



FLORIDA

UNAD FLORIDA



CATALOG 2017 - 2018



2017-2018 Catalog, Volume 13.5

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## CATALOG UNAD FLORIDA 2017-2018



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**Submitted by**

Jorge Millan, Ph.D.

Executive Director/Director of Compliance

**UNAD Florida** It is an institution focused on learning and oriented to attend the educational needs of its students, through an academic formation of Undergraduate and Postgraduate committed to its environment and pertinent with its professional and work context.

**Disclosure:** UNAD Florida reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with the State Commission for Independent Education rules and regulations and will be attached to this catalog.

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For additional information on these and other articulation agreements with national or international institutions, please contact the UNAD Business Office at +1-954-389-2277.



This catalog includes the main terms concerning the formal relationship between students and UNAD Florida. Regardless of its effective date, the Institution reserves the right to admit, readmit or register a student only for a semester or session separately and change policy at any given time. The Institution binds itself only during the semester for which the student has enrolled and paid his/her tuition fees.

It is the student's responsibility to know and comply with the content of this catalog and all of UNAD Florida's rules and regulations. This catalog complies with the institution's bylaws, regulations, administrative orders, and duties under Federal Law. It is subject to subsequent amendments. This Catalog is electronically available to students at least one week prior to enrollment. Students will be informed of any changes or amendments made to the Catalog.

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## UNAD FLORIDA

### HISTORY OF UNAD FLORIDA

UNAD Florida is a private, independent 501 (c) (3) nonprofit corporation registered under the laws of the State of Florida. Its Board of Directors under its bylaws governs the corporation. UNAD Florida is registered with the Florida Department of State, Division of Corporations, to do business in Florida as UNAD Florida.

It was organized as a private university on July 24, 2000 and granted 501(c) 3 tax exempt status on November 3, 2003. It was conceived by UNAD Colombia, a public nonprofit University in Colombia, to serve Colombian, Hispanic, and underserved populations in the United States and throughout the world abroad. It was licensed as an online university on January 26, 2004 by Florida's Department of Education Commission on Independent Education. The university is a professionally and professional, academically oriented institution. Their faculties are credentialed in their fields of expertise and meet all standards set by the Department of Education. It is governed by a board of directors headed by the President of UNAD Colombia and by its who supervise and guide the work of the Executive Director in Florida.

UNAD Florida, is an institution of higher learning that offers bachelors, Master's, and Doctoral degree programs duly licensed by the Commission for Independent of Education. UNAD Florida provides undergraduate studies as well as programs for professionals and entrepreneurs wishing to continue at the graduate level.

UNAD Florida is a dedicated to preparing graduates to be competitive professionals in the global workforce. We offer Undergraduate and Graduate programs in various educative and administrative fields utilizing the latest online tools to efficiently deliver a solid yet flexible course load for our students.

All our programs are fully online and operate through virtual means giving our students the flexibility to study remotely at their desired location and time. With full access to electronic content and resources, a complete online library, and support from our highly qualified faculty, the course of study is dynamic, interactive, and participatory.

UNAD Florida is committed to the development of human potential, through an educational methodology based on new information technologies and content, oriented to the most demanded work opportunities. UNAD Florida promotes quality, excellence, efficiency, relevance, and social responsibility for a better present and future of our society.

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**Statement of Purpose**

1. To foster a vigorous, diverse learning environment shaped by contemporary awareness, intellectual inquiry, and a shared search for truth in which students gain knowledge and build skills and values useful in their personal and career development.
2. To cultivate student-centered learning at all levels, supported by technological resources and led by qualified faculty and staff who are guided by contemporary scholarship and professional practice.
3. To promote the development of foundational values relevant to leadership in the 21st century: self-worth, creativity, interdependence, service, integrity, and effectiveness.
4. To foster intellectual and personal growth, sensitivity to diversity and human dignity, effective and responsible leadership, environmental responsibility, and lifelong learning.
5. To offer online degree programs with foundational perspective, breadth and professional relevance for undergraduate and graduate students.

**UNIVERSITY MISSION, VISION, ACADEMIC PILLARS, AND LONG-TERM GOALS**

The current mission, vision, academic pillars, and long-term goals were written as part of UNAD Florida's Strategic Plan in April 2017.

**Mission**

UNAD Florida is committed to the formal education of its students under quality, modern and dynamic online teaching and learning environments focused on the Hispanic communities for their socioeconomic development.

**Vision**

It is projected as a leading organization in online education, recognized nationally and internationally for the innovative quality and relevance of its educational offerings and services and for its commitment and contribution to sustainable human development, local and global communities.

### **Decalogue of values**

#### **At UNAD we believe:**

1. In the restorative power of values, ethics, respect, discipline, debate, conciliation between the members of our university community and other social actors in the country.
2. In the strength that generates in people the integration of professional and human quality as a result of a reticular and intelligent work.
3. In the need to qualify our students, teachers, tutors, advisers, and officials at all levels to achieve an equitable, fair and enterprising society.
4. That our institutional commitment is to promote respect as a basic element for personal and professional self-realization.
5. In the creative potential, in the critical attitude, in the hard and honest work of our university community.
6. In the "Education for all": in any place and moment of life, fundamental for the prosperity of all.
7. In the institutional excellence and in the capacity of our graduates to generate progress.
8. In freedom action, thought, worship and political ideas as pillars for peaceful coexistence, solidarity, and tolerance.
9. In the idea that our rights must be the result of the proper exercise of our duties.
10. In the importance of working so that social projection and research generate better living conditions

#### **Academic pillars**

UNAD Florida education seeks to instill and develop in the students the following dimensions:

1. Ethics, Social Responsibility, Sustainability (environmental, cultural, technological, economic, financial)
2. Economic Development, Entrepreneurship
3. Interdisciplinary Thinking and Integration of Knowledge

4. Critical Thinking
5. Quantitative Thinking
6. Innovation
7. Global Dimension (global cultures, religions, political, legal and economic systems, languages)
8. Information Technology

### **Long Term Goals**

- To maintain an excellent online educational process by continuously reviewing and improving the quality standards with the implementation of an organizational evaluation system.
- To apply a systematic design of instruction that guarantees the effectiveness of the instructional process by writing an instructional design handbook and training faculty in the application of the handbook's content.
- To assure a high-quality teaching process by maintaining a faculty with the highest qualifications. To constantly improve our technological resources with modern hardware, software and communications equipment.
- To foster online learning communities with the delivery of academic and social forums and other communication tools.
- To instill in our instructors that human concerns need to be recognized in the classroom and should be dealt with.
- To promote scientific research by organizing specific fields within the academic programs.
- To promote educational projects for different populations that contribute to the acquisition of the new academic, technical or professional skills.
- To prepare our students for a competitive global market by developing a critical and free-thinking leadership training.
- To offer affordable programs in accordance with our commitment of recognizing accessibility to all socioeconomic groups.

UNAD Florida is not accredited but is seeking accreditation. Accreditation is a rigorous independent review process taking from three to six years for approval depending on

circumstances. Accredited universities offer Title IV federal financial assistance thus we do not offer Title IV assistance. UNAD Florida cannot guarantee that during the length of your enrollment it will be accredited. Acceptance of credits and degrees taken at UNAD Florida is at the discretion of the receiving or evaluating entity. In addition, employers may not recognize degrees

#### DESCRIPTION UNAD FLORIDA

UNAD Florida office provides the administrative support of the university's day-to-day activities.

UNAD Florida 490 Sawgrass Corporate Parkway Suite 120. Sunrise, FL 33325

Contact Information:

Phone: (954) 389-2277

Office Hours: 8:00 a.m.- 5:00 p.m. M-F(EST)



Our Florida office provides the administrative support for the university's day-to-day activities as an online school. Its 2,901-sq. ft. space has nine administrative offices, one conference/classroom, and one kitchenette area. Located in the beautiful Sawgrass Corporate Park, just east of the Sawgrass Expressway, north of I-592 in Sunrise.

#### BOARD OF DIRECTORS

The Board of Directors is the legislative body for institutional policy of the university in accordance with the by-laws of UNAD Florida.

#### Memberships, approvals, and other affiliations

- **Institutional Approvals and Association Memberships**

UNAD Florida is a member of Florida Association of Post-Secondary Schools

National Association of Colleges and Employer

#### Articulation Agreements with Other Schools and Universities

Affiliate campus of UNAD Colombia.

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## UNAD ADMINISTRATIVE STRUCTURE

### • Organization

Fulfilling the Mission and Vision of UNAD Florida requires collaboration among the Board of Directors, administration, and faculty. The UNAD model of shared governance recognizes the special role of faculty and ensures that they will be consistently and appropriately involved in the formulation of University policies, especially but not only through the participation in committees, Board of Directors, and other academic activities.

Adequate opportunities for communication are essential if faculty members are to fulfill their roles in institutional governance, namely to oversee the university curriculum (including its outcomes and content), to approve the academic policies that impact how the curriculum is offered to students, to ensure that students have fulfilled the outcomes of the curriculum, and to recommend students for degree conferral to the Board of Directors.

With a geographically dispersed faculty, the university is challenged to design a governance system that gives the faculty its full voice in the governance of the curriculum and bridges the physical gap between faculty members. Faculty governance structures at the university and the school levels ensure that the faculty members fulfill their roles as overseers of the curriculum.

For the purposes of this document, the term faculty representative refers to all faculty members and academic administrators within each school or center unless the description specifically references Core and Section Online Faculty members.

If any committee representatives vacate their appointed or elected position on any council or committee prior to the end of their term, the individual responsible for appointing or initiating election for that position will appoint a qualified representative to serve in that capacity for the remainder of the term.

## UNIVERSITY OFFICIALS

### BOARD

- |                  |                     |                     |
|------------------|---------------------|---------------------|
| • Jaime Leal     | • Andrés Salinas    | • Jose Ignacio Diaz |
| • Luigi H. López | • Nancy Rodriguez   | • Jorge Millan      |
| • Andrés Prada   | • Constanza Venegas |                     |

## UNAD FLORIDA ADMINISTRATIVE STAFF

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- Executive Director / Director of Compliance: Jorge Millan, Ph.D.
- Academic Director: Jose Diaz, Ph.D.
- Director of Admissions: Zuleyma Loggiodice Ph.D.
- Director of Placement and Student Services: Mercedes Inciarte Ph.D.
- Bursar: Omar Diaz. Msc
- Administrative Services: Jimena Garcia

## ACADEMIC PROGRAMS

UNAD Florida offers five Undergraduate degree programs and five Graduate degree programs. These programs are grouped under four Schools: School of Basic Science and Engineering, School of Administrative Sciences, School of Human and Social Sciences, and School of Education.

For degree programs, the school follows the requirements set forth by the Commission for Independent Education, and thus the length of the program varies depending on the degree level as follows:

### **Degree Programs:**

- **School of Basic Science and Engineering**

Bachelor of Science in Systems Engineering

- **School of Administrative Sciences**

Bachelor of Science in Industrial Administration

Bachelor of Science in Commercial and Marketing Administration

Master of Business Administration

Doctor of Business Administration

- **School of Human and Social Sciences**

Bachelor of Arts in Mass Communication

Bachelor of Arts in Social Psychology

- **School of Education**

Master of Arts in Education

Master of Arts in Teaching English as a Foreign Language (TEFL)

Doctor of Education in Educational Technology

## School of Basic Science and Engineering

### Bachelor of Science in Systems Engineering

- Program Description**

This program provides students with a solid education in computer science and programming. Upon completion of this program, students will demonstrate knowledge of a wide range of engineering principles, computer languages, tools and hardware currently related to the construction of software products. Students will be able to significantly contribute to a team's effort with vision and leadership toward the goal of producing quality software and will be familiar with computer security threats, prevention and countermeasures. In this program, there is an intense focus on Internet and database programming.

- Program Objective**

Upon completion of this program, students will have the ability to model and solve problems using the techniques of mathematics, physics, engineering science, operations research, applied probability and statistics, and computer simulation.

General Education Core Courses: 30 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS 111	Introduction to Business	3	
CES121	Introduction to Information Technology	3	
COM111	English Composition I	3	
COM121	English Composition II	3	COM111
HUM111	Government and Democracy	3	
HST121	Computer Assembly		
MAT111	Algebra and Trigonometry	3	
MAT122	Algorithms	3	
MAT123	Differential & Integral Calculus	3	

NAS121	Physics I	3	
<b>Program Courses: 90 Credit Hours</b>			
<b>Course Code</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-Req</b>
BUS233	Financial Economics	3	
BUS368	Informatics Auditing	3	HST479
BUS481	Project Evaluation	3	MAT111
CES232	General Theory of Systems	3	
NAS232	Physics II	3	NAS121
CES243	System Analysis	3	CES232
CES244	System Dynamics	3	CES243
CES355	System Design	3	MAT122*
ELE361	Elective I	3	
ELE472	Elective II	3	
HST232	Introduction to Programming	3	MAT122
HST243	Programming I	3	HST232
HST244	Computer Architect	3	HST121
HST355	Databases I	3	HST232
HST356	Programming II	3	HST243
HST367	Databases II	3	HST355

HST470	Internet Programming I	3	
HST478	Software Engineering	3	CES355
HST479	Databases III	3	HST367
HST481	Internet Programming II	3	HST470
INT481	Internship	6	
MAT236	Differential Equations	3	MAT123
MAT247	Numerical Analysis	3	MAT236
MAT 358	Statistics and Probability	3	MAT 111
MAT360	Operational Research	3	MAT358
MTI351	Operating Systems	3	
MTI362	Networks I	3	MAT351
MTI473	Networks II	3	MTI362
MTI484	Networks III	3	MAT473
<b>Total</b>		<b>120 U/C</b>	

## School of Administrative Science

### Bachelor of Science in Commercial and Marketing Administration

- Program Description**

This program is a professionally oriented program that emphasizes the competencies required for management careers in business, government, and public or social service organizations. The program prepares students for entering careers with management responsibility by providing in-depth knowledge about organizations and management fundamentals, techniques, processes and competences. Upon completion of this program, students will have knowledge and earning power in e-business, sales, product management, logistics, marketing research and strategies. In addition, students will strengthen their interpersonal and critical thinking competences, which are essential to influencing organizational effectiveness. Students will be able to assume a variety of leadership positions in business or management.

- Program Objective**

The bachelor degree in Commercial and Marketing specialization will help students build their knowledge and earning power in e-business, sales, distribution operations, product management, or general business careers. In addition, students will strengthen their interpersonal and critical thinking skills, which are essential to influencing organizational effectiveness. The goal of this program is to develop broadly educated business professionals to assume a variety of careers in business or management.

General Education Core Courses: 30 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS 111	Introduction to Business	3	
HUM123	Philosophy	3	
COM111	English Composition I	3	
COM121	English Composition II	3	COM111
HUM111	Government and Democracy	3	

SOC111	Sociology	3	
MAT111	Algebra and Trigonometry	3	
BUS122	General Accounting	3	
ECO121	Economics	3	
CES121	Introduction to Information Technology	3	
<b>Program Courses: 90 Credit Hours</b>			
<b>Course Code</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-Req</b>
ADV242	Advertising and Publishing Market	3	
CMM231	Logistic	3	CMM484
CMM243	Consumer's Retail Sales	3	
CMM352	Commercial Planning	3	CMM243
CMM484	Occupational Health	3	
ELE471	Elective I	3	
ELE472	Elective II	3	
MKT471	Management Game	3	MKT363
MKT362	International Marketing	3	BUS236
MAT358	Statistics and Probability	3	MAT111
MAT369	Qualitative and Quantitative Methods	3	MAT358
MKT363	Marketing Plans	3	CMM352
MKT244	Market Research	3	BUS236

INT481	Internship	6	
BUS235	Cost and Budgets	3	BUS122
BUS236	Market and Management Development	3	ECO121
BUS367	Strategic Planning	3	
BUS369	Financial Management and Negotiations	3	BUS236
BUS470	Public and Contemporary Administration	3	BUS369
ECO232	Microeconomics	3	
ECO243	Macroeconomics	3	ECO232
ECO354	Economy Support, Promotion and Development	3	ECO243
MAN231	Administrative Theories and Processes	3	
MAN242	Organization and Methods	3	MAN231
MAN353	Entrepreneurial Diagnostics	3	
MAN354	Commercial and Fiscal Law	3	MAN353
MAN475	Organizational Behavior	3	MAN354
MAN486	Human Resources Management	3	MAN475
MAT481	Financial Mathematics	3	MAT369
<b>Total</b>		<b>120 U/C</b>	

## Bachelor of Science in Industrial Administration

- **Program Description**

This program is a professionally oriented program that emphasizes the competencies required for management careers in the industrial field. The program prepares students for entering careers with management responsibility by providing knowledge about organizations and management fundamentals, techniques, processes and competences. Upon completion of this program Students will have the knowledge that matters most in a competitive business environment, such as supply chain management, logistics, administration, negotiation and management adaptability. Students will acquire strong analytical and communication competences, a thorough understanding of business principles and a spirit of creativity and entrepreneurship.

- **Program Objective**

The Bachelor of Science in Industrial Administration program is designed for students who seek to develop managerial careers. Students will build the skills that matter most in a competitive business environment such as negotiation and managing change. Students will acquire strong analytical and communication skills, a thorough understanding of business principles and a spirit of creativity and entrepreneurship. The goal of this program is to develop broadly educated business professionals to assume a variety of careers in industrial administration.

General Education Core Courses: 30 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS111	Introduction to Business	3	
HUM123	Philosophy	3	
COM111	English Composition I	3	
COM121	English Composition II	3	COM111
HUM111	Government and Democracy	3	

SOC111	Sociology	3	
MAT111	Algebra and Trigonometry	3	
BUS122	General Accounting	3	
ECO121	Economics	3	
CES121	Introduction to Information Technology	3	
<b>Program Courses: 90 Credit Hours</b>			
<b>Course Code</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-Req</b>
ADV242	Advertising and Publishing Market	3	
CMM231	Logistic	3	
CMM484	Occupational Health	3	
ELE471	Elective I	3	
ELE472	Elective II	3	
IND231	Industrial Goods	3	
IND242	Industrial Management & Design	3	IND231
IND353	Retail and Wholesaling	3	IND242
IND364	Prospective of Production	3	IND353
IND365	International Industrial Commerce	3	IND353
INT481	Internship	6	
TCH241	Technology and Systematization	3	
BUS235	Costs and Budgets	3	BUS122

BUS236	Market and Management Development	3	ECO121
BUS367	Strategic Planning	3	
BUS369	Financial Management and Negotiations	3	BUS236
BUS470	Public and Contemporary Administration	3	BUS369
ECO232	Microeconomics	3	
ECO243	Macroeconomics	3	ECO232
ECO354	Economy Support, Promotion and Development	3	ECO243
MAN231	Administrative Theories and Processes	3	
MAN242	Organization and Methods	3	MAN231
MAN353	Entrepreneurial Diagnostics	3	MAN242
MAN354	Commercial and Fiscal Law	3	MAN353
MAN475	Organizational Behavior	3	MAN354
MAN486	Human Resources Management	3	MAN475
MAT358	Statistics and Probability	3	MAT111
MAT369	Qualitative and Quantitative Methods	3	MAT358
MAT481	Financial Mathematics	3	MAT369
<b>Total</b>		<b>120 U/C</b>	

## Master in Business Administration

- Program Description**

The MBA program develops students' expertise and experiences in a global perspective fostered by technical and management innovations. This program focusses in the reality of the global market enabling fast acting and critical thinking management to fill and compete in the most demanding international job market, the 21st century.

