



Catalog 2019



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Florida Global University
USA

Doral, Florida 33172
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University Catalog
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This Florida Global University Catalog is available on electronic format by contacting our Admission Department at admissions@fgu-edu.com

Florida Global University does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any University administered program.

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Florida Global University is a fictitious name (d/b/a); the official corporate name is GPM Educational Services, LLC filed in the State of Florida.

MISSION STATEMENT

The Mission of Florida Global University is to help individuals achieve many of their personal and professional goals through the educational experiences and programs that we provide.

Florida Global University (FGU) delivers courses comprising bachelor and master's degree programs. Graduates will be able to develop their careers in both private and public organizations based on the skills, knowledge and abilities acquired from their educational experiences at FGU.

STATEMENT OF PURPOSE

Here is just some of how FGU fulfills its commitment to the students:

- FGU prepares students for lifelong learning, pursuing leadership roles in the business world, and serving as leaders by example.
- FGU employs updated instruction and student service technologies, including computer-based instruction and the World Wide Web.
- FGU offers credit courses and degree programs at the undergraduate and graduate degree levels.
- FGU provides students with academic advising and individual counseling to assist them evaluate their potential to achieve further educational and career development goals.
- FGU designs and develops educational programs based on current theory and practice.

FACILITIES

10422 NW 31st Terrace Doral, Florida 33178 USA

Telephone: 1(800) 341-6744/ Fax (786) 513-0319

Email: info@fgu-edu.com



At this location FGU has its administrative offices. The office houses the administrative and professional staff and the student and faculty academic records. It has a main reception area, four classrooms, two computer laboratories, and the registrar's office. Our computer laboratories can be used by students and faculty members to access their online courses. In addition, there are several reference books available that can be used by faculty and students that visit our facility. All legal city permissions are displayed in our offices and on the university website.

INSTITUTIONAL POLICY REGARDING MODIFICATIONS

Florida Global University reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Students will be given advance notification of such changes. The Commission for Independent Education will be notified 30 days in advance of all modifications pertaining to the university.

NON-DISCRIMINATION POLICY

Florida Global University admits students of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and does not discriminate in administration of its educational policies, admissions policies, or other school- administered programs.

ANTI-HAZING POLICY

At Florida Global University the practice of hazing is prohibited. Hazing is defined as any action taken or situations created, whether online or off line, to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

STUDENT CONDUCT POLICY

At Florida Global University appropriate student conduct in each class and when communicating with others in the University is very important. Any inappropriate conduct could result in dismissal from the University.

The following types of conduct are unacceptable:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.



Plagiarism: All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The University considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.

2. Other forms of dishonesty including but not limited to fabricating information, furnishing false information or reporting a false emergency to the University.
3. Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
4. Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties, including the University's name, insignia, or seal.
5. Sexual harassment, as defined here: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.
6. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm or torment the person; and where the threat is additionally determined by the University to serve no legitimate purpose.
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
8. Failure to identify to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.
9. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared



the notes or recordings. Copying -for any commercial purpose- handouts, readers or other course materials provided by an instructor as part of the University course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing.

PENALTIES FOR MISCONDUCT

Deans may impose penalties for violations of University policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If because of an official appeal it is determined that the student was improperly disciplined, the Academic Dean shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the University may provide written notice to a student that his or her alleged behavior may have violated University policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of University policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

1. **Warning/Censure:** Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred, and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
2. **Disciplinary Probation:** A status imposed for a specified period during which a student must demonstrate conduct that conforms to University standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.
3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.



4. Suspension: Termination of student status at the University for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.
5. Dismissal: Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.
6. Restitution: A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the University or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.
7. Revocation of Awarding of Degree: Subject to the concurrence of the Board of Directors, revocation of a degree obtained by fraud.

GRIEVANCE POLICY

A grievance procedure is available to any student who believes a university decision or action has adversely affected his or her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate course professor. If the professor is unable to resolve the student's complaint, the professor will refer it to the Academic Dean in writing. If the Dean is unable to resolve the student's complaint, the Dean will refer it to the Executive Director. The Executive Director will take steps to resolve the complaint or will refer it in turn to the Board of Directors. The Board of Director's decision is final.

Students who at the end of this process feel a grievance is unresolved may refer it to:

Commission for Independent Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399

Phone 850.245.3200, or Toll Free 888.224.6684, or online at

<http://www.fldoe.org/policy/cie>



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

LICENSURE

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Additional information regarding this institution may be obtained by contacting:

Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
Phone 850.245.3200, or Toll Free 888.224.6684, or online at
<http://www.fldoe.org/policy/cie>

DISCLAIMER REGARDING ACCREDITATION

Florida Global University, as a new institution, has not yet achieved accreditation. Students wishing to reach educational or vocational objectives after graduating from Florida Global University should determine whether coursework taken at Florida Global University would help to reach these goals. The same process should be used by students taking coursework that the student may wish to transfer to another institution, a process that may be affected by the institutions lack accreditation.

DISCLAIMER REGARDING CREDIT TRANSFERABILITY

Students should keep in mind that the transferability of credits earned at FGU is at the discretion of the accepting institution. It is the students' responsibility to verify whether another college or university of the student's choice will accept credits from FGU. Credits and degrees earned from this University do not automatically qualify the holder to participate in professional licensing examinations to practice certain professions in the State of Florida. Students interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of their interest. Currently Florida Global University is not offering any financial assistance or student loans.



ACADEMIC CALENDAR

Florida Global University is committed to provide accurate, permanent, and complete information about schedules, terms, and other academic and administrative requirements. However, changes or corrections may occasionally be necessary and may be posted without notice after the date of publication. It is the student's responsibility to ensure that all applicable requirements for registration are met.

Note: The class week begins on Thursday and ends on the following Wednesday.

ON LINE ACADEMIC CALENDAR 2019 - FGU

TERM	WINTER - 2019 March 18 – May 05	SPRING 2019 May 20 – July 07	SUMMER I 2019 July 22 – September 08
Registration	Open	Open	Open
Registration Closes	March 18	May 20	July 22
Classes Begin	March 18	May 20	July 22
Add/Drop Period	March 18 - 24	May 20 - 26	July 22 - 28
Last Day for Full Refund	March 24	May 26	July 28
Withdrawal Deadline	April 21	June 23	August 25
Last Day to Clear Incomplete From Previous Term	July 07	September 08	November 10
Last Day to Request Incomplete	April 28	June 30	September 01
Classes End	May 05	July 07	September 08
Grades Available	May 10	July 12	September 13
FGU Holidays		May 27: Memorial Day July 4: Independence Day	September 2: Labor Day



TERM	SUMMER II 2019 September 23 - November 10	FALL 2019 November 25 – February 02
Registration	Open	Open
Registration Closes	September 23	November 25
Classes Begin	September 23	November 25
Add/Drop Period	September 23 – 29	November 25 - December 01
Last Day for Full Refund	September 29	December 01
Withdrawal Deadline	October 27	January 19
Last Day to Clear Incomplete From Previous Term	February 02	April 05
Last Day to Request Incomplete	November 03	January 26
Classes End	November 10	February 02
Grades Available	November 15	February 07
FGU Holidays	October 14: Columbus Day November 11: Veterans Day	January 21: Martin Luther King Day

GENERAL INFORMATION

ADMISSIONS POLICY

Individuals may apply to FGU anytime, and from anywhere in the world. The University provides a “rolling admission” policy. This means that the University accepts qualified applicants as they apply until all available spaces are filled. Even though there is no application deadline, applicants are advised to apply early. The University accepts applications regardless of sex, religion, or race. The University does not discriminate based on disability in admissions.

This catalog outlines the minimum requirements for admission. Applicants are encouraged to submit their application online; however, the application may be mailed or faxed if preferred.

Applying for admission to Florida Global University online is easy and takes only a few minutes. From the moment the application is received, the FGU Admissions Office becomes involved, answering questions and aiding in completing the application. FGU’s admissions representatives are available to assist applicants through the steps of the admissions and registration processes to help each applicant attain their educational goals.



Applicants can telephone the Admissions Office at 305-722-3327. Applicants can also contact the University online by clicking on CONTACT US on our website at www.fgu-edu.com

APPLICATION FOR ADMISSION

All persons interested in applying for admission to the University must complete the "Enrollment Agreement." The application must be accompanied by a **non-refundable** required application fee of \$150.00 (check, money order, or credit card) to process the application. The check/money order should be made payable to Florida Global University.

There are two (2) different options to complete and send the Application:

The application is available online at our website, www.fgu-edu.com The applicant can click on Application Online or Apply Now, complete the application and submit it through the Internet. In the last step of this process the applicant may pay online using your credit card. Or if desired, the application, check or money order can be mailed to:

Florida Global University Admissions Office
10422 NW 31st Terrace Doral, Florida 33178 USA
Telephone: 1-800-341-6744

REACTIVATION OF ADMISSION APPLICATION

An individual who has been accepted for admission to FGU, but who has not attended any courses, has their original application and fee active for one (1) year from the term in which the individual was first accepted. In situations longer than one (1) year the application process must be started again with a new application and fee paid.

ADMISSION REQUIREMENTS

GRADUATE ADMISSION REQUIREMENTS

Applicants seeking admission into a graduate program must have:

1. An undergraduate degree from a state licensed, or a government recognized U.S college or university, or an equivalent degree from college or university outside of the United States,
2. Official transcripts from the university or college where the undergraduate degree was granted (Must be original documents not copies of the documents).
3. A minimum cumulative grade point average of 2.5 on a scale of 4.0.



4. Completed enrollment agreement.
5. Application fee of \$150.00
6. Online students must have access to the Internet.

BACHELOR OF SCIENCE DEGREE ADMISSION REQUIREMENTS

Applicants seeking admission into an undergraduate program must have:

1. Submit a High School Diploma, GED, or proof of secondary education
2. Submit a completed Admissions Application
3. Submit an Updated Resume
4. Submit a valid Government Issued ID
5. Submit a \$150.00 Application Fee
6. Online students must have access to the Internet

STUDENT RECORDS

Student records submitted to the University become the property of the University and cannot be returned to the student or released to a third party. Please be sure to make copies for your personal files prior to submitting to FGU.

Student records are maintained permanently. However, for those students dismissed from the University or denied entry into FGU, records remain on file for one (1) year.

TRANSFER APPLICANTS AND MAXIMUM AMOUNT OF CREDIT

Individuals transferring from other national or foreign colleges and universities are welcome at FGU. Transfer applicants must meet all the regular admission requirements of FGU. Florida Global University's transfer policy is designed to reward prior educational efforts. Individuals who have earned credit at other colleges or universities are encouraged to find out which courses may apply in the FGU program they are considering. Students who wish to continue their studies may transfer up to 75% of the total number of credits required for the completion of the program. Individuals may seek advice before registering, if they have any doubt about the content equivalence of the courses to be taken. FGU may grant transfer credit from all external sources as follows:

- A maximum of 90 credit hours may be applied to a FGU bachelor's degree program.
- A maximum of 27 credit hours may be applied to a FGU master's degree program.

Florida Global University will evaluate transfer credit from colleges and/or universities on a course-by-course basis. Credits will only be accepted if the grade earned was at least a "C". Transfer of credit is at the discretion of FGU. No entrance examination is required at FGU.



TRANSFER CREDITS FROM EDUCATIONAL EXPERIENCES/ MILITARY SERVICE

FGU grants credit for study completed in service schools based on recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the individual's chosen program. Ordinarily, such credit may not be applied toward the general education requirements. Recommendations made by ACE for vocational or technical credit are considered on the same basis as, and with the same limitations as, those placed in nonmilitary sources of credit.

TRANSFER CREDITS FROM INTERNATIONAL COLLEGES AND UNIVERSITIES

Transfer credits from international colleges or universities may be accepted if the courses meet the requirements of the FGU corresponding degree program. International students transferring credits to FGU should first send their records to an NACES approved Evaluation Company. Approved companies can be found at <http://www.naces.org/>.

If records are not in English, the evaluation company will translate and evaluate them. A report of this evaluation must be sent directly to FGU from Evaluation Company. An equivalent grade point average should be calculated in this evaluation.

It is the applicant's responsibility to provide all necessary documentation to the evaluating agency above. The Applicant is responsible for all costs for this evaluation and certification. All evaluation and certification must be in registrar's office no later than the beginning of the student's 3rd term.

The records to be evaluated include:

- Diploma(s) (if applicable) and Official transcript(s) for all courses taken at university level.
- Certificates earned or completed.

Transfer credits from international colleges or universities will be evaluated on a course-by-course basis.

PROCEDURE TO TRANSFER CREDITS FROM FGU TO OTHER COLLEGES AND UNIVERSITIES

Transfer of credit from Florida Global University is at the discretion of the other College or University; there is no guarantee of credits from FGU to another institution.



GRADUATION DEGREE REQUIREMENTS

The **Bachelor’s Degree** graduation requirements are as follows:

- Complete or have the equivalent of 120 credit hours with an overall grade point average GPA of at least 2.00 or ("C").
- A minimum grade of 2.00 ("C") for all required courses. Any of these courses have to be repeated until this grade is accomplished.
- All financial obligations to the University paid in full.
- Have official transcripts on file for all transfer units accepted by the FGU.

The **Master’s Degree** graduation requirements are the following:

- The Master’s degree requires a total of 36 credit hours of credit at the graduate level beyond the bachelor’s degree.
- A minimum of 09 credit hours of graduate instruction must be completed through FGU.
- Cumulative grade point average of 3.00 ("B") or higher.
- A minimum grade of 2.00 ("C") for all required courses. Any of these courses have to be repeated until this grade is accomplished.
- FGU may accept a maximum of 09 credit hours in transfer toward the master’s degree for graduate course work completed at an accredited college or university with a grade average of "B" or better.
- All financial obligations to the University paid in full.
- Official transcripts on file for all transfer units accepted by FGU, and for basis of admission (degree transcripts)

CREDENTIALS AWARDED

Program	Credits Required	Credential Awarded
Business Administration	120	Bachelor of Science
Information Technology	120	Bachelor of Science
Digital Journalism	120	Bachelor of Science
Business Administration	36	Master of Science
Information Technology Management	36	Master of Science
Bilingual Education	36	Master of Science
Digitalization	36	Master of Science



ACADEMIC REGULATIONS AND PROCEDURES LENGTH OF TERM

The FGU term is fifteen (08) weeks long encompassing multiple hours of instruction per week via Internet and interactive discussions including assignments, assigned readings and projects.

CREDIT HOUR

FGU is a Term Credit Hour institution. A credit hour represents 15 hours of instruction appropriate to the level of credential sought, during a term, plus a reasonable period outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

MAXIMUM COURSE LOAD

FGU reserves the right to establish maximum course loads for students at any level. Course load restrictions are published on FGU's website and are made available before the beginning of the term.

METHOD OF INSTRUCTION

ONLINE DELIVERY

When shifting from classroom instruction to online instruction the instructional design and the role of the parties involved change. However, it is important to maintain that the student will have a space to reflect and acquire knowledge from the materials, the interaction with the instructor and the learning community. The online platform will allow these interactions to be more flexible regarding time and space, yet the outcome should be similar or better. It is important to outline the following criteria:

1. The professor has knowledge in online instructional technology so that they can not only easily use it to teach students but also help students who have any issues.
2. The student earns flexibility in distance and time. Based on the course syllabus, the student can plan and organize his/her learning plan for the subject.
3. The online process opens many avenues for study; self-study takes an enhanced role. Also, they can have interactions with the professor and the rest of the students through forums, chats, web- conferencing and such.
4. The student follows the course agenda and works guided by the professor's advice. Students are accountable for semester work



LEARNING PLATFORM

Our learning platforms are Moodle and Canvas; these platforms replace the classroom and provide the student with the tools to engage the learning process in an enjoyable, easy to use and efficient environment. The platform has been standardized to familiarize the student with the learning process and avoid confusion. Some of the elements contained in the platform are:

- Course Syllabus: Outlines the path to the class.
- Chats: Allows for the student to interact with other students and the professor.
- Forums: This asynchronous tool allows the class participants to create threads of information that will be available throughout the class. Great tools for studying down the road.
- Calendar: Reminds the students how the class has advanced and reminds them of tasks, quizzes or exams ahead.
- Document load zone: Throughout the course the student will have places to load assignments in a clear and convenient way.

Course Content

FGU operates on the bimonthly system. A bimonthly is defined as an 8-week term. Students earn credits for each course they successfully complete. A standard course at FGU is worth three credits, where one credit is comprised of 15 hours of interaction between the student and the instructor. A standard course contains 45 hours of student/instructor interaction. This interaction is synchronous and non-synchronous. In addition to the interaction with the instructor, a student is expected to devote a minimum of 30 hours per credit to reading course materials and to other independent study.

Activities for each course must be scheduled for 15 didactic units. A didactic unit represents a basic set of learning outcomes that must be learned (as a whole) within a week. There are 15 didactic units. A thematic unit corresponds to the main topics in which the course is distributed. A thematic unit can comprise more than one didactic unit.

The course schedule shows students what is expected from them throughout the course and includes didactic units, thematic units, study tasks, learning outcomes, and activities. Students are responsible for regularly reviewing the course schedule and completing all required assignments and other programmed learning activities.

Evaluations

The use of forums, chats, and other communication tools gives instructors the opportunity to provide continuing evaluation and feedback to students as they prepare their formal evaluations.





Formal evaluations are implemented using assignments or quizzes. For assignments, the student submits a text file; the instructor corrects it, gives feedback, and assigns a grade. Quizzes are corrected automatically, and the grading is instantaneous.

All exams are administered through our password protected online platform. These exams are monitored through IP tracking to ensure the student is the only user.

Students are expected to adhere to the timeline and retake policies provided by the course professor in the course syllabus. Any retakes are at the discretion of the professor.

Response Time

When a student sends a message with a question, or posts a message in a forum, the instructor is expected to respond within 24 hours during weekdays, and 48 hours during the weekends. The same response time is used for evaluations that require the instructor's

Other Classifications	
Auditor:	A student, who signs up for any credit course, but is not-seeking credit.
Non-Degree-Seeking:	A student earning credit, but not working on a degree program.
Non-Matriculated:	A student entering from an unaccredited high school, college, or university may be admitted on non-matriculated status where appropriate. By obtaining a minimum 2.0 GPA ("C" average) at the end of the first term of attendance, the non-matriculated status will be removed. Earning less than a "C" (2.0) average the first term would result in disqualification.

review, grading, and feedback.

Technical support is provided within office hours. Response time during weekdays is 12 hours and 48 hours during weekends.



STUDENT CLASSIFICATIONS

Student classifications will be made based on credit hours satisfactorily earned. This classification is as follows:

Freshman:	0-29 credit hours.
Sophomore:	30-59 credit hours.
Junior:	60-89 credit hours.
Senior:	90 or more credit hours, prior to completion of bachelor requirements.
Post-Bachelor:	Any student enrolled in courses, regardless of course level (except one working toward another bachelor’s degree), which has a bachelor’s degree but has not been admitted to a graduate program. All post-bachelor’s students are considered as non-degree undergraduates for all University policies and procedures.
Graduate:	Any student who has been admitted to a graduate program and is enrolled in graduate courses.

SATISFACTORY ACADEMIC PROGRESS

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established, achieving the required completion rate of 75% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the Bachelor’s Degree.

MAXIMUM TIME FRAME

Students who adhere to the assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Bachelors’ degree program in 120 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 180 credits.



The MTF, which is 1.5 times the normal completion time of 120 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Florida Global University. Any student who does not successfully complete the Bachelors' degree program within the 180 credits MTF cannot earn Bachelors' Degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Florida Global University degree program will be multiplied by 1.5 to determine that student's MTF.

Students who adhere to their assigned class schedules and achieve the minimum passing scores or standards in their theory classes and core classes will complete the Masters' degree program in 36 credits. For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the program is 54 credits.

The MTF, which is 1.5 times the normal completion time of 36 credits, is computed from the very first semester in which the student enrolled and originally began his or her studies at Florida Global University. Any student who does not successfully complete the Masters' degree program within the 54 credits MTF cannot earn Masters' Degree.

The MTF for transfer students will be adjusted individually according to the total number of credits they successfully transferred into the program. The total number of credits the transfer student needs to complete the Florida Global University degree program will be multiplied by 1.5 to determine that student's MTF.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

1. Students are evaluated after the completion of every course and at the end of each academic semester.
2. If a student fails a course before the semester ends, the student is immediately placed on academic probation.
 - A. The student will remain on academic probation until:
 - (1) The student retakes the failed course when it is next offered and passes it on the next attempt; or,
 - (2) The student retakes the failed course and fails it again; or,
 - (3) The student takes another course (before retaking the first course) and fails it.
 - B. If the student takes the course a second time and passes it, the student is removed from academic probation.
 - C. If the student fails the course for a second time, the student is



- academically dismissed from the college.
 - D. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.
3. At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.
- A. The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 75% or better.
 - B. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the college.

APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director, who, with the Executive Director will make the decision whether to accept the student’s appeal. If the student’s appeal is granted, the student will be making satisfactory academic progress.

Program	Credits Required	Maximum Time Frame
BS Business Administration	120	180
BS Information Technology	120	180
BS Digital Journalism	120	180
MBA Business Administration	36	54
MS Information Technology Management	36	54
MS Bilingual Education	36	54
MS Digitalization	36	54



GRADING SYSTEM

Faculty members will provide an individual’s evaluation of performance for each course. Grades are entered after the end of each semester into the student’s records. Grades are posted in the student’s private Grade Book in the course platform and in a secure email sent to the student by the instructor one week after the end of each term. Student grade information shall be protected in accordance with the privacy act.

