance Education programs at FPU facilitate interaction between faculty/student and student/student. The different methods of interaction include: online lectures, emails, document sharing, chat rooms, and forums. Faculty members log in daily to assist students with questions and concerns. The University staff and faculty members make other resources available for contact like telephone, fax, and office visits. Moreover, the University encourages collaborative learning activities in the classroom for both in-campus and online students.

FPU Online courses have a variety of constructive interaction activities. Most of them are accomplished through forum discussions and debates as academic activity. Also, most courses use a collaborative approach in developing final projects, so students can interact through the media provided, which is constantly available in the school’s online platform.

Other interaction activities, such as chat and web meetings are required in every course, especially for online tutorships and real-time examinations.

All faculty are required to grade student’s assignments no later than 7 days after the assignment submission deadline.

All faculty must be responsive to student’s communication, whether via email or voicemail within 24 hours of receiving communication from them.

**Distance Education Services**

Students enrolled in distance education programs have access to equivalent resources as students enrolled in residential programs. FPU provides and supports students (both in-campus and online) and faculty access and user privileges to sufficient and appropriate library collections, as well as to other learning/information resources consistent with the programs offered. FPU’s library holdings and electronic collections are adequately in support of the University programs and the in-campus and online student community.

For students enrolled in Online Courses/Programs, FPU is committed to providing effective administrative, advising and instructional support in order to achieve learner-centered environment in the school’s distance education programs.

The Department of Student Services at FPU ensures that student services are available to all in-campus and online students. Student Services to which students enrolled in distance education program(s)/course(s) of study have access to are the same as the services to which in-campus students enjoy, and such services cover areas such as coping skills, career development, budget and personal financial planning skills, general development, academic advising, testing, supervision and monitoring of attendance and leave of absence, graduate employment assistance and more.

All services are available for online students via the University website, virtual
campus and social media, where students can access anytime, anywhere. In addition to the regular student services available to all students, distance education students have additional resources adjusted to the online learning environment, such as online orientation, online technical assistance, online tutorials, videos, interaction spaces between faculty and students, and a guide to all other student services.

**ATTENDANCE IN DISTANCE EDUCATION PROGRAMS AND/OR COURSES**

FPU properly records attendance for all students enrolled in a distance education program. Attendance in online courses is recorded and documented the same way as attendance on-campus courses: 1) the day classes are scheduled, and 2) in the University’s SIS Advantage. The course instructor is responsible for entering attendance on a daily basis into SIS.

**Distance Education Academic Advising**

To ensure effective advising for online learners, Academic Advisors are available by phone and by E-mail, always accessible from the first contact that the student makes with the institution, all through the admission, enrollment, prosecution of studies and until graduation, as well as continuing education advising. Also, Academic advisement is available from the Academic Director upon request from the student. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

**Distance Education Career and Placement Services**

Career and Placement services are provided to all students through FPU’s website, on the Career Services section students are able to upload their resumes, browse through job offers and postulate, receive advising and read information on how to prepare a resume and perform successfully in job interviews.

**Distance Education Technical and Instructional Support**

For technical and instructional support, FPU offers a toll-free help line, which is available for students to use if they run into technical problems while taking an online course. The help desk also assists learners on the use of the virtual campus and the elements available in every online course. Also, asynchronous help is provided via FPU’s virtual campus.

Students can reach instructional personnel and clear specific doubts about activities inside a course, by publishing a message in the questions and concerns forum.

Distance education students have online tutoring available for every course, and they may reach the instructor or FPU’s specialized personnel through the questions and concerns forum, where students may get tutorships from other students as well. Moreover, online courses have a specific schedule for online synchronous tutorships. During this time, students can chat directly with the instructor or other students.
FACULTY AND ADMINISTRATION ADMINISTRATION

Chancellor / President
Palacios, Omar
Doctor Honoris Causa, Alonso de Ojeda University, Venezuela
MBA Master of Business Administration, Adolfo Ibanez School of Management
Magister Scientiarium en Planificacion y Gerencia, Universidad Del Zulia, Venezuela
Bachelor of Arts in Education, Universidad Pedagogica y Tecnologica de
Colombia, Tunja, Colombia

Chairman of the Board of Directors
Moreno, Maria Marleny
Master of Arts in Education, Universidad de Los Andes, Bogotá, Colombia
Bachelor of Arts in Education, Universidad Pedagogica y Tecnologica de
Colombia

Board of Directors
Palacios, Bianca Giselle
Doctor in Education (Candidate), Northeastern University, Boston, Massachusetts
Master of Science in Higher Education Management, Florida International University, Miami, Florida Bachelor of Arts in Political Sciences, University of Missouri, Columbia, Missouri

Executive Director
Palacios, Carol
MBA Master of Business Administration, Adolfo Ibáñez School of Management, Miami, Florida, Bachelor of Science in Business Administration, (Major: Management, Minor: French), University of Missouri, Columbia, Missouri
Higher Education Management, UNIR, Maracaibo, Venezuela

Director of Operations
Lemus, Edel
Doctor of Business Administration, Accounting, Argosy University, Sarasota – Florida,
Master of Science in International Business, Finance, Nova Southeastern
University, Fort Lauderdale – Florida, Bachelor of Business Administration, Accounting,
Nova Southeastern University, Fort Lauderdale – Florida

Director of Admissions
Capera, Diana
BS Business Administration, Universidad Autónoma de Occidente, Colombia