- Program Objective**

The objective of the Masters of Business Administration is to inspire new leaders that the world functions as one organization. The twenty-first century management need to deal with new risks, threats, markets, and opportunities that management in the past failed to recognize. The new era of business brings diversity and new relations between countries, governments, and businesses alike.

Program Courses: 39 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS5101	Management	3	
BUS5102	Marketing	3	
BUS5103	Human Resources	3	
BUS5204	Organizational Design & Development	3	
BUS5205	Business Strategies	3	
BUS5206	Leadership	3	
BUS5307	International Business	3	
BUS5308	E-Commerce	3	
BUS5309	Elements of Business Law	3	



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BUS5410	Managing Information Technology in a Global Perspective	3	
BUS5400	Master's Project	3	
BUS5420	International Conference	3	
TOTAL		39 U/C	

## Doctor of Business Administration Program

### • Program Description

The online Doctor of Business Administration (DBA) program provides participants with the opportunity to build on their personal and professional competencies while balancing the demands of career and family. The program is designed to graduate scholar practitioners who will set the standard for best practices and contribute to the solution of critical international business and management problems through research, teaching, and consulting.

The Doctor of Business Administration (DBA) enables students to combine theory and research methods to define, implement and better evaluate the decision-making strategies necessary for organizational growth. This Doctoral program has two specializations: Management and International Business.

### • Program Objective

The Doctor of Business Administration (DBA) degree program is designed to enhance the capabilities of experienced professionals to enable them to meet the dynamic needs of modern businesses and organizations in the national and international environment, and to produce graduates who can contribute to the expansion of knowledge and awareness of contemporary strategic issues and practices.

### Management

UNAD Florida recognizes that an organization's top leadership should have an array of knowledge about technical operations, so he/she can devise a great mission statement and have the aptitude to develop the staff's capacity to implement that vision. We designed a program that uses course work to create a synergy between knowledge that is gained in the classroom and skills developed in the workplace. In that way, cognitive learning, workplace learning and peer learning build on each other

Program Courses: 64 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS712	Strategic Management and Critical Thinking Skills	4	

BUS713	Social Responsibility and Sustainability	4	
BUS721	Qualitative Research	4	
BUS722	Interdisciplinary, Intercultural and International Approach to Management	4	BUS713
BUS731	Quantitative Research I	4	BUS721
BUS732	Advanced Organizational Behavior	4	BUS722
BUS741	Quantitative Research II	4	BUS731
BUS742	Managing in a World-Wide Context	4	BUS732
BUS751	Leadership	4	
BUS761	Information Technology and Knowledge Management	4	BUS751
BUS771	Resource Management	4	BUS761
BUS781	Marketing Management Process	4	BUS771
BUS752	Doctoral Seminar I	4	All Prior Courses
BUS762	Doctoral Seminar II	4	BUS752
BUS772	Doctoral Seminar III	4	BUS762
BUS795	Continuing Dissertation Seminar IV	4	BUS772
<b>TOTAL</b>		<b>64 U/C</b>	

### International Business

This specialization focuses on the essential elements required to understand and manage multinational and international business. Students interested in international business positions and/or teaching in post-secondary institutions of higher education at home and abroad benefit from this specialization.

Program Courses: 64 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS712	Strategic Management and Critical Thinking Skills	4	
BUS713	Social Responsibility and Sustainability	4	
BUS721	Qualitative Research	4	
BUS722	Interdisciplinary, Intercultural and International Approach to Management	4	BUS713
BUS731	Quantitative Research I	4	BUS721
BUS733	Cross Cultural Management	4	BUS722
BUS741	Quantitative Research II	4	BUS731
BUS743	International Political and Legal Systems	4	BUS733
BUS753	Leadership in Global Multicultural Organization	4	BUS743
BUS752	Doctoral Seminar I	4	BUS741
BUS762	Doctoral Seminar II	4	BUS752
BUS763	Comparative Economic Systems	4	BUS753
BUS772	Doctoral Seminar III	4	BUS762



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BUS773	Global Management Models	4	BUS763
BUS782	International Business Strategies	4	BUS773
BUS795	Continuing Dissertation Seminar IV	4	BUS772
TOTAL		64 U/C	

## School of Human and Social Sciences

### Bachelors of Arts in Mass Communication

- Program Description**

This program seeks to emphasize theories and techniques which give students the ability to adapt to rapid changes in communication technology. Upon completion of this program, students will become part of the rapidly evolving communications industry. Students will be able to combine the knowledge of required core courses in the liberal arts and sciences with courses that embrace critical thinking and communications competences. They also will be able to exhibit technological competences in areas like audio, video, web 2 design and new media, printed material, and online mass media communication. Students will become broadly educated multimedia professionals that will be able to assume, with open-mind, leadership and entrepreneurial positions within the communication industry.

- Program Objective**

The B.A. in Mass Communication program prepares students to become part of the rapidly evolving communications industry. The program combines required core courses in the liberal arts and sciences with courses to ground critical thinking and communications skills in knowledge of diverse communications media. Students can expect our exciting blend of academic theory and practical skills to give them new insights into how they work and interact.

General Education Core Courses: 45 Credit Hours			
Course Code	Course	Credits	Pre-Req
BUS234	Computer Introduction	3	
COM111	English Composition I	3	
COM121	English Composition II	3	COM111
COM235	Communication Symbols		COM123
HUM123	Philosophy	3	

COM123	Fundamentals of Communication	3	
COM232	Language and Communication	3	COM111
HUM111	Government and Democracy	3	
HUM122	Ethics and Values	3	
MAT111	Algebra and Trigonometry	3	
MAT124	Statistics	3	
SOC234	Sociology of Culture	3	
SOC111	Sociology	3	
SOC122	Psychology	3	
MAT358	Statistics and Probability	3	MAT124
<b>Program Courses: 75 Credit Hours</b>			
<b>Course Code</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-Req</b>
ADV351	Pedagogy and Advertising	3	
CMT361	Organizational Communication	3	
CMT472	Public Relations	3	
CMT473	Journalism	3	RAD241
CMT474	Graphic Design	3	COM359
COM246	Economics, Environment and Communication	3	
COM247	Ethics of Communication	3	

COM248	Theory of Social Communication	3	COM123
COM359	Media Aesthetics	3	COM248
ELE361	Elective I	3	
ELE472	Elective II	3	
INT481	Internship	6	
MSM241	Legislation and Media	3	
MSM352	Image Semiotics	3	COM235
MSM363	Alternative Media & Participation	3	SOC233
MSM364	Media Production: Aesthetics	3	COM359
MSM365	Media Production: Radio	3	MSM241
MSM486	Media Production: Video TV	3	
MSM487	Media Production: Printed Material	3	
RAD241	Writing for Mass Media	3	COM111
RAD352	Social Research Methodology	3	
RAD485	Mass Communication in the www	3	
SOC233	Cultural Anthropology	3	
SPS476	Subjectivity, Materiality and Speech	3	
<b>Total</b>		<b>120 U/C</b>	

### Bachelors of Arts in Social Psychology

- Program Description**

This program offers a foundation in the diverse fields of psychology, social psychology and human development and behavior. The program is experience-based and it emphasizes the reciprocity of knowledge and direct application. This major can be directly applied in multiple areas of business and corporate operations, because of the breadth of its offerings. It also has direct and immediate application in human services positions. The program also provides direct insights into group interactions and communications. Upon completion of this program, students will have acquired broad knowledge of the major trends and theories in social psychology, along with a thorough understanding of its context and methods. Students will be able to discuss and apply theories of social interaction to their daily life in areas like learning, memory, cognition, development, personality, social processes, group behavior, leadership, attitudes, perception and psychopathology.

- Program Objective**

The purpose of this program is to introduce students to the field of psychology as a scientific discipline. The program will survey the broad spectrum of topics in psychology, such as learning, memory, cognition, development, personality, social processes and psychopathology. Emphasis will be on theory and application of psychology to everyday life.

General Education Core Courses: 45 Credit Hours			
Course Code	Course	Credits	Pre-Req
COM111	English Composition I	3	
COM121	English Composition II	3	COM111
HUM123	Philosophy	3	
COM123	Fundamentals of Communication	3	
COM234	Oral Communication	3	<b>COM123</b>

HUM111	Government and Democracy	3	
HUM122	Ethics and Values	3	
HPS231	Neurobiology	3	
MAT111	Algebra and Trigonometry	3	
MAT124	Statistics	3	
MAT235	Logic	3	
BUS234	Computer Introduction	3	
SOC111	Sociology	3	
SOC122	Psychology	3	
NAS233	Life Science	3	
<b>Program Courses: 75 Credit Hours</b>			
<b>Course Code</b>	<b>Course</b>	<b>Credits</b>	<b>Pre-Req</b>
ELE361	Elective I	3	
ELE472	Elective II	3	
HPS242	Psychological Processes	3	SOC122
HPS243	Psychology of Conduct	3	SOC122
HPS354	Sexuality and Gender	3	HPS243
HPS355	Psychogenesis	3	HPS243
HPS366	Psychoanalytic and Psychotherapeutic Theories & Techniques	3	

HPS367	Psychopathology in Children and Adolescents	3	HPS355
HPS478	Psychopathology in Adults and Elderly	3	HPS367
HPS479	Psycho-diagnosis	3	HPS355
HPS481	Interdisciplinary Support: Sense	3	
HPS480	Psychometrics	3	HPS479
INT481	Internship	6	
MAT358	Statistics and Probability	3	MAT124
NAS244	Biologic Environment & Adaptation	3	NAS233
RAD354	Epistemology	3	
SPS241	Psychology of Family, Schools and Organizations	3	
SPS242	Collective Memory, Mythos, Rituals and Feasts	3	HUM111
SPS353	Symbol, Sign and Meaning	3	SPS241
SPS364	Freedom and Knowledge	3	SPS242
SPS365	Psychology of Community, Minorities and Groups	3	SOC111
SPS476	Subjectivity, Materiality and Speech	3	SPS365
SPS477	Intervention Project I	3	
SPS488	Intervention Project II	3	SPS477
<b>Total</b>		<b>120 U/C</b>	

## SCHOOL OF EDUCATION

### Master of Arts in Education (MAE) Program

#### Program Description

Within the Master of Arts in Education at UNAD Florida, there are two fields of specialization: Online Education and Higher Education.

#### Program Objective

The purpose of the Master of Arts in Education is to instill in students the desire and capacity to raise educational standards, using an approach that values independent thinking and lifelong learning.

This Master Program Offers two specializations: Online Education and Higher Education

#### Online Education

The specialization in online education is designed for individuals interested in the use of technology in learning. The program investigates the benefits and advantages of online learning over traditional, classroom-based training, as well as the challenges involved in online learning. The program is appropriate for professionals in a wide range of positions and disciplines with an interest in providing leadership in the field of distance education.

Program Courses: 39 Credit Hours			
Course Code	Course	Credits	Pre-Req
EDU5100	Online Educational Research	3	
EDU5101	Online Instructional Technology	3	
EDU5102	Application of Distance Education	3	
EDU5201	Online Learning Environment	3	
EDU5202	Pedagogical Perspectives of Online Education	3	
EDU5203	Virtual Education, Trends and Development	3	

EDU5207	Online Learning Design, Evaluation and Technology	3	
EDU5308	Instructional Development and Delivery	3	
EDU5410	Master's Project	3	All Prior Courses
EDU5421	International Conference	6	
<b>Other Requirements</b>			
EDU5400	Master's Elective I	3	
EDU5401	Master's Elective II	3	
<b>TOTAL</b>		<b>39 U/C</b>	
<p><b>Master's Project (3 Credits):</b> Development of an original master's thesis supervised and judged by an appropriate faculty committee.</p> <p><b>Electives (6 credits):</b> Anytwo courses from another graduate program at UNAD Florida other than their specialization in Online Education.</p>			

### Higher Education

The specialization in higher education is designed for individuals interested in high- quality education and training beyond high school. The curriculum presents action- oriented analyses of pressing policy issues regarding opportunity and achievement in higher education, including two and four years, public and private, for profit and nonprofit institutions.

Program Courses: 39 Credit Hours			
Course Code	Course	Credits	Pre-Req
EDU5103	Educational Research	3	
EDU5104	Educational Technology	3	

EDU5105	Psychology of Learning	3	
EDU5204	American Higher Education Structure and Administration	3	
EDU5205	Instructional Design for Higher Education	3	
EDU5206	Higher Education Teaching and Learning	3	
EDU5309	Globalization and Higher Education	3	
EDU5310	Perspectives in Higher Education	3	
EDU5411	Master's Project	3	All Prior Courses
EDU5422	International Conference	6	
<b>Other Requiriments</b>			
EDU5400	Master's Elective I	3	
EDU5401	Master's Elective II	3	
<b>TOTAL</b>		<b>39 U/C</b>	
<p><u>Master's Project (3 Credits)</u>: Development of an original master's thesis supervised and judged by an appropriate faculty committee.</p> <p><u>Electives (6 credits)</u>: Any two courses from another graduate program at UNAD Florida other than their specialization in Online Education.</p>			

## MA in Teaching English as a Foreign Language (TEFL)

- Program Description**

The Master of Arts in TEFL provides students with a research, technological and pedagogical oriented education in Teaching English as a Foreign Language, with a structured educational outline throughout the program. This will prepare the students to excel in instruction and research, as well as technology. Students graduating with a Master of Arts in TEFL will be able to teach English as a foreign language, as well as conduct research, with a methodological understanding of the pedagogical, investigative, and technological processes within this scientific area.

- Program Objective**

Students will demonstrate excellence in their verbal and written English skills for communication and instructional purposes. Through the ability to analyze, implement and instruct phonological, syntactic, and semantic elements of English, they will be able to respond appropriately to any errors in their use, as well as command professional terminology used in linguistics to discuss

Program Courses: 42 Credit Hours			
Course Code	Course	Credits	Pre-Req
EDU5100	Online Educational Research	3	
EDU5101	Online Instructional Technology	3	
EDU5102	Application of Distance Education	3	
TEF5201	Linguistics Anthropology for the TEFL Professional	3	
TEF5202	Structure of English	3	
TEF5203	Second Language Acquisition and Learning	3	
TEF5301	Methods of Teaching English to Speakers of Other Languages	3	
TEF5302	Teaching English for Specific Purposes	3	



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TEF5401	Testing & Evaluation in TEFL	3	
TEF5402	Teaching English to Children	3	
TEF5403	TEFL Curriculum and Materials Development	3	
EDU5420	Master's Project	3	All Prior Courses
TEF5423	International Conference	6	
<b>TOTAL</b>		<b>42 U/C</b>	

## Doctor in Educational Technology Program

### Program Description

The Doctor of Education (Ed D) degree is offered for students who desire advanced professional training and academic preparation for the highest levels of educational practice.

The Doctor of Education in Educational Technology examines how new technology will shape the future education and to prepare learners to become education leaders who strategically manage and lead processes related to the integration of technology in various learning environments.

The focus is on the strategies and tactics needed to use technologies for the development of educational communities. Students will be challenged to investigate the strategic, social and financial implications of emerging technology in education. They will also be required to communicate their research results and prepare them for publication.

Courses are taught by experts in their respective fields who share knowledge and experience in areas of curriculum and instruction, educational applications of technology, interactive design for the classroom, and distance learning. The program is delivered entirely online.

Graduates of this program are prepared to become informed educators who meet the technological needs of educational settings and student populations.

- **Program Objective**

The Doctor of Education in Educational Technology objective is to prepare teachers, administrators, and other professionals to lead educational technology efforts in a variety of contexts.

Program Courses: 64 Credit Hours			
Course Code	Course	Credits	Pre-Req
EDU721	Qualitative Research	4	
EDU731	Quantitative Research I	4	EDU721
EDU741	Quantitative Research II	4	EDU731

EDU712	Technology Foundations in Education	4	
EDU722	Learning Process and Creativity	4	EDU712
EDU732	Evaluation of Educational Technology in Society and Education around the world.	4	EDU722
EDU742	Online Education	4	EDU732
EDU751	Design and Development of Digital-Age Learning Experiences and Assessments	4	EDU742
EDU761	Legal and Ethical Issues in Educational Technology	4	EDU751
EDU771	Planning and Designing of Learning Environments and Experiences	4	EDU751
EDU781	Procedures, Policies, Planning, and Budgeting for Technology Environments	4	EDU771
EDU752	Doctoral Seminar I	4	All Prior Courses
EDU762	Doctoral Seminar II	4	EDU752
EDU772	Doctoral Seminar III	4	EDU762
EDU795	Continuing Dissertation Seminar IV	4	EDU772
<b>TOTAL</b>		<b>60 U/C</b>	

### Course Content Credit System

UNAD Florida employs a system of assigning course credit hours to all courses to track student achievement. The semester hour is used to quantify and represent the time an average student is expected to be actively engaged in the educational process. It represents a reasonable expectation of the time it will take the average student to achieve the stated learning objectives in each course.

All learning takes place online, UNAD Florida, awards academic credit upon the successful completion of a course. It is university policy that every semester course is equivalent to a minimum of 48 hours of work for students during the of the 8 – 15-week term, both comprising and representing the 3 or 4 credit hours for course. Clock hour means a period of 60 minutes with a minimum of 50 minutes in the course development.

The number of credit hours is determined by the amount of time in which the student is academically engaged plus the amount of time that a student is expected to commit to class preparation. Students are generally expected to spend 2-3 hours of preparation for every hour spent in active engagement.

Rules governing the assignment of course the academic dean monitors credit hours. Syllabus in complying with this policy is provided in the Course Development Guide, the Student, and Faculty Handbook.