GRADE SCALE

The grading system have been adopted by FGU is as follows:

Grade	Quality Points	Percentage
A	4.00	95 points and above
A-	3.75	90-94
B+	3.50	87-89
B	3.00	83-86
B-	2.75	80-82
C+	2.50	77-79
C	2.00	73-76
C-	1.75	70-72
D+	1.50	67-69
D	1.00	60-66
F	0	59 and below

Other symbols used to indicate the status of the grade. These symbols are not used in the calculation of grade point averages.

AU	Auditing (course not registered to receive a grade)
I	Incomplete
P	Pass (successful completion of course without specifying a grade)
NR	Grade Not Reported
S	Satisfactory
U	Unsatisfactory (no credit)
W	Withdrawn officially from the course
WM	Medical Withdrawal
WP	Late Withdrawn while passing
WF	Late Withdrawn while failing
X	Audit (no credit)



AUDITOR STATUS

Regular FGU students may audit a class provided they declare their intention to do so prior to their first session of the class and with the prior approval from their academic advisor. Students auditing courses are responsible for the full amount of tuition and fees.

Students not enrolled in FGU (non-degree seeking students) may audit courses if space is available, they contact an advisor, and they pay the full amount of tuition and fees.

For all students, auditing status is a privilege and once class sessions have begun cannot change to regular student status. Courses taken as "auditor" will be displayed on the academic transcript with a grade of "AU" and under no circumstances will be applied towards meeting a course requirement for a degree.

COMPUTATION OF GRADE POINT AVERAGE

A Grade Point Average (GPA) for each student is calculated at the end of each term. This average is computed for the term's work and is also cumulative for the entire period the student is registered in the University. The GPA is the average number of grade points per credit hour attempted. At FGU the grade point average for graduation requirement is a minimum of 2.0 ("C") for undergraduate programs and 3.0 ("B") for graduate programs.

The number of points for a course is calculated by multiplying the number of credit hours by the grade received. The points are summed for all courses and divided by the total number of credit hours to produce the overall GPA. "AU", "I", "NR", "P", and "W" grades are excluded from the calculation.

DUAL USAGE OF CREDIT HOURS

Undergraduate courses cannot be used to meet requirements of a graduate program. However, at the judgment of the University, undergraduate students can take up to nine hours of related graduate course work towards an undergraduate degree. Contact your advisor for specific program requirements or additional information.

TRANSIENT ENROLLMENT AT OTHER INSTITUTIONS

An FGU degree-seeking student who wishes to earn credit at another college or university for transfer back into a degree program must gain prior approval for courses from the Dean of School at FGU. Credit earned without this transient approval will not be accepted. Transient credit cannot be used to satisfy the last 30 credit hours requirement for a bachelors. "Transient Forms" are available from the University Web Site or by contacting FGU.



GRADE CHANGE

A change in grade must be resolved by the end of the term following the term in which the grade was originally issued. Grade changes must be submitted from the faculty to the University registrar on the official "Grade Change Form", with the instructor signature. All grade changes are subject to administrative approval. Students questioning a term grade posted to their academic record should e-mail the University registrar registrar@fgu-edu.com. The University registrar will forward the e-mail to the instructor of the course and the appropriate academic administrator for resolution.

INCOMPLETE GRADE

The Instructor will assign an "I" grade when a student is not able to complete a course due to justifying circumstances, and when all requirements can be completed in a brief time following the end of the term. The student must request the incomplete grade by filling the "Incomplete Grade Form" found online. The deadline to request an incomplete grade is one week before the term ends. It is the instructor's responsibility to establish a deadline date for completion of all course requirements. The deadline date for completion of all course requirements should not exceed the last day of class of the next term. Any student that fails to complete the requirements by the established deadline date shall be awarded an "F".

GRADE FORGIVENESS/REPEAT COURSE POLICY

The repeat course policy gives a student who has received an "F" grade the opportunity to retake that course and receive a higher grade that will replace the previous lower grade, consequently raising the GPA. "Grade Forgiveness Forms" are available through the Academic Advisors. Requests must be submitted no later than the last day of registration for the term in which the course to be repeated is offered. The following policies apply:

- Grade Forgiveness is limited to only the grade of "F".
- Grade Forgiveness is limited to two (2) courses.
- Grade Forgiveness may not be used twice for the same course.
- Grade Forgiveness will only be awarded if the original and repeated courses both are taken at FGU.
- Only the higher grade will be on the student's official transcript. However, the original course grade and date the course was taken will remain in the University database for the student. The lower grade will not appear on the transcript.





- If a student applies for Grade Forgiveness and later withdraws or receives an "I" grade in the course, the attempt will count as one of the allotted Grade Forgiveness attempts, and the GPA will calculate both grades.
- Other colleges, universities, professional schools, or national testing associations may not honor FGU's Grade Forgiveness policy.

WITHDRAWAL POLICY

A student may withdraw from a class and obtain the notation of "W" no later than the end of fourth week of the term in question.

- Unsatisfactory academic performance following this Add/Drop deadline will not be accepted as a reason for withdrawal.
- Students who are seeking a withdrawal for medical reasons must provide appropriate medical information using the "Withdrawal Form" available at the FGU website.
- If a withdrawal for medical reasons is approved, a "WM" will be recorded for each course. Students who receive a withdrawal for medical reasons may be placed "on hold" until the University determines that the student is ready to return. If a withdrawal for medical reasons is not approved, but the situation justifies a withdrawal, the request may be approved as a late withdrawal, and grades of "WP" or "WF" will be recorded.
- If a student withdraws from a course while an alleged academically dishonest act is under review, and the case is not resolved in favor of the student, the academic department, in conjunction with faculty and appropriate University committee, reserves the right to assign the appropriate grade for the course.
- If a student needs to withdraw for an extended period, (e.g., military call), a Leave of Absence (LOA) will be requested and a grade of "WP" will be entered until the LOA is completed. There is no specified period for the LOA. When the student is ready to return from the LOA, if it has been longer than two (2) terms the student must reapply.

A student may withdraw by contacting the Registrar's office at one of the following: telephone 305-722-3327, or online: www.fgu-edu.com

ACADEMIC STANDING

All academic actions are shown on grade reports and transcripts. Every action is created upon course completion. Changing a course grade does not necessarily alter academic



action. An exception can be made when an error is committed and is so stated by the instructor on the "Grade Change Form". Below is a list of FGU academic actions that may be instituted by faculty and academic departments.

ACADEMIC PROBATION, SUSPENSION, AND READMISSION

ACADEMIC PROBATION

This is an action that is taken when a student's FGU cumulative GPA drops below 1.0. Academic Probation will continue until the current term and FGU's cumulative GPA reaches 1.0 (D) or better. If a student's GPA falls below 1.00, the academic advisor will be in contact to help the student with corrective measure to avoid academic suspension.

ACADEMIC SUSPENSION (First Suspension)

A student on Probation is suspended upon failure to achieve a GPA of 1.0 for two (2) consecutive terms. Readmission after two (2) terms is not automatic. An academic suspended student must apply for readmission supported by a letter indicating the reasons for previous academic difficulties and strategy for achieving a GPA of 1.0 or better. The total record will be reviewed, and the University Registrar will act on readmission. When the Registrar cannot make a favorable decision, cases will be referred to the Admissions and Standards Committee.

EXCLUSION (Second Suspension or more)

A student readmitted following academic suspension failing to achieve a minimum 1.0 GPA during the term following the term of suspension is excluded from the University. Exclusion is the most serious academic actions and readmission will not be considered prior to a minimum suspension period of one (1) year.



ACTIVE (Good Standing)

Students are active if their academic action does not place them on academic suspension or exclusion.

READMISSION

If a student has dropped out of the University for any reason, he or she must reapply on the appropriate form. The student must achieve and maintain a minimum 1.0 GPA. To be considered "in attendance" each student in the class must post at least one message to one of the course folders on four (4) separate days during the **Class Week**. The class week begins on Thursday and ends on the following Wednesday.

CLASS ATTENDANCE AND PARTICIPATION

During the seven (7) day Class Week each student must be signed into the course(s) a minimum of 4 hours and 45 minutes including participation to be considered "in attendance."

If a student is out of attendance for two (2) weeks or more (consecutively or not) during a course that student will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade.

Attendance is taken electronically. The posting of any message regardless of the length of the content will be counted toward the attendance requirement.

Absences

If a student cannot meet the attendance requirements, they must notify their faculty member in advance. In emergency situations, they can contact their faculty member at the telephone number listed in the course Syllabus.

PARTICIPATION IN CLASS AND LEARNING TEAMS

A great deal of learning in our courses takes place during "class discussions." Responses to discussion questions and assignments, and to notes sent by the course facilitator and others in the class are required. Each week each student is expected to contribute at least 1 quality note to his or her class discussions at least four (4) out of seven (7) days.



Notes **must** relate to the course subjects for that week. Class participation counts toward the final grade for this course.

Participation in Individual Assignments and in the Learning, Team counts toward their final grade.

Both the **quantity** and the **quality** of the student's contributions are considered when evaluating their participation. The quality and quantity of their responses are important to how effectively they contribute to class discussions.

Lengthy or wordy responses are difficult to read and may not generate substantial feedback. This also is the case with abbreviated responses that do not contain enough information for the reader to understand what the student is "talking about." Limit responses to no more than 350 words, approximately 1 1/2 screen.

The quality of responses during class discussions is an important way for each student to demonstrate their comprehension of course material. **"I agree"** and **"Yes, that's correct"** are **NOT** quality responses and are not considered participation. Quality responses illustrate the level of understanding of the subject by expanding upon the original statement, whether it is a discussion question, or a comment made "in class." Each student is expected to participate in the learning team discussions and activities for those courses that have them.

The quality of the student's participation in learning team discussions is equally as important as classroom discussion participation. The quality of participation in the class discussions and learning team discussions counts toward the class participation grade. Although work is submitted electronically correct grammar, punctuation, spelling, and sentence structure are expected in assignments. Assignment submissions should also be written using a professional tone. These rules do not apply to class and learning team discussions, where the style is more informal and "conversational." Students are encouraged to carefully edit each message as well as assignments that they post.

ACADEMIC HONORS

PRESIDENT'S HONOR CERTIFICATE

This award is given in acknowledgment of outstanding scholastic achievements. Student must keep a 4.0 GPA with no "I" or "U" grades for a given term and must be registered and complete at least 12 credit hours during any two consecutive terms. Satisfactory and unsatisfactory coursework is not included for computing this award. Credit hours utilized in the awarding of a "President's Honor Roll Certificate" may not be utilized in the determination of a subsequent certificate.



GRADUATION HONORS

The University shall confer graduation's honors acknowledgments on those students who have completed a minimum of 60 credit hours for the bachelor's Degree and a minimum of 18 credit hours for the master's Degree at FGU who:

1. Obtain an overall grade point average that is in the upper 10 percent of the range established by all students graduating during the previous two years.
2. Obtain at least a 3.2 overall grade point average
3. Honors awarded will be:
 - **Summa Cum Laude** for those students in the upper 2.5 percent
 - **Magna Cum Laude** for those students in the upper 5 percent, but not in the upper 2.5 percent.
 - **Cum Laude** for those students in the upper 10 percent, but not in the upper 5percent.

RIGHT OF APPEAL

Upon a petition denial, each student may submit a request to the Admissions and Standards Committee's demanding a decision reassessment. To appeal any Admissions and Standards Committee's decision under this policy, the appellant must submit a written request to the Committee so that the committee considers the reviewing of its original decision considering new and convincing proof that was not presented at the time the original petition was considered. The new and convincing evidence must be documented to the satisfaction of the Admissions and Standards Committee and such documentation must be attached to the appeal. The appeal should be limited in length to one typed page. It must be signed, dated, including the appellant's full name. The Admissions and Standards Committee will not consider appeals that do not satisfy the content and format requirements defined in this section.

The appeal will be submitted to:

**Florida Global University
Admission and Standards Committee**

10422 NW 31st Terrace Doral, Florida 33178 USA
Telephone: 305-722-3327
standardscommittee@fgu-edu.com



Upon receipt of both the appeal and all required supporting documentation, the Admissions and Standards Committee will consider whether to review its original decision. The Admissions and Standards Committee will advise the appellant of its decision, which is final.

READMISSION

A student must submit an "Application for Readmission Form" to the Registrar's Office if the student has been academically suspended from FGU or if the student has not enrolled at FGU for two consecutive terms. The readmission application is available on the FGU's Web Site under Online Forms. Deadlines for submitting applications can be found in the "Academic Calendar" of this Catalog.

Any readmitted student whose FGU cumulative GPA was less than 2.0 at the time of the last enrollment at the University will be readmitted on "Academic Probation Status." All applicants looking for readmission who have attempted course work at another regionally-accredited institution since last attending the University will be required to be in "Good Standing" (minimum 2.0 GPA) at the institution attended with no allowance for grade forgiveness and must be eligible to return to the last institution attended.

A student who has previously attended FGU as "degree-seeking" and who wishes to engage in a second bachelors or master's degree must apply by completing the "Application for Readmission Form." If the student still is actively enrolled in the University, the student will not be subject to the readmission process and the enrollment status will be updated to "second-degree seeking."

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

The transferability of credit is at the discretion of the **accepting** institution, and it is the student's responsibility to confirm whether another institution of the student's choice will accept credits.

TUITION AND FEES

All and fees are due at the time of registration. If you register by mail or fax, your payment (check, money order, or credit card) must accompany your registration. If you register online, a full payment will be due within 10 days. Payments by check or online registration must be received by the due date to keep student's registration. Checks should be made payable to **Florida Global University**.



Credit card payments are subject to credit approval immediately following registration. Registration payments made by check, money order, or credit card, are final and may not be replaced by any type of tuition assistance. If you live outside the United States, you must use a credit card or a money order and pay in U.S. dollars. **Foreign currency checks are not accepted.**

Course Tuition	Per Credit Hour
Bachelor’s Degree	US\$ 250.00
Master’s Degree	US\$ 500.00

Academic Fee	
Application Fee for Admission (nonrefundable)	US\$ 150.00
Registration Fee (one-time fee)	US\$ 150.00
Graduation Fee per Degree	US\$ 450.00
Technology Fee (every term after the 1 st Term)	US\$ 50.00
Library Fee (every term after the 1 st Term)	US\$ 5.00

MISCELLANEOUS FEES	
Issuance of Official Transcript	US\$ 50.00
Incomplete Course Fee	US\$ 150.00
Late Payment Fee	US\$ 35.00
Withdrawal Processing Fee	US\$ 75.00

TYPES OF PAYMENTS	
Credit Cards	Visa, MasterCard, American Express
Check or Money Orders	Make all checks/Money Orders payable to Florida Global University
Bank Wire	Call information 305-722-3327 or e-mail to admissions@fgu-edu.com



CANCELLATION AND REFUND POLICY

Our cancellation/refund policy is designed according to Fair Consumer Practices. Should the student be terminated or decide to cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation/withdrawal must be made online through the Registrar's office or by certified mail.
2. All monies will be refunded if the University does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
3. Cancellation/withdrawal after the fifth (5) business day, but before the first class, will result in a refund of all monies paid, except for the application for admission fee.
4. Students who withdraw before the end of the drop/add period will be refunded all tuition and fees, except for the application for admission fee, as well as any funds paid to FGU for supplies, books, or equipment that are returned to FGU.
5. The Drop/Add period is the 1st week of the term. A "Drop/Add" form must be submitted within the first week of the term and be approved by the Registrar's office prior to refunds being released.
6. Cancellation/withdrawal after the drop/add period will result in a Pro Rata refund according to the chart below.
7. Cancellation after the beginning of the 6th week will result in no refund.
8. Refunds shall be paid within 30 days after approval by the Registrar's office.
9. The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written the Registrar receives notice.
10. A student can be dismissed at the discretion of the Registrar for insufficient progress, non-payment of tuition and/or fees, or failure to comply with the rules and regulations of the University.
11. Florida Global University will keep records on file for any student regardless of his/her standing with the institution.
12. No Fees are refundable except as identified in this section.





Refund Chart	
Date of Withdrawal	% Refund
Before the end of the 1 st week	100%
Any time during 2nd week	80%
Any time during 3rd week	60%
Any time during 4th week	40%
Any time during 5th week	20%
Any time after the beginning of the 6th week	0%

COURSE CANCELLATION

Students who have registered for a course that is cancelled by the University will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that course.

PROGRAM CANCELLATION POLICY

Students who have enrolled in a program that is cancelled by the University will be given the opportunity to enroll for another program or receive a full refund associated with that program.

CLASS ATTENDANCE AND PARTICIPATION

To be considered "in attendance" each student in the class must post at least one message to one of the course folders on four (4) separate days during the Class Week. The class week begins on Thursday and ends on the following Wednesday.

During the seven (7) day Class Week each student must be signed into the course(s) a minimum of 4 hours and 45 minutes including participation to be considered "in attendance."

If a student is out of attendance for two (2) weeks or more (consecutively or not) during a course that student will automatically be withdrawn and will not be eligible to receive credit or earn a letter grade.

Attendance is taken electronically. The posting of any message regardless of the length of the content will be counted toward the attendance requirement.

ABSENCES

If a student cannot meet the attendance requirements, they must notify their faculty member in advance. In emergency situations, they can contact their faculty member at the telephone number listed in the course Syllabus.



STUDENT SERVICES

The Student Services program at Florida Global University designed to complement our Academic Program is offered to students to aid their personal, academic and career development. This key area includes academic advising, inquiry about additional online course offerings, and registration for courses, completion of administrative forms, and the purchase of textbooks, provision of library access and more.

ACADEMIC ADVISING

Upon enrolment, FGU provides academic advising by assigning an academic advisor who assists the student in attaining his/her educational goals and fulfilling our University requirements. Students will be given the advisors phone, fax and e-mail address. The advisor will be able to offer a more valuable insight into the students educational planning, by contacting the student and having a greater understanding of the student's expectations and experience. The academic advisor is responsible for providing professional and personal academic supervision to a student enrolled in degree programs at the University. The academic advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the University or asks for their assistance.

The main purpose of the academic advising at the Florida Global University is to ensure that the student receives the individual attention needed to succeed academically. The advisor provides each enrolled student with the information needed to help evaluate his/her educational goals and then helps to plan the academic program to meet those goals. Academic advising is based upon the shared responsibility between the student and advisor. Therefore, academic advising has been designed to:

- Provide students with the general curriculum information.
- Provide guidance for academic, career, and personal goals.
- Provide information on the University's majors and other academic programs.
- Help the students in the exploration and selection of the academic major.
- Help the students during the process of enrollment and registration.
- Advise the students in the selection of the course sequence.
- Serve as a contact and referral the student to the faculty.
- Connect students with the necessary resources of the University.
- Aids with student career planning toward graduation.
- Assist students with information about the non-traditional online learning process.
- Assist students during their transition to the new learning environment to help in complete their goals.
- Help students with the process of credit transfer of prior learning.



The interaction between the student and advisor will be accomplished through the Internet or by toll-free (U.S.) phone services. This interaction will remain as the advisor's top priority during his/her student's FGU experience. The Admission's Office must ensure that the students receive optimal guidance that will ensure them of FGU's educational experience.

Even though the academic advisor is one of the most important services and responsibilities that FGU provides to its students, it is important to point out that it is the student responsibility to be familiar with the procedures and requirements. Therefore, students are encouraged to consult with their advisors any time they need help in accomplishing their obligations and goals.

CATALOG AVAILABILITY

This University Catalog is also available online in the University website: www.fgu-edu.com

STUDENTS PLANNING THEIR FIRST TERM

Planning is very important. Although it is easy to get started at FGU, we recommend using the following guidelines as students plan their first term:

STEP 1: Select a Major

Students should select majors from any of the areas of study described below. If the student is undecided, FGU advisors can offer suggestions based on student's previous coursework and career interests.

STEP 2: Review of the Student's Degree Requirements

Students interested in pursuing either a Bachelor or a master's degree. The Bachelor requires a total of 120 credit hours. The General Education courses require 36 hours.

The Master's degree requires a total of 36 credit hours at the graduate level beyond the bachelor's degree.

More information on each degree requirements is available online on our website and in this Catalog.

STEP 3: Review of the Student's Transfer Possibilities

The student will need copies of his/her transcripts from the colleges or universities he/she has attended. Using the student's transcripts, an evaluation of courses completed at another institution will be made at the registrar's office. Students have to remember that only the courses in which they received a grade of "C" (2.0 on a 4.0-point system) or higher from an FGU recognized institution may transfer. Following this step, the student should contact



his/her assigned academic advisor to determine if these previously earned credits may fulfill some graduation requirements for his/her selected major at FGU.

STEP 4: Request Official Transcripts to be Sent to FGU

Students must remember that official transcripts from all colleges and universities previously attended are necessary to be eligible for registration. Students are responsible for submitting all pertinent academic documents. All documents must come directly from the former college or university to FGU. If students are on provisional admission status, they have three (3) terms to submit all admission transcripts requirements.

STEP 5: Selection of the Student's First Course(s)

Once a student has determined with his/her academic advisor the course(s) that may transfer to FGU, the student and advisor can determine which areas of the curriculum they may not have been satisfied. This will determine which courses need to be selected in the first term at FGU. The students should ensure that the chosen courses do not overlap or duplicate any subject matter they may have completed elsewhere. Meanwhile, a student has available the recommended course sequence for every degree and major offered at FGU on the University website. The students should review the suggested academic sequence in his/her chosen major to determine with his/her academic advisor the final course selections.