Compliance Coordinator / Student and Career Services
Kistner, Ken
Graduate Work in International Relations, Troy State University, RAF Upper Heyford, UK
BA History, University of Maryland, RAF Upper Heyford, UK
Certificate, Instructional System Development, United States Air Force
Faculty Hiring Criteria
Florida Palms University has a policy for maintaining a pool of qualified professors able to teach the courses related to the programs offered. Faculty hiring procedures are based on the joint recognition by all members of Florida Palms University staff that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by the faculty, the administration, and the Board of Trustees participating effectively in all phases of the hiring process. Hiring procedures for full-time and adjunct faculty are designed to ensure the hiring of faculty who are:
• Expert in their subject areas,
• Skilled in teaching and serving the needs of a varied student population,
• Capable of enhancing UNIR’s overall education effectiveness, and
• Sensitive to and representative of the ethnic and cultural diversity of the student’s population.
Graduate level courses mandate faculty holding doctoral degrees and/or master’s degrees in the subject matter and at least 5 years of relevant work experience in the field. The following provisions serve to ensure that FPU Graduate courses are instructed by professionals with high levels of education and experience. Graduate faculty members are expected to establish and maintain a record of academic distinction, real-world experience and the ability to work with graduate students. The faculty member’s performance as a member of the graduate faculty is evaluated by the faculty member, department chair and dean during reviews and observations. If the faculty member’s scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the department, college and the graduate council, the faculty member, the chair and the dean will develop a plan that they believe will result in the faculty member meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member, a timeline for those actions, and the support provided by the college for the faculty member’s successful and timely completion of those planned actions. The effectiveness of this plan will be a part of the faculty member’s next annual performance review. The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member’s annual performance evaluation and on the dean and chair’s recommendation for merit, tenure, or promotion.

General Guidelines for Hiring Faculty for Master’s Degree Level Programs
• Expert in his or her subject areas
• Minimum of 5-years’ experience in his or her field
• Hold a terminal degree in the discipline or a related field; or provide clear evidence of exceptional scholarly achievement that obviates this requirement.
• Demonstrate an ongoing record of a variety of scholarly activities as described in the research and scholarly activities sections of the Tenure and Promotion Policy defined by the faculty member’s college and department.
• Demonstrate a minimum of 5-years successful graduate teaching and effective individual work with graduate students.
• Bilingual – English/Spanish
• Graduate-Level degrees are acceptable if all other parameters are met and the degree awarded is specific to subject matter.
Faculty Listing

Andino, Marcel
PhD in Technical Sciences, Automation and Computers, University of Havana, Cuba

Baldizon, Leonardo
Master of Science in Telecommunications and Networking, Florida International University, Miami – Florida
Master of Science in Cybersecurity, Florida International University, Miami – Florida

Betancourt, Jorge
Master of Science in Management Science and Operational Research, Coventry – England

Burt-Stewart, Miya
DBA in Business Administration, Major: International Business, Argosy University
Master of Science in Business Administration, Emphasis: Global Management, University of Phoenix, Phoenix – Arizona
Bachelor of Arts in Criminal Justice, Governors State University, University Park – Illinois

Carrington, Rashika
PhD Leadership & Education - Higher Education Administration, Barry University
MS Public Administration and Health, Barry University
BS Healthcare Service Administration and Management, Barry University
AS Nursing, Nursing Degree, CHI & Everest School of Nursing
AA Business Administration, Broward College

Dixon, Germany
Ed.D Leadership and Management, St. Thomas University
MS Health Management, and MS Business Administration, St. Thomas University
Healthcare Risk Management Licensure, University of Florida
Licensed Healthcare Risk Manager, State of Florida, Agency for Health Care Administration
BA Biology, LaGrange College

Inciarte, Mercedes
PhD Education, Zulia University, Venezuela
MS Educational Technologies, Zulia University, Venezuela
BS Education, Zulia University, Venezuela

Owusu, Theo
PhD in Information Systems and Communications, Robert Morris University Moon
Township,
Master of Science in Internet Information Systems, Robert Morris University, Moon Township – Pennsylvania,
Bachelor of Science in Information Sciences, Robert Morris University, Moon Township – Pennsylvania

Velazquez, Jose
Ed.D. in Higher Education Leadership, Nova Southeastern University
MBA in Global Management, University of Phoenix
BS in Liberal Arts, Regents College
Course Descriptions

Courses are measured in credit hours. Each credit hour (regardless of the method of delivery) is 50 minutes. Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, ACCTG indicates accounting. The 100 and 200 level courses indicate lower level courses, 300 and 400 level courses are for upper level courses, 500 and above are for Graduate level courses.

Prefixes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BSC</td>
<td>Biology</td>
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<tr>
<td>BUS</td>
<td>Business</td>
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<td>ENGL</td>
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<td>CIT</td>
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<td>PSY</td>
<td>Psychology</td>
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<tr>
<td>MED</td>
<td>Graduate Education Courses</td>
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<td>MEDL</td>
<td>Educational Leadership</td>
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<td>MEDT</td>
<td>Educational Technologies</td>
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Course Descriptions

A

ACCTG 101     Accounting I         (3 Credit Hours)
Accounting, as an information system is the process of identifying, measuring and communicating
the economic information of an organization to its users who need the information for decision-
making. It identifies transactions and events of a specific entity. A transaction is an exchange in
which each participant receives or sacrifices value (e.g. purchase of raw material). An event
(whether internal or external) is a happening of consequence to an entity (e.g. use of raw material
for production). An entity means an economic unit that performs economic activities.

ACCTG 220     Accounting Information Systems  (3 Credit Hours)
The course will focus on providing the essential tools in understanding the role of accounting
information system and to implement the review systems of internal controls. The course will provide
basic elements of the revenue cycle by enabling students to become more proficient in
understanding organization economic events and analyzing financial data. The process of
accounting information systems will consist of the application of analytical tools and techniques to
financial statements and data in order to derive from them measurements and relationships that are
significant and useful for decision making. Students will explore the importance that exist between
information technology and internal auditing.

B

BIAN 310 Business Intelligence and Analytics  (3 Credit Hours)
Analyses Data Warehousing and presents information to generate insights that assist in decision-
making.

BIAN 320 Modeling for Decision-Making  (3 Credit Hours)
Develops insights about the organization, its environment and its customers that impact for
Decision-Making

BIAN 330 Data Warehousing  (3 Credit Hours)
This course provides an introduction to data warehouse design. Topics in data modeling, database
design and database access are reviewed. Issues in data warehouse planning, design,
implementation, and administration are discussed in a seminar format. The role of data warehouse in
supporting Decision Support Systems (DSS) is also reviewed.