Course	
Undergraduate and Master	
8 – 15 Week Class	
Credit Unit	Credit Hours
3.00	48
Graduate Doctorate	
15 Week Class	
Credit Unit	Credit Hours
4.00	64

Credit Hour Structure for Term		
Student	Full Time	Part Time
<b>Undergraduate</b>	15 credit hours per term (5 courses)	3 credit hours per term (1 course)
<b>Graduate Master</b>	6 + credits hours per term (3 courses)	3 credit hours per term (1 course)
<b>Graduate Doctorate</b>	8 credits hours per term (2 courses)	4 credit hours per term (1 course)

#### Unit of Credit Definition

*A unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period outside of instruction which UNAD FLORIDA requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects; or*

**ADMISSIONS DEGREE PROGRAMS AND REQUIREMENTS**

- **Undergraduate Programs**

As required by the Commission for Independent Education, students pursuing a Bachelor of Science Degree Program at UNAD must successfully complete a minimum of 120 semester credit hours. The total credit hours for the Bachelor of Science Degree (10 courses) 30 credit hours (mandatory) of prescribed general education courses. Credit hours remaining to complete the 120 credit hours shall be drawn from other major courses or major concentration courses.

UNAD Florida strives to give equal opportunity to all students in order to acquire a post-secondary education. Admission to an undergraduate program is open to students with a high school diploma, GED recipients, and home education graduates who have completed requirements in accordance with Florida statutes. Enrollment is also open to students transferring from another college or university.

**In order to be admitted to an undergraduate course of study, prospective students must:**

1. Fill out, complete, and return the Application for Admission.
2. Pay the \$100.00 USD non-refundable application fee to be sent in with the Admission Application.
3. Copy of Applicant ID
4. Request copy of diploma from your high school. In the case of transfer students, additionally official original academic transcripts of all your previous colleges or universities.
5. If the High School diploma is granted outside the United States the applicant must submit copy of the diploma translated to English by an official translator. In the case of transfer students, all your previous colleges or universities original documents translated, and register for the TOEFL exam and submit proof of registration with application. UNAD FL Code is B236. Information can be found at <http://www.ets.org/toefl>, or register the form English course, offered by UNAD Florida

**Upon Admission, Students Must:**

1. Submit a completed and signed Enrollment Agreement.



2. If the High School Diploma is granted outside the United States, an English Language Proficiency Assessment is required, see this information link ELPA <http://www.unad.us/language.html>

3. Arrange for their initial down payment to begin studies and confirm payment plan. Payment plans must be confirmed with a credit card or automatic payment deductions from a bank account.

4. Complete Quiz to study online. <http://classrooms.unad.us/quiz/>

5. Attend Induction Course at UNAD, orientation session where the structure, policies, procedures, and management of the platform of studies the program are discussed.

- **Requirements for all Bachelors Degree Programs**

In order to complete a Bachelor of Science Degree successfully, a student must take 30 Credits of General Education Courses. Some of these General Education requirements are lower division courses and other are upper division courses. Generally, Lower Division General Education courses are taken during the first two academic year sand all General Education Upper Division courses are generally taken during the last two years of the Bachelor's Degree.

- **GENERAL EDUCATION REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE PROGRAMS (30 CREDIT HOURS)**

In accordance with the guidelines of the Florida Department of Education, a minimum of 45 total credits in general education must be part of any BA program (15 courses) or a minimum of 30 total credits for any BS program (10 courses). The general education courses available are:

<u>Course Number</u>	<u>Course Title</u>	<u>Credits/Type</u>
SOC111	Sociology	3 credits/Social Science
HUM123	Philosophy	3 credits/Humanities
COM111	English Composition I	3 credits/Communications
COM121	English Composition II	3 credits/Communications
COM234	Oral Communication	3 credits/ Communications

MAT111	Algebra & Trigonometry	3 credits/Math
HUM122	Ethics & Values	3 credits/Humanities
HUM111	Government and Democracy	3 credits/Social Science
ECO121	Economics	3 credits/Social Science
NAS233	Life Science	3 credits/Natural Sciences
SOC122	Psychology	3 credits/Social Science
BUS234	Computer Introduction	3 credits/Digital Literacy
SOC234	Sociology of Culture	3 credits/Social Science
COM123	Fundamentals of Communication	3 credits/Communications
BUS 111	Introduction to Business	3credits/Administrative Sciences
CES121	Introduction to Information Technology	3 credits/Technology
HST121	Computer Assembly	3 credits/Hardware
MAT122	Algorithms	3 credits/Math
MAT123	Differential & Integral Calculus	3 credits/Math
NAS121	Physics I	3 credits/Math
BUS122	General Accounting	3 credits/Administrative Sciences
COM235	Communication Symbols	3 credits/Communications
MAT358	Statistics and Probability	3 credits/Math
HPS231	Neurobiology	3 credits/Physiology
MAT235	Logic	3 credits/Math

## Graduate Programs

- **Requirements for Masters and Doctoral Degrees**

UNAD Florida gives all students who already have both undergraduate and graduate, the opportunity to continue their studies. the candidate can continue the master's or doctoral studies. Each candidate is required to comply with the following to be considered for admission:

1. Fill out, complete, and return the Application for Admission Form.
2. Copy of Applicant ID
3. The applicant must be 21 years of age or older.
4. Pay the \$100 non-refundable application fee to be sent in with Admission Application
5. The applicant must provide evidence for 2 years of work experience.
6. A statement of purpose explaining why this degree would enable you to meet your career goals and how this specific program (Master's or Doctoral) enables you to reach those goals.
7. For those applying to a Master's program, the applicant must have a bachelor's degree with a minimum of 2.5 GPA.
8. If applying to a Doctoral program, a Master's degree with a minimum GPA of 3.0 is required for admission.
9. The applicant must submit 2 recommendation letters (Students who have completed bachelor's degree from UNAD, will be exempt from this requirement).
10. The candidate must submit their diploma and original transcripts correspondent to their Bachelor's if they are applying for a Master's degree and correspondent to their Master's if they are applying for the Doctorate program. If the degree the student submits is granted outside the United States the applicant must submit official original academic transcripts translated and evaluate by foreign credentials evaluations agency, from your bachelor or similar degree (for master and Doctoral), master (for doctoral). The case of transfer students, in addition to all previously requested, they must also submit original transcripts (translated if foreign) of the institution from where they come from.

11. If the Diploma is granted outside the United States, an English Language Proficiency Assessment is required, see this information link ELPA (<http://www.unad.us/language.html>)

**Upon Admission Process:**

1. Submit a completed and signed Enrollment Agreement.
2. Arrange for their initial down payment to begin studies and confirm their tuition payment plan.
3. Schedule and attend an orientation session where the structure, policies, and procedures of the programs offered are discussed.
4. Complete Quiz to study online. <http://classrooms.unad.us/quiz/>
5. Attend Induction Course at UNAD, orientation session where the structure, policies, procedures, and management of the platform of studies the program are discussed.

**Non-Degree Seeking Student Admission**

Enrollment as a non-degree student is subject to approval by the Office of Admissions provided the student is in good academic standing at the last institution attended.

Registration is on a space-available basis and, in some cases, may require Dean approval. Applicants who have been denied admission as a degree-seeking student or who missed the deadline for submitting a degree-seeking application will not be considered for enrollment as a non-degree student.

Coursework taken as a non-degree student carries no degree credit. Up to 15 credits earned as an undergraduate non-degree student may be applied toward an undergraduate degree only with the approval of the appropriate dean at the time of reclassification. Up to 6 credits earned as a graduate non-degree student may be applied toward a graduate degree only with the approval of the appropriate school or academic dean at the time of reclassification provided that a grade of "B" (3.0) or better has been achieved. Non-degree students must adhere to the same academic rules that govern degree-seeking students (i.e., application deadlines, fees, drop/add, withdrawals, grading, retention policies, etc.).

Students seeking reclassification from non-degree student status to degree-seeking status must submit an application via standard admission procedures. All information used to make an admission decision must be received by the published deadline.

Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student at a later date.

Those seeking admission as a non-degree student must fill out the Non-Degree Student Application and submit the usual admission fee.

- **Transfer Students**
  - **Transient/Visiting Student**

A transient or visiting student is defined as a student currently enrolled at another college or university who wants to take courses at UNAD Florida for credit back to that college or university; a student who needs prerequisite courses to enter a program at another college or university; or a student taking one or more courses for personal interest or to transfer into another degree program abroad.

Visiting students must have permission from that institution to take one or more classes at UNAD Florida. These students may intend to transfer to or seek a degree at UNAD Florida.

Students can take up to 6 credits maximum on the graduate level that can be transferred into a degree-seeking program at UNAD Florida. Transient students are required to present the following:

1. A Visiting Student Application Form. Completed forms can be sent by email to [admissions@unad.us](mailto:admissions@unad.us), or by fax to (954) 667- 6200, or by regular mail to UNAD Florida, 490 Sawgrass Corporate Parkway Suite 120, Sunrise, FL 33325, USA.
2. A \$100.00 USD non-refundable Application Fee. All Payments can be made online at our easy Online Payments Form.
3. Official transcripts from the current educational institution. The institution must be approved by the Department of Education and accredited by an association that is member of Council for Higher Education Accreditation (CHEA). Online Payments Form.

Visiting students accept full responsibility for possessing or acquiring, by the time of enrollment, the knowledge and skills required for successfully completing their coursework at UNAD Florida. They assume responsibility for language proficiency as well.

Visiting students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at UNAD Florida.

- **UNAD Florida from another Institution**

UNAD Florida will accept credits from accredited universities recognized by the Department of Education or CHEA, followed by a review by the Academic Dean. In order to transfer credits from another institution, official transcripts and course descriptions must be submitted for review.

In order to obtain a degree from UNAD Florida, a minimum of 50% of the credits required for obtaining a degree in a given program must be taken at UNAD Florida.

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the transferring school. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

For undergraduate programs, to obtain a degree from UNAD Florida, a minimum of 50% of the credits required for obtaining a degree in each program must be taken at UNAD. For Masters programs a maximum of 9 credits transferred from another institution may be accepted. For Doctorate degree programs, UNAD Florida does not accept credits transferred from another institution.

**To begin transfer admission process:**

1. Fill out, complete and return the Application for Admission.
2. Pay the \$100 non-refundable application fee to be sent in with Admission Application.
3. Request Official transcripts from all colleges and universities attended, including work completed through joint or dual enrollment programs, study abroad programs, or as a summer transient or other such program.

Please be certain to submit the most recent transcript available to you documenting final grades in the most recent completed semester or term.

Please note that high school performance and SAT/ACT results are not considered for transfer applicants and should not be submitted.

4. Transcripts are to be mailed directly to UNAD Florida. Applicants are responsible for initiating the request(s) for transcripts, and for verifying that they are sent to UNAD Florida, 490 Sawgrass Corporate Pkwy Suite 120, Sunrise, FL 33325, prior to the start of the term for which they are admitted.

- **UNAD Florida to another Institution**

The acceptance of the transfer of credit from UNAD Florida to another college or university is at the discretion of the transferring school. It is the responsibility of the student to check with prospective receiving school to ensure credits will be transferable.

#### Language proficiency requirements

Competency in English is a requirement at admission and is also a graduation requirement. We recommend the TOEFL for the English Proficiency exam.

#### ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

**1. Undergraduate Degree:** A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report. A high school diploma completed at an accredited/recognized high school (where the medium of instruction is English).

**2. Master's Degree:** A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

**3. First Professional Degree or Professional Doctoral Degree:** A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the Pearson Test of English Academic Score Report.

4. A minimum score on the College Board Accuplacer ESL Exam Series as follows: ESL Language Use: Score of 85 ESL Listening: Score of 80 ESL Reading: Score of 85 ESL Sentence Meaning: Score of 90 ESL Writeplacer: Score of 4 Comprehensive Score for all exams of 350

5. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;

6. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

7. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, DC 20036 Page 127 equivalent that is listed in the International Handbook of Universities where the language of instruction was English.

A "B" or higher is required for master's degree, first professional degree, or professional doctoral degree. B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

### **Language Tracks**

Students have a choice on language of study at UNAD. However, to comply with desired language of study, a minimum score in an English proficiency exam is necessary. Those who do not meet the minimum required will be placed in their dominant language track. UNAD offers two (2) tracks for students to choose from. Minimums are noted in our Language Proficiency requirement on next page.

#### **Track One: English Language Instruction**

This track is offered to native English speakers and other students with a high proficiency in the language. This is also the track for those who are seeking employment in the United States, English-speaking countries or places of employment where English is a required competency.

Course materials are in English and all coursework must be handed in to professors in English and all dialogue between professor and student must be in English from onset of program. Textbooks are also in English.

#### **Track Two: Bilingual (English/Spanish) Instruction**

This track is designed for native Spanish speaking students who desire an academic degree from an American university for career advancement purposes. This is the preferred track for people

seeking employment in and living in Spanish speaking countries, or in places where Spanish is the main language. Please note that completing a course or program in a language other than English may reduce employability where English is required.

Student will be expected to read and write in both English and Spanish. Course materials are in English and Spanish. Discussions and work done in both languages.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED

**Language Proficiency Requirement**

Competency in English is a requirement at admission and is also a graduation requirement. We recommend the TOEFL for the English Proficiency exam.

These tests are given worldwide. Some require a fee for the examination not included in our tuition and scores and must be submitted prior to full admission at UNAD. A minimum score is required for all degree programs. Students have the option to choose to from any of these tests:

**TOEFL (UNAD CODE-B236)****Undergraduate Level:**

- Paper-based: 500
- based (iBT): 61

**Master's Level:**

- Paper-based: 530
- Internet based (iBT): 71

**Doctoral Level:**

- Paper-based: 550
- Internet based (iBT): 80

**ALTERNATIVE TESTS**

ACT COMPASS English as Second Language Placement Test with minimum grade level 3

Or Eiken English Proficiency Exam with minimum Pre-1 grade

Or Common European Framework of Reference (CEFR) with minimum B-2

**The Following Exceptions Apply:**

Prospective students who completed 4 years of high school in the United States or other English-speaking countries.

Prospective undergraduate students with 30 semester credit hours with a grade of "C" or higher at an accredited college/university where the language instruction was English or "B" or higher for graduate students.

Prospective students who hold an undergraduate or graduate degree from an institution within the United States or other English-speaking countries.

**Bilingual Program Format**

One of the benefits of pursuing a degree with UNAD Florida aside from the intentionality to serve a Hispanic population with their needs in mind is the opportunity to graduate as a Bilingual professional.

A graduate of UNAD Florida is expected to be a Bilingual Professional who demonstrates professional competencies confidently in their field of study in Spanish and English.

A truly Bilingual Professional demonstrates competency in the following areas:

**Conceptual Skills:**

1. Generate Innovative/Creative Ideas
2. Coordinate Projects
3. Analyze/Interpret Data
4. Use Critical Thinking for Problem Solving
5. Synthesis

**Language Skills:**

1. Bilingual and Bi-literate in the Four Language Skills: Listening, Speaking, Reading and Writing
2. Spelling and Grammar
3. Professional Translation
  - a. Oral
  - b. Written
4. Summarizes Information Accurately
5. Use of Sophisticated Professional Vocabulary
6. Use of Technical Professional Jargon
7. Reads, Understands, and Applies Knowledge for Positive Decision Making

**Communication Skills:**

1. Making Coherent Presentations (reports, proposals)
2. Support Opinions
3. Express Ideas (hypothetical & situational)

**Interpersonal Skills:****1. Team-work,**

- a. Collaborative
- b. Trust
- c. Professional Ethics
- d. Excellence

e. Humbleness

**2. Interpersonal Interaction**

a. Respect

- **Other Admissions Information**

**Student Orientation**

All new students in all programs must complete an appropriate orientation before starting courses. These are zero credit courses.

**Competency-Based or Experiential Learning**

UNAD Florida does not award credit for any work experience. UNAD Florida will only award credits transferred from another accredited university per our transfer policy.

Competency-based credits to expedite degree attainment are not yet practiced in UNAD Florida.

**Notice of Admissions Decision**

All UNAD Florida applicants will be notified of their acceptance or denial within 15 calendar days of submission of all proper requirements.

**Appeals of Admission Decisions**

Undergraduate and graduate applicants may appeal admission decisions to the Academic Dean. The Dean will request from the student any information needed to evaluate the appeal. The Academic Dean's decision may be appealed in extremely meritorious cases to the Executive Director

- **Non-Discrimination Statement**

UNAD Florida does not discriminate based on race, disability, national or ethnic origin, creed, color, sex, social or political condition, religious or social trade union beliefs.



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**ACADEMIC CALENDAR 2017-2018**

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The academic year covers the 48 months period that begins on August. The normal teaching terms include a fall semester ending December, a winter semester ending May and summer semester ending August. The normal holidays consist of Labor Day, Thanksgiving Day and the following Friday, the Christmas holidays which usually begin on the 15 of December and end first week of January, Martin Luther King, Jr. Day and a spring holiday period of one week.

Students should feel free to consult with the schedulers who are helping them in the design of their academic schedule.

For every hour of class attendance, a student should devote approximately two hours to study. Preparing a time budget at the beginning of each semester will be helpful.

Normally, classes can be held only at the time and in the place specified in the schedule of classes. The only exceptions to this policy occur when the academic dean or designee approves a change in time and/or location and these changes are subsequently communicated to the appropriate offices.

UNAD Florida offers Semester will be delivered in either the traditional 16-week format

A standard course is worth three credits. Each credit is comprised of 15 hours of academic engagement (e.g. listening to synchronous or asynchronous lectures or webinars, participating in discussion, etc.) and an additional 30 hours of preparation (e.g. studying learning materials, etc.). Course activities are organized in 15 weekly units. This means students should invest at least nine hours per week to complete weekly activities.



## 2017-2018 Catalog, Volume 13.5

UNAD operates with a bi-monthly enrollment cycle in the period from January to November of each year. There are three terms of 15 weeks in each semester. Students may take up to 5 concurrent courses at each term.

For Master, there are three or six terms of 8 weeks in the year.