E-MAIL ACCOUNTS

Each student enrolled in Florida Global University is assigned a student account that provides access to e-mail, the online courses and various online resources. All official electronic mail communications directed to FGU students, faculty and staff would be sent exclusively to the FGU assigned computer account to ensure timely and accurate delivery.

E-LIBRARY

Students and faculty have access to FGU's Online Library, which is a very important online resource for academic assignments, projects and research. FGU has an agreement for the use of e-Library at www.lirn.net. This library provides students and faculty with 24 hour-a-day / 7 days a week access to the instructional, academic, and research resources. Students may refer to the Student Handbook for further details.

ONLINE TECHNICAL ASSISTANCE

There is 24 hours a day and 7 days a week technical assistance regarding our Student Online System.



FGU POLICIES REGARDING STUDENTS WITH DISABILITIES

1. Admissions and Registration Assistance

- a. Qualified disabled persons may not be denied admission or be subjected to discrimination in admission or recruitment at FGU.
- b. It is forbidden to limit the number or proportion of disabled persons to be admitted at FGU.
- c. Admission testing should not have an adverse effect on disabled persons.
- d. Students who are seeking admission may be invited to indicate whether and to what extent they are disabled. This information is:
 - Solely connected to remedial action
 - Information will be kept confidential
 - The response is voluntary
 - The applicant has the right to refuse disclosure of his or her disability.
- e. No adverse consequences will be applied if he or she chooses not to disclose his or her disability.

2. Academic Accommodations

- a. Accommodations to academic requirements are made as necessary to ensure that such requirements do not discriminate or have an adverse impact of discriminating against a disabled applicant or student based on a disability.
- b. Accommodations may include changes in the length of time permitted for the completion of degree requirements and adaptation of the way specific courses are designed and conducted.
- c. Academic requirements demonstrated as essential to the academic program being pursued by the student will not be regarded as discriminatory.

3. Course Testing and Examinations

- a. Course testing, examinations or other evaluation procedures of students' academic achievement will provide means to evaluate the achievement of students with a disability.
- b. The measurement of evaluation will reflect that the results represent the students' achievement in the course.
- c. The results of testing and examinations used to evaluate students' learning will not test the students' impaired sensory, manual or speaking skills except where such skills are related to the ones the test purports to measure.



4. General Policies

- a. No disabled student shall base on a disability, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any educational program or activity.
 - a. All educational programs or activity shall provide an equal opportunity for the participation of qualified disabled students.
- c. The educational program shall be accessible to students' academic programs and activities.

EMPLOYMENT PLACEMENT SERVICES

FGU provides placement service for those students who desire it. However, employment is not guaranteed. Graduates of the Spanish-speaking program may encounter employment limitations in the U.S. since most businesses require fluency in the English language.

TECHNICAL REQUIREMENTS

Minimal hardware and software requirements are as follows:

- 1 Processor: An Intel Core 2 Duo or AMD Phenom family.
We recommend an-Intel Core i5 or faster. 2GB as minimal RAM. We recommend 4GB OF RAM.
- 1 Monitor: LCD Monitor of 17" VGA/DVI We recommend 21" LCD monitor
- Internet Connection: 6 Mbps Cable modem or faster. We recommend faster 6 Mbps cable modem.
- 1 Printer: As minimal requirement a PostScript Emulation Printer.
- Browser: Google Chrome 29 or higher. Internet Explorer 10 or higher but not recommended.
- Peripheral: We recommend - not required - stereo speakers
- Software: Office 2010 or higher. Skype We recommend the following software: WinRAR
- Microsoft Word Microsoft Excel Microsoft PowerPoint
- Plug-ins: As minimal requirements participants should have:
 - Adobe Acrobat Reader 9 or higher
 - Adobe Flash Player
- Additional Requirements for Selected Courses: Real Player or VLC Player / Shockwave Player 12



BACHELOR'S DEGREE PROGRAMS

Bachelor's Degree Programs requires 120 Credit Hours at \$250.00 per credit hour for a total of \$30,000.00 plus any course fees, textbooks, and materials. All programs are offered online and on campus.

1. Business Administration with major in:

- a. General Administration
- b. Finance
- c. Human Talent Management
- d. Banking and Financial Institutions
- e. Marketing and Management of Tourism Services

2. Information Technology with major in

- a. Engineering Technology
- b. Network Management
- c. Software Systems Development

3. Digital Journalism

- a. Digital Communication Management
- b. Advertising and Public Relations
- c. Influencer

MASTER'S DEGREE PROGRAMS

The Master's Degree programs require 36 credits at \$500.00 per credit hour for a total of \$18,000.00 plus any course fees, textbooks, and materials. All programs are offered online and on campus

1. Business Administration with major in:

- General Administration
- Finance
- Professional Coaching
- International Economic Relations Major Courses
- Tourism Management
- Education Management
- Strategic Marketing

2. Information Technology Management with major in:

- Networks
- Security

3. Digital Innovation with major in:

- Business Project Planning and Management
- Digital Journalism
- E-Government and New Media



4. Bilingual Education with major in:

- Bilingual Multicultural Education
- Administration of Bilingual Education

COURSE INFORMATION

COURSE NUMBERING SYSTEM

Courses in this catalog are identified by a three (3) letter prefix and three (3) numbers. The course prefix and each digit in the course number have a meaning.

COURSE PREFIX

The course prefix is a three (3) letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

COURSE NUMBER

The course number is a three (3) number designator. The first number is for the level (1 & 2 lower level, 3 & 4 upper level, 5 & 6 graduate level); the second and third numbers identify the sequencing of courses in the same course group (typically a 01 course would come before a 02).



DIRECTORY OF COURSE PREFIXES

PREFIXES	AREA OF KNOWLEDGE
ART	Arts
BME	Bilingual
BUS	Business
CGS	Computer General Studies
COM	Communications
CPT	Computer
DIG	Digital
EBU	e-Commerce
ECO	e-Commerce
ECT	e-Commerce Technology
EDU	Education
ENG	English
FIN	Finance
GEB	General Business
GOV	Government
HUM	Humanities
ISS	Information Security Systems
ITD	Information Technology Development
ITE	Information Technology Engineering
ITM	Information Technology Management
ITN	Information Technology Networking
ITS	Information Technology Systems
JOU	Journalism
MAN	Management
MAR	Marketing
MAT	Mathematics
MGM	Management
MKT	Marketing
NSC	Natural Sciences
QMB	Planning and Leadership
SOC	Sociology



BACHELOR’S DEGREE PROGRAMS

PROGRAM INFORMATION	
Program Title: Business Administration	
Credential Issued: Bachelor of Science	
Program Delivery: <input checked="" type="checkbox"/> Online	Program Length Semester Hours: 120
ENTRANCE/ADMISSION REQUIREMENTS	
<ul style="list-style-type: none"> • Applicants seeking admission into an undergraduate program must: • Submit a High School Diploma, GED, or proof of secondary education • Submit a completed Admissions Application • Submit an Updated Resume • Submit a valid Government Issued ID • Submit a \$150 Application Fee • Online students must have access to the Internet 	
PROGRAM OBJECTIVES	
<p>The student who graduates in the BS in Business Administration will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge of the strategic management process and an ability to assess industry attractiveness and the competitive environment. 2. Explain how effective leaders use their interpersonal skills to promote change, communicate vision, provide a sense of direction, and inspire employees. 3. Successfully utilize the tools and techniques of managerial accounting to make decisions about both day-to-day operations and long-term tactics and strategies. 4. Utilize the tools and methodologies needed to solve marketing problems, including developing marketing plans and the use of various marketing strategies. 5. Identify and analyze the pertinent concepts and theories of law, ethical issues that arise, and the principles of legal reasoning. 6. Apply fundamental processes, theories, and methods to business communication in the workplace and the overall writing initiative. 	
PROGRAM DESCRIPTION	
<p>The Bachelor of Science in Business Administration program is designed for students seeking to acquire an elevated level of knowledge from a broad base of business concepts to create solutions to contemporary business problems. Students will acquire the skills needed to integrate management, marketing, accounting, and finance concepts to develop strategies to improve short, medium, and long-term organizational performance. Students have the opportunity to choose between General Administration or Finance specialties.</p>	



Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES		
ARH250	Art History *	3
BSC105	Biology*	3
ENC101	College Composition I*	3
ENC202	College Composition II*	3
ENV101	Environmental Science*	3
MAC105	College Algebra I *	3
MAC114	College Algebra II *	3
PHI210	Critical Thinking *	3
PSY201	Psychology *	3
SOC201	Sociology *	3
SPC260	Oral Communication *	3
STA275	Statistics*	3
Sub Total		36
CORE COURSES		
ACG201	Principles of Accounting	3
ACG207	Cost Accounting	3
BUA430	Operations Administrations	3
BUA488	Research Methods	3
BUL224	Business Law	3
CGS300	Strategic Program Techniques	3
EBU411	e-Commerce	3
ECO202	Principles of Microeconomics	3
FIN222	Finance	3
FIN303	Financial Management	3
FIN410	Accounting for Managerial Decision Making	3
GEB311	Business Fundamentals	3
GEB341	Ethics in Business	3
HRM401	Human Resource Management	3
MAN302	International Business	3
MAN307	Strategic Management	3
MAN321	Principles of Management	3
MAN340	Organizational Behavior	3
MAN480	Capstone	3
MAR311	Principles of Marketing	3
MAR420	Sales Management	3
PHI260	Introduction to Ethics	3
QMB310	Strategic Planning and Leadership	3
Sub Total		69



FIVE MAJOR TRACKS		
1. General Administration		
GEB315	Venture Capital	3
HRM310	Labor Relations	3
MAN410	Operating a Small Business Management	3
MAN341	Applied Organizational Behavior Project	3
MAR405	Consumer Behavior	3
Subtotal		15
2. Finance		
FIN310	Money and Banking	3
FIN315	International Investment Management	3
FIN320	Corporate Finance	3
FIN420	International Trade and Finance	3
MAR405	Consumer Behavior	3
Subtotal		15
3. Human Talent Management		
AHR301	Administration of human resources	3
RPS302	Recruitment and selection	3
HPQ402	High performance and quality management	3
LMM401	Learning management	3
DMM401	Digital management	3
Subtotal		15
4. Banking and Financial Institutions		
FRE301	Financial and regulatory entities	3
CAA302	Credit admission	3
COR401	Credit and operational risks	3
LAN403	Leadership and negotiation	3
MAA402	Marketing approaches	3
Subtotal		15
5. Marketing and Management of Tourism Services		
TII401	Tourism introduction	3
MTD402	Management of tourist destinations	3
SPP401	Strategic planning	3
TPP401	Tourist promotion	3
CPR402	Communication and public relations	3
Subtotal		15
Total		120



PROGRAM INFORMATION		
Program Title: Information Technology		
Credential Issued: Bachelor of Science (BS)		
Program Delivery:	<input checked="" type="checkbox"/> Online	Program Length Semester Hours: 120
ENTRANCE/ADMISSION REQUIREMENTS:		
<ul style="list-style-type: none"> • Applicants seeking admission into an undergraduate program must: • Submit a High School Diploma, GED, or proof of secondary education • Submit a completed Admissions Application • Submit an Updated Résumé • Submit a valid Government Issued ID • Submit a \$150 Application Fee • Online students must have access to the Internet 		
PROGRAM OBJECTIVE:		
The student who graduates from this program will be prepared to: lead, supervise, manage and direct technical processes, operations and personnel in a globally competitive environment through the 21st century; incorporate changes for themselves and for their organizations as the emerging technologies continue to come into being.		
PROGRAM DESCRIPTION:		
This degree strikes a balance between communication skills and technology training needed to make the graduate globally competitive within world-class companies - whether they want to work for a large corporation or for themselves. Our program offers several unique features: courses that offer insights into current and emerging Technologies; projects in teams that replicate the business environment; selected industry software Certifications from your choice of technology; the required core course design groups courses in a theoretical information course then a practical application project course of that information; and a Capstone Project course.		
Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES		
ARH250	Art History *	3
BSC105	Biology*	3
ENC101	College Composition I*	3
ENC202	College Composition II*	3
ENV101	Environmental Science*	3
MAC105	College Algebra I *	3
MAC114	College Algebra II *	3
PHI210	Critical Thinking *	3
PSY201	Psychology *	3
SOC201	Sociology *	3
SPC260	Oral Communication *	3
STA275	Statistics*	3
Sub Total		36



CORE COURSES		
BUA350	Supporting the Corporate Goals and Vision: An Enterprise Overview	3
BUA351	Strategic Organizational Planning and Budgeting Project	3
BUS221	Business Management	3
CGS300	Strategic Program Techniques	3
COM312	Communications Skills	3
COM313	Leading Team Skills Project	3
COP100	Modern Computing Methods	3
COP221	Computer Programming	3
COP231	Cloud Computing and Application	3
COP241	Information Retrieval	3
ECO200	Economics and Business Organization	3
ECT448	e-Commerce "back office" Trends and Technologies	3
ECT449	e-Commerce Systems & Strategies Project	3
EEL301	Digital Electronics	3
EEL312	Networks and the Internet	3
ITS301	IT Trends and Technologies	3
ITS302	IT Trends and Technologies Project	3
ITS311	Quality Assurance Methodology	3
ITS312	Applied Quality Assurance Project	3
ITS488	Web Development	3
MAN340	Organizational Behavior	3
MAN341	Applied Organizational Behavior Project	3
MAR380	Internal Technical Marketing	3
MAR481	Information Technology Capstone	3
	Sub Total	72
	THREE MAJOR TRACKS	12
	1. Engineering Technology	
BUA353	Business Architecture and Process Modeling	3
ITE341	Manufacturing Systems and Processes	3
ITE364	Production Control Methodologies	3
ITS411	Advanced Quality Assurance Methodology	3
	2. Network Management	
BUA353	Business Architecture and Process Modeling	3
ITN301	Network Technologies for Information Professionals	3
ITN432	Network Security Essentials	3
ITS411	Advanced Quality Assurance Methodology	3
	3. Software Systems Development	
BUA353	Business Architecture and Process Modeling	3
ITD312	Effective Software Testing Methodologies	3
ITD320	Logical Database Design	3
ITS411	Advanced Quality Assurance Methodology	3
	TOTAL:	120



PROGRAM INFORMATION

Program Title: Digital Journalism

Credential Issued: Bachelor of Science

Program Delivery: Online Program Length Semester Hours: 120

ENTRANCE/ADMISSION REQUIREMENTS

- Applicants seeking admission into an undergraduate program must:
- Submit a High School Diploma, GED, or proof of secondary education
- Submit a completed Admissions Application
- Submit an Updated Resume
- Submit a valid Government Issued ID
- Submit a \$150 Application Fee.

PROGRAM OBJECTIVE

- Upon completion of the Digital Journalism program, graduates will be able to:
- Develop a basic understanding of theories and concept in the field of Digital journalism.
 - Demonstrate an understanding of the core ethical values underlying best practices in the production of news and entertainment.
 - Demonstrate they understand the research methods used in the many fields encompassed under the umbrella of Digital journalism.
 - Articulate the complexity of media’s place in society and culture.
 - Communicate effectively in written form within the conventions of their major or concentration in the Digital journalism discipline.

PROGRAM DESCRIPTION

Journalism, in its many forms, from broadcast and print to online publications holds a significant historical and social presence world-wide. Digital journalism represents a revolution of how news is consumed by society. These courses provide students with a look at the way the news of the day is communicated as well as the way our reality is constructed via the media. This major provides an overview of the field and gives students the basic skills to craft a view of the world for others. Students will be able to provide quick, efficient, and accurate reporting of breaking news in a matter of seconds, providing society with a synopsis of events as they occur.

Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES		
ARH250	Art History *	3
BSC105	Biology*	3
ENC101	College Composition I*	3
ENC202	College Composition II*	3
ENV101	Environmental Science*	3
MAC105	College Algebra I *	3
MAC114	College Algebra II *	3
PHI210	Critical Thinking *	3
PSY201	Psychology *	3
SOC201	Sociology *	3
SPC260	Oral Communication *	3
STA275	Statistics*	3
Sub Total		36



CORE COURSES		
BUS414	Entrepreneurial Journalism	3
COM354	Intercultural Relations	3
COM432	Communications Research Methods	3
CPT372	Advanced Computer Animation	3
HUM442	Media Law	3
ITS374	Networking Technologies	3
ITS384	Information Age and Society	3
ITS424	Television Reporting and Producing	3
ITS425	Multimedia Technology	3
ITS443	Democracy, New Media, and Internet	3
JOU313	Digital Story Telling Basics	3
JOU334	Journalism and Multimedia Practice	3
JOU365	Digital Narratives	3
JOU371	Professional Issues in ICT	3
JOU382	Business Journalism and Global Economy	3
JOU412	Fundamental Issues in Journalism	3
JOU415	Graphic Design for Online and Print	3
JOU435	Historical Perspectives of Journalism	3
JOU441	Ethics of Journalism	3
JOU445	Writing for online Media	3
JOU473	Journalism, Society, and the Citizen Journalist	3
MGM423	Digital Content Management	3
MGM485	Digital Journalism Capstone	3
MKT381	Digital Imaging and Manipulation	3
Sub Total		72
THREE MAJOR TRACKS		
Digital Communications Management		
KMD301	Knowledge Management in The Digital Environment	3
FDC301	Foundations of Digital Communications & Social Media	3
PAE402	Production of Audiovisual Effects for Digital Media	3
DCP403	Digital Communication Projects	3
Advertising and Public Relations		
SPR301	Strategic Public Relations	3
PRA302	Public Relations: Advanced Practices & Case Studies	3
MDS401	Marketing in The Digital Society	3
ACE301	Advertising Campaigns and Events	3
Influencer		
PPB301	Personal Branding	3
MDS401	Marketing in The Digital Society	3
ONR301	Online Network and Reputation Management	3
FDC301	Foundations of Digital Communications & Social Media	3
TOTAL:		120



BACHELOR’S DEGREE COURSES DESCRIPTIONS

COURSE NUMBER	COURSE TITLE	COURSE DESCRIPTION
ARH250	Art History *	The course provides students with a general foundation in sequential and thematic knowledge of the great moments in Art, Architecture, and Culture throughout history, from the earliest times to the present. Three (3) Credit Hours.
BSC105	Biology*	The purpose of this course is to provide students with the basic knowledge in Biology; topics will include: cell structure and function, evolution, genetics and ecology. The students are expected to use the scientific method of thinking to analyze and relate concepts to the environment. Three (3) Credit Hours.
ENC101	College Composition I*	ENC101 is a college-level writing course that introduces students to the various forms of academic discourse. This course focuses primarily on the basic elements of college composition and writing as a process in both narrative and analytical forms. Students will investigate the importance and promise of effective written communication in various personal and professional contexts and identify effective strategies through critical analysis of written works as well as their own writing. Finally, this course prepares students for more advanced research analysis by connecting students to important avenues of research. Three (3) Credit Hours.
ENC202	College Composition II*	ENC202 focuses students on the importance of research to advancing knowledge for various purposes. This course will build on the foundations of composition and introduce students to the research process and the analysis and evaluation of various sources. Students will investigate the writing process for research as well as appropriate research methods and skills. Additionally, this course offers multiple opportunities to engage in the important tasks of revision and editing and will ask students to incorporate feedback to improve their writing. Prerequisite: ENC101 Three (3) Credit Hours.



ENV101	Environmental Science*	This course introduces the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice. Three (3) Credit Hours
MAC105	College Algebra I *	This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivate of a function and integral. Three (3) Credit Hours.
MAC114	College Algebra II *	This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught. Prerequisite: MAC105Three (3) Credit Hours.
PHI210	Critical Thinking *	This course helps students develop strategies for "learning to think" and "thinking for learning", using a variety of methods and resources to question their thoughts and their ways of expression, the intention behind what they say, its meaning, and its relationship to their beliefs. Students develop an ideological framework for assessing whether they have a solid and legitimate foundation for such thoughts and expressions. Three (3) Credit Hours.



PSY201	Psychology *	The purpose of this course is to provide the students with an engaging and hands on experience. The students are expected to find new ways to apply the knowledge presented in class from research. Among the topics studied are: Beginning Psychology, Social Psychology, Health Psychology, Developmental Psychology, Cognitive psychology, and Psychological Disorders. Three (3) Credit Hours.
SOC201	Sociology *	Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work. Three (3) Credit Hours.
SPC260	Oral Communication *	This course helps a student develop his or her abilities and skills in expression and the spoken language. Students apply the techniques of oral exposition and learn to distinguish between the different techniques used in organized oral discussions. Prerequisite: ENC202Three (3) Credit Hours.
STA275	Statistics*	The purpose of this course is to provide the students with the knowledge to make intelligent judgments and informed decisions by interpreting statistics and analyzing data. Among the topics studied are: collecting data, descriptive methods, probability material and inferential techniques. Prerequisite: MAC114Three (3) Credit Hours.
ACG201	Principles of Accounting	This course is an introduction to accounting and its basic concepts. Students will learn how to record, understand and review financial transactions. Among the topics studied we have: financial statements, information system, accrual accounting, sales and receivables and operating assets. Three (3) Credit Hours.