BIAN 340 Web Analytics Strategies  (3 Credit Hours)
This course will give you a foundation in digital analytics in tandem with digital strategy and solutions.
You will glean concepts and principles of praxis central to current applications of digital analytics
and digital strategy across industries. You will acquire the critical and creative skills to articulate
the value of digital analytics within a variety of business settings. This course will introduce you to a multi-
method (both quantitative and qualitative) approach to working with digital analytics, and a
multimodal understanding of the analytics tools for websites, mobile, and social media. Apply Web
Analytics Strategies and presents information from research and feedback as insights.
BIAN 350  Predictive Analytics  (3 Credit Hours)
This course will focus on how classification models in data mining have successfully been applied in business. It will also describe in non-technical terms how the statistical and artificial intelligence-based tools commonly used in data mining work. Analyze intelligence on customers and the market predictive insight.

BIAN 360 Applications of Business Analytics  (3 Credit Hours)
Business analytics refers to the ways in which enterprises such as businesses, non-profits, and governments can use data to gain insights and make better decisions. Business analytics is applied in operations, marketing, finance, and strategic planning among other functions. Articulates the strategic needs for change and leads the Applications of Business analytics.

BSC 310  General Biology  (3 Credit Hours)
Introduction to elementary cell structure, metabolism, and reproduction. Explores aspects of general and biological chemistry, cell cycles, DNA structure and replication, protein synthesis, nature of heredity and the genetic basis of speciation.

BUS 101  Introduction to Business  (3 Credit Hours)
This is a broad survey of fundamental business concepts, such as management, marketing, human resources, and financial management and policy. General principles of business ethics and business law are also discussed. This course introduces students to the business and commercial world, while it lays the foundation for their meaningful participation in more advanced classes. Introduces an overview of business in an increasingly global society.

BUS 102  Business Administration and Management  (3 Credit Hours)
Exploration of the social, legal, political, regulatory, technological and ethical aspects of the business environment. An introductory business course that helps students learn business terminology and provides preliminary study into the areas of economics, global business, ethics, business ownership, business management, human resource management, marketing, accounting and finance.

BUS 200  Business Law  (3 Credit Hours)
Introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, it focuses on specific legal topics such as contracts, maximizing purchasing power through credit, purchasing appropriate insurance, contracting, renting and owning real estate. This course focuses on getting across a practical basic understanding of international business, contracts, the internet and the pertinent legal issues that are raised in the real world.

BUS 201  Strategy Management and Decision Making  (3 Credit Hours)
This course is designed to explore the problems faced by the management of an organization. Exploration of markets, industry analysis, and business strategy. Discussion of price setting, micro and macroeconomic environments and formulation of competitive strategy. After looking at the development of a suitable framework for problem analysis it will then deal with the concept of strategy: Strategic analysis, relating strategy to the future development of the organization, implementing strategic plans.
BUS 203 Operations Management (3 Credit Hours)
Exploration of methods for optimizing scarce resources. Management of the production function in business firms with special attention given to production, transportation, inventory, quality and cost control. It provides a broad understanding and knowledge of several operations management concepts such as operations strategy, process design, forecasting, inventory management, scheduling, and quality management and how they applied to actual business situations.

BUS 204 Introduction to Project Management (3 Credit Hours)
Exploration of cost and value management. Emphasizes project cost control and budgeting and application of techniques to manage projects in a modern business environment.

BUS 223 Leadership and Human Resources (3 Credit Hours)
Application of organizational behavior theories, concepts, and skills to leadership, management, training, motivation and supervision of staff in organizations. This course focuses on the topics of the management discipline related to human resources. The course objective is to expose the students to HR related issues that will be useful in their careers. The course presents both the theoretical and practical aspects of human resources in a global perspective. Practical features are studied through cases.

BUS 224 Organizational Behavior (3 Credit Hours)
The purpose of this course is to introduce you to the major theories and topics of organizational behavior (OB for short). Organizational behavior is the scientific study of behavior that occurs in work settings and is concerned with how people behave in organizational settings. The content of the course will cover topics that span the individual, group and organizational levels. Topics covered include personality, motivation, job satisfaction, group dynamics, conflict, communication, leadership, and organizational change.

BUS 227 Management and Budget (3 Credit Hours)
This course will focus on the study of Budgeting Management in both Public and Private Sectors. We will seek to understand the Government spending and the impacts it has in Private Sectors, and our daily lives. Students will see what happens when Public Sector mismanage the Budget in contrast what happens when Private Sector mismanage the budget. The focus of this course is to impart a practical and "real life" understanding and application of public budgeting from the practitioner’s perspective. We will examine public budgets (government and non-profit agencies), budgeting systems, and budgeting processes, and how decisions are made and the processes that lead to these decisions.

BUS 228 Project Management (3 Credit Hours)
This course teaches students the essence of what project managers must do to deliver remarkable results. One of the main aims of the course is to provide students with main concepts, tools and techniques for completing good projects, master effective leadership practices.

BUS 308 Ethics and Social Responsibility (3 Credit Hours)
The application of ethical theory to business management. A review of ethical systems, and examples, theoretical and practical of institutionalizing ethics in organizations. Case analyses used and written projects required.
BUS 330 Cultural Environment of International Business (3 Credit Hours)
Deep study of international businesses and the interactions of multinational firms in the global arena.
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.

BUS 333 International Negotiations and Transactions (3 Credit Hours)
This course examines The Functions of Management in The International Firms (E.G., Leadership, Motivation, Communication, Human Resource Development) And Issues Related to Adapting Managerial Practice to Global Environments. * Upper Level Division Business Admin.

BUS 360 Fundamentals of Hospitality & Tourism Management (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course provides a general overview of hospitality management. It covers the growth and development, organization and structure, and all of the functional areas of the hospitality industry, including travel and tourism, lodging, food services, and recreation. Included are an explanation of both the management and operational functions of hospitality operations, a discussion of the personal and professional demands of hospitality management, examination of managing human resources, and an exploration of the future of the industry.