For Doctoral Programs of 15 weeks in each semester for a total of three semester by year. Students may take up to 2 concurrent courses at each term. Some courses may not be available:



490 Sawgrass Corporate Parkway,  
Suite 120, Sunrise, FL  
33325. Phone: (954) 389-2277

## Academic Calendar 2017

### Undergraduate and Doctoral Programs Degree

Semester	Term	Acceptance Deadline	Registration New Student	Orientation New Student	Registration Deadline Current Students	Term Start Date	Add/Drop Period	Term End Date	Grades Due
Winter	A	Jan 9/17	Dec 19/16	Jan 4/17	Jan 3/2017	Jan 9/17	Jan 13/17	Apr 28/17	May 5/17
Summer	A	May 8/17	May 1/17	May 5/17	May 5/17	May 8/17	May 12/17	Aug 25/17	Sept 1/17
Fall	A	Aug 28/17	Aug 25/17	Sept 1/17	Sept 1/17	Sept 4/17	Sept 8/17	Dec 15/17	Dec 22/17

### Master Programs Degree

Semester	Term	Acceptance Deadline	Registration New Student	Orientation New Student	Registration Deadline Current Students	Term Start Date	Add/Drop Period	Term End Date	Grades Due
Winter	W-1A	Jan 9/17	Dec 19/16	Jan 4/17	Jan 3/2017	Jan 9/17	Jan 13/17	Mar 3/17	Mar 10/17
Summer	S-2A	May 15/17	May 12/17	May 12/17	May 12/17	May 15/17	May 19/17	Jul 7/17	Jul 14/17
	S-2B	Jul 31/2017	Jul 28/17	Jul 28/2017	Jul 28/17	Jul 31/17	Aug 4/2017	Sept 22/17	Sept 29/17
Fall	F-3A	Oct 23/17	Oct 20/17	Oct 20/17	Oct 20/17	Oct 23/17	Oct 27/17	Dec 15/17	Dec 22/17

### Winter Semester 2017 (16 Weeks)

Period	January 9	April 28
Description		
Jan 9/2017	Start of Winter 2017 Semester	
April 30	End of Winter 2017 Semester	
Holidays	Jan 16/ Martin Luther King, Jr. Day Feb 20/ President's Day	

### Spring Break 1 Week (May 1/May 5)

### Summer Semester 2017 (16 Weeks)

Period	May 8	August 25
Description		
May 9	Start of Summer 2017 Semester	
August 25	End of Summer 2017	
Holidays	May 29/Memorial Day July 4/Independence Day	

### Fall Semester 2017 (15 Weeks)

Period	August 28	December 15
Description		
August 28	Start of Fall 2017 Semester	
December 15	End of Fall 2017 Semester	
Holidays	Sept 4/ Labor Day Oct 9/ Columbus Day Nov 23/Thanksgiving Break Dec 22/January 6 Holiday Break - No classes	

## Academic Calendar 2018

SEMESTER	TERM	PROGRAM	REGISTRATION	ORIENTATION STUDENT	REGISTRATION DEADLINE	TERM START DATE	ADD/DROP PERIOD	TERM END DATE	GRADE DUE
SPRING	A	Bachelors and Doctotal	Nov 13/Jan 22	Jan 23/May.20	Feb 11	Feb 5	Feb 5/Feb 12	May 20	May 20/May27
		Masters	Nov 13/Jan 22	Jan 23/May 20	Feb 11	Feb 5	Feb 5/Feb 12	Apr 1	Apr 1/Apr 8
	B	Bachelors and Doctotal	Feb 12/March 18	March 6/JUL.1	March 26	March 19	March 26	Jul 1	Jul 1/Jul 8
		Masters	March 27/Apr 29	Apr 16/Jul 1	Jul 7	Apr 30	MAY.7	Jul 1	Jul 1/Jul 8
SUMMER	A	Bachelors and Doctotal	May 21/Jun 20	Jun 1/Aug 16	Jun 28	Jun 21	Jun 28	Aug 16	Aug 16/Aug23
FALL	A	Bachelors and Doctotal	Jul 23/Aug 22	Aug 1/Dec 6	Aug 30	Aug 23	Aug 30	Dec 6	Dec 6 /Dec 13
		Masters	Jul 23/Aug 22	Aug 1/Oct 18	Aug 30	Aug 23	Aug 30	Oct 18	Oct 18/Oct 25
	B	Bachelors and Doctotal	Sept 10/Oct 9	Oct 1/Dec 5	Oct 17	Oct 10	Oct 17	Dec 5	Dec 5/Dec 12
		Masters	Sept 29/Oct 28	Oct 8/Dec 21	Nov 7	Oct 29	Nov 7	Dec 21	Dec 21/Dec 28

Spring Semester 2018		
Periodo	Feb 5	Jul 1
Description		
Feb 5	Start Winter Semester 2018	
Jul 1	End Winter Semester 2018	
Holidays	Feb 19 President Day May 28 Memorial Day	
SPRING BREAK (April 30 – May 4 2018)		
Summer Semester 2018		
Periodo	Jun 21	Aug 16
Description		
Jun 21	Start Summer Semester 2018	
Aug 16	End Summer Semester 2018	
Holidays	July 4 Independence Day	
Fall Semester 2018		
Periodo	Aug 23	Dec 21
Description		
Aug 23	Start Summer Semester 2018	
Dec 21	End Summer Semester 2018	
Holidays	Sept 3 Labor Day Nov 11 Veterans Day Nov 22 Thanksgiving Day Dec 22/18 – Jan 6/19 Holiday Break. No Class	

## LEARNING DELIVERY METHODS

UNAD Florida has defined the following Core Curriculum general education outcomes expected of students in our undergraduate programs. These skills, knowledge and behaviors are essential for our graduate's individual performance in the workplace and align with our institutional core competencies, goals, and mission. Through our General Education Core courses and embedded throughout our curriculum we intend to achieve these outcomes.

1. Cultural and Historical Understanding – Students will demonstrate understanding of the diverse traditions of the world, and an individual's place in it.
2. Quantitative and Scientific Reasoning - Students will use processes, procedures, data, or evidence to solve problems and make effective decisions.
3. Communication Skills – Students will engage in effective interpersonal, oral, and written communication.
4. Ethical and Social Responsibility – Students will demonstrate awareness of personal responsibility in one's civic, social, and academic life.
5. Information Literacy – Students will be able to locate, evaluate, and effectively use information from diverse sources, especially digital ones.
6. Critical Thinking – Students will effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines.
7. Computer and Technological Literacy - Students should be able to retrieve, organize, and present information in a clear and concise manner appropriate to a target audience. To meet these goals, students should be proficient with basic operating system concepts and basic productivity software as well as different computer platforms.

### Core Competencies

UNAD Florida has established four Core Competencies that describe the learning outcomes for a UNAD graduate. They are:

- **Think**

An UNAD student should be able to think clearly, critically, and creative lyandbe able to analyze, synthesize, integrate and evaluate in many domains of human inquiry.

### HOW AND WHERE MUST AN UNAD STUDENT THINK?

1. With curiosity and consistency.
2. Individually and in groups.

**SAMPLESOF WORKWHICH DEMONSTRATESTHATANUNADSTUDENTISCOMPETENTIN THISAREA:**

3. Identify data, ideas, patterns, principles, perspectives.
4. Use facts, formulas, procedures.
5. Draw well-supported conclusions.
6. Integrate ideas and values from different disciplines.
7. Revise personal conclusions considering new observations and interpretations

- **Value**

An UNAD student should be able to think clearly, critically, and creatively and be able to analyze, synthesize, integrate and evaluate in many domains of human inquiry.

**HOWAND WHEREMUSTANUNADSTUDENT THINK?**

8. With curiosity and consistency.
9. Individually and in groups.

**SAMPLESOF WORKWHICH DEMONSTRATESTHATANUNADSTUDENTISCOMPETENTIN THISAREA:**

10. Identify values expressed in feelings, attitudes, beliefs, choices, and commitments.
11. Recognize their own voice and values and the values and voice of others.
12. Distinguish among personal, ethical, aesthetic, cultural and scientific values.
13. Employs values and standards of judgement from different disciplines.
14. Evaluate their own and other' values from a global and universal perspective.
15. Commit to actions consistent with a considered and self-determined set of values.

- **Act**

An UNAD student should be able to act purposefully, effectively, and responsibly.

**HOWAND WHEREMUSTANUNADSTUDENT THINK?**

16. With courage and perseverance.
17. Individually and in groups.
18. In their personal, professional and community life.

**SAMPLES OF WORK WHICH DEMONSTRATE THAT AN UNAD STUDENT IS COMPETENT IN THIS AREA:**

19. Act effectively and appropriately in different contexts and settings.
20. Implement problem-solving and decision-making strategies.
21. Manage their time and activities in daily life
22. Apply disciplinary knowledge, skills, and values to their goals.
23. Plan for and implement desirable change in response to circumstances.

- **Communicate**

An UNAD student should be able to communicate with different audiences using various means.

**HOW AND WHERE MUST AN UNAD STUDENT THINK?**

1. By speaking, listening, reading, and writing.
2. Verbally, non-verbally, and visually.
3. With honesty and civility.
4. In different disciplines and settings.

**SAMPLES OF WORK WHICH DEMONSTRATE THAT AN UNAD**

1. Identify their own strengths and weaknesses as a communicator.
1. Analyze audience to improve communication in various settings.
2. Communicate in different contexts, settings, and disciplines.
3. Evaluate effectiveness of their own and others communication.

Student learning outcomes for each program are consistent with the program objectives; are aligned with the occupational area of study and with the level of education intended; and reflect the necessary occupational and academic knowledge, skills, and competencies.

Student learning outcomes and objectives per program can be found in the school's Program Outlines per program, which specify what students/graduates will know, be able to do, and will be able to demonstrate when they have completed a program of study. Student learning outcomes for all programs specify an action by the student that must be observable, measurable and be able to be demonstrated.

**Student learning outcomes help departments:**

- Understand how to better facilitate student learning, while it also
- Receive feedback about the services provided to students in order to accomplish program

objectives (What skills are students learning? Are these the skills UNAD wants them to learn? Are these the skills faculty is teaching students?).

**Student learning outcomes help students:**

- To articulate what they are learning and have learned from attending UNAD.
- Be able to explain what they can do and what they know.
- Understand where they can go to learn particular knowledge, skills, attitudes or values. Ultimately, providing students with a map of where various learning opportunities are available.

To support UNAD mission to prepare career-minded individuals through quality education, in order to measure the effectiveness of the programs of study, and if students are achieving the program learning outcomes, the school implements internal and external resources to continuously assess and evaluate the appropriateness of its programs.

The role of UNAD Florida is to provide students with a learning environment that encourages critical reflection and knowledge construction through interaction with educators and other students in a learning community. This interaction is facilitated by technology that makes distance education dynamic and interactive.

La UNAD ensures that the facilities, equipment, technology and other resources and infrastructure associated with distance education are appropriate to the subject matter of the programs and course of study. The university utilizes the open source platform Moodle as the online environment tool for distance education. Moodle is the online platform managed by distance education team to deliver the programs and courses via online education. The university's online education platform Moodle is hosted in third party dedicated servers to ensure a 24/7 guaranteed connection to students and faculty. This technological infrastructure for the university's online courses and programs allows students to study, review, respond and interact with faculty and other students, at any given moment of the day. All courses and degree programs taught at UNAD remain with the same academic structure, whether the courses or degree programs are online. All online educational objectives are met in the same way that in-campus educational objectives are met. All online courses follow a syllabus which identically matches the in-campus syllabus, but differentiates in the learning activities, participation methods, homework delivery and testing times. The university's online faculty is trained to properly use the platform and apply best-practices for professor-student interactions in online environments.

**UNAD Florida sets the following academic criteria:**

A new educational role is created for teachers and students. The professor assumes the role of process facilitator, and the student is the driver of his or her learning experience.

Students earn the freedom to make decisions on the appropriate direction of their studies, the organization of their schedule, and the determination of learning spaces. Students advance their learning on their own terms per their schedule and motivation.

Students can access several sources of information, learning alternatives, and activities to satisfy their learning needs.

A variety of pedagogical learning scenarios are created, including self-study, works in small groups, participation in research seminars, personal support and consultation. Students are evaluated using self-evaluation, group-evaluation, and teacher evaluation. The learning process is released from space and time limitations.

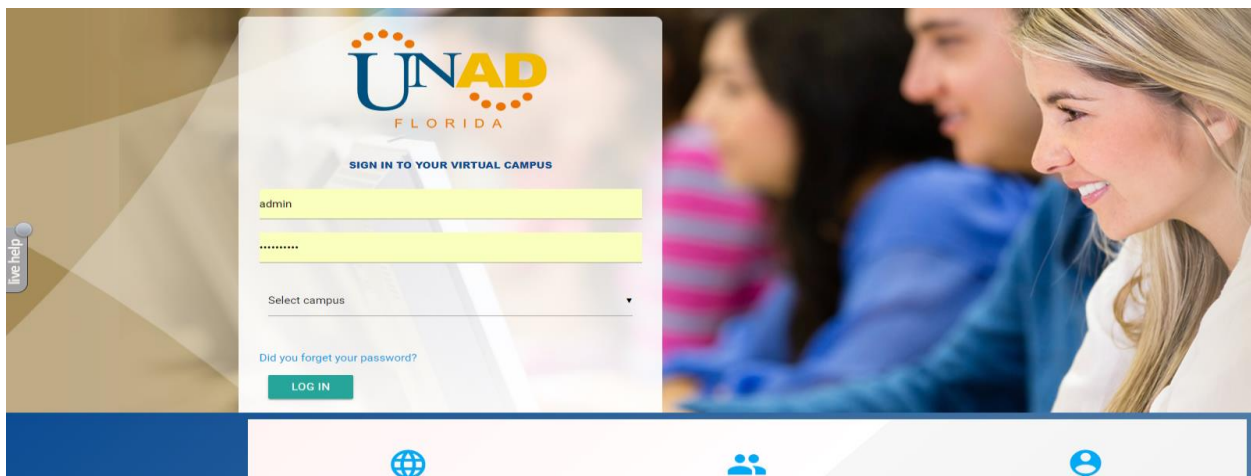
The delivery system for distance education at UNAD is the LMS (Learning Management System) Moodle, which is currently running with version Moodle 3.2.3 (Build: 20170508). The system was chosen for being open source, and mainly because it promotes social constructionist pedagogy, which means collaboration, varied activities, and critical reflection. Courses at UNAD Florida are



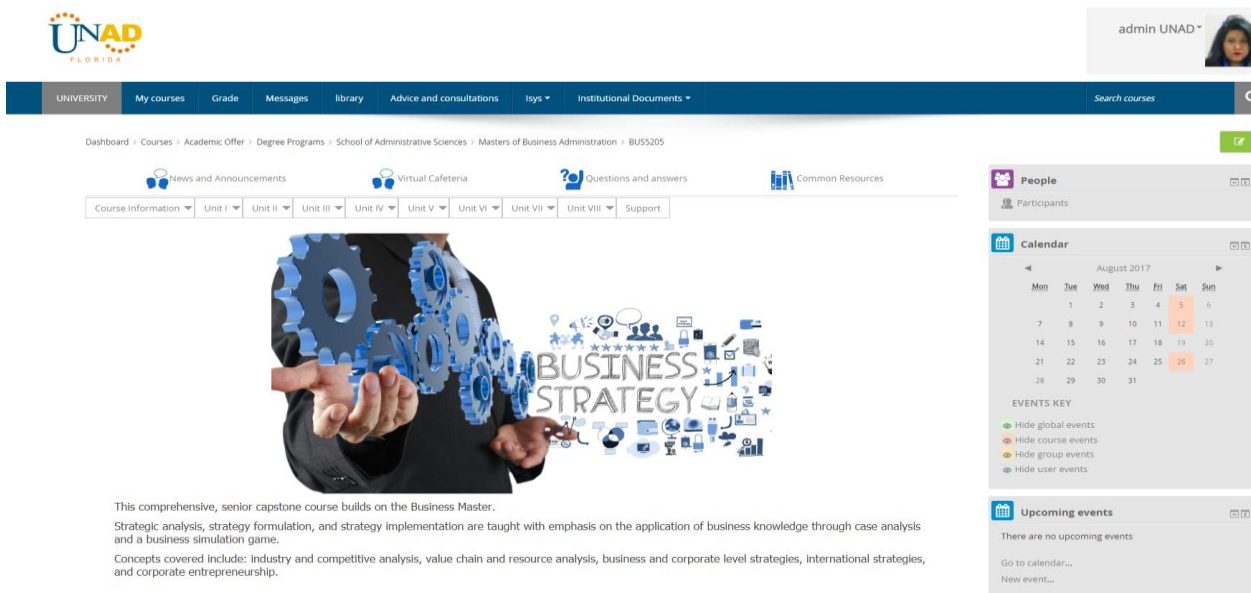
The screenshot shows the UNAD Florida website homepage. At the top, there is a navigation bar with links for HOME, ACADEMIC PROGRAMS, ADMISSIONS, and ABOUT US. A yellow 'Apply Here' button is also present. Below the navigation bar, a large banner features the text 'UNAD FLORIDA' and 'STUDY ONLINE AT YOUR CONVENIENCE!' with a background image of a smiling woman looking at a laptop. Below the banner, there is a section titled 'STUDENTS WELCOME TO UNAD FLORIDA ONLINE UNIVERSITY!' with a sub-header 'Your future starts here!'. The text describes UNAD Florida as an online university dedicated to preparing graduates to be competitive professionals in the global workforce. A group photo of diverse professionals is shown on the right side of this section. At the bottom, the address 'UNAD FLORIDA 490 Sawgrass Corporate Pkwy Suite 120 Sunrise Florida. 33325' and the website 'www.unad.us' are listed.

delivered via Moodle, our virtual campus or online learning management system. This will bring you to Moodle's login page: Enter website: <http://www.unad.us>

2. Click on the Virtual Campus, <http://classrooms.unad.us>. Enter your username and password and click on the Login button to continue to classrooms



3. Access the courses in which you are enrolled for the current semester. Once inside, you'll be able to access the course syllabus, materials, activities, assignments, instructor information and participants.



Tools for an online learning environment through the open source platform Moodle, which by nature is flexible, easy to use, presents diverse teaching and performance strategies that lead to significant learning accomplishments for students.

Instructors set their own online office hours at the beginning of each course. Please check with them and in your course room and syllabus.

The online platform also offers the opportunity to design multimedia resources that guarantee the foundation of knowledge, through didactic heterogeneous materials that add value to the class materials and educate and make it flexible to control learning environments.

The online learning platform Moodle allows the university to constantly monitor the progress of the students and it generates the sufficient inputs to ensure their productivity and effective fulfillment of the scheduled planning of the course.

UNAD Florida online platform Moodle allows the institution to do the following:

- The possibility to access the platform's code, making it more trustable.
- Reduction of costs. In the majority of occasions, the institution does not have to pay for system updates or number of licenses.
- Possibility of reutilization of codes within different applications.
- It is adaptable to the updates of versions, offering stability and constant modernization.

### **Independent Study Courses**

Independent study offers students an important opportunity to engage in research, to pursue areas of inquiry not regularly offered through courses, to participate in supervised internships and service learning, and to graduate with honors. Such courses build on students' knowledge and encourage undergraduates to apply their academic experiences to intellectual and practical concerns. Faculty members at UNAD Florida also regard independent study courses as valuable forms of learning. Students who undertake independent study are expected to be self-motivated and largely self-directed. There is a limit of 15 credits for undergraduates and 6 credits for graduates that can be done via independent study. All independent study courses will be 8 weeks.