ACG207	Cost Accounting	The purpose of this course is to provide students with the problem-solving skills and the knowledge to conduct economic activities as well as the knowledge to apply concepts to add value to the business they will manage. This class will give students the tools to understand and solve business issues. Among the topics studied are: Measuring product costs, strategic management of costs, quality and time, cost analysis for operating decisions and profit planning and budgeting. Prerequisite: ACG201. Three (3) Credit Hours.
BUA350	Supporting the Corporate Goals and Vision: An Enterprise Overview	This course helps the student understand the entire enterprise and the role of operations management in an organization. Students will understand how to identify key factors impacting decisions and will be exposed to analytical tools to aid in decision making. As examples, students will examine the basic operations models for a variable cost services business (call center); a fixed cost services business (telecommunications network); a product manufacturing business; and a distribution business (e-Commerce). Three (3) Credit Hours.
BUA351	Strategic Organizational Planning and Budgeting Project	The student should have a working knowledge of basic project management concepts and Project Management software tools. This course provides students with an understanding of the concepts of project management (PM) and its application in the information technology environment. Students will gain an understanding of the fundamentals of the project management framework and understand how to apply the nine project management areas — integration, scope, time, cost, quality, human resources, communications, and risk and procurement management. The project management processes of initiating and planning. Prerequisite: BUA350. Three(3) Credits. Hours.



BUA353	Business Architecture and Process Modeling	This course focuses on the definition and building of effective business models. It includes process design and business process reengineering as well as business practices in process modeling. Issues addressed in the course include business event identification and response, process modeling, process diagramming and validation, as well as conceptualization to implementation of effective business processes and process reengineering. Three (3) Credit Hours.
BUA430	Operations Administration	This course examines the principles and techniques of designing, analyzing, and managing operations processes in manufacturing, information/knowledge-based and service industries as impacted by the world of technology. Interrelationships between operations activities and other functional areas are stressed. Three (3) Credit Hours
BUA488	Research Methods	This course is to introduce students to quantitative and qualitative methods for conducting meaningful inquiry and research. They will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods. Three (3) Credit Hours.
BUL224	Business Law	The purpose of this course is to introduce students to business and its legal environment including the court system and the international system. Among the topics studied we have: constitutional law, administrative law, criminal law, international law, tort law, labor law and environmental. Three (3) Credit Hours.
BUS221	Business Management	This course provides the students a better understanding of small business operation, financing, the feasibility study, marketing, and management of business phases all with an entrepreneurial perspective. Topics that will be cover in this course are: the environment of business management, Business organization and management, financial management, Production and marketing management, and Human resources



		management. Three (3) Credit Hours.
BUS414	Entrepreneurial Journalism	This course focuses on two major topics: 1) The role of entrepreneurship and innovation for the future of journalism; and 2) The creation of news and information enterprises and initiatives for the emerging media ecosystem that has been formed by the Digital Revolution. The class will study the impact of digital technologies on the news industry, both in terms of content production and consumption. Special attention will be given to the changes in business and distribution models and the ways people consume (and produce) news and information. The historical evolution of the business of journalism will also be examined, including the current challenges the industry is facing in adapting to the new media ecosystem. Three (3) Credit Hours.
CGS300	Strategic Program Techniques	This course introduces the new learner to the technologies of electronic communications, the dynamics of interactive-reflective learning, and the benefits of professional career planning in association with distance learning. The course is organized in three components: technology preparation, academic assessment, and professional career planning, with content adjusted to the learner's level of preparation. Three (3) Credit Hours
COM312	Communications Skills	The focus of this course is on interpersonal and leadership skills necessary in successfully completing an IT project. Methods and tools for effectively leading a project team will be discussed. Concepts include communication, motivation, performance, behavior, and crisis management. Three (3) Credit Hours.
COM313	Leading Team Skills Project	This course covers the theories of motivation in the work environment. Topics will include the basic principles of human behavior, personality styles and traits and the sources of interpersonal conflict. Team building roles, rules, responsibilities and structure, role modeling, as well as self-management and self-direction will be examined, discussed and applied. Additional topics include



		empowerment, delegation and cultural diversity in the workplace. Prerequisite: COM312. Three (3) Credit Hours.
COM354	Intercultural Relations	This course is designed to ensure that students are better prepared to communicate in the increasingly multicultural workforce. This is achieved by introducing students to the conceptual and practical dimensions of intercultural communications, using real-world examples to illustrate the complexities of the field. Prerequisite: MGM444. Three (3) Credit Hours.
COM432	Communications Research Methods	This class will introduce participants to social science research techniques as they have been applied to journalism, media, digital arts, technological innovations and communication practice and theory. Prerequisite: ITS424. Three (3) Credit Hours.
COP100	Modern Computing Methods	The purpose of this course is to introduce students to a series of paradigmatic physical problems in condensed matter, using the computer to solve them. The course will feel like a natural extension of introductory condensed matter, with extra degrees of complexity that make the problems analytically intractable to some extent. Three (3) Credit Hours.
COP221	Computer Programming	The course will train the student to work effectively as entry-level developers. The beginning students learn the fundamentals of computer programming using one specific object-oriented Programming language. Afterwards, students will learn the system development process. They will work on individual projects reflecting industry work scenarios. Three (3) Credit Hours.
COP231	Cloud Computing and Application	This course covers a series of current cloud computing technologies, including technologies for Infrastructure as a Service, Platform as a Service, Software as a Service, and Physical Systems as a Service. For different layers of the cloud technologies, practical solutions such as Google, Amazon, Microsoft, Salesforce.com, etc. solutions as well as theoretical solutions are introduced. Three (3) Credit Hours.



COP241	Information Retrieval	The course has the aim of introducing all those system technologies which are used in order to automatically back up information from heterogeneous and distributed sources. It will offer various competences in the comprehension of processes, and in information processing techniques, which are those tools that characterize modern applications, and modern web search engines. Particular focus will be put on computer technologies, and automatic-learning technologies, which allow a fast development of systems based on reusing both available knowledge and data, in an electronic format, in open sources. All of this will be discussed and analyzed in relation to modern applications on Web sources and sites. Three (3) Credit Hours.
CPT362	Web Programming Analysis Skills	The purpose of this course is to provide the participants with key skills needed in the extraordinary field of web development. The course will include a non-depth study of HTML, the main language of the Internet, and the fundamental coverage of XHTML and XML, the actual generation languages of the Web. These are the basic tools students will use to communicate in the modern life and professional work. They will be able to write the software that drives de World Wide Web. CSS, as part of the content of this subject, will be studied as it relates to enhancing the presentation of websites. Client/side programming will be discussed using Java Script and DHTML, tools used to create vibrant content and offer a real interactive experience for the Internet site guest. Emphasis will be found on the development of qualified, cross-browser websites. Pre-Req. CPT445Three (3) Credit Hours.
CPT372	Advanced Computer Animation	This advanced interdisciplinary studio course emphasizes three-dimensional animations on the computer as a tool for visual communications, advertising, and artistic expression. Individual and collaborative projects will be organized around the students' area of specialization/ interest in 3- D computer modeling. Theory and animation techniques will be covered as well as digital image



		manipulation in virtual space. Three (3) Credit Hours.
EBU411	e-Commerce	This course examines the elements of e-commerce: Strategy, technology, relationships, and related issues. Examination is made of important e-commerce opportunities, determining the type of business, studying E-societies and E-governments, plus the larger e-commerce environment. Studies will be made of marketing strategies, managing financial information, and human resources in this environment. Prerequisite: GEB 311.Three (3) Credit Hours.
ECO200	Economics and Business Organization	The class has the aim of studying the Production Companies as subjects, which develop an economic activity of market transformation, showing their structural and functioning aspects. In order to do so, there will be illustrated the prevalent and innovative methods of Organization, Management tools and Control principles. At the end of the class the student will have learnt main knowledge about Manufacturing Company System, which will help him to develop insights in topics of sectorial interest. There will be in-depth analysis through the "Case Study". Three (3) Credit Hours.
ECO202	Principles of Microeconomics	This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to achieve economic objectives efficiently. Three (3) Credit Hours.
ECT448	e-Commerce "back office" Trends and Technologies	This course provides an overview of IT Project Management E-Commerce Fundamentals, exploring the four components of e-Commerce: Customer Relationship Management (CRM), e-Commerce, Supply Chain Management (SCM), and Infrastructure Management (IM). Other concepts include market and enterprise issues that affect e-



		Commerce, business models and processes that have been impacted by e-Commerce solutions, taking e-Commerce theory to implementation, and key enabling technologies that support successful e-Commerce solutions. Three (3) Credit Hours.
ECT449	e-Commerce Systems & Strategies Project	This course is designed to familiarize the student with the management approach to defining and implementing e-Commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization, electronic payment methods, Internet fraud, mobile e-Commerce, and current implementation technologies. Architectures and interdependence of systems will be covered. Prerequisite: ECT 448. Three (3) Credit Hours.
EEL301	Digital Electronics	This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large-scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Three (3) Credit Hours.
EEL312	Networks and the Internet	Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Three (3) Credit Hours.
FIN222	Finance	The purpose of this course is to introduce students into the finance discipline by providing the knowledge for different financial parts: institutions, corporations, tools, investments and derivatives. Three (3) Credit Hours.



FIN303	Financial Management	This course will provide the students with the tools to take the necessary actions that as a manager they should take to increase the value of the firm. Among the topics studied we have: Concepts of corporate finance, Fixed income securities, Stocks, Projects and their value, Cash distribution, capital Structure, Managing global operations, and Financial decisions. Three (3) Credit Hours.
FIN310	Money and Banking	This course covers the nature of monetary/ banking theory and banking history; measurement factors used in determining economic activity; interrelationships of the commercial banking system and foreign exchange transactions and the balance of international payments and financial intermediaries. Prerequisite: GEB 111. Three (3) Credit Hours
FIN315	International Investment Management	The study of topics of research interest to international financial decisions. Topics include foreign exchange risk, international financial markets, and foreign exchange market efficiency. Three (3) Credit Hours.
FIN320	Corporate Finance	This course is designed to prepare students on decision making for a business from a corporate finance point of view. Financial management, financial statements analysis, the time value of money, debt valuation, interests' rates, capital market theory, asset pricing, long term financing, working capital management, and financial policies are among the topics studied during this class. Three (3) Credit Hours
FIN410	Accounting for Managerial Decision Making	Basic accounting concepts as they apply to decision making within the organization; supply and demand; market structure and market behavior in specific industries. Three (3) Credit Hours.
FIN420	International Trade and Finance	This course focuses on issues addressed by the multinational corporation as well as the theories of international investment for both individuals and corporations, all of which is built on an understanding of economic principles of financial exchange and trade. Prerequisite: FIN 320. Three (3) Credit Hours



GEB311	Business Fundamentals	This is an introductory survey course of the business world with consideration of the structure and forms of the business world, the structure and forms of management that guide business, and how those are performed. The course explores the roles of managers in the business community. Three (3) Credit Hours
GEB315	Venture Capital	The student in this course will learn the definition and understanding of the venture capital business. The small firm in need of capital must pursue financial resources, but each source bank, angel, venture capital team, or other potential entities vary in expectations, ownership and management requirements. The roles of the business plan and other venture practices are covered to illustrate contact strategies. Three (3) Credit Hours.
GEB341	Ethics in Business	Many people believe that business ethics cannot be taught. This course assumes that is not true, that ethical decision making is a worthy goal, and that all are on an asymptote working toward solid business decision making of which ethics is a part. The overall goal is to help the student understand and appreciate the elements of ethics, the importance of ethical decision- making, and its effects on themselves, business and society. Three (3) Credit Hours.
HRM310	Labor Relations	A study of the development and methods of organized groups in industry with reference to the settlement of labor disputes is covered in this course. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Specific attention is focused on collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Three (3) Credit Hours.



HRM401	Human Resource Management	A basic study of human resource management will be cover in this course. Major aspects included are human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these historical developments affect the various personnel functions. Three (3) Credit Hours.
HUM442	Media Law	This course is aimed at providing an understanding of the main areas of the law that limit freedom of speech, and that have to be taken in to account in making decisions to publish or broadcast material. Citizens' rights to access documents held by governments under Freedom of Information Acts are also covered. Students are taught to apply the principles of the law to real life examples and will develop the ability to make judgments on when and how to publish contentious material. Three (3) Credit Hours.
ITD312	Effective Software Testing Methodologies	This course focuses on the test environment, test planning, execution of the test plan, and test analysis and reporting. Other topics include test principles and concepts, the tester's role, test management, risk analysis in testing, test design, defect tracking, and acceptance testing. Three (3) Credit Hours.
ITD320	Logical Database Design	This course focuses on the skills and knowledge necessary to develop data models and information bases aligned with the requirements of the business. The course addresses issues including: data entity identification and description, entity relationship modeling, data model refinement, normalization, de-normalization, recursive relationships. In addition, entity life history analysis and business event identification will be addressed. The course will contrast and compare the object-oriented approach to data modeling to the more traditional approach. Three (3) Credit Hours.



ITE341	Manufacturing Systems and Processes	This course presents the advanced machining processes, equipment, and systems used in competitive manufacturing environments. Characteristics of surface technology, micro-electronic device fabrication, quality assurance, human factors engineering, product liability, automation, and techniques of modern integrated manufacturing systems are presented. Three (3) Credit Hours.
ITE364	Production Control Methodologies	This course presents the basic concepts, principles, and techniques of production control. Emphasis will be on students developing a solid enterprise-wide view of managing and controlling manufacturing and service production processes while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will integrate basic production control tools and techniques with the core aspects of the management practice. Three (3) Credit Hours.
ITN301	Network Technologies for Information Professionals	This course is designed to give the student an understanding of the various networking technologies and their practical application and management in a business. The course also covers the technical issues involved in designing and implementing an efficient information network for both voice and data and its security and covers human aspects of its management. Three (3) Credit Hours.
ITN432	Network Security Essentials	This course includes the study of security issues: access control, authentication, authorization, and non- repudiation as well as network security, platform security, data and file security, virus detection and management, scam control and security administration. Also included are support technologies and tools such as: security gateways, firewall, certification authorities, and Public Key Identifiers (PKI) services. Three (3) Credit Hours
ITS301	IT Trends and Technologies	This course is designed to give the student a view into the information technology trends and technologies that will be emerging over the next three to five years. The focus is on items and trends



		that are already in the “pipeline” and on the drawing boards. Exposure to this information is intended to excite the student who is focusing on information technologies and to assist the student in evaluating their future. Three (3) Credit Hours.
ITS302	IT Trends and Technologies Project	This course is designed to give the student some practical experience in the installation, support, and training services for various packages and systems. The student will become involve with new technologies such as VoIP (voice over Internet Protocol), IPTV (Internet Protocol TV) and Open Source Software. Prerequisite: ITS301.Three (3) Credit Hours.
ITS311	Quality Assurance Methodology	This course covers fundamentals of quality assurance, including quality principles, understanding features for developing quality, quality models, quality management, process improvement, risk assessment and measuring for results. Three (3) Credit Hours.
ITS312	Applied Quality Assurance Project	This course develops projects using the quality assurance methodologies learned in the ITS 311 courses. Prerequisite: ITS 311. Three (3) Credit Hours.
ITS374	Networking Technologies	The focus of the course will be that every participant could understand and demonstrate the demands in providing information technologies support to an organization with a focus on the operation of organization’s computer helpdesk. At the end of this course students will exhibit skills in the installation, configuration, and operation of the personal computing and basic networking technologies. Prerequisite: ITS463. Three (3) Credit Hours.
ITS384	Information Age and Society	This course will focus in the information age, communication and information technologies with special accent on the Internet and its components and in particular how they are used by the futuristic generation. The purpose of the course is to comprehend how the communication and information technologies advance and the cultural, economic, political and social consequences of such technologies for society. The course will debate how



		persons, media organizations and corporations use the Internet for their benefit. Prerequisite: ITN374. Three (3) Credit Hours.
ITS411	Advanced Quality Assurance Methodology	This course teaches the software professionals the fundamentals of software testing. The course presents concepts including Quality Assurance (QA) principles, software life cycles, test stages, creation of test data and software testing techniques. Three (3) Credit Hours.
ITS424	Television Reporting and Producing	Television is still the ideal medium for most persons to get news. Television conveys stories with excitement and impact and can connect forcefully to the audience. We'll learn how to realize that. Critique is a powerful learning tool and we'll spend much of our time affianced in this process and in learning essential skills to be good correspondents, we'll also keep our attention on the bigger picture— why journalism matters to society and how to serve our communities better with our reporting. Prerequisite: JOU412. Three (3) Credit Hours.
ITS425	Multimedia Technology	The course provides an overview of the range of technologies used in Multimedia. Students will be aware of existing standards and basic techniques related to the recording and reproduction of both sounds and images, and the concept of sampling, which is fundamental to digital media technologies. This Unit introduces students into the human interpretation of signals from the environment, the digital machine's interpretation of those signals, and the interaction between the brain and machine. At the same time, defines fundamental concepts of human-computer interfacing and draw on interdisciplinary knowledge in problem solving. Prerequisite: JOU415. Three (3) Credit Hours.
ITS443	Democracy, New Media, and Internet	This course studies the relationships between communication technologies and democracy. Internet is not going to improve automatically the democracy, but it contributes to changes in the society. This course will examine how changes associated to communication media could enrich or restrain democracy, with a prominence on the interactions among the press, TV, Internet and any



		other media (nonprofits organizations), the public and the government in a democratic system. Prerequisite: ITS425. Three (3) Credit Hours.
ITS488	Web Development	Introduction to framework-based web development. Students create interactive, dynamic web sites using a common web architecture and object-based database access. Programming for web development includes control structures, objects, functions, and use of composite data types. Three (3) Credit Hours.
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ITS488	Web Development	Introduction to framework-based web development. Students create interactive, dynamic web sites using a common web architecture and object-based database access. Programming for web development includes control structures, objects, functions, and use of composite data types. Three (3) Credit Hours.
JOU313	Digital Story Telling	The digital revolution is having a profound impact on the way news stories are researched, reported, edited and distributed. Today’s journalists must be prepared to master a variety of digitally based storytelling methods that go beyond the written word. This course will focus on the challenges of writing and reporting for the web, while providing training in multiple technologies for digital delivery of text, photos, audio and video news across journalism platforms. Three (3) Credit Hours
JOU334	Journalism and Multimedia Practice	Introduction to multimedia journalistic storytelling. Reporting and production course where students use various technologies to produce journalism stories for digital platforms. Three (3) Credit Hours
JOU352	Advance Visual Journalism: Video	Visual reporters must compete with a wide array of visually sophisticated media and entertainment forms for the “eyeballs” of their reader/viewers. While the mission of journalism remains what it has always been—to hold public figures accountable, and to inform the public about the local, national or global issues of social and civic concern online news sites, NGO’s and documentary activists are increasing looking for visually compelling forms that go beyond the traditional conceptual frame and



		tools of legacy print. Lectures will cover narrative structure, interview techniques, awareness of sensory effects and qualities of sound. This class will examine how issues vital to the core values of visual journalists objectivity/subjectivity, point of view, and English Composition - play out in the contemporary multimedia landscape. Prerequisite: JOU445Three (3) Credit Hours.
JOU353	Advanced Television Reporting and Producing	Producers are the people in broadcast news operations who make everything happen to get a news program on the air. They make decisions, they coordinate coverage, they must take a leadership role in managing co-workers, they write stories and teases, they stack shows, they back time newscasts, and they sit in the control room and control editorial content of a show. A producer is a manager, a journalist, a promotions person, a logistical whiz, a babysitter, a leader, a copy editor, a cheerleader and more, all rolled into one person. Each member of this class -this team- is expected to perform as a professional journalist. In return, you will learn a lot about journalism, newscast producing, teamwork, and discipline. Prerequisite: JOU441Three (3) Credit Hours.
JOU365	Digital Narratives	New media have changed the way that we tell and process stories. Over the last few decades, writers and designers have experimented with text, video, audio, design, animation, and interactivity in unprecedented ways, producing new types of narratives about a world transformed by computers and communications networks. These artists have explored the cultural dimensions of information culture, the creative possibilities of digital media technologies, and the parameters of human identity in the network era. This course investigates the ways that new media have changed contemporary society and the cultural narratives that shape it. Along the way, we will analyze hypertext fiction, twine games, interactive dramas, videogames, Alternate Reality Games, and more. Our critical study will concern issues such as nonlinear narrative, network aesthetics, and videogame mechanics. Three (3) Credit Hours.