BUS 362 Traveling Info. Tech/Reservation Systems (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course gives students the basics in navigating the travel and tourism industry. Students in these classes learn about the issues related to business and resource management, tourism’s effect on the world economy and the political impact of tourism. Some introductory travel and tourism classes detail the many positions available for travel and tourism students; these include hotel manager, airline manager, event planner, travel agent and others. This class is mandatory and is usually taken during freshman year.

BUS 365 Hospitality and Tourism Management (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course provides a general overview of hospitality management. It covers the growth and development, organization and structure, and all of the functional areas of the hospitality industry, including travel and tourism, lodging, food services, and recreation. Included are an explanation of both the management and operational functions of hospitality operations, a discussion of the personal and professional demands of hospitality management, examination of managing human resources, and an exploration of the future of the industry.

BUS 401 Hotel and Facility Management (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course provides hospitality managers and students with the information they need to know to manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. The course also prepares managers for responsible, educated, effective and efficient management of the physical plant demands; especially in the areas of energy, water and waste as related to their impact on the environment and facilities management.
BUS 405  Food and Beverage Operations  (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course addresses front-of-the-house operations and is designed to provide students with an introduction from a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. Survey of the world’s leading wines classified by type, as well as other distilled beverages. Topics covered include the management and training of personnel to be responsible, professional alcohol servers, product knowledge, the income statement, job descriptions, sales forecasting and cost control. The students will produce a complete dining room and bar operation manual. Part of this class is going to be learning about producing work to be distributed electronically.

BUS 407  International Travel and Tourism  (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
Ability, knowledge and management skills and leadership of tourism and travel strategies and organizational understanding, as well as the skills of global hospitality and customer service.

BUS 423  E-Commerce Management  (3 Credit Hours)
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
Study of current publications and newspapers.

BUS 440  Psychology of Sports & Exercise  (3 Credit Hours)
This course explores the theories and principles of psychology and their relationship to performance in physical education and athletics and recovery from athletic injury.

BUS 442  Leadership and Ethics in Sports  (3 Credit Hours)
This course examines the ethical issues individuals face in Sport Management settings. Emphasis is placed on ethical dilemmas sport managers encounter in the daily operation of commercial, recreational, and educational athletic programs. In addition, students study leadership theories and practices as they relate to sports organizations and its effects on employee motivation in an athletic setting.

BUS 450  Sociology of Sports  (3 Credit Hours)
This course examines diverse ways organized sports reflect and influence the values and social structures of society. Students analyze major political, economic, and social functions of sports in historical and cross-cultural contexts. Topics include women and sports, violence, race and sports, and the changing functions of collegiate and professional athletics.

BUS 455  Sports Facilities Management  (3 Credit Hours)
This course is designed to provide learning experiences in managing sport facility operations, planning new sport facilities, and renovating and maintaining new facilities. An understanding of sports facilities, their design, and management will be gained through field study, speakers, and standard classroom material.
BUS 463  Sports Promotion & Branding  (3 Credit Hours)
This course provides the student with basic theoretical and practical knowledge of managing the promotion and branding of a sport organization and its programs. Topics covered include marketing, branding, public relations, social media, customer service and sponsorship. Special attention is given to market segmentation, research, customer service and the creation of a brand management plan.

BUS 463  Sports Law and Risk Management  (3 Credit Hours)
This course provides a presentation of the basic legal system, its terminology, and principles as applied to professional and amateur sports. Emphasis is on identifying and analyzing legal issues, the ramifications of those issues, and the means of limiting the liability of sport organizations.

C

CIT 121  Technology Application for Business  (3 Credit Hours)
Introduction to communication technology and information management. Exploration of the use, analysis and design of information systems and technologies to organize, coordinate, and inform human enterprises.

CSL 310  SL – Communications  (3 Credit Hours)
This course is designed to develop the fluency of SL students. Some basic components of the class include conversational fluency, pronunciation, dictionary skills, and listening and note-taking skills. The conversational fluency piece of the course involves group work and informal presentations; the pronunciation aspect focuses on word-level stress. This course emphasizes dictionary skills, such as choosing appropriate definitions and finding idioms, as well as generally building students’ vocabulary. Basic elements of note-taking skills and styles are introduced.

E

ECON 302  Principles of Economics (Microeconomics)  (3 Credit Hours)
Introduction to microeconomic analysis and policy. Exploration of economic analysis methodology in terms of price determination, analysis of demand, supply theory of the firm, and distribution. This course is designed to help students understand basic economic problems, the role of markets and how they work, the internal conditions of cost and revenue that determine company profitability and the external conditions of the industry that influence the company’s working environment. It also gives students an introduction to the relationship between the government and the market.

ECON 303  (Macroeconomics)  (3 Credit Hours)

ENGL 115  Introduction to Academic Writing  (3 Credit Hours)
This course development of the reading and writing skills essential to university work. Instruction in academic writing through interdisciplinary reading. Assignments emphasize interpretation, argumentation, and reflection. Revision of formal assignments and instruction on grammar, mechanics, and style.
* General Education Requirement
**ENGL 201 Rhetoric and Composition I**  
This course focuses on critical reading and strategies for varying writing style, tone, and form for multiple purposes and audiences. Students learn to compose texts, including academic essays, that help them achieve the program’s critical reading, analysis, and writing goals.  
* General Education Requirement

**ENGL 303 Rhetoric and Composition II**  
This course focuses on helping students build on their reading, analysis, and writing skills to develop complex written arguments based on careful evaluation and synthesis of information.

**FIN 300 Financial Management Negotiations**  
This course develops the understanding and application of analytical and mathematical-financial techniques, to determine the utility or loss that a company can incur when making an investment. For the above, the course provides strategies to manage and project effective and efficient financial performance in business, so that it can generate greater corporate value and positive social impact. Each participant must develop, from the first week, an organized program of activities according to the sequential competences of the program, which contribute and are part of a project or final result of the course. Before starting the course activities, please make your personal presentation to the participants of the course, which includes your professional experience, your academic and professional objectives, and your expectations of this course. This is the first step to start building your course portfolio.