### **What is Independent Study Courses?**

At UNAD Florida the term "independent study" defines both a general category of courses as well as a specific type of course (here called "traditional independent study"). Over time "independent study" has come to mean different things in different disciplines. Consequently, working definitions are necessary. As a category, "independent study" denotes courses that

provide a mechanism for a student to work on a specific topic with a faculty member for academic credit. Typically, the topic is focused rather than general and is not usually pursued in scheduled courses. At least three hours of independent work per week is expected for each unit of credit, and a final written paper, report, or artistic work is required. The category “independent study” embraces at least four types of course work.

**Traditional Independent Study:** The pursuit of a topic of interest by a student (generally in the major or minor), under the supervision of a faculty member with expertise related to the topic.

**Directed Readings:** Systematic analysis of an approved bibliography in the student’s area of interest. This may be offered when a course is not offered in a semester.

**Directed and/or Mentored Undergraduate Research:** Investigative, fact-finding work supervised by a faculty mentor and conducted outside a conventional classroom—in a laboratory, in field sites, in a library, or in other places in which research activity takes place.

**Internships/Practicum:** Such courses provide a supervised, reflective work experience designed to give students first-hand knowledge of the practice of a discipline. Students are encouraged to integrate classroom and work experience in ways that help them develop a professional identity. Undergraduate programs require students to obtain an internship in an institution related to their field of study (e.g., a company or a hospital). To secure an internship, a student may approach a prospective employer directly, we do not help students find an internship. For those cases where an internship is impossible, a project will be assigned by the dean in lieu of the internship.

Independent studies require a conversation with and approval by the Academic Dean. An Independent Study Learning Contract must be filed with the Registrar’s office with all appropriate signatures and filed in student’s academic record.

Each weekly unit presents the (1) learning objective(s) for the week, (2) the learning materials you must study, (3) the activities you must participate in, and (4) any assignments that are due. The course schedule summarizes this information. Students are responsible for regularly reviewing the course schedule, studying all required learning materials, participating in all programmed learning activities and submitting all required assignments by their deadlines. Eight-week courses will be set up similarly.

### **Evaluations**

Evaluation of learning can occur in several ways. Assignments, exams and/or quizzes are formal evaluations means. For assignments, students submit a file; the instructor grades it, and gives



feedback. All exams and quizzes are administered through our password protected online platform. These are monitored through IP tracking to ensure the student is the only user. The online platform presents the results of objective exams and quizzes (i.e. those with multiple-choice, true/false, etc. types of questions) instantaneously. The instructor manually grades open-ended questions (e.g. essay questions, short answer questions). The results are presented as soon as the instructor completes the grading.

UNAD Florida expects students to adhere to the timeline and retake policies provided by the course professor in the course syllabus. The course instructor reserves the right to allow assignment make-up and exam/quiz retakes.

Instructors may provide informal evaluation via forums, chats, and other communication tools. This helps to provide continuous evaluation and feedback to students as they prepare their formal evaluations.

When a student sends a message with a question, or posts a question in a forum, the instructor is expected to respond within 24 hours. For evaluations that require the instructor's review, grading, and feedback, the response time is one week.

## **DISTANCE EDUCATION FACILITIES AND EQUIPMENT**

UNAD Florida was established to provide online learning. The University provides technical assistance, services, and training through its online platform.

Students enrolled in a Distance Education program, are required to have an Internet Service Provider (ISP) – a high-speed (ISP) is recommended, a Java capable browser, and Adobe Acrobat Reader. Online Students at University receive an institutional email account (@unad.us) for all academic matters and personal use. Students are required to maintain active e-mail addresses and are responsible for keeping their contact information accurate and current. Students should note that the email address they used to apply to the University of the People is the one maintained by the Office of Student Services unless they have subsequently submitted a request to change it. Students wishing to change information should do this via the Student Portal using the “Change Personal Information” form.

The students should note that these online spaces are neither private nor confidential. Neither students nor instructional personnel should assume privacy when communicating in the Virtual Learning Environment. The University may access and observe communications conducted in the Virtual Learning Environment for regulatory, accreditation, research, and other administrative purposes such as enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct, or other complaints.

### **Technical requirements**

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

- Learning materials are provided to students in either Adobe PDF or Microsoft Office compatible formats. El software Adobe PDF Reader está disponible de forma gratuita en el siguiente enlace: <http://get.adobe.com/reader/>
- Microsoft Office is commercial software which is not available for free. If you do not already have or are unable to obtain a copy of Microsoft Office (Word, PowerPoint, and Excel) please use one of the following free options:
  - Download and install LibreOffice, a free and open source office suite that is mostly MS Office compatible (<http://www.libreoffice.org/download/>). When saving, please be sure to save your documents in MS Office format or PDF format, not the default Libre.

Office format. This is the preferred free option. Use an online office suite such as Office Online from Microsoft or Google Apps from Google to view and edit basic Word, PowerPoint, and Excel files in a web browser.

- Other Software: Note that certain courses, for example computer science courses, may require the installation and use of other specialized software. This information will be listed in the relevant course syllabus

**Student Login Username and Password**

Each student is assigned a designated username and password to log into the Online Learning Platform UNAD Florida <http://classrooms.unad.us>

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student.

The student keeps your password secret and do not give it to anyone else.

**Technical Support**

Support online is available to registered students through [supportonline@unad.us](mailto:supportonline@unad.us) or <http://support.unad.us>

To troubleshoot the problem, students are asked to include the following information:

1. The student first and last names
2. Provide a brief description about what happened when the error occurred.
3. Include any error messages received. Another option is for students to press the 'print screen' button (located on the upper right corner of most keyboards) and copy and paste the image.

There are several tools available for students to learn to navigate the UNAD Florida online platform. These include:

1. **Free informative courses and video tutorials**, without credit, are available for all students and instructors. These courses guide users through the operation of the online platform. These are not related to academic content but are a tool to better understand the online platform. <http://support.unad.us/>

2. **Support forum:** the support forum allows students and instructors to post a question or problem related to the platform at any time. Questions posted in the support forum receive a response within 24 hours. <http://support.unad.us/>

3. **Chats:** for real-time support, students and instructors can use **LiveChat**, available on the virtual platform and on the University website, is a free online chat system that connects users with support staff technical and important departments of the University <http://support.unad.us/visitor/index.php?/LiveChat/Chat>

4. **Frequently asked questions**, demonstrations, manuals.

Any change in the student's contact information will be processed through Support at [supportonline@unad.us](mailto:supportonline@unad.us) or <http://support.unad.us>

**Operating systems:**

- Windows XP (service pack 3 for 32-bit, service pack 2 for 64-bit), Windows Vista, Windows 7, Windows 8, Windows 10
- Unix/Linux or
- MAC OS X 10.6 (Snow Leopard) and higher

**Browser Support:**

- Internet Explorer 9 and higher
- Firefox 24 and higher
- Chrome 32 and higher
- Safari 5.1 and h

**Other Software Needed:**

- JavaScript and Cookies must be enabled

**USB Port Minimum technical competences:**

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

**Minimum technical competences:**

- Use correctly Web Browsing software

UNAD FLORIDA 490 Sawgrass Corporate Pkwy Suite 120 Sunrise Florida. 33325 [www.unad.us](http://www.unad.us)

- Use an Office Package (Word processors, slide makers and spreadsheets).
- Be familiar with electronic communication processes and tools (e-mail, chat and social networks)

**Personal competences**

**Responsibility:**

In the virtual environment students are responsible for their own learning process.

**Commitment:**

Students must be committed with the process, the activities and their work team to have a successful learning experience.

**Honesty:**

Plagiarism and other forms of intellectual fraud will not be tolerated in the University's virtual environment. For more information, refer to the school's Copyright and Intellectual Property Policy

**Perseverance:**

For distance learning it's essential that students can keep up with all the assignments in their due dates.

## **STUDENT SERVICES**

- **Library**

Through our affiliation with UNAD Colombia, UNAD Florida's students have access to an online library service which offers research tools that comprise periodicals, journals, newspapers, dissertations, books, and other scholarly information. At present e-Bray and EBSCO-host are used. Other online library services may be added from time to time.

- **Academic Advising**

**Orientation:** All students enrolling at UNAD Florida for the first time will discuss their personal goals, as well as program and course requirements, with University officials.

**Ongoing Counseling:** UNAD Florida is committed to providing students with the guidance they require to complete their program of study. UNAD Florida is also committed to help students apply the knowledge they gain to their professional activities. For explanations or advice, students may contact their instructors, the Director of Student Services or the Academic Dean.

- **Student Representative**

A Student Representative looks after the interests of students. The Student Representative is appointed for a period of two years by the Academic Dean in collaboration with professors. The Student Representative sits on the Board of Directors of UNAD Florida and has a vote at Board meetings.

- **Career and Placement Services**

The Career and Placement Services Department impacts the entire institution. Students benefit from the ability to learn as much as possible about the career they are training for. Graduates benefit from job search assistance. Alumni benefit from special services geared to their goals for raises, job promotions, and how to deal with lay-offs. Employers benefit from graduates who are work-ready. The Admissions Department has up-to-date information about the job-search process, services, and placement success. Students who consider enrollment want to know this information.

UNAD Florida offers employment advice to all students and alumni via the Career and Placement Services Director. We share local and national job opportunities, career advice and tips all available through our website portal. We also send out periodic emails with job fair information. UNAD Florida cannot guarantee job placement. Graduates may encounter employment limitations due to language, market constraints and other economic variables.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

- **Technical Support**

There are several tools available for students to learn how to navigate UNAD Florida's online platform. These include:

1. Two free, non-credit informational courses are available for all students and instructors. These courses guide users through the functioning of the online platform. These courses are not related to academic content, but rather are a tool to better understand the online platform.
2. Support Forum: The support forum allows students and instructors to post a platform- related question or problem at any time. Questions posted in the support forum receive a response within 24 hours.
3. Chats: For real-time support, students and instructors can use Skype, a free online voice and chat system that connects users with technical support staff.
4. FAQs, Demos, Manuals.

Any changes to student contact information will be processed through IT Support at [it@unad.us](mailto:it@unad.us) via the Change of Status Form.

- **Student Records and Transcripts**

Student records are retained perpetually at the institution site in Florida in a fireproof cabinet. Computer records are backed up weekly and stored at University

Requests for copies of transcripts for personal use may be made by contacting the Registrar and paying the appropriate fee. The college will issue official copies to another college, employer, institution, or agency, only at the student's request. Students and alumni may request copies of their academic records, which will be stamped 'Student Copy.' There is a \$----- charge for each transcript after the issuance of one upon graduation.

- **Records and Information**

UNAD maintains accurate academic transcripts for each student including each course in which the student is enrolled, the term, grade, and credit value. These transcripts are available to students upon request. UNAD maintains the following: accurate records of academic advisement and a copy of all decisions made in each academic advisement conference, records of personal counseling referrals made to students (which are kept confidential unless released by the

student), a policy of non-discrimination based on disability, and other federal requirements for non-discrimination, and records of placement interviews arranged for the student as well as a record of employment decisions.

- **Family Educational Rights and Privacy Act**

UNAD complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Laws 93-380, and Section 438. All students' records are confidential.

- **Support Services**

UNAD is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at University. Academic advisement is available from the Academic Department upon request from the student.

**Educational Accessibility services (disability support)**

UNAD provides students with disabilities programmatic and physical access in compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of Amended, of 2008, and the Rehabilitation Act Amendments of the Workforce Investment Act of 1998.

The student requiring individualized attention, should contact the Office of Student Services of UNAD Florida, stating their special requirements. Requests for accommodations should be made to the designated campus educational accessibility counselor at least 30 days before classes begin. Documentation must be provided to support according to the necessity that it presents.

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**ACADEMIC POLICIES AND STANDARDS OF PROGRESS**

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**• Maximum Number of Students per Class**

UNAD Florida establishes a maximum of 25 participants per course. In search of a more personalized and individualized attention to the student, it guarantees the permanent interaction with the Faculty.

**• Syllabus**

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

**• Responsibilities of the student during class development**

- Participation on chats, forums and any other activities is necessary for the achievement of learning objectives.
- You should check the course site and the informative board regularly.
- You must read the recommended materials for every Week (case studies, book chapters, presentations, etc.). Take in consideration that the slides provided for each unit are only for support and quick reference, the complete material you must read is the recommended chapter of the book.
- You must respect the due dates for every activity. Late deliveries won't be accepted and the system will automatically block your opportunity to send activities after their due date. Don't wait for the last minute to post or send your responses to the activity.

**• Attendance Policy**

- Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a semester by submitting an academic assignment (such as the course requirements checklist, an examination, written paper or project, discussion board post, or other academic event) will be dropped from the course roster at the end of week one and will not be allowed to submit further course work. The student may appeal to their instructor to remain in the course.
- The student alone assumes responsibility for course work missed from non- attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed.

•Students who begin attendance by submitting an academic assignment but eventually cease progressing toward the completion of the course will be assigned a grade of AW during the semester.

• **Academically Related Activities (ARA)**

To maintain continuous enrollment, the following activities that occur on or after the course start date and on or before the course end date will be considered academically related activities (ARAs). ARAs determine a student's enrollment status with the school. Students can maintain continuous enrollment by ensuring no more than 14 days' elapse between posting an ARA or sooner if required by Professor. Examples of an ARA are: complete a unit quiz and/or similar assessment, complete all required weekly assignments, post at least 3 times to an original forum posting and respond to two classmates on different days of the week, attend a virtual session as scheduled by professor. If a student fails to complete at least one of these activities the student will be marked absent.

• **Definitions Related to Attendance**

Last day of attendance policy/statement – this is the day a student had an academically related/recorded activity, which may include projects, examinations, etc.

Date of Withdrawal policy/Statement-this is the date that administration determines that a student is no longer enrolled at UNAD based on lack of Academic Related activity.

**GRADING POLICIES**

UNAD Florida grading scale and academic standards are based on the following grade point equivalents:

Grading Scale Policy			
Letter Grade	Percentage Points	GPA (4.0)	GPA <sup>1</sup> (5.0)
<b>Doctoral Level</b>			
A	91-100	4.0	5.0
B+	86-90	3.5	4.4
B	80-85	3.0	3.8
F	Below 80	0.0	0.0
<b>Masters Level</b>			

A	91-100	4.0	5.0
B+	86-90	3.5	4.4
B	80-85	3.0	3.8
C	70-79	2.0	2.5
F	Below 70	0.0	0.0
<b>Undergraduate Level</b>			
A	95-100	4.0	5.0
A-	90-94	3.7	4.6
B+	87-89	3.3	4.1
B	84-86	3.0	3.8
B-	80-83	2.7	3.4
C+	77-79	2.3	2.9
C	74-76	2.0	2.5
C-	70-73	1.7	2.1
D+	67-69	1.5	1.9
D	64-66	1.3	1.6
D-	60-63	1.0	1.3
F	59 or <	0.0	0.0

Relevant to students where a 5.0 scale is used.

### Other Grades

Grade	Description	GPA Points	Credits Earned
I	Incomplete	N/A	No
P	Pass	N/A	Yes
NP	No Pass/Not approved	N/A	No
W	Withdrawn by Deadline	N/A	No
AW	Administrative Withdrawal	0.0	No
T	Transfer Credit	N/A	Yes
FA	Failure for Academic Dishonesty	N/A	No
E	Excluded from GPA	0.0	No
INC	Included in GPA	0.0	Yes
NG	No Grade	N/A	No

**Definitions:**

1. **"I"** - indicates a student filled out a form to inform the professor and school that they need more time to complete a course due to personal hardship, work schedule or requested emergency leave. A student will receive a provisional grade of Incomplete (I) in the following instances:
  - a. If his absence from a final examination can be justified
  - b. If his absence of not more than 25% of his work can be justified.
  - c. If the student has complied with all partial requirements of the course during the semester or part-of-term. In order to remove an Incomplete, the student should take the corresponding final examination or work requirement within the first 30 days of the subsequent semester or summer session. Those students receiving Incomplete in prerequisite courses during the summer session must take the final examination or work requirement within the first fifteen days of the following summer session. The professor has the responsibility of removing all Incompletes. In the case of students not complying with these established rules, the professor will assign a "0" in the corresponding work missed by the student and will report the final grade to the Registrar after calculating the corresponding grades.
2. **"P"** - indicates a student that at the time of withdrawal has passed the requirements for that particular course as specified in the course syllabus and/or the professor. Credit is earned but grade is not given or used as part of the GPA.
3. **"NP"** - indicates the student did not meet the minimum requirements for a particular course and it must be repeated.
4. **"NG"** - indicates that the registrar expects a grade to be submitted but none has been. Received.
5. **"W"** indicates a withdrawal from a course with the official approval of the Office of the Registrar and/or Academic Dean. A withdrawal form must be filled out and filed.
6. **"AW"** indicates an administrative withdrawal approved by the Academic Dean and Registrar's office once reported by a Professor due to a student failure to continue attending his classes and does not officially drop the course. WA's will impact overall GPA.
7. **"T"** indicates student has transferred in credits from another institution for credit toward degree at UNAD. Credit is awarded but GPA is not impacted as it is omitted from calculation.

8. “FA” indicates that the student has failed the course due to academic dishonesty

- **Class Cancellation Policy**

In case of requiring or being necessary to cancel a class because of its enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Academic Dean. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Registrar's Office will advise the student of the possible cancellation due to low enrollment and any other options including the possible rescheduling of the class.

- **Dropping, Adding, Withdrawing from Courses**

UNAD Florida students may drop a course according to the academic calendar dates. Whether a student receives full, partial or no refund depends on when they submit the paperwork necessary and inform our office. After the publicized add/drop/withdrawal period, no class may be added or dropped without a grade.

Students requesting to withdraw from courses during the semester must submit a request to their academic advisor. Generally, the withdrawal date will be the date the student submitted the email to their academic advisor. A grade of “W” will be assigned to all courses from which the student withdraws within the required time period. A Course Withdrawal form must be sent to the Registrar by deadline listed on academic calendar.

- **Undergraduate Repeat Policy**

The UNAD Florida Undergraduate Repeat Policy is designed to assist undergraduate students in raising their cumulative grade point average by repeating courses in which they previously performed unsatisfactorily and by removing the previous grade from the GPA calculation.

Undergraduate students are subject to the following conditions:

1. When an undergraduate course is successfully repeated, the Undergraduate Repeat Policy will automatically be applied, all earned grades will remain visible on the student's permanent record, and the most recent grade earned will be the only grade to count toward the student's GPA. The registrar's office will automatically apply the Undergraduate Repeat Policy at the end of each term, including the summer term, to all eligible courses.
2. On the student's transcript, the letter “E” will follow the previous earned grade(s) to indicate that the grade has been “excluded” from the GPA. The letter “I” will follow the most recent grade to indicate that the grade has been “included” in the student's GPA. The grades which have been

excluded from the GPA calculation will not count toward GPA hours or hours earned, but will remain on the student's record as attempted hours.