JOU371	Professional Issues in ICT	This course aims to assist students in identifying and understanding current and emerging issues generated by an ever-changing technology landscape, analyze the impact of ICT on organizations and society. Prerequisite: COM451 Three (3) Credit Hours.
JOU382	Business Journalism and Global Economy	Business journalism is global, too, and you need to bring that perspective to your reporting. Usually foreign correspondents are business reporters. We'll learn what the stories are likely to be. We'll learn how to source them with authoritative data. We'll learn who the players are. We'll learn how one issue affects another. We'll talk about how to add a global perspective to whatever you're writing, even if it's about neighborhood real estate. The issues we'll examine bear on the health of the planet and civilization, and too often, they get lost amidst the noise of scandals, deals and markets that soar or dive. Three (3) Credit Hours.
JOU412	Fundamental Issues in Journalism	This course is designed to survey the various forms of contemporary journalism, with an eye toward helping students make career choices, and critique those same forms, with an eye toward helping students become better journalists and more engaged citizens. In this course we will engage in critique. To critique an idea, a practice, or an institution is to examine it to determine its nature so that we can understand its possibilities and limitations. Three (3) Credit Hours.
JOU415	Graphic Design for Online and Print	This class is intended to stimulate both an understanding of and critical thinking about basic visual design theory and practice. Given the rules of the project and the fundamental principles of design, students will be able to produce a range of work that exhibits both their individual creativity and their knowledge of design fundamentals. Three (3) Credit Hours.
JOU435	Historical Perspectives of Journalism	This course will describe the Expansion of the mass media; social, economic, and political factors that have sustained changes in the press. The emphasis will be on the historic relationship between America society and the media. Prerequisite: JOU313.Three



		(3) Credit Hours.
JOU441	Ethics of Journalism	This class will be focused in the exploration and discussion of ethical issues in the media. It will be done through films, discussion of editorials and analysis of cases studies selected with that specific purpose. Ethical aspects and questions in a variety of situations will be considered mostly related with –for example, to lie to a source, your client or employee or your audience: readers/viewers. What about the kind of information should the mass media afford in relation with private lives of public figures? Is ethically appropriate news information of penurious causes? Which is the right influence of competition or profit motivation on news? Three (3) Credit Hours.
JOU445	Writing for Online Media	This course will prepare participants to work in an online newsroom and its main purpose will be to search means to adapt reporting practices to online media. Develop original journalistic stories in pieces and link them in usable structures that readers can navigate according to their own elections. Students focus on writing and on editing their own work as a necessary part of the process of writing. Emphasis will be on information design. Students will produce both individual and group projects. Three (3) Credit Hours.
JOU473	Journalism, Society, and the Citizen Journalist	Designed as a seminar for journalism and liberal arts majors, this course will be divided into two parts. The first will lay the foundation for journalism’s role in society and answer such questions as: What is the purpose of journalism? What are the principles of journalism? What is the process of journalism? These questions will be explored through films, readings, and the context of journalism’s history. Journalism will also be examined from the vantage point of citizen journalists, bloggers and social networking. The second part of the class will examine one of the primary challenges to journalism: retaining an audience for news today and in the future. In addition to analyzing statistical trends in audience news consumption and attitudes, the future audience for news, (Wave II Millennia’s) will be



		explored in order to identify ways to interest them in news before they permanently turn off to news. Three (3) Credit Hours.
MAN302	International Business	The purpose of this course is to provide students with the knowledge about international business, as well as economic theories, business strategies and alliances. Among the topics studied we have: globalization, country differences, foreign exchange market, exporting, importing and countertrade. Three (3) Credit Hours.
MAN307	Strategic Management	Strategic management is a value-enhancing function that identifies opportunities, develops markets, and builds brands. Consequently, good marketing enables companies to charge price premiums, sustain competitive advantage and maintain long-run profitability. To this end, the course covers the following topics: the dynamic nature of business marketing environment, customer relationship management strategies for business markets, similarities between consumer's goods and business-to-business marketing and the differences between Managerial Approaches versus Descriptive Treatment of Business Marketing. Three (3) Credit Hours.
MAN321	Principles of Management	This is a theoretical and practical course that covers the fundamentals of business so that students may conceptualize and build their own business plan, reflect upon and analyze a variety of markets, creatively visualize opportunities and synthesize key macro and micro variables of businesses and their environment. Through the application of a model business plan, this course emphasizes entrepreneurship, the management process and marketing within the framework of globalization and social responsibility. Three (3) Credit Hours.
MAN340	Organizational Behavior	The purpose of this course is to prepare students to face today's challenges in the business world by learning the ability to understand and manage people at work. Among the topics studied we have: Managing diversity, Ethical conduct, Attitudes, Job Satisfaction, counterproductive work behavior, Foundations of motivations, and Leadership. Three



		(3) Credit Hours.
MAN341	Applied Organizational Behavior Project	This course will provide a broad overview of organizational functioning. This will include basic management, individual differences, diversity, communication, motivation, team building, leadership and the dimensions of organizational structure, design, culture and change. Prerequisite: MAN 340.Three (3) Credit Hours.
MAN410	Operating a Small Business Management	Reviews forms of ownership, franchising, location analysis, financing, record keeping, purchasing, inventory control, marketing, security, insurance, and consumer credit. Students will prepare a feasibility study and pre-sent a comprehensive small business start-up plan. Three (3) Credit Hours.
MAN480	Capstone	This course provides the students with an opportunity to practice their business skills by using a business simulation design. Students will be expected to develop a business plan, business analysis, and business strategies. Three (3) Credit Hours.
MAR311	Principles of Marketing	Learners will study and apply the fundamentals of marketing within an organization and the contemporary market environment. Subjects include planning and developing strategies, physical distribution, pricing, and product development. Three (3) Credit Hours.
MAR380	Internal Technical Marketing	This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services. Three (3) Credit Hours.
MAR405	Consumer Behavior	This course is an overview of the increasing importance of American consumers in the marketing system and the importance of understanding them. The foundations of consumer behavior (such as economic, social, psychological, and cultural factors) are examined. Consumers are analyzed in marketing situations as buyers and users of



		products and services and in relation to the various social and marketing factors that affect their behavior. The influence of well-directed communications is also considered. Prerequisite: MAR 311. Three (3) Credit Hours.
MAR420	Sales Management	This course is an overview of the role of the sales manager, both at headquarters and in the field, in managing people, resources, and functions of marketing. The problems of organizing, forecasting, planning, communicating, evaluating, and controlling sales are analyzed. Quantitative techniques and pertinent concepts of the behavioral sciences are applied to the management of the sales efforts and the sales force. Prerequisite: MAR 311. Three (3) Credit Hours.
MAR481	Information Technology Capstone	The Information Technology capstone course encourages teamwork in small groups on a substantial project. The intent of this course is to provide a capstone experience that integrates the material contained in required courses of the program. It also provides an opportunity for students to recognize and evaluate the interrelationship of their general education courses with the courses taken for their major. The capstone will include discussion about professional and ethical issues related to Information Technology. Students will also culminate their experiences with an overview of the evolution of computer systems and a look at the near- term future. Three (3) Credit Hours.
MGM423	Digital Content Management	Topics covered will include theoretical issues and principles in Digital Content Management. Students will compare content management systems considering information architecture and management principles. Should examine and make suggestions for the right selection of a commercial content management system based on a research report. Prerequisite: JOU313. Three (3) Credit Hours



MGM444	Managing Innovation	Technological innovation is increasingly the source of sustainable competitive advantage for firms around the world. However, building an organization to successfully and repeatedly bring technological innovations to market is a daunting managerial challenge. In this course we focus on the practices and processes that managers use to manage innovation effectively. Over the semester we will examine four aspects of technological innovation: exploring, executing, leveraging and renewing innovation. Our focus will be on entrepreneurial firms (new and established) and on firms that have been successful and unsuccessful in their innovation. Prerequisite: ITS425. Three (3) Credit Hours.
MGM485	Digital Journalism Capstone	The Digital Journalism Capstone is designed to provide students with a real-world experience as they develop a strategic communications campaign for a client. The student will need to solve a bona fide business problem using research, strategy and real communications tools— marketing, advertising, public relations, creative, and media. Three (3) Credit Hours.
MKT381	Digital Imaging and Manipulation	Digital Imaging Manipulation teaches the skills required for creating, manipulating, and publishing digital images for both print and interactive media. Students will work with image editing/creation software Adobe Photoshop® as they learn the technical and creative processes concerning image resolution, color modes, image correction, image compositing, and image manipulation. The variety of digital file formats currently available and their appropriate use for both screen and print media is covered. Prerequisite: CPT372 Three (3) Credit Hours
ONR301	Online Network and Reputation Management	In Online Network and Reputation Management course, the student will learn why reputation management is so valuable, what you can do to improve it, and proactive measures you can take to protect your reputation now and in the future.



PHI260	Introduction to Ethics	The purpose of this course is to provide students with a clear definition of Ethics and the nature of morality. Ethics will be analyzed from different points of view this includes: cultural, socio-economic and religious influence. The students will investigate how Ethics influence one's ability to judge and make decisions. Three (3) Credit Hours.
QMB310	Strategic Planning and Leadership	This course provides business majors the opportunity to integrate the areas of marketing, finance, accounting, economics and personnel into a managerial strategy driving managerial decision-making with a special emphasis on leadership. A project is required outlining policy problems facing business organizations and how the various aspects of business disciplines are utilized in problem solving and policy development. Three (3) Credit Hours.
AHR301	Administration of human resources	This course prepares the student to manage the human resource with a strategic perspective, oriented to results. Three (3) Credit Hours.
RPS302	Recruitment and selection	Prepares the student to develop professionally in the human resources environment with emphasis on aspects of job analysis, job interviews, group dynamics, selection of appropriate personnel, training of workers and performance evaluation. Three (3) Credit Hours.
HPQ402	High performance and quality management	This course prepares the student in concepts of quality, productivity, competitiveness and warmth, based on the organizational culture, work and personalities of work teams in an organization. Three (3) Credit Hours.
LMM401	Learning management	In this course, the student will be able to acquire the necessary knowledge and practice to carry out training processes for human resources based on the evaluation of work needs. Three (3) Credit Hours.
DMM401	Digital management	It relates the processes of digital transformation from a strategic perspective for the organization, leading the process of digital transformation of the company for the strengthening of the current competitive advantages from the adequate use of technology. Three (3) Credit Hours.



FRE301	Financial and regulatory entities	In this course the student will learn to know the national and international regulatory environment in which the financial entities and the organizational structures of a Bank are subject. Three (3) Credit Hours.
CAA302	Credit admission	This course will provide students with the skills to know and prepare the studies that banks perform to analyze diverse types of credits according to the regulatory entities. Three (3) Credit Hours.
COR401	Credit and operational risks	In this course, the student will examine and evaluate in depth the risk exposure due to the default of the borrowers and the operational risks and their controls. Three (3) Credit Hours.
LAN403	Leadership and negotiation	Know and apply the skills and models that allow influencing effectively and getting good agreements. Three (3) Credit Hours.
MAA402	Marketing approaches	Establish the strategy and actions in the market of banks in a highly regulated, technological, competitive and global scenario, in which the focus of action is customer satisfaction. Three (3) Credit Hours.
TII401	Tourism introduction	In this course, the student will know and examine aspects of the origins of tourism, the tourism system and the factors that favor the development of tourism. Three (3) Credit Hours.
MTD402	Management of tourist destinations	The course introduces the main concepts of the Management of Tourist Destinations from the capture of data for informed decision making. Three (3) Credit Hours.
SPP401	Strategic planning	To empower students in the development of tourism initiatives that improves economic, social, environmental and cultural conditions in destinations, from planning and development instruments, and the operation of programs and policies in the public and private sectors. Three (3) Credit Hours.
TPP401	Tourist promotion	It deals with theoretical and practical concepts to promote and commercialize tourist destinations, managing tourist information services and participating in the creation, marketing and management of tourism products and services in



		the local and international environment. Three (3) Credit Hours.
CPR402	Communication and public relations	Introduces the student in the analysis, ethics, skills and practices of strategic communication, in the field of Public Relations. Three (3) Credit Hours.
KMD301	Knowledge Management in The Digital Environment	The course focuses on the collection, structuring, storage, creation, exchange, use and effective dissemination of information and knowledge within the organization to improve organizational performance in the digital environment. Three (3) Credit Hours.
FDC301	Foundations of Digital Communications & Social Media	This course introduces students to the strategic approach of digital communications to achieve organizational objectives. You can successfully integrate digital, social and mobile platforms into a strategic business and a marketing communications program. You will learn more about current applications and tools, policies and procedures, best practices, community management and legal, ethical and privacy issues. The sessions include lectures, debates, practical instruction, group projects and case studies. Three (3) Credit Hours.
PAE402	Production of Audiovisual Effects for Digital Media	This course deals with the relationship between the stages of the production of a digital multimedia online project, its alternatives for concretization, structuring and design thinking. It incorporates techniques to produce products and visual contents of multimedia design, including video, sound, animation, interactivity and specific online supports. Three (3) Credit Hours.
DCP403	Digital Communication Projects	This course introduces the student to the principles of animation, the scientific foundations on which the image in movement is based, analyzing the background, the technological context, the processes, the sociocultural impact, the diversification of creative techniques and procedures in function of the varied uses of animation, the evolution of each technique with the passage of time and the incorporation of new technological advances. Three (3) Credit Hours.
SPR301	Strategic Public Relations	This course allows students to learn how companies, governments and individuals use public relations to



		create and maintain relationships with stakeholder’s drive business results and protect reputation. This program will teach students how to create public relations plans, messages and stories; take advantage of social and digital media; management of relations with the media, with attention to the Internet and the emergence of social networks, new realities for traditional media and demographic and cultural change. Three (3) Credit Hours.
PPB301	Personal Branding	In this course, the student will examine in more depth the fundamental components and essentially the ongoing process of establishing a prescribed image or impression in the mind of others about an individual, group, or organization. Three (3) Credit Hours.
PRA302	Public Relations: Advanced Practices & Case Studies	In this course, the student will examine in more depth the fundamental components of strategic public relations: how to communicate strategically, how to change public opinion and how to do it ethically. Through assignments of case studies, you will learn how to identify key audiences, create compelling narratives, build strong relationships with stakeholders and use persuasion to change attitudes and behaviors. Three (3) Credit Hours.
MDS401	Marketing in The Digital Society	In this course the student will learn to know the market to define the marketing strategy and improve the effectiveness of advertising. To do this, work on a Big Data project in the marketing area to get the most out of the mathematical and statistical data with the most effective technological tools. Three (3) Credit Hours.
ACE301	Advertising Campaigns and Events	This course will provide the student with skills to characterize events and acts of marketing and communication, depending on different objectives, types of target audience, protocol, administrative procedures necessary for its execution, execution conditions and service provision and reports. Control and evaluation of results. Three (3) Credit Hours.

MASTER'S DEGREE PROGRAMS

PROGRAM INFORMATION:	
Program Title: Information Technology Management	
Credential Issued: Master of Science in Information Technology Management	
Program Delivery: <input checked="" type="checkbox"/> Online	Program Length Semester Hours: 36
ENTRANCE/ADMISSION REQUIREMENTS:	
<p>Applicants seeking admission into a graduate program must have:</p> <ul style="list-style-type: none"> • An undergraduate degree from a state licensed, or government recognized U.S college or university, or an equivalent degree from college or university outside of the United States, • Official transcripts from the university or college where the undergraduate degree was granted (Must be original documents not copies of the documents). • A minimum cumulative grade point average of 2.5 on a scale of 4.0. • Completed enrollment agreement. • Application fee of \$150.00. • Online students must have access to the Internet. 	
PROGRAM OBJECTIVE:	
<p>Information technology is changing the core of business practices and security practices at an incredible rate. There are fundamental changes in societies the world over. The root cause behind these changes is information technology and the security issues that are included. Executives have the enormous challenge of leading organizations through this era. As ever, they need to lead people, think strategically, manage resources, and communicate clearly. But now that information technology has permeated every aspect of business, they need new skills and a new vision. And they need to understand how to protect the integrity of their transformed operations.</p>	
PROGRAM DESCRIPTION:	
<p>This program focuses on managerial decision making, analytical problem solving, oral and written communication, and application of theoretical constructs all set in an information technology framework. Executives from industry, military and government who attain this degree will understand preservation of information confidentiality and protection, risk management, data and system integrity, availability, authenticity and utility all set against a strategic business background. Each student will also be able to employ and manage information technology and information security concepts, principles, methods, practices, procedures, and techniques.</p>	



Course Number	Course Title	Credit Hours
Core Courses		
BUA500	MBA Fundamentals	3
BUA510	Leadership in Management	3
BUA520	Management Information Systems	3
BUA530	Operations Management	3
BUA540	Marketing Management	3
BUA550	Managerial Accounting	3
BUA560	Financial Management	3
CGS500	Strategic Program Techniques	3
Sub Total		24
Network Major Courses		
ITM500	Information Technology Management I	3
ITM600	Information Technology Management Portfolio	3
ITS500	Managing System Networks	3
ITS510	Managerial Computer Forensics	3
Sub Total		12
Security Major Courses		
ITM500	Information Technology Management I	3
ITM600	Information Technology Management Portfolio	3
ISS500	Introduction to Information Security	3
ISS510	Information Security Ethics and Policy	3
Sub Total		12
TOTAL:		36



PROGRAM INFORMATION:		
Program Title: Business Administration		
Credential Issued: Master of Business Administration (M.B.A)		
Program Delivery:	<input checked="" type="checkbox"/> Online	Program Length Semester Hours: 36
ENTRANCE/ADMISSION REQUIREMENTS:		
<p>Applicants seeking admission into a graduate program must have:</p> <ul style="list-style-type: none"> • An undergraduate degree from a state licensed, or government recognized U.S college or university, or an equivalent degree from college or university outside of the United States. • Official transcripts from the university or college where the undergraduate degree was granted (Must be original documents not copies of the documents). • A minimum cumulative grade point average of 2.5 on a scale of 4.0. • Complete Enrollment Agreement Form. • Application fee of \$150.00. • Online students must have access to the Internet. 		
PROGRAM OBJECTIVES:		
<p>The Florida Global University M.B.A. will be able to:</p> <ul style="list-style-type: none"> • Apply effective organizational skills; Use financial data in planning and decision-making; Understand information systems and their management; • Apply strategic marketing in a global economy; • Develop and implement a competitive economic strategy; • Apply personal and professional code of ethics that incorporates cultural, economic, and political factors; and • Apply specialized skills immediately applicable to real life challenges. • Provide an appropriate level of theoretical and practical training enabling students to provide coaching effectively. • Provide skills and competences to delve into the theoretical, conceptual and technical aspects of international economic relations and the economic and legal environment. • Provide skills and competences to hold positions of maximum responsibility in institutions related to tourism and to have the required abilities for decision-making, the application of appropriate instruments and the incorporation of advanced technologies. 		
PROGRAM DESCRIPTION:		
<p>Florida Global University's M.B.A. is designed to explore critical business processes, develop real-life projects, collaborate with other students, and conduct in-depth studies of high-demand business. Courses are structured so that students learn by directly applying course content to real-life challenges they encounter in the workplace. Each course of study connects the academic to the practical, giving FGU's M.B.A. graduates the skills they can put to work immediately. The FGU M.B.A. is designed for working professionals from a wide range of backgrounds who wish to advance or enhance their business careers. In addition, students can choose a General Business, Finance, Professional Coaching, International Economic Relations Major or Tourism Management.</p>		



Course Number	Course Title	Credit Hours
Core Courses		
BUA500	MBA Fundamentals	3
BUA510	Leadership in Management	3
BUA520	Management Information System	3
BUA530	Operations Management	3
BUA540	Marketing Management	3
BUA550	Managerial Accounting	3
BUA600	Global Operation Management	3
CGS500	Strategic Program Techniques	3
Sub Total		24
General Administration Major Courses		
BUA560	Financial Management	3
FIN500	Managing Investments	3
FIN510	Corporate Finance and Institutions	3
ITM500	Information Technology Management I	3
Sub Total		12
Finance Major Courses		
BUA560	Financial Management	3
FIN500	Managing Investments	3
FIN510	Corporate Finance and Institutions	3
FIN520	Global Financial Management	3
Sub Total		12
Professional Coaching Major Courses		
FUC510	Fundamentals of Coaching	3
MBC510	Management of Beliefs in Coaching	3
CEC520	Coaching and Expansion of Consciousness	3
ACI520	Advanced Coaching Interventions	3
Sub Total		12
International Economic Relations Major Courses		
INE510	International Economy	3
IEL510	International Economic Law	3
ITL520	International Trade Law	3
MTI510	Modern Technologies in Internationalization	3
Sub Total		12
Tourism Management Major Courses		
FCG510	Foundations of Management Control In Tourism Companies	3
QMT520	Quality Management in The Tourism Service	3
CMT510	Commercial Management and Tourist Marketing	3
TAM510	Technologies Applied to the Management and Promotion of Tourism	3
Sub Total		12
Strategic Marketing Major Courses		
IEB510	Introduction to the environment of business strategic management	3
SMM510	Strategic marketing management	3
MMS520	Mix marketing and services management	3
SEM510	Strategic development of e-marketing	3
Sub Total		12



Education Management Major Courses		
AEO510	Administration in Educational Organizations	
PEM510	Pedagogical Management	
ELI520	Educational Leadership and ICT	
MEC510	Marketing in Educational Center	
	Sub Total	12
	TOTAL	36

PROGRAM INFORMATION:		
Program Title: Digitalization		
Credential Issued: Master of Science in Digitalization		
Program Delivery:	<input checked="" type="checkbox"/> Online	Program Length Semester Hours: 36
ENTRANCE/ADMISSION REQUIREMENTS:		
<p>Applicants seeking admission into a graduate program must have:</p> <ul style="list-style-type: none"> • An undergraduate degree from a state licensed, or government recognized U.S college or university, or an equivalent degree from college or university outside of the United States, • Official transcripts from the university or college where the undergraduate degree was granted (Must be original documents not copies of the documents). • A minimum cumulative grade point average of 2.5 on a scale of 4.0. • Completed enrollment agreement. • Application fee of \$150.00. • Online students must have access to the Internet. 		
PROGRAM OBJECTIVE:		
<p>By the end of the program students will:</p> <ul style="list-style-type: none"> • Be able to frame personal experiences and global trends of the digital age with the formal theoretical frameworks of social and technological change; • Have had plenty of opportunity to apply the learned concepts to real-world examples of your own choice, which enables you to articulate complex issues eloquently and in a way that is meaningful to you; • Have a more structured understanding about digitalization, and of its strengths, weaknesses, opportunities, and imminent threats; • Develop a basic appreciation of the complexities of human development, as well as the challenges that arise when intervening in social evolution (through public policy and private strategies), especially during times of fast-paced change; • Gain insights into how authorities from companies and governments currently manage disruptive and problematic dynamics of digitally-driven social change. 		
PROGRAM DESCRIPTION:		
<p>The Master of Science in Digital Innovation combines creativity, technology and business in one professional degree. Digital media, a catchall term that encompasses everything from e-books to Facebook, uses technology, platforms and data that ricochet around the globe, touching nearly every type of business today. Students learn how to manage not just the technology, but also the employees who use and create it. This program allows students to build on the broad introduction to media and communication research and specialize by studying the developments that have occurred around the world in the provision of electronic government.</p>		
Course Number	Course Title	Credit Hours
CORE COURSES		
DIG621	Digital Media I: Design Principles and Practice	3
DIG623	Global Marketing: Levering Digital Technology	3
DIG631	Digital Media II: Project Management	3
DIG642	Market Research in Digital Media	3
ITS632	Media Innovation and Impact	3
ITS641	Mobile Apps: Application Development	3
SOC613	Digital Media and Society	3
SOC625	Social Media Analysis	3