**HSA 315 International Health Legislation**  
The course offers a basic overview of the methods for measuring population health, analytic tools for decision-making, and the evidence base for the effectiveness, risks, and efficiency of interventions, programs, and policies. The course focuses on challenges, diseases, and conditions of major public health importance, their patterns of global mortality and morbidity, their social, economic, and political determinants and consequences, their inequalities and inequities, and the population-based interventions as well as social and institutional responses to these challenges structured through communities, national health systems as well as international agencies, consortia, and alliances.

**HSA 320 Introduction to Healthcare Management**  
This introductory course is designed to familiarize students with basic concepts and ideas concerning the distribution of health and illness in society, the organization of the health care system, and the relationship of one to the other. We begin by considering the evolution of the U.S. health care system and of health policy. We then present an international perspective on the U.S. health care system with an emphasis on the Affordable Care Act, alternative government roles, current challenges and the future of the health care system. Knowledge for with an overview of how health care institutions are organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems.

**HSA 337 Management of Health Services Organizations**  
This course surveys the major administrative approaches in public and private agencies that administer health programs. The ultimate goal of the course is to assist students in understanding...
management principles in the American health care delivery system, including the roles of patients, third part insurance payers, and health care professionals. The course presents contemporary thinking about management skills and competencies, and “how management gets done” in health care organizations. Leadership skills health care reassess strategies, apply management health practice, organizational policies and procedures.

**HSA 399 Primary HealthCare Management**  
(3 Credit Hours)  
This course introduces students to the origins, concepts, and development of community-based primary health care through case studies from both developing and developed countries. As in clinical bedside teaching, we use real cases to help students develop problem-solving skills in practical situations. We also discuss participatory approaches in the organization and management of health services and other factors such as equity, socio-cultural change, environmental protection, and the process of community empowerment. Ability for Primary Care Management leadership and management of public health systems, with the leadership and general management of hospitals and Primary Care systems.

**HSA 401 Hospital Management**  
(3 Credit Hours)  
Knowledge definitions and the study of organization, functions, operations and management of the hospitality industry, safety, security and practices

**HSD 310 Human Populations and Sustainable Development**  
(3 Credit Hours)  
This course will introduce students to the scientific study of human populations as a contribution toward understanding social structure, relations, and dynamics, as well as society-nature interactions. The aim is to offer a basic introduction to the main theories, concepts, measures, and uses of demography. It will consider these topics in the context of economic development, sustainability, and cultural change.

**HUM 200 Creative and Critical Thinking**  
(3 Credit Hours)  
This course Creative and Critical Thinking will challenge students to develop the skills involved in critical reflection and creative expression. Students will, become acquainted with methods for analyzing primary sources and critically evaluating the ideas, events, traditions, and belief systems that have shaped human experience and expression; explore fundamental modes of aesthetic and creative expression; and understand and evaluate the diversity of humanity’s most notable cultural achievements from artistic, historical, linguistic, literary, and philosophical perspectives.

**IB 100 Introduction to International Business**  
(3 Credit Hours)  
An overview of the international business environment including economic, political, legal, and cultural aspects, and the institutions that affect a global firm (economic blocs, world banks, the United Nations, etc.). This course surveys managerial techniques used by multinational corporations. Issues related to foreign direct investment, especially financial and accounting implications are also presented, as is the particular impact of globalization on smaller firms. Case discussions are important components of this course.  
Pre-Requisite: ECON 202

**IB 102 International Management**  
(3 Credit Hours)  
Focuses upon the globalization of markets, technologies and business practices and how organizational leaders and managers deal with these changing forces. Issues related to Management in International firms: leadership, motivation, communication, human resource
development, and other managerial practices. Topics include managing international trade, foreign manufacturing and global service industries such as transportation and mass communications.

**IB 203 Fundamentals of Foreign Trade** (3 Credit Hours)
The aim of this course is to provide students with an understanding of the principles and applications of international trade, so that students will be prepared to face the future complexities of the world economy. Exploration of the basic rules and institutions of international trade focusing on the World Trade Organization. Discussion of influential trade theories, the effect of trade on income distribution, the implications of imposing tariffs and the economic mechanisms and the policy issues that usually arise in world trade. The political economy and controversies in trade theory are also discussed. Trade issues in developing countries are highlighted.

**IB 205 International Trade Export/Import** (3 Credit Hours)
The International Trade Import and Export is a theoretical - practical course where the participant is expected to know the application of the concepts, principles and strategies of Marketing with an international scope. At the same time, the acquired theoretical knowledge will be applied to cases of real companies, and remaining in contact with the current economic and international business. The course is made up of four units through which the fundamental aspects will be analyzed in the international business environment, formulate international marketing strategies and design action plans for the import or export of products or services. Strategic options for international alliances or mergers are also studied.

**IB 207 International Banking and Finance** (3 Credit Hours)
Exploration of the tools necessary to analyze multinational business and finance problems. Topics include: the foreign exchange market, balance of payments, international investment and banking, monetary and fiscal policy in an open economy, economic integration and monetary unification and the international monetary system.

**IB 400 International Entrepreneurship** (3 Credit Hours)
Harvard Business Review Study Cases
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.

**IB 402 Strategic Management in the Multinational Corporation** (3 Credit Hours)
Harvard Business Review Study Cases
Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.

**IRG200 International Relations and Global Perspectives** (3 Credit Hours)
This course is to understand the perspectives and ways of life of people in societies located primarily outside of the United States. The course provides the understanding and interpretation of the variety of world cultures, institutions, societies, and challenges (e.g. discrimination, racism, inequality, environmental issues, poverty)
MATH 101  Quantitative Reasoning  (3 Credit Hours)
The Quantitative Reasoning course is organized around big mathematical concepts. The course’s nontraditional treatment of content will help students develop conceptual understanding by supporting them in making connections between concepts and applying previously learned material to new contexts. The course will help to prepare students for success in future courses, gain skills for the workplace, and participate as productive citizens in our society. This includes recognizing the real world often has less than perfect data, ambiguities, and multiple possible solutions. It also means equipping students to be intelligent consumers of quantitative data and reports. This class encourages students to engage in productive struggle to learn mathematics and make connections to the world in which they live.