3. UNAD Florida is not a participant in the Federal Financial Aid program at this time, thus there are no limits on the number of different courses or retakes in which the Undergraduate Repeat Policy may be applied.

4. The Undergraduate Repeat Policy will only be used on UNAD Florida courses that have been repeated at UNAD Florida. No transfer credit or credit earned through institutional or standardized testing may be used in the Undergraduate Repeat Policy.

5. The Undergraduate Repeat Policy will only be applied when the same course number/title is retaken, unless there's been a university approved course number/title change and the department confirms that the courses are the same. Course replacements/substitutions are not eligible for the Undergraduate Repeat Policy.

6. Undergraduate courses in which a grade of C, D, F was awarded are eligible for the Undergraduate Repeat Policy. Courses which are NOT eligible for the Undergraduate Repeat Policy are: pass/fail courses, zero-credit courses, and courses with grades of I, AW and or those courses failed due to academic dishonesty.

7. Activation of the Undergraduate Repeat Policy for a prior semester will not affect the academic standing or dean's list award for that semester. Academic standing or dean's list in a prior semester can only be changed as a result of an approved grade change.

8. Once a student has graduated, the Undergraduate Repeat Policy may not be used on a course taken prior to graduation to enhance the cumulative GPA which was recorded at the time of degree conferral.

9. A student will have to wait until a failed course is offered again at the university to repeat the course. We are under no obligation to offer a course to meet a student's desired graduation goal. In some cases it can be a full academic year before a particular course is offered again. Thus, we encourage students to pass their courses the first time they take it.

- **University Leave (LOA)**

A university leave or leave of absence is a break in enrollment and occurs when a student is not actively taking a class each academic year. The academic year begins with start of the fall semester and ends with the conclusion of the summer term. UNAD Florida has three types of

“LOA” and they are: General LOA, and Emergency LOA. A University withdrawal/Cancellation form must be sent to Registrar by deadline listed on academic calendar.

1. General Leave of Absence is to allow a student to voluntarily withdraw from the University and to return to the University at a semester of the student’s choice following the academic policies in place at the time of the leave. Students taking a General LOA must: be in good standing, request no more than three years, complete the LOA form. Note that students will be classified as inactive.

2. Emergency Leave of Absence allows a student, due to exceptional circumstance, as approved by Academic Dean, to voluntarily withdraw from the University during a current semester and to return to the University within two years. A student who experiences an exceptional circumstance can apply for an emergency level of absence, which will allow the student to withdraw from all classes, if prior to the 12th week of classes. If it is after the 12th week, students may seek their instructors’ approval to make arrangements to complete classes or receive incompletes. Students taking a Emergency LOA must: be in good standing, request no more than two years, complete the LOA form. Note that students will be classified as inactive. All academic rules and regulations concerning incomplete grades still apply.

#### Graduation Process

A student who is in the semester of which they believe they will graduate, should begin the process for graduation by submitting a Petition for Graduation form soon as their last semester begins and ensuring with the Academic Dean and Registrar that all necessary items have been received by their offices. This process can take two months.

- **Graduation Ceremony & Degree**

Degrees are conferred throughout the academic school year (for transcript purposes) but are printed only three times a year, January, June and August. Some students may want to have an "apostille" for their degree which is a form of authentication. The Office of the Secretary of State provides apostille and authentication service to U.S. citizens and foreign nationals on documents that will be used overseas. This requires an extra fee and we group bundle them during these three times a year only.

Students who wish to have a graduation ceremony can opt to come to the UNAD Florida offices for a private graduation ceremony (at their expense, see fees) in January, June or August which would include rental robe/cap for pictures, refreshments, pictures with Executive

Director/Academic Dean. See fee schedule for charge. If for any reason a degree needs to be reprinted due to loss, etc. there is a \$50 fee for replacement.

- **Graduation Requirements**

To be awarded a degree from UNAD Florida, a student must begin the process by filing a Petition for Graduation and must fulfill the following requirements:

1. Successfully complete his or her chosen program of study as it appears in the Catalog.
2. Successfully complete the language requirement as specified on the language track.
3. Bachelor's students must have a cumulative GPA of 2.0 or above.
4. Master's students must have a cumulative GPA of 3.0.
5. Doctoral students must have a cumulative GPA of 3.0.
6. Graduate students must attend the Annual International Conference or its equivalent. Those who cannot attend due to extenuating circumstances will be excused on a case-by-case basis. Conference will be held live or via webinar.
7. Be under no outstanding financial obligations to UNAD Florida.

- **Time Limits for Degree Completion**

Students pursuing degrees with UNAD Florida must complete the degree requirement within 10 years of the date of matriculation. Any student who does not complete coursework within the permissible time limit for any reason, including discontinued enrollment, must reapply for readmission and will be subject to the requirements in effect at the time of his/her readmission.

**SATISFACTORY ACADEMIC POLICY**

UNAD Florida monitors students' academic performance to ensure satisfactory progress toward a degree.

Satisfactory Academic Progress (SAP) applies only to Degree Seeking Students.

The University reserves the right to place students on Academic Warning, Academic Probation, Probation Continued, and Academic Suspension, and reserves the right to remove students from Academic Warning, Academic Probation, Probation Continued, and Academic Suspension based on their academic performance and degree program, notwithstanding the Academic Standards.

- **Academic Honors**

To encourage excellence and high academic achievement by students, the Academic Dean has established and will recognize the following categories of scholastic honors for those enrolled in the degree programs of UNAD. To qualify for any of the categories, a student must complete a minimum of four courses (12 credits) in one academic year.

Dean's List	3.50 to 4.00
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Honor Roll	3.20 to 3.49
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Graduation honors are awarded for academic work performed by the student during his or her undergraduate program with UNAD. The degree will be conferred and printed as follows:

Summa cum Laude	3.90 or above
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Magna cum Laude	3.75 to 3.89
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Cum Laude	3.60 to 3.74
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- **Academic Probation**

Students who, at the end of each term, do not meet minimum academic standards and course completion rates (defined below), are placed on academic probation. A letter and email is sent to the student to inform them of their status with the school.

**Minimum Academic Standards:**

- A cumulative GPA of 2.0 or above for Undergraduate Students.
- A cumulative GPA of 3.0 is required for all Graduate Students.

Academic probation lasts for one term. If, at the end of the term in which the student has been placed on academic probation, either the Minimum Academic Standards or the Successful Course Completion Rate are not met, the student will not be allowed to register as a regular student for the upcoming term. A conversation is scheduled with the Academic Dean to determine if the student has the academic ability and desire to successfully complete his or her chosen program of study. After this conversation, the Academic Dean may admit the student to Extended Enrollment Status.

- **Extended Enrollment Status**

With the permission of the Academic Dean, a student may continue as a non-regular student for a period not to exceed one semester.

During this time, the student is expected to improve his or her academic record by re-taking failed courses and re-establishing satisfactory academic progress. The student is responsible for all costs incurred while on extended enrollment status. Courses taken under extended enrollment provisions will count towards credits attempted and will affect the GPA calculation.

A student may be re-instated as a regular student if, during the semester of extended enrollment, he or she meets minimum academic standards and course completion rates and demonstrates to the Academic Dean that he or she is ready to continue his or her education. If re-instated, the student is placed on academic probation during the term following extended enrollment.

• **Mitigating Circumstances**

The Academic Dean may grant or extend a leave of absence for up to three semesters to students in good standing or waive interim satisfactory progress standards for circumstances of poor health, family crisis, or other extreme circumstances outside the student's control. The student must document these circumstances in writing and demonstrate that he or she had an adverse impact on his or her academic performance. A request for a waiver of satisfactory progress standards must be made in writing to the Academic Dean. No waivers will be issued for graduation requirements.

• **Academic Policy on Internships**

Several courses of study at UNAD Florida call for students to complete an internship as a requirement for graduation. This document outlines the most important facts about the internship process.

1. Students may register for an internship at any point during their academic career
2. No grade is received for an internship; rather, upon successful completion of the internship, students are granted academic credit.
3. Internships may or may not be paid, depending on the agreement made between the student and the employer
4. The standard internship is worth 6 credits. In order to be granted those credits, students must:
  - (a) work at their internship for a minimum of 300 hours
  - (b) submit the appropriate forms to the internship coordinator (see point 5, below)
  - (c) perform work that is directly related to their field of study. For example, if a student is enrolled in the Marketing and Business administration major, he or

she might do an internship at a business office or an advertising firm. If a student is enrolled in Social Psychology, he or she might do an internship at a mental health clinic.

5. Over the course of an internship, a student must submit to the internship coordinator three documents:
  - (a) At the beginning of the internship, an Internship Agreement Form
  - (b) After 150 hours of work have been completed, an Internship Progress Report Form
  - (c) At the end of the internship, and Internship Final Report Form
6. In order to secure an internship, a student may approach a prospective employer directly. Alternatively, the student may suggest to the Internship Coordinator a list of possible employers. The Coordinator will then approach these employers and inquire about internship possibilities for the student.
7. A large number of UNAD Florida's students are employed. If their work is related to their course of studies, it is possible to translate this professional experience into academic credit, in lieu of doing an internship. In order to do so, the interested student must ask his or her direct supervisor to send a letter to UNAD Florida's Academic Dean detailing:
  - (a) The time the student has been at his or her present job and
  - (b) The duties and responsibilities attached to the job

Upon careful review of this letter, the Academic Dean may authorize the student to receive six (6) academic credits, provided that student is registered for an internship in the current semester, has worked for at least six months at his or her present job, and the job is directly related to his or her field of study.

- **Satisfactory Student Progress**

Satisfactory academic progress will be evaluated after each fall, spring and summer terms. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may be put on academic probation and ultimately dismissed. The grade point average is the qualitative measurement used for academic work at the university. An undergraduate student must maintain a cumulative GPA 2.0 or better and a graduate student must maintain a cumulative GPA of 3.0 or better.

Successful Course Completion Rate is earning at least 60% of the credits attempted each term. Students will be given a warning semester when the required GPA or pace of completion is not met. A student who is placed on academic warning may register for one subsequent semester

under academic probation. At the end of academic probation semester, they will be academically dismissed from the university.

- **Course Prerequisites**

To enroll for certain courses, students must have completed prerequisites, usually in the form of more basic courses. Prerequisite courses are listed with course descriptions as applicable. If a student registers for a course for the next semester while currently enrolled in a prerequisite course, the student must satisfactorily complete the prerequisite course or withdraw from the higher-level course. Courses taken at another institution may be used to satisfy prerequisites, subject to the approval of the Academic Dean.

#### COMPLAINT GRIEVANCE POLICY

#### **PURPOSE**

The purpose of this policy is to establish a student complaint/grievance procedure.

#### **II. SCOPE/COVERAGE**

This policy applies to all current students of UNAD Florida

#### **III. POLICY STATEMENT**

UNAD Florida is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff, and fellow students.

#### **IV. PROCEDURE**

Note that a grievance is defined as a matter not falling under the progression policy for academic or non-academic due-process.

A grievance procedure is available to any student who believes a school 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 grade grievances should first communicate with the appropriate course professor. The professor has 5 days to provide the student, an answer to his (her) grievance. If the professor is unable to resolve the student's complaint, the professor will refer it to the

Academic Dean in writing at [academic@unad.us](mailto:academic@unad.us). The academic dean has 10 days to provide the student, an answer to his (her) grievance.

- Students with other type of grievances should address them formally by sending an email to the Academic Dean at [academic@unad.us](mailto:academic@unad.us). The purpose of the written petition portion of the Academic Appeal is to provide the Academic Dean with information which the student believes should be considered during the appeals process. The request should be based on logical considerations and realistic expectations rather than on an emotional plea. Provide brief information regarding extenuating circumstances and include appropriate documentation.

**The chain of appeals is as follows:**

If the Academic Dean is unable to resolve the student's appeal, the Dean will refer it to the Executive Director. The Executive Director has 10 days to provide the student, an answer to his (her) grievance. If the Executive Director is unable to resolve the appeal, the Executive Director will refer it, in turn, to the Board of Directors. The Board of Director has 10 days to provide the student, an answer to his (her) grievance. The Board of Director's decision will be final.

Students who, at the end of this process, feel a grievance is unresolved may refer it to Executive Director, Commission for Independent Education, 325 UNAD FLORIDA. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. 1-888-224-6684 (Toll Free)

**OFFICE OF RESPONSIBILITY:** Academic Office

**REVIEW:** This policy will be reviewed every three years or more often as needed.

**STUDENT INTEGRITY AND ACADEMIC HONESTY**

UNAD Florida fosters a spirit of honesty and integrity fundamental in the University As an academic community whose fundamental purpose is learning and the pursuit of knowledge, every individual is responsible for following accepted standards of academic integrity and for sharing a commitment to upholding these values in all academic pursuits.

The students are expected to work diligently to ensure that all assignments, exams, or other coursework submitted represents the student's original work and follows acceptable academic practices. Students are encouraged to work together, as group efforts and study groups are a wonderful tool to facilitate learning and foster a deeper understanding of material in a course. However, students must submit their own individual work always unless instructed to participate in group work as part of a course requirement.

Under no circumstances are students allowed to publicly share (for example on blogs, websites, social media, databases) their work completed at or for UNAD from the end of the student's final term of study.

All student work must be free of fraud and deception including:

- **Plagiarism Detection**

UNAD Florida will be instituting Turnitin for plagiarism detection throughout the university. Students who take courses at UNAD understand and agree that all required papers may be submitted to Turnitin for a textual similarity review. All submitted papers will then be included as source documents in the Turnitin reference database for the sole purpose of detecting plagiarism in future documents. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on the school website. Be aware that plagiarism will not be tolerated, and expulsion is a real possibility. At the very least, any accusation by a professor will be investigated thoroughly and student record noted.

- **Standards of Student Conduct**

Students of UNAD Florida, as well as applicants, who become students and former students, are expected to comply with all laws and with University policies and online campus regulations.

**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.
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: sexual harassment is any 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 adhere 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 or not it was the student or someone else who prepared the notes or recordings. Copying handouts, readers or other course materials provided by an instructor as part of the University course for any commercial purpose unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing is prohibited.

10. Disrespect of instructors in any format verbal or written. Disrespect meaning in the use of language, insubordination (defiance of authority or refusal to obey class rules).

• **Penalties for Academic 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 a disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be presented in a subsequent disciplinary action.

When a student is found in violation of University policies, 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. 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 of time. 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 of time with reinstatement thereafter, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the conditions of suspension or of 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. 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. 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.

6. Revocation of Awarding of Degree: Subject to the concurrence of the Board of Directors, revocation of a degree obtained by fraud.

#### **STUDENT IDENTIFY VERIFICATION POLICY**

Because of new regulations stemming from the federal reauthorization of the Higher Education Act in 2008, higher education institutions have been asked to address student authentication for all distance and correspondence courses. To be in compliance with this regulation, institutions are required that the institution must demonstrate that the student who registers in a distance or correspondence education course or program is the same student who participates in and completes the course or program and receives the credit by verifying the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as (1) a secure login and pass code, (2) proctored examinations, and (3) new or other technologies and practices that are effective in verifying student identification.

Thus, UNAD has instituted the following policies to address student authentication:

#### **Identity Management**

1. All students enrolled in UNAD courses will receive individual secure login and pass codes to the learning management system (LMS).
2. Student as well as Faculty accounts are issued by the UNAD IT Department. Instructions for student login are sent to students via email as well as our student orientation tutorial. Students can contact the Help Desk for assistance.
3. Additionally, student identity may be verified through use of at least one additional measure.

#### **Additional Measures**

The Academic Dean may select additional measures for the schools, which include:

1. Proctored examinations. Students enrolled in electronic courses may be required to take proctored exams. The Instructor is responsible for providing the details of the exam process to the students. Instructors will provide test dates and proctor requirements to the students in the course syllabus as well as the course room.
2. UNAD Florida may choose to use remote proctoring devices which requires online students to purchase a monitoring device or live monitoring service that connects to their computer and "watches" them take an exam. These approaches may require periodic finger-print scanning and

turning on a microphone and 360-degree camera if noise or movement thresholds are reached. Instructors will accommodate students who are in a separate geographic location for proctor requirements. International students will be given access codes after paying UNAD FL the proctor fees at registration.

3. Use of Learning Management System Tools. Reporting functions that exist within the learning management system can be used to detect possible cases of academic dishonesty.

4. Other student identity technologies. Large companies that provide data security for the banking industry have data mining systems that are being used with distance learning students. Students are presented with multiple choice questions about their personal history, such as last street address, name of elementary school, or mother's maiden name. The student must answer the personal question in order to proceed with an assessment, and such questions also may appear randomly during an exam.

#### **Cost to Student for Student Authentication.**

The University requires a standard note to be posted in the registration system for all online courses by faculty. This note alerts students that the class may have additional costs and directs the students to a website and/or a downloadable PDF explaining the additional costs, including, but not limited to, additional costs for student authentication.

#### **STUDENT CONFIDENTIALITY AND PRIVACY POLICIES**

UNAD Florida offers on maintaining a trusted learning environment.

The University is committed to providing a clear and specific description of its policies to protect the privacy of its users. Any material changes to this policy will be reflected on this page.

As part of the application and enrollment process, UNAD collects personal information the student that is provided by you when going through these processes. This information includes, but may not be limited to, your name, address, email address, phone numbers, employer, and education history.

#### **When and With Whom We Share Your Personal Information**

UNAD Florida never sell or rent personal information to any third parties under any circumstances. We will share personal student information only with our agents, representatives,

service providers, and faculty for limited purposes, including; reviewing and process your application, enrollment or verifying the information provided during the application process.

The students assume total responsibility and risk for their use of any third-party website and the Internet in general. UNAD disclaims any and all responsibility for content contained in any third-party materials provided through links from the website. Further, the inclusion of these links to other websites does not imply that the other websites have given permission for the inclusion of these links, or that there is any relationship between UNAD and the linked websites, nor do the owners of the linked websites endorse any of our courses. UNAD is an independent company and references to other companies do not imply any partnership, joint venture, or other legal connection in which the University would be responsible for the actions of their respective owners or operators.

UNAD is governed by the Family Educational Rights and Privacy Act (FERPA). Is a Federal law designed to protect the privacy of a student's education records, including academic, financial and financial aid records. This act protects your personal information from being distributed to third parties without your consent, unless permitted by law. To this effect, FERPA regulation requires a Student to explicitly authorize the Institution, in writing, to disclose his/her education records and the personally identifiable information therein to third parties. This form must be completed and returned to the appropriate University office by either fax or mail, before any information can be released to a third party (i.e., spouse, employer, etc.). This form remains on file with the University.