	Sub Total	24
	Business Project Planning and Management Major Courses	
BUS612	Business Ethics and Social Responsibility	3
HUM611	Media History and Analysis: Perspectives	3
HUM633	Digital Legal Environment	3
SOC622	Digital Fundamentals	3
	Sub Total	12
	Digital Journalism Major Courses	
DIG611	Mass Communication Law	3
DIG612	Online Journalism	3
DIG622	Digital Technologies of Modern Journalism.	3
DIG633	Digital Multimedia Production	3
	Sub Total	12
	e-Government and New Media Major Courses	
GOV611	Government and Digital Age	3
GOV612	Strategic Planning for Electronic Governance	3
GOV622	New Media and Democracy	3
GOV633	e-Government and ICT	3
	Sub Total	12
	Professional Influencer Major Courses	
BMM611	Brand marketing management	3
CEL611	Customer e-Loyalty management	3
SMM510	Strategic marketing management	3
TAM612	Target audience management	3
	Sub Total	12
	Total	36

PROGRAM INFORMATION:		
Program Title: Bilingual Education		
Credential Issued: Master of Science in Bilingual Education		
Program Delivery:	<input checked="" type="checkbox"/> Online	Program Length Semester Hours: 120
ENTRANCE/ADMISSION REQUIREMENTS:		
<p>Applicants seeking admission into a graduate program must have:</p> <ul style="list-style-type: none"> • An undergraduate degree from a state licensed, or government recognized U.S college or university, or an equivalent degree from college or university outside of the United States, • Official transcripts from the university or college where the undergraduate degree was granted (Must be original documents not copies of the documents). • A minimum cumulative grade point average of 2.5 on a scale of 4.0. • Completed enrollment agreement. • Application fee of \$150.00. • Online students must have access to the Internet. • 		
PROGRAM OBJECTIVE:		
<p>The program allows students to:</p> <ul style="list-style-type: none"> • Develop educators capable of designing innovative proposals and didactic teaching. • Implement research projects, which foster the successful development of the teaching- learning English as a second language. • Contribute to the educational projects of bilingual nations, according to the demands of globalization in terms of English proficiency. • Create a national and international educational movement around bilingualism that allows our educational system to meet their needs and responsibilities. • Provide our nation’s citizens with the tools they need to become successful members of our global society. 		
PROGRAM DESCRIPTION:		
<p>The Master of Science in Bilingual Education prepares students to work as teachers or administrators in bilingual and multicultural schools and to function effectively in a culturally different setting. It is designed to assist Bilingual and Dual Language teachers and personnel to develop effective teaching, to create higher-quality educational systems for all, and have a Leadership role in the classroom, school and district, increasing educational opportunity and workplace access for second language students and their families.</p>		

Course Number	Course Title	Credit Hours
BED511	Foundations of Teaching in a Bilingual and Multicultural Environment	3
BED512	Advanced Topics of Educational Psychology	3
BED521	Teaching Foreign and Second Languages Online	3
BED522	Equity in Classroom Assessment	3
BME531	Literacy Across the Content Areas	3
BME532	Cross Cultural Communication and Understanding	3
BME533	Global English in a Multicultural Environment	3
BME541	Diverse Learners and Community Engagement	3
	Sub Total	24
	Major in Bilingual and Multicultural Education	
BME513	Methods of Teaching Integrated World Language	3
BME523	Curriculum and Materials for Teaching Foreign and Second Languages	3
BME542	Language Testing and Evaluation	3
BME543	Foreign and Second Languages in the Content Area	3
	Sub Total	12
	Major in Bilingual Education Administration	
BEA511	Educational Leadership	3
BEA513	Bilingual Education-Oriented Management	3
BEA523	Bilingual Education and the Law	3
BEA542	School Finance	3
	Sub Total	12
	Total	36

MASTER PROGRAMS COURSES DESCRIPTION

COURSE NUMBER	COURSE TITLE	COURSE DESCRIPTION
ACI520	Advanced Coaching Interventions	During this two-month period, advanced strategic interventions are explored. Gestalt and its impact on Coaching, the establishment of the Essential Purpose, Values, Beliefs and the process of Coaching within the Executive Scope are explored. Coaching with NLP. Developing Action Plans. Sales and marketing guidelines for business coaching processes are established. Three (3) Credit Hours.
AEO510	Administration in Educational Organizations	The course administration in educational organizations covers all stages of the organization process of the educational institution, enabling the participants of the master's degree with skills to plan and manage the different resources available in the institution and turn them into assets for institutional growth. Three (3) Credit Hours.
BEA511	Educational Leadership	This course is designed to introduce a student to the theories and practices of educational leadership and organizational behavior in school systems. It offers an insightful thinking about how education-oriented managers must be leaders to institutional improvement, his personal and professional competences when managing, the theoretical knowledge implicated in organizational development and in the context of global world competitiveness. Three (3) Credit Hours.
BEA513	Bilingual Education-Oriented Management	This course offers a reflection about education managing in front of bilingual education organization, which per se generate a more organizational and global perspective, using national policies but with an international projection, as usual for these institutions. Traditionally, our schools have an administrative scheme dependent form the education authorities limited to organize budgets. Today's institutions must be autonomous in their projects, no that being an excuse for the government not to invest in education. Nevertheless, today's competitiveness has turned educational managing into a resource for initiatives and educational quality improvement. Our graduates will be competent in quality managing in human resources, material and financial resources with a social sense. Three (3) Credit Hours.



BEA523	Bilingual Education and the Law	This course offers an overview of legislative, executive, and judicial action pertaining to the education with a focus on: the rights of students; the rights of PreK-12 personnel; the responsibilities of school and state agency officials; due process hearings; gender equity and sexual harassment; race an international origin discrimination; legal problems of religious and private schools; search and seizure in schools; legal aspects of the formulation of policy in schools; complementary methods for examining legal issues in education; and recent development in education law. Pre-Req. BEA513, Three (3) Credit Hours.
BEA542	School Finance	This course informs students how funding is needed in schools and how to use financial resources to substantially increase student performance. Identifying resources and the mechanisms to distribute resources at the federal, state, district, and school level, the course delves into issues of equity of finance and whether there exists an adequate level of resources in the system. Participants will analyze patterns of distributing resources within a district and within schools so that special needs students receive the resources necessary to meet standards. Each of these levels uses computer simulations that allow students to master the concepts of equity and adequacy as well as utilize data that they obtain in their own school systems-Req. BME532, Three (3) Credit Hours.
BED511	Foundations of Teaching in a Bilingual and Multicultural Environment	This course is designed to introduce teachers to the foundations of Bilingual Education and teaching English as a foreign and second language. Throughout this module, teachers will develop an analytical level of comprehension about the definition, distinctions, types and trends of bilingualism, as well as the psychological, legal and cultural principles behind bilingual education and language teacher preparation. Three (3) Credit Hours.
BED512	Advanced Topics of Educational Psychology	The purpose of this course is to prepare teachers in areas like research, up-to-date theories, and classroom tested applications. Educational psychology equips teachers to think about how students learn at various levels of development, to make decisions before and during instruction, and to consider what constitutes evidence that their students are learning and succeeding. A personal reflection will provide an understanding of the behavior and thinking of one's self, as well as others, and will become an effective tool for intrapersonal and interpersonal growth through the lifelong learning process. Three (3) Credit Hours.





BED521	Teaching Foreign and Second Languages Online	This course provides teachers methods for providing language and content instruction to second language learners online. Students consider historical and current English as a second language (ESL) program models and second language acquisition theories, pedagogy, and methodology. Relevant federal, state, and local learning and assessment standards are reviewed and applied to their teaching. Students are guided in creating and presenting teaching units and lessons based on various methods, approaches, and techniques for the online classes. Students discuss the selection, use, and evaluation of books, multimedia, technology, and other materials. Students examine the application of relevant learning and assessment standards to their teaching online of second language learners. Pre-Req. BED511, Three (3) Credit Hours.
BED522	Equity in Classroom Assessment	This course provides theoretical and research in multilingual and multicultural classrooms. By exploring historical and contemporary scholarly sources, graduate students will decipher the trajectory of assessing emergent bilinguals' language proficiency and content knowledge in the United States and compare to practices in other countries. Students will critically examine ways in which an accountability system for emergent bilinguals' can be valid and reliable to accomplish two interrelated goals: (1) assessment of learning and (2) assessment for learning. Graduate students will consider key implications of the research for challenging narrow notions of accountability within multiple educational contexts, and for developing and implementing assessment practices that fully demonstrate emergent bilinguals' linguistic proficiency and academic knowledge. Pre-Req. BED512, Three (3) Credit Hours.
BME513	Methods of Teaching Integrated World Language	Examination of past and current approaches, strategies, and techniques for teaching foreign/second languages. Students demonstrate teaching strategies; develop lesson and unit planning skills, demonstrate knowledge of the application of basic concepts of phonology, syntax, and morphology, and evaluate foreign/second language resources available in the field. Three (3) Credit Hours.
BME523	Curriculum and Materials for Teaching Foreign and Second Languages	This course assists students in developing rigorous, appropriate curriculum and materials for instruction. Multiculturalism, culturally relevant pedagogy, differentiated instruction, and thematic, interdisciplinary unit planning are emphasized. Using a curricular framework, students plan,





		evaluate, reflect on, and adapt curricula experiences that build successful learning environments for all learners including English language learners. Pre-Req. BME513, Three (3) Credit Hours.
BME531	Literacy Across the Content Areas	This course is designed to assist students in understanding the language and literacy process as it applies to teaching in the middle and high schools. Particular attention is paid to reading and writing in the content areas and instructional strategies to support students' literacy development. The course will focus on ways in which reading, writing, speaking, and listening are developed and used within the learning of discipline specific curriculum including adaptations for culturally diverse and exceptional learners. The course develops connections between knowledge of the literacy process, using language to support learning, and effective instruction incorporating reading and writing-Req. BED521, Three (3) Credit Hours.
BME532	Cross Cultural Communication and Understanding	This course is designed to help students meet the challenges of living in a world in which, increasingly, they will be asked to interact with people who may not be like them in fundamental ways. Its overarching goals are to help students become more sensitive to intercultural communication differences, and to provide them with the knowledge and skills that will help them interact successfully with people from cultures other than your own. Pre-Req. BED522, Three (3) Credit Hours.
BME533	Global English in a Multicultural Environment	This course provides theoretical and research exploration of global conceptualizations for communicating and learning in more than one language. By exploring historical and contemporary scholarly sources, students will create a more holistic understanding of language policies and practices in multilingual educational communities. The multiple contexts where many languages intersect and the impact of such intersection on educational policies, practices, and advocacy, will be examined critically. Students will consider key implications of the research for achieving educational equity, affirming identities, and assuming an additive multilingual perspective in education. Pre-Req. BEA 523, Three (3) Credit Hours.
BME541	Diverse Learners and Community Engagement	Participants critically examine why school-community partnerships are particularly valuable in multicultural settings. They examine texts of parental involvement in schooling and actual practices and address questions of power relations, politics of exclusion and the privilege of race, gender, class, and culture. Students explore





		practices that respect diversity and honor all parents, students, community members, and teachers. Pre-Req. BME531, Three Credit Hours.
BME542	Language Testing and Evaluation	Examines the role of testing; surveys types of tests; discusses the criteria of a good test; analyzes tasks that variously require listening, speaking, reading, writing, and communicative competence; and provides practice in evaluating and constructing test items. Pre-Req. BME532, Three (3) Credit Hours.
BME543	Foreign and Second Languages in the Content Area	This program is designed to enable participants to meet the special linguistic and cultural educational needs of limited English proficient (LEP) students in content area classes. It is designed to provide a theoretical and practical foundation for ESOL competencies in program courses that include ESOL infusion. Pre-Req. BEA533, Three (3) Credit Hours.
BMM611	Brand marketing management	Provide the student with skills and competencies to manage and increase the visibility and prestige of the brand and increase recognition of it to and understand how to launch campaigns on influence. Three (3) Credit Hours.
BUA500	MBA Fundamentals	An overview of the various prospective and areas of engagement in the MBA programs offered by the institution. Three (3) Credit Hours.
BUA510	Leadership in Management	This course examines the role of leadership in governing, managing and operating an organization. It includes useful leadership theories and practical examples as part of a broad decision-making context. It includes ethical aspects of a wide range of leadership and management functions. It explores these topics, and others, through the analysis and interpretation of leadership in management principles used for decision-making organizations. Three (3) Credit Hours.
BUA520	Management Information Systems	This course looks at the development of managerial informational systems needed to manage, lead, and operate an organization. It includes resource development, technological management, and control functions as part of a broad informational context. It includes decision support systems cultivated through computer usage. It explores these topics, including methods for obtaining and communicating pertinent information for managers, through the analysis and interpretation of data used for decision-making in business and organizations. Three (3) Credit Hours.
BUA530	Operations Management	This course approaches Operations Management from the inside out. It develops the student's personal understanding of processes, process capabilities and results and then transfers those into the business environment. The course builds on an understanding of applied statistics to develop an





		understanding of the planning and the processes involved in the creation of value both through provision of services and manufacture of goods. Topics include process flow and capability, operations strategy, total quality management (TQM), supply chain and capacity management, process improvement, project management. Three (3) Credit Hours.
BUA540	Marketing Management	This course examines marketing and helpful information on how to make an organization fit, survive, and thrive in an increasingly competitive environment. It explores mission-based marketing by meeting consumer wants, demands, and needs. Three (3) Credit Hours.
BUA550	Managerial Accounting	Presentation of the nature, techniques and uses of accounting from the perspective of people who manage businesses and investments in businesses. Three (3) Credit Hours.
BUA560	Financial Management	This course looks at the financial statements needed to manage and operate an organization. It includes resource development, cash flow management, and budgeting and control functions as part of a broad decision-making context. It includes ethical aspects of accounting and financial reporting. It explores these topics, including current and long-term liabilities, inventories, equity and others, through the analysis and interpretation of financial statements used for decision-making. Three (3) Credit Hours.
BUA600	Global Operation Management	The purpose of the Global Operations Management course is to elicit understanding and analysis regarding adaptation strategies of the manufacturing processes, and service provision, in the context of market globalization. This goes through the adaptation or transformation of corporate objectives and business strategy, under a management approach based on principles and values, on the assimilation of information and communication technologies, the diversity of demands for goods and services, and the contextualization of all types of costs inherent to the business. All this to provide satisfactory and timely responses to differentiated markets, according to concepts of mass customization.
BUA610	MBA Capstone	The MBA Capstone Project provides a final stage of the learning process. It requires mastery of the course work stage and extends this to a higher level of personal investigation, and more specialization. The combination of setting the problem by choosing the topic, deciding on the issues to be considered, and the difficulties of structuring both the research





		process and the final report make this the most challenging element of the program and one which calls on intellectual skills appropriate to many aspects of senior management. Critical argument and the design of solutions involving multiple considerations are requirements for successful completion of the program. Three (3) Credit Hours.
BUS612	Business Ethics and Social Responsibility	The focus of this course will be in the identification of ethical issues that arise in everyday business and social situations. At the end of the class students will be able to demonstrate knowledge and application of ethical principles, applying ethical reasoning and critical analysis to real-world scenarios and formulating reasonable solutions to ethical dilemmas. Three (3) Credit Hours
CEC520	Coaching and Expansion of Consciousness	During this cycle, the Coaching Process will be examined in depth, exploring the connection with the search for wellbeing and being, clarifying the Empowering Goals and exploring the psyche and the basic studies that determine human behavior. During this two-month course, students will work together on the communication process applied to personal leadership and learn practical processes used in the professional field. Three (3) Credit Hours.
CEL611	Customer e-Loyalty management	In this course we discuss the different factors that influence online loyalty and analyze other factors such as electronic quality, electronic satisfaction and electronic loyalty. Three (3) Credit Hours.
CGS500	Strategic Program Techniques	This course introduces the new learner to the technologies of electronic communications, the dynamics of interactive- reflective learning, and the benefits of professional career planning in association with distance learning. The course is organized in three components: technology preparation, academic assessment, and professional career planning with content adjusted to the learner's level of preparation. Three (3) Credit Hours.
CMT510	Commercial Management and Tourist Marketing	It addresses the required knowledge and skills to manage a correct Products and Tourist Services marketing, establishing the strategic variables that must be worked in a tourist company and implement the main lines of action for the execution of a formal marketing plan in a tourism company. Three (3) Credit Hours.
ELI520	Educational Leadership and ICT	This course relates the opportunities offered by ICT information and communication technologies, with educational leadership. The purpose is to offer the student the opportunity to develop skills in the use of ICT to support leadership and leadership activities within educational systems, exploring how





		they can be used with educational structures, and the role that leaders play within of this process. Three (3) Credit Hours.
FCG510	Foundations of Management Control in Tourism Companies	It examines a multidisciplinary knowledge, providing a global vision of the organization of the tourism industry: strategy and planning, operations, finance, marketing and communication, commercial and human resources. Three (3) Credit Hours.
FUC510	Fundamentals of Coaching	The Fundamentals of Coaching, its origin, history and importance in the development of today's professional. The World Paradigm in Real Time, Language and Communication, Basic Coaching Tools applied to the development of Today's Professional. During this two-month period, students will understand the Coaching Process and Methodology, aligned with the 9 Coaching Masters of the IAC International Association of Coaching. Three (3) Credit Hours.
DIG611	Mass Communication Law	An examination of legal framework in which America's journalists and other mass media professionals operate. Includes freedom of expression (First Amendment), prior restraint, seditious speech, libel, invasion of privacy, access to information, protection of sources, fair trials, commercial speech, copyright, obscene speech, broadcast regulation, cable regulation, Internet regulation. Three (3) Credit Hours.
DIG612	Online Journalism	Focuses on online journalism, including writing, blogging and producing content in multiple platforms – print products, online, broadcast, mobile, and tablet devices. Focus on principles and practices of social media for journalists. Includes impact of evolving media and technology. Overview of new business models and newsroom operations. Three (3) Credit Hours.
DIG621	Digital Media I: Design Principles and Practice	In this course, you will explore the principles of digital designs in terms of their visual design components (space, line and shape, tone, color, movement, and rhythm) and the functions they perform in various forms of digital content production (images, video and film, sound, and animation). You will receive hands-on training in digital image, video, and sound production by engaging in a complete production cycle from conceptualization, through to production and post-production. To situate their practices within the wider social, cultural, and economic contexts of digital design, you will also learn an explicit theoretical vocabulary for exploring, explaining, critiquing, and evaluating their design practices. Pre-Req. DIG611, Three (3) Credit Hours.





DIG622	Digital Technologies of Modern Journalism	This course is an introduction to the strategic digital communications systems that allow communications professionals to select audiences, deliver appropriate content over various channels and capture data to better understand end users. Marketers, community managers, editors and publishers who wish to use state-of-the-art digital media tools to manage and deliver multiple media to numerous devices will find this course especially beneficial. Pre-Req. SOC613, Three (3) Credit Hours.
DIG623	Global Marketing: Levering Digital Technology	This course aims to instruct you in two primary, fundamental areas of marketing as follows: 1. Basic principles of marketing, which includes market segmentation strategies, the use of marketing channels, how to develop promotion and pricing strategies, and how to develop competitive advantage. 2. How to leverage technology--- driven, digital media for achieving marketing goals. You will learn through various examples of marketing problems, and you will learn to apply these principles within the context of a problem-oriented approach. A secondary but also important set of learning outcomes of the course is an understanding of the rewards of global marketing, social responsibility, and the benefits of a global vision in setting business goals. Pre-Req. DIG612, Three (3) Credit Hours.
DIG631	Digital Media II: Project Management	This class will focus on managing the processes and resources needed to move a project forward. Students will learn how initial planning and budgeting through the management of indicators, tasks; personal and technical resources can affect delivery. This class will discuss how to: A) Initiate and track individual responsibilities within the overall structure of the team project; B) Learn how to adjust for changes in project needs and available resources and, C) Practice approaches that will assist the student to navigate through all the stages of the team project. Pre-Req. DIG621, Three (3) Credit Hours.
DIG633	Digital Multimedia Production	This course will allow students to hone critical thinking skills while becoming familiar with what comprises publishable audio, video and photographs. Students will blend different types of media to produce polished digital content. Pre-Req. DIG623, Three (3) Credit Hours.
DIG642	Market Research in Digital Media	This course builds on the exploratory and conclusive research for understanding consumer behavior. Qualitative methods of market ethnography can be used to recognize business opportunity through interviews, focus groups, and personal observation.