MBA 510  Leadership and Organizational Behavior  (3 Credit Hours)
Although skills in finance, accounting, marketing, operations, and strategy are crucial for organizational success, the ability to manage an organization, its groups, and its individuals is equally important. In your careers, you will depend on people to accomplish tasks, goals, and projects: you will need to work for other people, work with other people, and supervise other people. An understanding of the human side of management is an essential complement to the technical skills you are learning in other core business courses. Although we will focus on business organizations, you will find that the course concepts have valuable applications to other types of organizations, including non-profits, athletic teams, social club, and religious and political groups. This course is an introduction to the basic concepts and topics in organizational behavior (OB) and management. The course focuses on OB at three levels: individual, interpersonal, and collective. We will start at the individual level, covering decision-making, motivation, and personality. We will then turn to the interpersonal level, covering power, influence, and negotiations. Finally, we will move up to the collective level, covering leadership and organizational context.

MBA 521  International Strategic Management  (3 Credit Hours)
This course will provide graduate students with a framework to understand the structure and dynamics of International Strategic Management in relations to Business Growth, Performance, and Results. In addition, this hands-on class intends to provide graduate students with a deep understanding and practical skills to develop International Strategic Management plans and initiatives in a globalized business environment heavily influenced by digital, interactive, viral, Web 2.0, Web 3.0, Social Media, and High Tech-Knowledge-Innovation environments.

MBA 550  Economic Analysis and Business Decisions  (3 Credit Hours)
This course is the MBA core subject in microeconomics. The course objective is to give students a working knowledge of the analytical tools that bear most directly on the economic decisions firms must regularly make. Emphasis is made on market structure and industrial performance, including the strategic interaction of firms. Behavior of individual markets - and the producers and consumers that sell and buy in those markets - is examined in some detail, focusing on cost analysis, the determinants of market demand, pricing strategy, market power, and the implications of government regulatory policies. The course examines implications of economics on other business practices, such as incentive plans, auctions, and transfer pricing.

MBA 675  IT and Business Transformation (ITBT)  (3 Credit Hours)
Information systems have become the enabling technology for business. Businesses and organizations that are not exposed, aware, or do not use the latest applications, solutions, and IT infrastructure are compromising their current and future competitive position. This course balances theory with
applications through case studies and projects that emphasize the effectiveness of organizational information systems in achieving the objectives for which the systems are designed. Factors such as the organizational structure and information requirements are studied within the context of ethical, economic, and socio-technical factors that affect the design of systems and the processes of converting data to information, information to knowledge, and knowledge to intelligence. The purpose of course is to provide students with a view of IT-enabled transformation and the strategic issues in the management of IT. The course will bring in CIOs, CEOs, and experienced consultants and industry observers to provide their perspectives and tell their stories about the use and management of IT today. Their talks will deal with the new technology, the new applications, the issues of implementation, the changes in industries and companies, and the strategic management of IT. In addition, there will be several case discussions of issues to be decided by senior management, with students taking on the position of executives and consultants. There will also be frameworks presented and used to position all material and speakers. Finally, one session will consist of ITBT alumni discussing career opportunities and issues for students, particularly from MIT, with these interests. Students will gain a perspective of the strategic role of and issues in managing IT as manifested in e-business applications, as a driver and enabler of business transformation, and as an underlying infrastructure resource for all businesses.

**MBA 695  Finances for Executives**

This course familiarizes students with accounting and financial concepts and the application of financial techniques and analytical methods in the planning, controlling and coordinating functions of managers. Having appropriate, timely, and accurate financial information is the cornerstone of a great performance management system. This course will introduce students to the word of corporate finance and number driven financial metrics, enabling them not just to build financial reports, but to be capable of conducting a thorough analysis about the financial condition of the firm, explaining how and why results were attained using an analytical and numerical lens of financial reporting. As well, this course will illustrate how a Balanced Scored Card is designed and maintained, through analytics about how businesses and organization create, deliver, and appropriate value.

**MBA 699 Accounting for Management Planning and Control**

This course is designed to prepare business managers with both accountancy and business management skills essential in today’s complex business environment. The course’s learning objectives reflect that: modern accounting with the advent of information technology is no longer simply the recording of historical facts but the assembly and management of accounting information and its distribution to both external and internal users; this information facilitates the decision processes necessary to compete in today’s increasingly complex business world and; an accounting information system capable of providing relevant, timely and reliable information must be administered by knowledgeable, competent management skilled in both accountancy and business management.

**MBA 702  Operations and Project Management**

This course provides the student with a survey of the concepts, tools and applications in the field of operations management. The Master of Business Administration with a Concentration in Operations and Project Management prepares individuals to face the advanced management and administrative challenges encountered in the current large scale and/or complex high-tech global organizations. In particular, this concentration provides technically and operationally oriented professionals with the skills necessary to effectively and efficiently manage large-scale projects and continuously improve related organizational processes and procedures. Complementing classes on project and operations management, the courses in the program are designed to provide the student with superior skills in online communications, financial management and business law that are needed to compete in the rapidly developing, highly competitive field of global business management.
MBA 705  Entrepreneurship Business Project  (3 Credit Hours)
This course provides the student with a survey of the concepts, tools and applications in the field of operations management. The Project Management course prepares individuals to face the advanced management and administrative challenges encountered in the current large scale and/or complex high-tech global organizations. In particular, this concentration provides technically and operationally-oriented professionals with the skills necessary to effectively and efficiently manage large-scale projects and continuously improve related organizational processes and procedures. Complementing classes on project and operations management, the courses in the program are designed to provide the student with superior skills in online communications, financial management and business law that are needed to compete in the rapidly developing, highly competitive field of global business management.