#### Other Policy

- **Re-Entry Policy**

Students who left or were withdrawn by the administration who are requesting re-entry into UNAD Florida must petition the Academic Dean. If the student is permitted re-entry, the student must normally meet all conditions of the catalog and tuition and fee structure in effect at the time of re-admission. The petition will be reviewed and approved or rejected depending on past attendance, academic and financial history. Students may petition to re-enter no more than two times.

- **Textbook Policy**

At UNAD Florida we have two populations of students and try to provide what is the least expensive options as we are aware of the high cost of physical text books. Whenever possible



we will utilize free information. However, when unable to do provide free resources, students will be expected depending acquire the guide texts of the course.

## FINANCIAL INFORMATION

Students must be prepared to pay a portion of their tuition at time of registration. Students may choose to pay in full (at a discount) or pay a deposit then choose from our tuition plans to pay the balance.

### TUITION AND FESS

**Class Schedule:** UNAD Florida programs are all online 16-week long unless explicitly stated in the

Below the tuition rates for a student to attend UNAD are presented. Total program tuition varies by student depending degree program on the total credit hours required for that student to graduate.

Students must be prepared to pay a portion of their tuition at time of registration. Students may choose to pay in full (at a discount) or pay a deposit then choose from our tuition plans to pay the balance.

Course Tuition	Per Credit Hour		Select	
	US	\$		
Bachelor's Degree in Systems Engineering (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Industrial Administration (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Commercial & Marketing Administration (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Mass Communication (120 credit-hours)	US	\$	100.00	
Bachelor's Degree in Social Psychology (120 credit-hours)	US	\$	100.00	
Master of Arts in Education (39 credit-hours)	US	\$	220.00	
Master of Arts in Teaching English as a Foreign Language (TEFL) (42 credit-hours)	US	\$	220.00	
Master of Business Administration (39 credit-hours)	US	\$	220.00	
Doctor of Education in Educational Technology (60 credit-hours)	US	\$	450.00	
Doctor of Business Administration (64 credit-hours)	US	\$	450.00	
<b>Academic Fees</b>				
Technology Fee (per academic period)	US	\$	25.00	
Course e-books or instructional material (average per course)	US	\$	50.00	
Graduation Fee	US	\$	100.00	
Non-Refundable Application	US	\$	100.00	
Apostille (Form of authentication. Only International Student)	US	\$	90.00	



Change of Program Fee	US	\$	100.00	
Official Academic Transcript-Domestic	US	\$	20.00	
Official Academic Transcript-International	US	\$	30.00	
Education Records (per page)	US	\$	0.50	
Payments made outside of the payment agreement terms, that is, outside of the pertinent academic period, will also be subject to a late fee	US	\$	50.00	
Replacement/Duplicate Diploma	US	\$	50.00	
Proctoring Fees (as noted in LMS) Varies				
Florida private ceremony	US	\$	200	
Transfer Credit Evaluation	US	\$	50.00	
All tuition payments must be paid in full on receipt of tuition bill. Payment plans may be established within each academic period and its details could be arranged in a case by case analysis. No payment agreement will allow for payments outside of its pertinent academic period, NO EXCEPTIONS. All fees are non refundable.				

- **Payment Conditions**

All courses taken in a given academic period must be paid in full before the start of said academic period, if a student is unable to comply and can provide sufficient information about their conditions, then each case may be considered for lenience, all of these in a case by case basis.

Students may choose to have their tuition and/or fees automatically charged to their credit or debit card, or wire transfer on a specific date of each month in accordance to the previous conditions. Credit, or debit card or bank information will be requested of students selecting this option to establish this. A Student Authorization to Charge/Wire form is required.

- **Forms of Payment**

1. Personal Check
2. Money Order
3. Cashier's Check
4. All Major Credit and Debit Cards
5. Wire Transfers

- **Other Fees**

### **Books and Learning**

Students may purchase textbooks, required for each class, from local bookstores or from on-line providers.

Any publication or book acquired by the student through UNAD Florida, including textbooks, is nonrefundable. For courses where digital materials are provided in lieu of textbooks, a \$50.00 fee is applied directly to the student's account concurrent with the charge for tuition. The Course Digital Materials (CDM) fee is fully refundable if a student does not attend beyond Week 1 of a course and did not download any materials for the course. After this time, the fee becomes non-refundable. Students are not charged the CDM fee for repeated coursework if previously charged, unless a book has changed.

**Technology Fee**

The Technology Fee is fully refundable if a student does not attend beyond Week 1 of a course. After this time, the fee becomes non-refundable. Students are charged the Technology Fee for repeated coursework.

- **Tuition Reimbursement Plan**

Tuition Reimbursement may be selected as a payment option if your employer reimburses a portion of your annual tuition to you. Tuition is deferred a maximum of 30 days after grades are received, regardless of when you receive payment from your employer. Applicable fees are due on or before the start date of each course. To qualify, you must submit a signed Tuition Reimbursement Certification and Authorization Form and include a valid credit card number with authorization to charge the card. This card will be charged once the 90-day deferment period expires if any balance remains on the account.

**Documentation required for the Tuition Reimbursement Plan:**

1. Tuition Payment Agreement
2. Tuition Reimbursement Certification and Authorization Form

**Company Direct Tuition Reimbursement Plan**

UNAD Florida will defer payment until one month after grades are posted for students that work for a company that will pay UNAD Florida directly after the student submits grades. If the

company forfeits its obligation to pay, the student will have to pay any outstanding obligations and choose another option for subsequent enrollment.

**Documentation required for the Tuition Reimbursement Plan:**

1. Payment Plan Agreement
2. Company Direct Reimbursement Certification and Authorization Form

- **Refunds**

**Cancellation/Withdrawal and Termination Refund Policy****University Cancellation & Refund Policies**

The following policies govern refunds to students in case of course drop, withdrawal, or dismissal from the University. Students may cancel or request refund by filling out Withdrawal/Cancellation Form in person or sending it via email ([accounting@unad.us](mailto:accounting@unad.us))

1. Cancellation/withdrawal may be made contacting the office of Admissions or by phone at +1-954-389-2277.
2. All monies will be refunded if the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation/withdrawal after the five (5) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee of \$100.00.
4. Tuition will be refunded if a student withdraws during the team's first week. (add/drop period)
5. Withdrawal after the first week of class (drop/add period) will result in no refund.
6. 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 UNAD.
7. The student must pay the tuition and fees in the first Week of class.

## FACULTY AND ADMINISTRATION

### UNIVERSITY OFFICIALS

#### Board

- |                  |                    |                     |
|------------------|--------------------|---------------------|
| • Jaime Leal     | • Andrés Salinas   | • Jose Ignacio Diaz |
| • Luigi H. López | • Nancy Rodriguez  | • Jorge Millan      |
| • Andrés Prada   | • Leonardo Sánchez | • Constanza Venegas |

### UNAD FLORIDA ADMINISTRATIVE STAFF

- **Executive Director / Director of Compliance:** Jorge Millan, Ph.D.
- **Academic Director:** Jose Diaz, Ph.D.
- **Director of Admissions:** Zuleyma Loggiodice Ph.D.
- **Director of Placement and Student Services:** Mercedes Inciarte Ph.D.
- **Bursar:** Omar Diaz. Msc
- **Administrative Services:** Jimena Garcia

### Faculty Listing

UNAD has a policy for maintaining a pool of qualified professors able to teach the courses related to the programs offered.

Faculty hiring procedures are based on the joint recognition by all members of UNAD staff that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by the faculty, the administration, and the Board of Trustees participating effectively in all phases of the hiring process.

#### General Guidelines for Hiring Distance Education Faculty:

The University ensures to employ faculty who have the qualifications and the experience to teach using distance education methods. UNAD hires competent faculty members qualified to accomplish the mission and goals of the University. Faculty members of UNAD are selected based on their specific academic, industrial, and experiential backgrounds that will enable the University to meet its program objectives.

Additionally, the University ensures to select candidates who demonstrate proficiency in teaching, performing appropriate technological skills, and possess current and accurate knowledge of their discipline. In addition, the school employs faculty who have the qualifications

and the experience to teach using distance education methods. Finally, to be considered for a faculty position at University, candidates must provide official transcripts, evidence of work and teaching experience, and verifiable references.

The performance of the faculty should have a substantial impact on the faculty member's annual performance evaluation and on the dean and chair's recommendation for merit, tenure, or promotion.

**The University adheres to the following criteria for faculty:**

- Faculty teaching technical related courses in an academic baccalaureate degree program must provide evidence of a minimum of four years of related practical work experience in the subject area taught and possess a related degree at least at the same level of the course the faculty member is teaching.
- Faculty teaching general education courses in an academic degree program must have, at a minimum, a master's degree with appropriate academic coursework and preparation in the subject area taught.
- Faculty teaching graduate degree courses must possess a minimum of four years of related practical work experience, an earned doctorate degree or terminal degree in a related field of study, and appropriate preparation in the subject area taught or a master's degree in an unrelated field of study.

**Graduate Division Faculty**

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:
Alfonzo Jenia	Continuing Dissertation Seminar IV	Teacher English. Pedagogical Caracas. UPEL 1975. Master of Science in Curriculum Instructional. 1980. PhD in Curriculum Instructional. University of Tennessee.
Humpherey Maria	Continuing Dissertation Seminar IV	PhD Clinical Psychology, Mariano Mendez University. Guatemala 1992 Master Educational Psychology, University Of Nairobi, Kenya 1982 Bachelor Psychology Centroamericana University. 1975
Inciarte Mercedes	Online Learning Design	BS in Education Zulia University 1990, Master in

	Evaluation and Technology, Instructional Development and Delivery, Design and Development of Digital Age Learning Experience, Procedure Policies Planning and Budgeting for Technology	Educational Informatics 1997, PhD in educational Science 2003
Loggiodice Zuleyma	Management, Financial Management and Negotiations, Human Resources, Business Strategy, Leadership, E-Commerce	BS in Business Administration, del Valle de Mexico University 1985, Master in Business Administration. Zulia University 1991, PhD in Business Administration Sur University 2011
Malpica Jose	Business Strategies, Leadership, International Business Organizational Desing & Development	BS in Economics, University of Carabobo 1998, Master in Public Administration Hameline University 2003, PhD in Economics, University of Minnesota 2013
Francys Rietveld	Pedagogical Perspectives of Online Education, Psychology of Learning American Higher Education Structure and Administration	BS in Education, Zulia University 1976, Master in Teaching for Higher Education, Experimental Rafael Maria Baralt University , 1989, PhD in Education Rafael Belloso Chacin University, 1999
Rojas Kervin	Educational Technology. Online Instructional Technology, Perspectives in Higher Education	BS in Electronic Engineer Rafael Belloso ChacinUniversity , 1997, Master in Telematic, Belloso Chacin University 2002, PhD in Education. Rafael Belloso Chacin University. 2011
Romero Pedro	Evaluation of Educational Technology in Society and Education around the world.	BS in Electrical Engineering, Zulia University 1993, Master in Telematics, Rafael Belloso Chacin University 2001, PhD in Education Science, Rafael Belloso Chacin University 2011

	Procedures, Policies, Planning, and Budgeting for Technology Environments. Globalization and Higher Education	
Tracanelli Silvio	Organization and Methods, Evolution of Educational Technology in Society and Education	BS in Computer Engineer, Simon Bolivar University, 1986, Master in Business Administration, Universidad Rafael Urdaneta, 1993, PhD in Management Science, Universidad Rafael Bellosso Chacin, 2007
Verde Sandra	Online Learning Environment, Virtual Education Trends and Development, Doctoral Seminar II, American Higher Education Structure and Administration	BS in Professor in Social Science, Barquisimeto Experimental Pedagogical Insntitute, 1971, Master in Education, Libertador Experimental Pedagogical University, 1991, PhD in Adult Education, Interamerican Distance Learning University of Panama 1992
Lepervanche Jose	Information Technology and Knowledge Management, Managing in a World-Wide Context, Managing Information Technology in a Global Perspective	Bachelor in Naval Science Venezuela Naval Academy 1976, Master in Nuclear Engineering MIT 1980, PhD in Organization and Management specialization in Information Technology, Capella University 2006
Alberto Silva	Business Strategies, International Business, Advanced Organizational Behavior	Ph. D. in Business Administration at the University of Almeria in Spain (2007). Master of Engineering from the University of Florida (1973). Master's Degree in Operations Research from the Universidad Central de Venezuela (1989). Civil Engineer at the Central University of Venezuela (1971)

**Undergraduate Programs Faculty**

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:
Arriaga, Jady	Entrepreneurial Diagnostic, Teaching English to Children, Structure of English. Teaching English for Specific Purposes	BS Secondary Education, foreign Language Spanish English. Distrital Francisco Jose de Caldas University, 2003. Master of Art Degree Applied Linguistics, Distrital Francisco José de Caldas University, 2008 Doctorate Educational Technology, Current.
Delgado Maria Leonor	Language Communication	Bachelor in Education. Major Education Technology, The University of Cartagena 1997, Master of Art in education, UNAD Florida 2013
Humphrey Maria	Psychological Processes, Psychology of Conduct, Sexuality and Gender, Psychogenesis	PhD Clinical Psychology, Mariano Mendez University. Guatemala 1992 Master Educational Psychology, University Of Nairobi, Kenya 1982 Bachelor Psychology Centroamericana University. 1975
Diaz Silvya	Life of Science Occupational Health	Bachelor in Dentist 1999, Carabobo University. Master in Non-Profit Management Hamline University 2010
Lepervanche Flor	Fundamentals of Communication, Public and Contemporary Administration. Online Learning Environment, Virtual Education, Trends and Development.	Bachelor in Business Administration Andres Bello Catholic University 1976, Master in Education Online UNAD Florida 2013
Finol Jose	Computer Assembly, Programming I, Database I, Operating System	Bachelor Computer Engineer, Rafael Belloso Chacin University, 2005, Master in Telematic, Rafael Belloso Chacin University 2007, PhD in Management, Rafael Belloso Chacin University 2010

Lepervanche Jose	Informatic Auditing, Internet Programming I, Internet Programming II, Algorithms,	Bachelor in Naval Science Venezuela Naval Academy 1976, Master in Nuclear Engineering MIT 1980, PhD in Organization and Management specialization in Information Technology, Capella University 2006
Lopez Donald	Introduction to Business  Human Resources  Business Strategies	Bachelor in Business Administration, Nova Southeastern University 2010 Master in Business Administration, Nova Southeastern University 2012
Muñoz Maybe	Organization and Methods, Strategic Planning, Managing Information Technology in a Global Perspective	Associate in in Computer Science 1996 Miami Dade College. BS in Computer Science, Florida International University 1999, Master in Business Administration, Nova Southeastern University 2003, PhD in Education Major Organization and Leadership. Nova Southeastern University 2009
Silva Alicia	Advertising and Publishing Market, Administrative Theories and Processes	Bachelor in Administration, UNAD Colombia, 2001, Specialization in Pedagogy. Master in Systems, Quality and Productivity, Tecnológico de Monterrey, 2009
Villasmil Maria	Oral Communication, Ethics and Values, Neurobiology, Philosophy	Bachelor in Education, Zulia University 1977, Master in Education, Experimental Rafael Maria Baralt University, 1983.
Rojas Kervin	Physics I and II, Computer Introduction, Educational Technology	Bachelor in Electronic Engineer Rafael Belloso Chacin University, 1997, Master in Telematic, Rafael Belloso Chacin University 2002, PhD in Education Rafael Belloso Chacin University 2011
Romero Pedro	Systems Dynamic, System Design, Computer Architecture, Operating Systems,	Bachelor in Electrical Engineering, Zulia University 1993, Master in Telematics, Rafael Belloso Chacin University 2001, PhD in Education Science, Rafael Belloso Chacin University 2011

	Internet Programming I and II	
Malpica, Jose	Economics, Elements of business law, Leadership. Cost and Budgets	Bachelor in Economics, University of Carabobo 1998. Master in Public Administration, Hameline University Minnesota 2003. Phd in Economics, University of Minnesota 2013
Alberto Silva	Organizational Behavior Prospective Production, Industrial goods	Ph. D. in Business Administration at the University of Almeria in Spain (2007). Master of Engineering from the University of Florida (1973). Master's Degree in Operations Research from the Central University of Venezuela (1989). Civil Engineer at the Central University of Venezuela (1971)
Gustavo Diaz	Algebra and Trigonometry Statistics Numerical Analysis	THE PENNSYLVANIA STATE UNIVERSITY University Park, PA Master of Arts, Applied Mathematics 1978-1987. Master of Engineering, Industrial Engineering FLORIDA ATLANTIC UNIVERSITY Boca Raton, FL 30 credits graduate courses in Computer Engineering and Statistics 1999-2012 The University of Costa Rica San Jose, Costa Rica. Bachelor of Science Chemical Engineering 1975. Bachelor of Science Industrial Engineering 1976 Advanced Degree Computer Information Systems 1978. AMERICAN EXPRESS COMPANY Ft. Lauderdale, FL Six Sigma Master Black Belt 2006. THE AMERICAN SOCIETY FOR QUALITY (ASQ) Milwaukee, WI. Six Sigma Certified Black Belt 2006. THE JOHNS HOPKINS UNIVERSITY Baltimore, MD. Data Science Certificate Expected 2018
Emperador Pérez	Macroeconomic Microeconomic	Doctor of Philosophy (Ph.D.) in Business Economics from Atlantic International University, Honolulu Hawaii, USA, with Summa Cum Laude honors. M.B.A. Magna Cum Laude - High Honors (Gold Cord) from Keizer University of Florida. He also graduated from a BBA. Bachelor of Business Administration, with concentration in management Summa Cum Laude, Sigma Beta Delta - International Honors of Keizer

		University of Florida.
<b>COURSE DESCRIPTIONS</b>		

Each credit hour is 50 minutes. The course numbers include letters that use abbreviations or words to indicate the course subject matter.

The course numbering system at UNAD Florida is composed of three letters and four numbers. The letters denoting the alphabetic discipline code and the numbers denoting the numeric course number and course level.

<b>Prefix</b>	<b>Level</b>
0-99	Pre-College/Non-College credit
100-199	Freshman
200-299	Sophomore
300-399	Junior
400-499	Senior
500-599	Entry-level graduate courses.
600-799	Core level graduate courses.

- **NAS0099 NEW STUDENT ORIENTATION (0 credits)**

This course presents to the new student life on an online university. Students will learn about the university's policies, teaching platform, class participation, APA, college writing, and basic usage of desktop applications.