		Quantitative methods of market survey may be used to measure the potential of business opportunity through sampling with consumer polls, questionnaires, and combined research strategies. This basic understanding of market research will be used to gain insights into consumer behavior and how consumer needs and behaviors can influence market, where appropriate analytics will be used. Pre-Req. DIG631, Three (3) Credit Hours.
FIN500	Managing Investments	This course examines investment and portfolio theory, with emphasis on the historical development of the literature in this area and the recent analytical and empirical work. Three (3) Credit Hours.
FIN510	Corporate Finance and Institutions	Pre-requisite: FIN 500. Analysis of the characteristics and efficiency of the money markets and capital markets. Types of money market and capital market instruments, and the role of financial institutions in these markets. Three (3) Credit Hours.
FIN520	Global Financial Management	Deals with the theoretical and empirical aspects of the financial management of firms that operate in an international business environment. Three (3) Credit Hours.
GOV611	Government and Digital Age	Information Technology (IT) is a very broad and rapidly evolving field, with several related technological, societal, business, and governmental aspects. Although there is an explosion of technologies and ideas, there is little comprehension of how digital age impacts the society in general and government processes in. This course will explore the intersection of digital age and public sector. In making this exploration, understandably, the larger consequences of digital age on democratic processes of the society, and how private citizens, businesses, civil society organizations interact with the public sector cannot be ignored. Three (3) Credit Hours.



GOV612	Strategic Planning for Electronic Governance	This course aims to provide a basic understanding of e- governance strategies and teaches how an effective strategic plan can be developed through a process. Important elements of the strategic plans of some e- governance leaders are also discussed as case studies. Electronic Governance (e-Governance) seeks to transform public service delivery and citizens' participation or engagement in government decision processes for both socialand economic benefits. Achieving effective and efficient e- governance depends largely on the availability of a strategic plan. An e-governance strategic plan typically describes the government's own view of electronic governance and identifies all its key stakeholders. It also provides thevision, goals, strategies and measurable objectives for the e- governance agenda. In addition, a typical strategic plan also specifies how government readiness for e- governance would be established and the basis for prioritizing initiatives. Three (3) Credit Hours.
GOV622	New Media and Democracy	This course will provide a general survey for students interested in pursuing a career concerning information technology, media content, issues regarding equity, net neutrality and access to information content, technologies and networks. In addition, it will familiarize participants with options and different approaches toward structuring and molding a rapidly emerging information and knowledge economy in the digital age. Pre-Req. SOC613, Three (3) Credit Hours.
GOV633	e-Government and ICT	This course covers the electronic delivery of government information and services and the problems of managing information technology in the public sector. The course emphasizes on the e- governance practices and the challenges of handling Information and Communications Technologies in the public sector. It reviews the uses of information technology in public sector, on public organizations and the functions of ICT in a democratic society. Information Technology (ICT) is a very broad and fast evolving field, with several related technological, collective, commercial, and governmental aspects. While there is an eruption of technologies and ideas, there is little understanding of how ICT impacts the humanity in general, and government processes. In making this investigation, the greater consequences of ICT on democratic processes of the society, and how private citizens, businesses, civil society organizations interact with the public sector cannot





		be ignored. Pre-Req. DIG623, Three (3) Credit Hours.
HUM611	Media History and Analysis: Perspectives	In this course, students will first be introduced to key moments in the building of networks, where knowledge and information are interlinked on a large scale, such as the printing press of Renaissance Europe, early cinema and photography at the end of the 19th and the beginning of the 20th century, and the internet, social media, and digital imagery of the 21st century. Secondly, students will receive training in the critical analysis of the media using conceptual tools such as semiotics, cultural criticism, discourse analysis, visual anthropology and others. Three (3) Credit Hours.
HUM633	Digital Legal Environment	This is an upper-division course in the various legal aspects of internet commerce, with primary focus on the intellectual property aspects attendant thereto. The approach of this class is that "computer law" has largely become "the law of internet commerce" in the last decade, and that is why the focus of the course was chosen in the way it is. Pre-Req. DIG623, Three (3) Credit Hours.
IEB510	Introduction to the environment of business strategic management	The course provides general knowledge to the aspects associated with the environment of strategic business management, this from the administrative, organizational, human resources, social and marketing points of view. Three (3) Credit Hours.
IEL510	International Economic Law	International Economic Law seeks a knowledge of the International Legal Order addressing the particularities that occur in the economic field and delving into the knowledge of the aspects of the international economic legal order that governs economic, commercial, financial and cooperation relations between the States. Three (3) Credit Hours.
INE510	International Economy	This course addresses the fundamentals of foreign trade from a theoretical and practical perspective to understand relations and trading agreements between countries, as well as the different trade policy instruments, analyzing international economic relations from the perspective of International trade, and arguing about different means of payment, financing of foreign trade operations, establishment of trade agreements, and economic integration processes. Three (3) Credit Hours.





ITL520	International Trade Law	The International commercial law study considers theoretical aspects of a legal nature for cases of international mergers, cross-border contests of natural or legal persons, or transfers of registered offices, increasingly often in the context of economic globalization. Three (3) Credit Hours.
ISS500	Introduction to Information Security	This course is an overview of Information Security exploring basic concepts and developing knowledge and skills of protecting valuable information assets and systems. Three (3) Credit Hours.
ISS510	Information Security Ethics and Policy	This course concentrates on legal issues critical to an enterprise's technology security and operating information infrastructures engaging in e-Commerce. Three (3) Credit Hours.
ITM500	Information Technology Management I	This course is an overview of Information Security exploring basic concepts and developing knowledge and skills of protecting valuable information assets and systems. Three (3) Credit Hours.
ITM600	Information Technology Management Portfolio	This course focuses on concepts and methods used in the analysis and design of information technology management. Feasibility study, system flow-charting, data requirements analysis, data design, user-friendly systems design. Systems design project. Pre-requisite ITM 500, Three (3) Credit Hours.
ITS500	Managing System Networks	This course is a development of understanding and skills for managing effective security in enterprises that depend upon information infrastructures and engage in e-Commerce. Three (3) Credit Hours.
ITS510	Managerial Computer Forensics	This course is designed to educate current and future technology managers in the roles, responsibilities, nature, structure, content, parties, networks, tools and processes involved in computer (digital) forensics. Three (3) Credit Hours.
ITS632	Media Innovation and Impact	This course is about media and innovation – primarily digital media and digital innovation, but not exclusively. Understanding the impact of media innovation means understanding the history of these media; impact occurs only in context. To that end, we will examine the history of the Internet as well as specific media within the Internet, in particularly the participatory sites Facebook, YouTube, and Wikipedia. We will also examine the innovation histories of the most important companies in the history of personal computing: IBM, Microsoft, and Apple. Pre-Req. SOC613, Three (3) Credit Hours.





ITS641	Mobile Apps: Application Development	This course is all about Mobile devices, a crucial point for many commercial sectors and business models. These devices represent an exceptional occasion to engross consumers, employees, or many other end users. Wireless subscriptions in the U.S. now are more than the total population. How should IT divisions approach mobile devices? How to create a mobile app? What is the variance between "native apps" and "mobile optimized"? Recent government orders have engaged an emphasis on the role of mobile devices for many federal agencies and their IT sections. Specific business sectors have incorporated the mobile device as a platform for consumer commitment and acquisition; many others are thinking the same. The question is what are the right decisions and strategic plans to develop a mobile approach? Pre-Req. ITS632, Three (3) Credit Hours.
MBC510	Management of Beliefs in Coaching	The limiting beliefs are studied in depth, because in fact, the basis of all coaching process lies in the ability to understand, listen and know how to determine what is stopping the progress, and then, redefine any belief that prevents the success. Psyche and behavioral sciences are explored in depth. Three (3) Credit Hours.
MEC510	Marketing In Educational Center	This course addresses the theoretical aspects that will allow the student to obtain the necessary skills to develop marketing strategies in the education sector to attract students. Analyzing the characteristics of the different training centers to establish the most convenient marketing actions, taking into account their differentiating attributes to improve the image of the educational center in accordance with the positioning expectations and the most effective communication techniques for the proposed objectives. Three (3) Credit Hours.
MMS520	Mix marketing and services management	Involves everything related to planning and strategic action on the variables of the marketing mix, knowing the situation of the company to develop a specific strategy of subsequent positioning. Three (3) Credit Hours.
MTI510	Modern Technologies in Internationalization	This course addresses the processes of global e-commerce and the impact of new information technologies on the world economy by going in depth into the knowledge for the selection, knowledge and use of equipment and information tools related to international economic and legal areas. Three (3) Credit Hours.





PEM510	Pedagogical Management	Provide the student with skills and competencies to manage the process of supervision of student work within educational institutions, with responsibility to build, guide and generate thinking about their pedagogical practice and the coherence that must exist between practice and the curricular design of the institution. In this course the students will develop the reflections and analysis of the different approaches of educational supervision, building their proposal of accompaniment to the teachers with the techniques and the instruments to be used. Three (3) Credit Hours.
QMT520	Quality Management in The Tourism Service	It addresses a theoretical and practical vision of the main models of interpretation of quality of service, specifically within the tourism industry, as well as the development of service quality policies of a tourism company or organization. Three (3) Credit Hours.
SMM510	Strategic marketing management	It provides the student with skills and competencies to essentially manage Strategic Marketing; contextualizing it deeply in the field of strategic marketing as a tool of analysis, necessary for the direction and achievement of business objectives. Three (3) Credit Hours.
SEM510	Strategic development of e-marketing	This course deals with the theoretical aspects that will allow the student to delve into two essential and closely related topics: electronic commerce (presented from its conceptual foundations to technology) and new forms of strategic marketing (presented from its foundations to the change that produce ICT and lead to marketing in the IT environment) and linked to a methodology that proposes a marketing strategy in an electronic commerce space. Three (3) Credit Hours.
SOC613	Digital Media and Society	Covering technology, social media, and a networked world, this course is organized around the broad question of what Community Managers should know about the way digital media are reshaping society. To answer this question, it provides a series of foundational readings on the effects of new media on a number of domains of social life, including culture the economy, privacy, law, politics, social movements and consumers in general. It is designed to provide with the knowledge to analyze the development of technology and its continuing impact. The main purpose of this class is to illuminate the social-science dimensions of the Community Management. Three (3) Credit Hours.





SOC622	Digital Fundamentals	This course will cover the fundamentals of UX design and provide the students with insights into the real-life processes, challenges, considerations, tools, teams, and models of a user experience designer. Students will be introduced to UX principles, to designing, evaluating, implementing and measuring UX. Pre-Req. SOC613, Three (3) Credit Hours.
SOC625	Social Media Analysis	Good data analysis can make or break a company. Data should drive innovation, pricing, resources, and even culture. This class teaches how to capture the right data and then know what to do with it. You will learn how to use both free and paid tools to capture and analyze data from various online platforms. The value of data and analytics is that you are much better positioned to make the right decisions. Considering that people who make decisions for the company are typically those that run the company, this class will give you a life-long standout skill. Three (3) Credit Hours.
TAM510	Technologies Applied to the Management and Promotion of Tourism	This course seeks to emphasize the meaning and mainly the way information and communication technologies represent a clear opportunity for the optimization of resources and the improvement of services in the tourist industry. Three (3) Credit Hours.
TAM612	Target audience management	This course offers participants an overview of the methods and instruments, to know how to meet their ideal audience, to set up targeted traffic campaigns, create better content, save time and money and, increase sales and conversions. Three (3) Credit Hours



ADMINISTRATION AND PROFESSIONAL STAFF

UNIVERSITY OWNERSHIP

Florida Global University (FGU) is a DBA privately owned by GPM Educational Services LLC, a Florida Department of Corporations For-Profit Institution. Its Board of Directors provides the University with a business and education perspective.

ORGANIZATIONAL STRUCTURE

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Jose Gerardo Guarisma, Jr. Ph.D.

UNIVERSITY PRESIDENT & CHANCELLOR

Jose Gerardo Guarisma, JR., Ph.D.

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EXECUTIVE VICE PRESIDENT / CHIEF OF ACADEMIC AFFAIRS:

Viviana Torres Viteri, Ph.D.

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Arturo E. Enamorado-Caraccioli, Ph.D.

DEAN OF COLLEGE OF ENGINEERING:

Antonia Torres, Ph.D.

DIRECTOR OF ADMINISTRATIVE AFFAIRS AND BUSINESS DEVELOPMENT:

Jesus Fuenmayor, Ph.D.

DIRECTOR OF ADMISSIONS & REGISTRAR:

Maria Medina-Smith, Ph.D.

DIRECTOR OF ACADEMIC AND STUDENT OPERATIONS:

Richar Camacho, Ph.D.

UNIVERSITY IT RESOURCE & MARKETING DIRECTOR:

Wilmer Hurtado AS.

ACCOUNTING CPA FIRM:

SALVER & COOK, CPA

LEGAL EDUCATIONAL COUNSEL LAW FIRM:

HOLLAND & KNIGHT, LAW CENTER

PAYROLL CORPORATION:

ADP



FACULTY

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:
EgduinVeliz	<ul style="list-style-type: none"> - MGM444 Managing Innovation - EA542 School Finance - MAC105 College Algebra I - MAC114 College Algebra II 	<p>PhD in Education. Universidad Pedagógica Experimental Libertador (UPEL) MS in Environmental Management. Universidad Nacional Experimental Politécnica de Fuerza Armada Libertador (UNEFA) BS in Accounting. Universidad Nacional Abierta (UNA) BBA in Material & Financial Resources. Universidad Nacional Experimental Simón Rodríguez (UNESR)</p>
Antonia Torres	<ul style="list-style-type: none"> - BME532 Cross cultural communication and Understanding. - BED522 Equity in Classroom Assessment. - GOV612 Strategic Planning for Electronic Governance. - JOU371 Professional Issues in ICT 	<p>PhD in Education. Universidad de Carabobo (UC) Master of Advanced Management in Education. Universidad de Carabobo (UC) Specialist in Malariology and Environmental Sanitation. Universidad de Carabobo (UC) Electrical Engineer in Transmission and Communication. Universidad de Carabobo (UC) Specialist in Computer and Telematics in Distance Education (in progress). Universidad Nacional Abierta Managerial Coach. Instituto de Estudios Superiores en Administracion y Gerencia IESA</p>
Hildemarys Terán	<ul style="list-style-type: none"> - BED521 Teaching Foreign and Second Languages Online - BEA523 Bilingual Education and the Law - BME513 Methods of Teaching Integrated World Language. - UM611 Media History and Analysis: Perspectives. - ITS384 Information Age and Society - GOV611 Government and Digital Age. - HUM633 Digital Legal Environment. - DIG611 Mass Communication Law. 	<p>PhD in Education. Universidad Fermín Toro. MSc. in Education. Universidad Fermín Toro BS in Politology Social Science. Universidad Fermín Toro Lawyer. Universidad Fermín Toro</p>



Isa Ramos	<ul style="list-style-type: none"> - BUS414 Entrepreneurial Journalism - ITS424 Television Reporting and Producing. - JOU441 Ethics of Journalism. - JOU435 Historical Perspectives in Journalism - JOU412 Fundamental Issues in Journalism. - JOU353 Advanced Television reporting and Producing - JOU412 Fundamental Issues in Journalism 	<p>PhD in Education. Universidad Bicentenario de Aragua (UBA) MS in Education, Major in Planning. Universidad Bicentenario de Aragua (UBA) Specialist in Educational Systems. Universidad Bicentenario de Aragua (UBA) Bachelor of Mass Communication. Universidad Bicentenario de Aragua (UBA)</p>
Javier Méndez	<ul style="list-style-type: none"> - COM354 Intercultural Relations 	<p>PhD in Education. Universidad Bicentenario de Aragua (UBA) MS in Andragogy (Adult Education). Universidad Rafael Urdaneta (URU) BS in Social Sciences. Universidad Pedagógica Experimental Libertador (UPEL)</p>
Jesús Díaz Dagger	<ul style="list-style-type: none"> - HUM442 Media Law 	<p>Master of Conduct Orientation. Centro de Investigaciones Psiquiátricas, Psicológicas y Sexológicas de Venezuela. Master of Law in International Relations. Caribbean International University. Specialist in Educational Systems. Universidad Bicentenario de Aragua (UBA) Bachelor of Science in Higher Education. Universidad Católica Cecilio Acosta Bachelor of Philosophy. Universidad Católica Santa Rosa</p>
Johans Peláez	<ul style="list-style-type: none"> - MKT381 Digital Imaging and Manipulation. 	<p>Master of Digital Marketing. Esden Business School Bachelor of Business Administration. Universidad Católica Andres Bello (UCAB).</p>
José Ochoa	<ul style="list-style-type: none"> - MGM423 Digital Content Management - JOU313 Digital Story Telling Basics. - JOU334 Journalism and Multimedia Practice. - JOU445 Writing for Online Media - JOU415 Graphic Design for Online and Print. - ITS425 Multimedia Technology - MGM423 Digital Content Management. - JOU473 Journalism, Society, and 	<p>Master of Digital Journalism. Universidad del Sagrado Corazón San Juan Specialty in Sports Journalism. Universidad Simón Bolívar Bachelor of Mass Communication. Universidad Bicentenario de Aragua (UBA)</p>

	<p>the Citizen Journalist</p> <ul style="list-style-type: none"> - JOU352 Advanced Visual Journalism: Video 	
Luis Rodriguez	<ul style="list-style-type: none"> - MAR420 Sales Management - CPT362 Web Programming Analysis Skills - CPT372 Advanced Computer Animation 	<p>MS. in Management Universidad Bicentenario de Aragua (UBA) Systems Engineer. Universidad Bicentenario de Aragua (UBA)</p>
Mercedes Blanco	<ul style="list-style-type: none"> - BUS612 Business Ethics and Social Responsibility 	<p>PhD in Management and Philosophy in Business Administration. Universidad Nacional Experimental de las Fuerzas Armadas Venezolanas (UNEFA) MS in Education. Universidad Santa Maria Specialty in Adult Education. Universidad José María Vargas Bachelor of Education in Business Administration. Universidad Pedagógica Experimental Monseñor Arias Blanco UPEL.</p>
Mariano Palazzo	<ul style="list-style-type: none"> - MAN480 Capstone - BSC105 Biology - ENV101 Environmental Science 	<p>Master in Environmental Management, Audit Quality and Companies. Escuela Europea de Dirección y Empresas (EUDE) Bachelor of Science in Biology. Universidad Central de Venezuela UCV</p>
Migdalia Marin	<ul style="list-style-type: none"> - BME543 Foreign and Second Languages in the Content Area - BEA513 Bilingual Education Oriented Management - BME531 Literacy Across the Content Areas - EDU511 Foundations of Teaching in a Bilingual and Multicultural Environment - BED523 Curriculum and Materials for Teaching Foreign and Second Languages - ENC202 College Composition II - ENC101 College Composition I - SPC260 Oral Communication - OM312 Communication Skills 	<p>Post Doctorate in Education. Universidad Bicentenario de Aragua (UBA) PhD in Education. Universidad Bicentenario de Aragua (UBA) MS. in Education. Universidad Bicentenario de Aragua (UBA) BS in English. Universidad Pedagógica Experimental Libertador (UPEL)</p>



<p>Richar Camacho</p>	<ul style="list-style-type: none"> - BME541 Diverse Learners and Community Engagement - BME542 Language Testing and Evaluation - BEA511 Educational Leadership 	<p>PhD in Education. Universidad de Carabobo (UC) MS in Higher Education. Universidad Pedagógica Experimental Libertador (UPEL) Specialist in Malariology and Environmental Sanitation. Universidad de Carabobo (UC) Physician and Surgeon. Universidad del Cauca Specialist in Computer and Telematics in Distance Education (in progress). Universidad Nacional Abierta</p>
<p>Sandra Verde</p>	<ul style="list-style-type: none"> - COM432 Communications Research Methods. - MGM385 Project on an approved topic 	<p>PhD in Adult Education - Distance Learning. Interamerican Educational University of Panama Master in Educational Administration. Universidad Pedagógica Experimental Libertador (UPEL) Specialist in Educational Leadership. Universidad</p>
<p>Ana Josefina Medina</p>	<ul style="list-style-type: none"> - FIN410 Accounting for Managerial Decision Making - BUA550 Managerial Accounting - BUA560 Financial Management - ACG201 Principles Of Accounting - MAR311 Principles Of Marketing - ACG207 CostAccounting - FIN222 Finance - MAR380 InternalTechnical Marketing - MAR420 Sales Management - MAN307 Strategic Management - FIN320 Corporate Finance - FIN310 Money and Banking - FIN315 International Investment Management - FIN420 International Trade and Finance 	<p>Master in Management Finance. Bachelor of Business Administration in Accounting.</p>
<p>Nelca Tovar</p>	<ul style="list-style-type: none"> - COP231 Cloud Computing and Application - ITS374 Networking Technologies. - ITS301 It Trends and Technologies - ITS425 Multimedia Technology - CGS300 	<p>Bachelor of Science in Computer Engineering Master of Education, major in Educational Management</p>



	<p>StrategicProgramTechniques</p> <ul style="list-style-type: none"> - ITM500 Information Technology Managemen - ITS510 Managerial Computer Forensics - EBU411 E-Commerce - ITS443 Democracy, New Media and Internet. - CPT362 Web Programming Analysis Skill. - JOU371 Professional Issues in ICT - CPT372 Advanced Computer Animation - MKT381 Digital Imaging and Manipulation. - EEL312 Networks and The Internet. - ITS488 Web Development 	
Betty Cadenas	<ul style="list-style-type: none"> - DIG611 Mass Communication Law. - BUL224 Business Law - HRM310 Labor Relations - CGS300 StrategicProgramTechniques - CGS500 StrategicProgramTechniques - HUM633 Digital Legal Environment - BUA488 Research Methods - HUM442 Media Law 	<p>Lawyer Master of Educational Management</p>
David Zambrano	<ul style="list-style-type: none"> - BUA540 Marketing Management - BUA550 Managerial Accounting - FIN500 Managing Investment - GEB315 Venture Capital - DIG642 Market Research in Digital Media - BUA560 Financial Management - FIN500 Managing Investment. - FIN510 Corporate Finance and Institutions. - MAN302 International Business - FIN310 Money and Banking - FIN315 International Investment Management 	<p>Bachelor of Business Administration in Accounting Bachelor of Business Administration Lawyer. Specialist in Labor Laws. Master of Higher Education Doctor of Education</p>
Alexandra Jimenez	<ul style="list-style-type: none"> - STA275 Statistics 	<ul style="list-style-type: none"> - MA Teaching Mathematics Universidad Interamericana Rio Piedras, PR - BA EducationMathematics Universidad de Puerto Rico, Rio Piedras, PR



Mauro Hernandez	- BUA520 Management Information Systems Development	- Bachelor of Science Management Information Systems - Doctorate of Instructional Technology and Education
Jesus Arocha	- BUS612 Business Ethics and Social Responsibility. - BUA510 Leadership in Management. - FIN510 Corporate Finance and Institutions. - FIN303 Financial Management. - BUA560 Financial Management - BUA500 MBA Fundamentals - BUA510 Leadership in Management. - FIN500 Managing Investment. - PHI260 Introduction to Ethics	Bachelor of Science and Military Arts. Master of Business Management major in Financial Management, Doctor of Management Sciences
Yordis Enrique Salcedo	- DIG642 Market Research in Digital Media. - SOC622 User Experience Fundamentals (UX)	Post Doctorate in Research. Universidad Bicentenario de Aragua. PhD in Education. Universidad Bicentenario de Aragua (UBA) MS in Education. Universidad Pedagógica Experimental Libertador (UPEL) BS in Physical Education. Universidad Pedagógica Experimental Libertador (UPEL)
R. Curtis Parker	- SOC201 Sociology	MS Sociology Purdue University
Orlando Villaverde	- BUA530 Operations Management - UA430 Operations Management - BUA350 Supporting the Corporate Goals and Vision: Enterprise Overview	DBA-Nova Southeastern University-Business; Ph.D- Warren National University- Health Admin MBA-Embry Riddle Aeronautical University- Business Master of Science-Embry Riddle Aeronautical University-Aviation Bachelor-Nova Southeastern University-Professional & Applied Science Bachelor-Embry Riddle Aeronautical University-Aeronautics
Juan Blanco Peñalver Torres	- INE510 - International Economy	PhD in Management Science. Universidad Nacional Experimental Politécnica de la Fuerza Armada Nacional, Venezuela. Master in Industrial Engineering. Universidad de Carabobo, Venezuela. Economist. Universidad Central de Venezuela, Venezuela. Specialist in Financial Management and Project Management. Universidad de Carabobo, Venezuela.