MBA 710  Capstone Field Project  (3 Credit Hours)
The Capstone Field Project provides students with the opportunity to complete their academic curriculum through the real life business application of best practices learned through courses taken in the program. The main objective of the Capstone Field Project is to strengthen the students’ capacities to explore, conceptualize, analyze, explicate, interpret, and provide suggested solutions to companies and organizations facing critical business challenges. In addition, the Capstone Field Project requires from students to write a detailed set of recommendations addressing the business challenges cited above where students demonstrate their knowledge and competencies gained through their course of study in specific areas such as: finance, accounting, marketing, strategic management, and operations. The organizations benefited from the Capstone Field Project are selected by the students with a final approval by the course instructor.

MED 500  Psychology of Learning  (3 Credit Hours)
The purpose of this course is to provide the student with an advanced understanding of the major concepts, theories, methodologies and empirical findings of contemporary cognitive psychology. This course will facilitate the development of skills necessary to understand and critique research in the field of learning. The content allows the participant to learn the main psychological tendencies associated with learning, their most representative authors, postulates and their current state in the context of an education permeated by technology, transformative trends and social inequalities.

MED 510  Pedagogical Perspectives of Education, Trends, & Development  (3 Credit Hours)
This course provides participants with a theoretical-practical approach in which the contents intertwine and complement each other in the analysis and understanding of the different present and future perspectives in education, generating comparisons that allow evaluating current trends and how they influence the innovation of teaching and learning today. This course on Pedagogical Perspectives of Education, Trends and Development is designed to assess current trends and problems in education. Students will take a constructivist approach to developing a leadership vision for the implications of past, present, and future educational developments.

MED 520  Adult Learning  (3 Credit Hours)
This course provides the participant with the necessary competencies to analyze the theory of adult learning; applying to adult learning practices, according to the six principles of adult learning theory in the development of the ability to integrate learning theory and current best practices based on teaching and educational research and planning. Topics include fields of practice, schools of thought, clarification of concepts, and emerging issues and challenges.
MED 533 Learning Process and Creativity (3 Credit Hours)
In this course students have the opportunity to get immersed in deep questions about learning, discussing the most provocative aspects, such as: What should be the true purpose of education? Do classrooms make sense anymore? What should individuals contribute to their own education? Are yesterday’s distinctions between subjects and between the arts and sciences still meaningful? What would the ideal lifelong education look like at the K-12 level, in universities, in the workplace, and beyond?

MED 541 Emerging Technologies in Education (3 Credit Hours)
Students will design, implement, and assess examples of programs that apply emerging technologies. The course will focus on issues associated with the interface of technology and people.

MED 612 Curriculum, Instruction, and Assessment (3 Credit Hours)
Students identify, analyze, and apply curricular models, instructional, and assessment strategies in a diverse classroom, demonstrate effective leadership, collaborative, and student advocacy skills, using self-reflection, critical thinking, and the application and interpretation of research outcomes to improve instruction and curriculum.

MED 625 Designing Learning Environments (3 Credit Hours)
Learners apply psychological theories and instructional design models and principles to a continuum of learning environments, including face-to-face, blended, and online. They demonstrate the ability to manage and adapt learning experiences and instruction to each environment by emphasizing inclusion and collaboration, identifying and analyzing learners and learning tasks, goals, objectives, and assessments. Learners develop products in which they establish learning expectations, promote student-instructor and student-instructor interactions, determine instructional strategies and appropriate materials, and design formative and summative evaluations. Cybersecurity and cyberbullying are addressed within the context of effective learning environments.

MED 645 Scholarly Writing and research Strategies (3 Credit Hours)
This course analyzes the importance of scholarly writing in educational practice, the foundation of how to write in a scholarly mode, and research strategies to support a master project writing.

MED 699 Capstone Project (3 Credit Hours)
This course is the culminating experience of the MS Education program. It is recommended that students have completed all program courses to have a better understanding of critical knowledge and take full advantage of developing a Capstone project. The emphasis of this course is the completion of the project. The themes for the course are the development of an investigation, results of data analysis, discussion of results, and the presentation of the thesis or project. The development of the course takes into consideration the diverse facets of the methodological and epistemological aspects of the study conducted. The course is designed to strengthen the processes of analysis and systemizing information principally through qualitative and quantitative methods. The stated academic space is contemplated, as a scenario where the methodology, used is appropriate in relation to techniques sustained through technology (software) and the traditional techniques of interpretation and argumentation.

MEDL 682 Teacher Leadership (3 Credit Hours)
This course provides with the knowledge and tools to help educators and teachers reach their full potential, learning to interpret research on leadership models, teacher evaluation, and motivation.
MEDL 683 Methods of Negotiation and Conflict Resolution (3 Credit Hours)
Success is attributed to effective decision making, a skill required for professional and personal reasons. An essential ability required by leaders; decision making is a process which identifies critical elements of a choice to determine a course of action. The focus for this course considers ways decisions are made and how these techniques can be evaluated to improve outcomes. Specifically, the course addresses the development of skills to efficiently and consistently make informed decisions using data to maintain awareness of organizational needs, demographics, and performance levels. The role of collaboration in decision making is also a major focus.

MEDL 684 Strategic Operations Planning and Innovation (3 Credit Hours)
Students will design, develop, and implement models of strategic planning that exhibit innovation.

MEDT 685 Digital Educator (3 Credit Hours)
This course uses a project-based approach in studying technology in education, best practices for classroom teachers, and strategies for professional development in light of emerging technologies. The course addresses standards for education, educators’ digital presence, cloud computing, and digital ethics.

MEDT 686 Technology Curriculum and Planning with Technology (3 Credit Hours)
Using principles, theories, and models of curriculum design, learners build a school wide, standards-based technology curriculum that supports and enhances existing subject and content curriculum. Using the results of a current practice analysis, learners construct a measurable curriculum plan that promotes the integration and application of technology skills into the learning process, demonstrates the ability to differentiate instruction, and supports the needs of a diverse student population. Additionally, learners prepare an implementation timeline and presentation to introduce the curriculum which identify the supportive role of the educational technology leader in helping students to achieve technology standards. Learners also demonstrate understanding of digital equity issues and strategies for resolving differing levels of access to technology resources.

MEDT 687 Instructional Models for Digital Learning (3 Credit Hours)
This course draws from multiple disciplines to explore design and strategies for computer- and web-based learning. Special attention is paid to collaborative learning, interactivity, assessment, and best use of technology tools.

MRKT 101 Principles of Marketing (3 Credit Hours)
This course offers the study of Marketing at a glance. Through fundamental concepts and the application of such concepts in practical exercises, students will be equipped to understand what Marketing is for and what factors intervene in the decision-making process of this functional area. It is designed to acquaint with the principles and problems of the marketing of goods and the methods of distribution from producer or manufacturer to the consumer. The course includes a study of the types, functions, and practices of wholesalers and retailers in the American marketing system and of efficient marketing techniques in the development and expansion of American and foreign markets.

MRKT 202 Marketing Strategies (3 Credit Hours)
Merchandising and marketing as a strategy for motivating consumers to purchase products and services. This course discusses the place of the Marketing Plan in the Overall Business Plan. It focuses on identifying opportunities, product/service positioning and segmentation in the ever-changing
external environment and competitive markets.

MRKT 205   Consumer Behavior   (3 Credit Hours)
This course provides students with an understanding of consumer purchasing behavior. Theories of buyer behavior and research findings as they apply to sales. This course uses the marketing segmentation approach to explain that consumer behavior is a professional endeavor and to link psychological, socio-cultural and decision-making aspects.

MRKT 210   Principles of Advertising and Public Relations   (3 Credit Hours)
Exploration of advertising management. Discussion of marketing, creative elements, media, effectiveness, integration within the marketing plan, quantitative approaches, agency organization and management. This course is designed to give the student a comprehensive view of the fundamentals of advertising. It considers advertising from a client agency point of view. Material covered includes areas such as agencies, budget and media introduction and advertising’s role with regard to laws, society and economics.

MRKT 310   Data Analytics for Digital Marketing   (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course builds on a base of marketing theory to journey in real time through the 2018 world of digital marketing opportunities. If you want to be successful in today's world, you need to understand how to use various digital marketing principles and resources to your advantage. You will learn what digital marketing is, and how to develop a targeted online marketing strategy that engages potential customers throughout the digital landscape. You will gain experience in building an integrated online marketing plan. You will learn how to promote your business effectively online using different current major social media platforms: Twitter, Facebook, YouTube, LinkedIn and Instagram.

MRKT 320   (SEO) and Web Design   (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course builds on a base of apply marketing strategies for the web development and E-Commerce.

MRKT 330   Marketing and the Virtual Marketplace   (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course is designed as apply the development of system of critical review and appraisal to improve future Digital Marketing Strategies

MRKT 340   Digital Advertising   (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course is designed as an introduction to the world of digital and online advertising. In it we'll cover all the different types of digital ad unit, advertising partners, process, buying and more. It is perfect for anyone who is interested in advertising their business online, looking for a job in digital media planning, wondering how major brands decide to place an ad online, a student focusing on marketing and advertising, or those who are generally interested in how the ads you see online are created and served to you. Evaluate the delivery of marketing communications campaigns using both physical and digital age.
MRKT 350  Social Media and Marketing Communications  (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin. This course is designed to analyze social Media Marketing and
listening tools to identify improvements to organizational processes that will enhance social
reputation.

MRKT 360  Strategic Marketing and Planning Projects  (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course will instruct and recognize information and ideas to the organizational strategy process in terms of Marketing.

MRKT 405  International Marketing  (3 Credit Hours)
Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program
* Upper Level Division Business Admin.
This course is designed to apply knowledge and skills for successful administration of the international marketing function, the international dimension of ethics and related issues.

N O P

PHIL 102  Legal and Ethical Issues  (3 Credit Hours)
Introduction to ethics. Exploration of ethics as it relates to virtue, duty, autonomy, and life quality applied to moral problems. This course studies the ethical, legal, and social responsibilities of business, particularly in the product, resource, and labor markets. Principles of moral philosophy are applied to the analysis of corporate conduct and decision making in the United States and elsewhere. Case studies are used in the discussion of social responsibility and the respect for human dignity in organizations driven by the profit motive and competition.
* General Education Requirements.

PSY 201  Psychology  (3 Credit Hours)
Introduction to general psychology; principles of human behavior and their applications. Introduces the history of psychology, human development, personality, abnormal behavior, social psychology, feelings and emotions, research methodologies, experimental psychology, psychophysiology, learning and memory, altered states of awareness, sleep and dreams, and industrial and organizational psychology.
* General Education Requirements

Q R S

SCM 204  Supply Chain Fundamentals  (3 Credit Hours)
This course will instruct and apply various key concepts of Supply Chain (SC) and the related decision-making tools to solve practical supply/demand problems in the context of global supply chains. Students will learn core SC-related concepts including time-based inventory management, warehousing, transportation and distribution systems design, facility location decision process, and information handling in SC operations as competitive advantages in service-based emerging economies. SCs are concerned with the efficient integration of suppliers, factories, warehouses and stores so that products are distributed to customers in the right quantity and at the right time. One of the primary objectives is to minimize the total supply chain cost subject to various service
requirements. SCs are responsible for, now on a global scale, the delivery of value-added goods/services in any organization – public or private, and profit or non-profit.

**SPN 310 Conversational Spanish**
(3 Credit Hours)
Explores conversation skills in Spanish with emphasis on developing vocabulary, cultural immersion, and proper pronunciation. The course focuses on language literacy for daily conversation.

**STAT 200 Statistics**
(3 Credit Hours)
A first statistical course for students who require knowledge of the fundamental procedures for the organization and analysis of data. Topics include frequency distributions, graphs, location and variation measures, probability distributions, sampling distributions, binomial and normal distributions, z-scores, estimation using confidence intervals, t-test, chi-square test, F-test, of hypothesis, Analysis of Variance (ANOVA), regression and correlation.