Santarvis Brown	<ul style="list-style-type: none"> - PHI210 Critical Thinking - MAR405 Consumer Behavior 	<p>BA - Religion and Philosophy Florida Memorial University, FL</p> <p>MA – Management and leadership Liberty University, VA</p> <p>MA – Business Administration Columbia Southern University, AL</p> <p>PHD – Clinical Pastoral Counseling</p>
Josmer Márquez Franco	<ul style="list-style-type: none"> - IEL510 – International EconomicLaw 	<p>Doctor in Law and International Relations. Caribbean International University, Curacao.</p> <p>Master in Political Science. Major:Regional Development Planning. Universidad Bicentenario de Aragua, Venezuela</p> <p>Master in Law and International Relation. Caribbean International University, Curacao.</p> <p>Lawyer. Universidad de Carabobo.</p>
Edila Papa Arcila	<ul style="list-style-type: none"> - ITL520 - International TradeLaw 	<ul style="list-style-type: none"> - Doctor in Law and International Relations. Caribbean International University, Curacao. - Master in political science mention regional development planning. Universidad Bicentenario de Aragua, Venezuela - Master in Law and International Relation. Caribbean International University, Curacao. - Lawyer. Universidad Bicentenario de Aragua, Venezuela
Viviana Torres	<ul style="list-style-type: none"> - ITS443 Democracy, New Media and Internet - DIG633 Digital Multimedia Production - GOV633 E-Government and ICT - SOC613 Digital Media and Society - ITS632 Media Innovation and Impact - GOV622 New Media and Democracy. - ITS641 Mobile Apps: Application Development - CGS500 Strategic Program Techniques - ITM600 Information Technology Management Portfolio. - SOC622 Digital Fundamentals. - ITS500 Managing System Networks. 	<p>PhD in Educational Innovations. Universidad Nacional Experimental de la FFAA (UNEFA)</p> <p>Master of Advanced Management in Education. Universidad de Carabobo (UC)</p> <p>Systems Engineer. Universidad Bicentenario de Aragua (UBA)</p> <p>Managerial Coach. Instituto de Estudios Superiores en Administracion y Gerencia IESA</p>



<p>Jesus A. Fuenmayor</p>	<ul style="list-style-type: none"> - BUA510 Leadership in Management. - BUA500 MBA Fundamentals - BUA530 Operations Management. - BUA600 Global Operation Management. - BUA488 Research Methods 	<p>PHD Managerial Sciences – URBE University – Venezuela; Master’s in communication sciences – URBE University – Venezuela; Bachelor of Science on Social Communications – Cecilio Acosta Catholic University – Venezuela</p>
<p>Arturo E. Enamorado-Caraccioli</p>	<ul style="list-style-type: none"> - BUS612 Business Ethics and Social Responsibility. - MAN321 Principles of Management - MAN302 International Business - GEB315 Venture Capital - MAN410 Operating A Small Business Management - EBU411 E-Commerce 	<p>PHD (HC) Business Administration & International Relations – LIU Logos International University, Florida, USA; Master on International Commerce – I.E.B – Instituto de EstudiosBursatiles (Trading Studies Institute) Madrid, Spain; Bachelor of Science on Business Administration – UNITEC (Technological Central American University) – Tegucigalpa, Honduras Associate Degree – Superior Technical Degree – UNITEC (Technological Central American University) Tegucigalpa, Honduras</p>
<p>Mauricio Umaña</p>	<ul style="list-style-type: none"> - MTI510 - Modern Technologies in Internalization 	<ul style="list-style-type: none"> - Doctor in Law and International Relations. Caribbean International University, Curacao. - Master in Business Administration Major in Industrial Management and Technology Development. Nicaragua. - Industrial Engineer. Universidad de El Salvador.



DESCRIPTION OF THE UNIVERSITY'S PROCEDURES FOR HANDLING COPYRIGHT INFRINGEMENT AND AGENTS IN COMPLIANCE WITH FAIR CONSUMER PRACTICES

**Florida Global University
Copyright Infringement Policy (the "Policy")**

Introduction and Policy Statement

This Policy is promulgated in compliance with Title 17 of the United States Code, 18 USC § 2319, the No Electronic Theft Act, the Digital Millennium Copyright Act, and all other applicable copyright laws and regulations (collectively the "Laws") pertaining to educational institutions.

Florida Global University (the "University") complies with all applicable laws pertaining to copyrights, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Policy shall yield to the Laws as and where required. The duties and obligations imposed by this Policy shall be in addition to and not a limitation of any duties or obligations otherwise imposed by the Laws.

For purposes of this Policy, Information Technology Resources shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University's processing, transfer, storage, access, and/or dissemination of information.

Students, faculty, and staff shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials without the prior express written permission of the copyright holder. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited. Individuals using the Information Technology Resources (or any portion thereof), the library, and/or any other academic resources at the University are responsible for complying with all applicable copyright laws and the University's policies and procedures regarding the use of copyrighted materials.

The University requires its students, faculty, and staff to educate themselves on the principles of copyright, to respect the rights of copyright owned by others, and to comply with all applicable laws pertaining thereto.

Note: All content produced by University employees on or with the Information Technology Resources are the property of the University.

Notification, Investigation, and Removal Procedures University Authority

In the case of copyright infringement by a student, faculty or staff member, the University reserves the rights to deny, limit, or revoke access to the Information Technology Resources or to impose other sanctions at its discretion. (See the end of this Policy statement for procedures on copyright infringement concerning language, literature, or media other than Information Technology Resources.) Once a determination of copyright infringement has been made under the Procedures for Investigation and Disposition of Copyright Infringement Allegations, the matter will be referred to the appropriate authority as defined below.

The Office of the Dean of College of Business Administration and Social Sciences will deal with student violations of this Policy. Faculty violations of this Policy will be dealt with by the appropriate Division Head and other relevant University officials. Staff violations of this Policy will be dealt with by the appropriate supervisor and other relevant University officials.

The procedures outlined below will apply when the University receives written notification of an alleged copyright infringement.

Notification of Infringement by Copyright Holder

Copyright holders who believe a student, faculty or staff member has infringed their copyrighted material must notify the University's Executive Vice President/Vice Chancellor (the "Designated Agent") of the allegedly infringing action or material in writing. For purposes of these procedures, an email message from the copyright holder shall be considered a written notice, provided that the copyright holder alleging such infringement is identified and is willing to provide additional signed documentation of his/her claim.

The notification must:

Identify the copyrighted material being infringed in sufficient detail to permit the University to locate the allegedly infringing material on the University's Information Technology Resources; State the basis for the claim of possible infringement; and State the basis for the copyright holder's copyright in the work (e.g., author, owner, assignee).

Notification of Student, Faculty or Staff Member of Allegation of Copyright Infringement

The Designated Agent will notify the student, faculty or staff member who appears to have posted the allegedly infringing material that an investigation procedure will be conducted according to this Policy.

Procedure for Investigation and Disposition of Copyright Infringement Allegations

In the event that the allegedly infringing material is being used for a class at the University, the Designated Agent will attempt to secure an arrangement with the copyright holder for use of the allegedly infringing material by the student, faculty or staff member until the end of the current academic term. Failing a satisfactory arrangement, the Designated Agent will notify the student, faculty or staff member and conduct an investigation of the alleged infringement and will take action as set forth below regarding any allegedly infringing material.

If, after the investigation, the Designated Agent determines that the allegedly infringing material appears not to infringe on the copyright of the copyright holder, the Designated Agent will notify the copyright holder and the student, faculty or staff member of this determination. If the copyright holder disagrees with the determination of the Designated Agent, the copyright holder may request in writing that the University ask its attorneys to render an opinion as to whether the allegedly infringing material constitutes copyright infringement. If the material is determined not to constitute copyright infringement, the material will remain on the Information Technology Resources.

If, after conducting an investigation, the Designated Agent determines that the allegedly infringing material appears to infringe the copyright of the holder, the Designated Agent, working with the appropriate authority, will follow the procedures for removal of infringing material set forth below.

Removal of Infringing Material

If, after the Designated Agent's investigation, the determination is made that the allegedly infringing material appears to infringe the copyright of the holder, the Designated Agent will notify the copyright holder and the student, faculty or staff member whose account was used to post the allegedly infringing material. The Designated Agent will direct the appropriate University IT staff member to remove, or block access to, the allegedly infringing material. At this time, the appropriate authority, as designated under University Official, will be informed.

Upon receipt of notification from the Designated Agent that the allegedly infringing material appears to infringe the copyright of the copyright holder and is being blocked or removed from the University's Information Technology Resources, the student, faculty or staff member may request that the designated agent restore the removed or blocked material based on the student, faculty or staff member's belief that the allegedly infringing material is not infringing. Such a request must be in writing and include a detailed statement of the basis for the student, faculty

or staff member's belief that the allegedly infringing material is not infringing, as well as a request to the Office of the Executive Vice-president/Vice Chancellor that the removed or blocked material be restored. If the Designated Agent receives such a request from the student, faculty or staff member, the Designated Agent, in consultation with the appropriate University authority, will provide a copy of the request to the copyright holder and to the University's attorneys, if the attorneys have not already provided an opinion on the matter.

If, within ten days after a copy of the student, faculty or staff member's request is sent to the copyright holder by the Designated Agent, the Designated Agent has not received a written request from the copyright holder to continue the blocking or removal of the allegedly infringing material, the Designated Agent will notify the University's IT department to restore the material so long as the University's attorneys, if they have been consulted, agree that the material does not constitute an infringement of copyright. The University's IT department may restore the allegedly infringing material within six (6) days of the receipt of such notification and the material may be downloaded again by the student, faculty or staff member.

If the Designated Agent receives, within ten (10) days, a request from the copyright holder to continue the blocking or removal of the allegedly infringing material, the Designated Agent will provide copies of all correspondence to the University's attorneys. Notification of this request from the copyright holder will also be sent to the student, faculty or staff member who had appealed the original decision regarding the alleged copyright infringement, and to the appropriate University authority. The University's attorneys will be asked to render an opinion as to whether the allegedly infringing material constitutes copyright infringement.

If the allegedly infringing material is determined, by the University's attorneys, not to constitute copyright infringement, the material may be restored by the University's IT department within ten (10) days of such determination and the material may be downloaded again by the student, faculty or staff member.

Procedures Involving Alleged Copyright Infringement Concerning Language, Literature, or Media other than Information Technology Resources

Questions of alleged copyright infringement concerning language, literature, and media other than in connection with the University's Information Technology Resources will be investigated by the established Designated Agent(s). This/these Designated Agent(s) will follow procedures and adhere to policies that are essentially the same as those outlined above (for Information Technology Resources) to ascertain if the fair use provisions of the Laws have been infringed upon. Blocking or removal of material determined to constitute copyright infringement will be handled in a manner determined to be appropriate for each such area, as will restoration of material that is determined, through the appeal process, not to constitute copyright infringement.

Policy Review

The University's Educational Lawyers shall review this Policy annually.

Any copyright holder wishing to send a notice to Florida Global University regarding possible copyright infringement should contact the University to the following address:

Florida Global University

10422 NW 31st Terrace

Doral, Florida 33172

FLORIDA GLOBAL UNIVERSITY'S RULES AND REGULATIONS REGARDING AGENTS

Florida Global University follows strict standards and procedures to recruit agents. Therefore, the University strictly enforces the Rule 6E-2.010 and follows verbatim the rule, which is disclosed in this catalog.

"The following provisions shall apply to persons meeting the statutory definition of "agent" found in Section 1005.02(2), F.S.

(1) No agent shall recruit for an institution required to be licensed under Section 1005.31(1), F.S., unless the institution is so licensed.

(2) It shall be the responsibility of each institution to require a specific training program for its admissions director, who shall supervise and train all agents and admissions staff employed by the institution. The agent training program shall be submitted to the Commission for review, initially and upon changing the program. Institutions that choose to employ a training provider for their training program may, if the program provided by the contractor has been approved by the commission, provide the program without additional approval. Training of agents shall include information to familiarize agents with the Florida Statutes and applicable rules regarding agents, and with the institution's programs, services, costs, terms of payment, financial aid available for qualified students, refund policy, transferability of credits to other institutions, reasonable employment projections and accurate placement data, status of the institution regarding licensure and accreditation, facts regarding the eligibility of graduates to sit for licensure examinations or fulfill other requirements to practice in Florida the career or profession for which the prospective student wishes to be trained, and other relevant facts. The training program shall reflect the fair consumer practices outlined in Sections 1005.04 and 1005.34, F.S., and Rule 6E-1.0032, F.A.C. The training program shall be updated as necessary to reflect changes in applicable laws, rules, and institutional policies; and all agents and admissions staff shall be provided with updated training as necessary.

(3) Each agent applying for initial licensure with an institution shall file with the Commission the required documentation and the appropriate application fee, as well as a fee for the cost of an investigation of criminal justice information as provided in Section 1005.22(1)(h), F.S., and defined in Section 943.045(5), F.S. Agents applying for renewal of their existing license with an institution shall submit, with the application for renewal, updated information regarding training taken during the preceding year, contact information, required fees, and a certification signed by the director or chief administrative officer of the institution stating that the information provided is true and correct.

(4) Persons seeking licensure as recruiting agents for institutions shall submit the following materials in conjunction with the application fee:

(a) Confirmation by the chief executive officer or president of the institution that the individual has been appointed as a recruiting agent for the institution;

(b) Documentation that the institution is authorized to operate by the appropriate state or other agency of jurisdiction where the main campus, corporate headquarters, and all other operations of the institution are located, if out of state;

(c) A statement of the institution's status regarding accreditation;

(d) A copy of the institution's current catalog; and,

(e) An affirmation signed by the chief executive officer or president of the institution, stating that the agent has received all required training and that the institution shall be responsible for the correct and accurate representation of the institution by the agent in Florida; and that all printed materials, advertisements, and verbal information disseminated in Florida by the agent regarding

the institution shall conform to the applicable requirements of Florida law and rules, including: Chapters 501 and 1005, F.S. and Chapters 6E-1 through 6E-4, F.A.C.

(5) Upon receipt of the required materials and results of the criminal justice information investigation required for new applicants by Section 1005.22(1)(h), F.S., showing that the applicant has not been found in violation of laws or rules governing recruiting practices or other relevant matters, the staff of the Commission shall review the materials and make a recommendation to the Executive Director regarding licensure of the applicant. The staff shall request additional information regarding the applicant or the institution to be represented, if the materials submitted do not contain the information necessary to determine eligibility. If the Executive Director finds that the applicant and the institution to be represented meet the standards set forth in this rule and in Chapter 1005, F.S., the agent's license shall be issued or extended for one year. A report of agents issued licenses or extensions shall be provided to the Commission on a quarterly basis. If the criminal background investigation reveals relevant convictions or pleas, the application will be denied.

(6) The criteria for nontransferable licensure of a recruiting agent are:

(a) Evidence of appointment by the institution to be a recruiting agent for the institution;

(b) Evidence that the institution to be represented is authorized to operate by the appropriate state or other agency of jurisdiction where the main campus, corporate headquarters, and all other operations of the institution are located, if out of state;

(c) Evidence that the agent has satisfactorily completed an approved training program and has demonstrated competent knowledge and mastery of the content;

(d) Affirmation that the agent has not had an agent's license or similar authorization revoked in Florida or in another state or other jurisdiction, and has not been found in violation of laws or rules governing recruiting practices; and,

(e) Affirmation that the agent will represent the institution correctly and accurately and will comply with all applicable laws and rules.

(7) Each agent's license shall be effective for a period of one year from the date of issuance, and is not transferable to another agent or to another institution to be represented. If an individual recruits students for more than one institution, that individual must receive a separate agent's license and receive and document separate agent's training for each institution represented.

(8) Each initial agent's license shall be issued for a maximum period of one year from the date of issuance. After receiving initial licensure, an agent shall apply annually for licensure by submitting the documentation and fee set forth in this rule.

(9) Each institution employing recruiting agents shall notify the Commission in writing within ten days after the resignation or dismissal of an agent. Agents shall be required to return their agent's license within 10 days of resignation or dismissal.

(10) An agent's license is subject to denial, probation, or revocation for cause as set forth in Section 1005.38, F.S. and Rule 6E-2.0061, F.A.C. Grounds shall include violation of applicable Florida law; misrepresentation of the institution, its programs, or other pertinent facts; obtaining an agent's license by fraudulent misrepresentation, bribery, or through an error of the Commission; failure to follow fair consumer practices; failure to comply with the provisions of Chapter 1005, F.S.; prior revocation or disciplinary action against the agent for violation of these or similar standards; revocation of the represented institution's license in Florida or of its authorization to operate in the state or other jurisdiction where the main campus, corporate headquarters, and all other operations of the institution are located; or, in the case of an out-of-state institution not licensed by the Commission, any activity by or on behalf of the institution which would be grounds for denial or revocation of its licensure under the provisions of Rule 6E-

2.0061, F.A.C., if it were subject to licensure in Florida. A person whose agent's application has been denied or revoked shall not solicit students, nor shall a person solicit students while his or her agent's license is under probation.

(11) Revocation of an agent's license shall lead to an investigation of the licensed institution to determine whether the institution's license should be placed on probation or revoked for failing to train or supervise its agents adequately, or for allowing or encouraging its agents to violate the provisions of Florida Statutes and rules, if the activities leading to the disciplinary action appear to be related to such circumstances.

(12) All monies collected by an agent from or on behalf of students recruited shall be turned over to the institution represented. All checks received shall be made payable to the institution represented, and receipts for cash shall be given to the student in the name of the institution.

(13) All licensed agents representing an institution shall be called agent, admissions representative, sales representative, or field representative. The terms counselor or advisor, or modifications thereof, shall not be used by agents.

(14) Agents shall not have the authority to accept an applicant for admission on behalf of the institution. If an applicant is determined by the institution not to be eligible for admission, or not to possess the ability to complete the program successfully, all monies paid shall be refunded in accordance with the institution's refund policy.

(15) An agent shall not offer a bonus or discount to the prospective student and shall not make statements indicating that the prospective student must make a decision immediately or within a short period of time. No reference shall be made, either verbally or in writing, that other inducements, including but not limited to travel, equipment or textbooks, will be provided free to the prospective student for signing up during a specific period of time or for bringing in other new students.

Rulemaking Authority 1005.31(10) FS. Law Implemented 1005.04, 1005.22(1)(h), 1005.31(10), 1005.33, 1005.38(1), 1005.39 FS. History—New 12-5-74, Formerly 6E-4.01(4), Amended 11-11-75, 2-6-78, Formerly 6E-2.10, 6E-2.11, Amended 5-13-87, 11-27-88, 11-29-89, 12-10-90, 10-19-93, 4-11-00, 4-2-03.”

Source:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1005/Sections/1005.04.html