- **ADV351 PEDAGOGY AND ADVERTISING (3 credits)**

Presents the student with the meaning and role of publicity in today's world, discussing dynamics and techniques that invite the student to rethink advertising in light of concepts such as social processes of communication.

- **ADV242 ADVERTISING AND PUBLISHING MARKET (3 credits)**

Course Description Provides information on the power of advertising, the advertising industry, analyzing the customer, preparing campaign ads, and more, based on review and reinforcement, critical-thinking exercises, vocabulary building, business math, and communications. It also reviews who the editors are, what they want, how much they buy and how much they pay with features on ethics, international business, technology, and career awareness.

**BUS111 INTRODUCTION TO BUSINESS (3 credits)**

Introduction to business will introduce the major topics of business that include management and leadership, organizational behavior, marketing, ethics, human resource, accounting and finance and technology. The basic business terminologies and concepts will be covered in the course, so when the students' progress a business degree these concepts will be familiar and easier to understand.

**BUS122 GENERAL ACCOUNTING (3 credits)**

Accounting is important for every business operations and for those individuals that strive to pursue a business of their own. Daily transactions are important to know how to document them in order to follow the progression of the business. Businesses transactions include many different areas that include from employee payrolls to accounting for the company's capital gains in stock, dividends and investments. Accounting is essential for CEOs, executives, top managers to aide them in the decision-making process and what kind of impact a decision will have on the organization. All companies have a sole responsibility for their accounting actions and should be upheld to the highest ethical standards for their employees, stakeholders, and the organization.

- **BUS233 FINANCIAL ECONOMICS (3 credits)**

Present the student a comprehensive and critical thinking of financial economics, including the fields of capital markets, corporate finance, financial institutions, and market microstructure. In addition will discuss the mayor economics models such as Capital Asset Pricing Model (CAPM) and their impact in a global economy.

- **BUS234 COMPUTER INTRODUCTION (3 credits)**

Introduces Word, PowerPoint, and Excel and how to get information from the Internet and establish remote communication.

- **BUS235 COSTS AND BUDGETS (3 credits)**

The budget is the most important tool in the planning of future activities of the company. It shows what resources are needed and how they will be used. A budget is also a means to an end, which means that you must plan your budget according to the objectives in order to achieve them. If you do not take the time to formulate it, you are more likely to have difficulty achieving your company goals. Knowledge of planning, budgeting, and optimization of manufacturing costs in a company.

- **BUS236 MARKET AND MANAGEMENT DEVELOPMENT (3 credits)**

The market and management development is focused on the search for strategies and tactics that allow the continuous improvement of administrative actions in the search to formulate successful marketing plans, from the various management approaches.

- **BUS367 STRATEGIC PLANNING (3 credits)**

Shows how the results of needs assessments can be transformed into action plans for an organization and the procedures for facilitating that change.

- **BUS368 INFORMATICS AUDITING (3 credits)**

This course illustrates the organization structure and responsibilities of those involved in the information systems industry. Also explains the importance and the different types of data and its sources. This course follows industry standard such as CISA and CISSP best practices for auditing information systems.

- **BUS369 FINANCIAL MANAGEMENT AND NEGOTIATIONS (3 credits)**

Helps students identify, assimilate and understand the fundamental aspects of financial management and its influence on business decisions. Students will understand and apply quantitative methods in the process of identification, formulation and problem solving in order to inform decision-making. The student will be able to use computers as technological support tools in the solution of problems and decision-making in the company.

- **BUS470 PUBLIC AND CONTEMPORARY ADMINISTRATION (3 credits)**

Shows the operations of public agencies, helping them learn to affect positive changes, regardless of whether they are working outside the agency as citizens or within the agency as managers. With a strong emphasis on ethics, it introduces the theories and scholarly literature in the field. In addition, it increases a student's chances of being effective by developing personal and interpersonal skills such as personal management, communication, delegation, motivation, and decision making.

- **BUS481 PROJECT EVALUATION (3 credits)**

This course introduces the student to the project management life cycle and how is it affected by the organizational structure. Students learn project management skills that can be later applied to everyday businesses. The use of a project management information system is required to learn the different tools and reports that indicate project progress. This course familiarizes the student with business practices such as PMI, P3M3, and the AAPM.

- **CES121 INTRODUCTION TO INFORMATION TECHNOLOGY (3 credits)**

This course prepares the student to solve business analyze business problem with the proper implementation of technology. This course familiarizes the student with business practices such as ITIL.

- **CES232 GENERAL THEORY OF SYSTEMS (3 credits)**

Upon successful completion of this course, students will be able to demonstrate an understanding of: Examining a system in both its abstract and physical form, Analyzing the system's characteristics, including components interrelations, system boundary, environment, interface and constraints, Explaining the system's feedback and control subsystem, including control process, and their interoperability to supplement a complete system, What an information system is describing the different components and how they interoperate to supplement one another, The framework for systems analysis and design methods including the business drivers for information systems, Describing the technology drivers for information systems using a simple system development process, The framework for information systems architecture and the IS and Computer Networking building blocks, System development and cross life-cycle activities overlapping multiple system development phases.

- **CES243 SYSTEM ANALYSIS (3 credits)**

This course familiarizes the student with the current technology use at many levels from enterprise information systems to local area networks. The student learns about the value of proper configurations and standardizations available in the market and follows industry-established practices such as ITIL.

- **CES244 SYSTEMS DYNAMICS (3 credits)**

The Systems Dynamics course helps the student gain valuable hands on experience on open source software that will assist on creating solution models. Students will use technology to communicate effectively across platforms and locations. Introduces students to systems design principles. It is expected that the student has the proper computer equipment to run the required software.

- **CES355 SYSTEM DESIGN (3 credits)**

This course presents a structured path to developing new systems based on business need. Students learn about the System Development Life Cycle and the tools available for its practice. The course introduces the student to practical methods to improve the effectiveness of the implementation of technology to solve business problems.

- **CMM231 LOGISTICS (3 credits)**

Presents the concept of logistics as the organization and distribution of goods, services, and personnel.

- **CMM352 COMMERCIAL PLANNING (3 credits)**

Compares the theoretical model with real processes in companies involved in distribution, commercialization, and end consumption of products and services.

- **CMM243 CONSUMER'S RETAIL SALES (3 credits)**

Helps students to understand consumer psychology, retail sales and service management. The student will understand the importance of implementing an efficient sales structure supported by each one of its members, and the importance of having a professional sales force within the organization who are able to assume the challenges and demands of the increasingly competitive market.

- **CMM484 OCCUPATIONAL HEALTH (3 credits)**

Helps students to understand the main concepts in flexible manufacture systems and their relationship with production management and occupational health.

- **CMT361 ORGANIZATIONAL COMMUNICATION (3 credits)**

Takes an in-depth look at communication processes that occur in organized communities to elevate living standards. It offers students communicative conceptualization and necessary techniques to improve and qualify organizational processes in local and regional communities.

- **CMT472 PUBLIC RELATIONS (3 credits)**

Provides preparation in the theory and practice of two-way communication and management counsel for prospective professional public relations careers in business industry, agency, government, and nonprofit sectors of society.

- **CMT473 JOURNALISM (3 credits)**

Prepares students, both theoretically and practically, for careers in print journalism, including newspapers, magazines and web- based outlets. It also develops writing skills and deadline discipline necessary to excel as teachers, lawyers and public relations professionals.

- **CMT474 GRAPHIC DESIGN (3 credits)**

Fills the gap between the traditional job and discipline boundaries created by the use of computers, and the understanding and cross- disciplinary skills required for designers and production personnel. It deals not only with graphic design and image generation, but also with what happens to the image when it leaves the computer screen.

- **COM111 ENGLISH COMPOSITION I (3 credits)**

To allow students to demonstrate mastery of the principles of quality writing through a range of discussion, examples, and exercises, from writing development to mastery of the academic essay.

- **COM121 ENGLISH COMPOSITION II (3 credits)**

Integrates advanced reading, writing, and grammar; paragraph building and essay writing skills; coverage of the writing process and the rhetorical modes is included. This course is required for all majors.

- **COM232 LANGUAGE AND COMMUNICATION (3 credits)**

Defines the diversity of cultural languages as a set of imaginary codes and forms of expression that constitute the symbolic space of communities. The course will allow for re- thinking the structure and operation of oral and written communication, understanding them as cultural phenomena and communicative processes. The emphasis on oral history reviews verbal narration as a historical source that shows understanding of the development of the community

- **COM123 FUNDAMENTALS OF COMMUNICATION (3 credits)**

The objective of this course is to analyze the fundamentals of communications. Through interactive group activities, self-assessments, and discussion, participants learn and practice various methods of strategic communication and experience how these influences and affect others. This course is designed to introduce the students to all of the key elements of public speaking, which include: learning to be a good listener; analyzing your audience, speaking to multicultural audiences. This course helps students refine their ability to communicate, a skill rated as the primary requisite to advance toward a more important or responsible job or rank. Effective communication skills will be developed by sensitizing students to the human considerations of their message. Business research methodologies, report writing, and career preparation are major topics of this course.

- **COM234 ORAL COMMUNICATION (3 credits)**

The present course was designed as a structural the different contents related to Oral Communication are presented, the different concepts and theories will be analyzed, discussed, and worked on. The same components that intervene and relate the Media as its valid elements for social communication as a means of verbal and non-verbal expression.

- **COM235 COMMUNICATION SYMBOLS (3 credits)**

Helps students understand, reflect and interpret different local cultures the imaginary mediations from the urban and rural spaces (farmer and native) for the construction of alternative experiences in their community.

- **COM246 ECONOMIC, ENVIRONMENT AND COMMUNICATION (3 credits)**

Provides students with basic elements of economics to discover the importance of involving the environment in communicative projects carried out by students.

- **COM347 ETHICS OF COMMUNICATION (3 credits)**

Offers students the approach and knowledge of the ethical dimension of the human life with specificity in practices from his/her profession. It offers theoretical elements to include/understand the professional action like signaler from an ethical and social dimension.

- **COM248 THEORY OF SOCIAL COMMUNICATION (3 credits)**

Includes/understands the study of different paradigms and linguistic and philosophical theories about communication. It offers the student a brief historical account of the development of communications and illustrates it in elaborated social theories more about the communication. IT also allows students to understand the phenomenon of communication from approaches and alternative theories.

- **COM359 MEDIA AESTHETICS (3 credits)**

Describes the major aesthetic image elements light and color, space, time-motion, and sound and how they are used in television and film.

- **ECO121 ECONOMICS (3 credits)**

Develops competencies in basic concepts and fundamental principles to allow students to understand their environment, how to evaluate the country's economy, the national constitution and American cultural anthropology aspects.

- **ECO232 MICROECONOMICS (3 credits)**

Examines the tensions between free market demands and government intervention and challenges students to consider the implications of each.

- **ECO243 MACROECONOMICS (3 credits)**

Diagnoses the external factors which have positive and negative effects on organizational survival and development. Examines the nature of today's economic market, issues of economic justice, macroeconomics and globalization, providing an ideal introduction to key economic ideas,

offering a critical perspective on our present system and outlining clear alternatives for the future.

- **ELE361 ELECTIVE I (3 CREDITS)**
- **ELE471 ELECTIVE I (3 CREDITS)**
- **ELE472 ELECTIVE II (3 CREDITS)**

Students can take any course from another program different than his/her program as an elective, provided any pre-requisites are met.

- **HPS231 NEUROBIOLOGY (3 credits)**

Discusses the interests and needs of psychologists at the undergraduate level. Psychologists must be able to understand the structure and functioning of the nervous system and the biological base of conduct.

- **HPS242 PSYCHOLOGICAL PROCESSES (3 credits)**

Students are introduced to the study of psychology, incorporating “superior psychological processes” in light of construction of human conscience as a product of social history.

- **HPS243 PSYCHOLOGY OF CONDUCT (3 credits)**

Provides a vision of the historical process of theory construction, starting with Pavlov. At the basic level, the course carries out some work around the concept and laws of reflex behavior, conditioned reflex, its laws and measurement, intentional behavior and its measurement, reinforcement and operating conditioning, operating extinction and re- conditioning and the fundamental units of analysis: behavior, environmental and situational events, stimulus contingencies, responses and environmental controls.

- **HPS354 SEXUALITY AND GENDER (3 credits)**

Explores the construction, destruction, and resistance of sexual subjects in the U.S. and Latin America using a variety of sources, including ethnography, film, testimony, narrative fiction, and autobiography. Drawing from both the social and human sciences, we will examine essentialist and constructivist notions of sexuality. Because the greatest challenges to such notions come from the margins of dominant culture, we will concentrate on non-heterosexual and non-Western formulations of identity, experience, and lifestyle. The course therefore emphasizes the diversity of sexual beings within and across specific cultures.

- **HPS355 PSYCHOGENESIS (3 credits)**

Presents the complete structural genesis process constructed by Piaget and explain it as an extension of the adaptation process and the way its basic assimilation and accommodation mechanisms operate in order to yield sensorial motor structures based on reflex.

- **HPS366 PSYCHOANALYTIC AND PSYCHOTHERAPEUTIC THEORIES AND TECHNIQUES (3 CREDITS)**

Recognizes the effects of psychoanalytical theory and technique on diagnosis and therapy technique of other work lines in Psychology.

- **HPS467 PSYCHOPATHOLOGY OF CHILDREN AND ADOLESCENTS (3 credits)**

Familiarizes students with the most frequent psychic disorders in infancy and adolescence.

- **HPS478 PSYCHOPATHOLOGY OF ADULTS AND ELDERLY (3 credits)**

Develops theoretical knowledge based on the main psychiatric syndromes from a classical clinical perspective tending to refine clinical and diagnostic capabilities.

- **HPS479 PSYCHO-DIAGNOSTICS (3 credits)**

An approach to the psychological understanding of adult and child patients. This course is designed to address important elements of Psycho-diagnostic assessment and to develop students' skills in selection of assessment methods, integration of all assessment data, case formulation psycho- diagnosis and treatment planning based on assessment findings.

- **HPS480 PSYCHOMETRICS (3 credits)**

This course explores issues related to the assessment of human functioning within a variety of areas. It is designed to introduce the students to Psychometric Theory and to provide the basic skills necessary to evaluate the merits of psychological testing and the interpretation of inferences from these methods.

- **HPS481 INTERDISCIPLINARY SUPPORT: SENSE (3 credits)**

In this introductory class, the student will research on interdisciplinary found in a number of different contexts by practitioners and scientists from diverse disciplines. Special attention is given to study the problems and processes of interdisciplinary inquiry. The course will reflect the current state of scientific knowledge regarding interdisciplinary collaboration and the student will be encouraged to research the relations between interdisciplinary cognition in relation to the ecological contexts in which it occurs.

- **HST121 COMPUTER ASSEMBLY (3 credits)**

Familiarizes students with the main work tool and its components and develop different skills and abilities which will allow a better professional performance.

- **HST232 INTRODUCTION TO PROGRAMMING (3 credits)**

This course introduces the student to computer programming and problem solving in a structured program logic environment. Students learn to document the solution by creating algorithms, flowcharts, and data-dictionaries. This course covers C# language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures using flowcharts and case models.

- **HST243 PROGRAMMING I (3 credits)**

This computer programming course prepares the student to develop the skills as a programmer using structured programming that facilitates program understanding and modification. Students use the top-down design approach, where a system is divided into compositional subsystems. It is expected that the student has the proper computer equipment to run the required software.

- **HST244 COMPUTER ARCHITECTURE (3 credits)**

Introduces hardware concepts of digital computation: logical design, data representation, and transfer, digital arithmetic, input-output facilities, and system organization. Presents an introduction to the basic components and functions of operating systems, resources management and performance evaluation. It is expected that the student has the proper computer equipment to run the required software.

- **HST355 DATABASE I (3 credits)**

This course introduces the student to database concepts and design. Also, this course emphasizes on problem solving skills, documentation, and the SDLC. Students learn about the history, types, and application of databases in a business environment. The course also features database relational design and normal forms for data integrity. There will be a programming project, which explores database design utilizing Structured Query Language.

- **HST356 PROGRAMMING II (3 credits)**

This second computer programming course prepares the student to improve on the skills as a programmer using object orientated programming (OOP) that facilitates interaction with the user through a graphical user interphase or GUI. It is expected that the student has the proper computer equipment to run the required software

- **HST367 DATABASE II (3 credits)**

This course builds on the skills acquired on the first class. Students learn to manage data and apply security to protect the data. Students need to import, export, and correct data problems while assigning the proper levels of security. It is expected that the student has the proper computer equipment to run the required software.

- **HST470 INTERNET PROGRAMMING I (3 credits)**

This course introduces the student to programming methodologies and planning for Internet applications. This course introduces the student to HTML and JAVA. It is expected that the student has the proper computer equipment to run the required software.

- **HST478 SOFTWARE ENGINEERING (3 credits)**

Develops knowledge and the ability to analyze different software engineering approaches. Students will learn methods and techniques used to develop and to keep quality standards while improving performance and business efficiency. It is expected that the student has the proper computer equipment to run the required software.

- **HST479 DATABASE III (3 credits)**

The third of a series of three courses on database prepares students to edit forms and reports using Visual Basic for Applications. This course builds on the problem-solving skills and critical thinking to improve operations by implementing relational database management system (RDBMS). It is expected that the student has the proper computer equipment to run the required software.

- **HST481 INTERNET PROGRAMMING II (3 credits)**

Internet Programming II – This course builds on the skills on JAVA and HTML. Students learn how to create and use objects such as applets, servlets, XML-constructions, and JSP. In addition, students apply problem solving and critical thinking skills to solve e-commerce situations. It is expected that the student has the proper computer equipment to run the required software.

- **HUM 111 GOVERNMENT AND DEMOCRACY (3 credits)**

The objective of this course is to provide students with the opportunity to learn the core concepts of American Government and understand how those concepts apply to their lives and the world around them. Students and the System. This unit covers the basic structure of the American Government and its origins. Individual Agency and Action. This unit covers the liberties and rights and starts talking about democratic systems. Toward Collective Action: Mediating Institutions and how policy issues are resolved. Delivering Collective Action: Formal Institutions such as

Congress and other branches of the Government. Outputs of Government: How policies are formed.

- **HUM122 ETHICS & VALUES (3 credits)**

In this introductory course, we will draw on interdisciplinary sources (philosophical, theological, literary, legal, and medical) to examine a range of moral questions related to the much discussed phrases “an ethic of life” and the development of personal values. Special attention will be paid to helping students think about how one move from a general worldview to reflective opinions about contested historical ethical questions and debates.

- **HUM123 PHILOSOPHY (3 credits)**

Provides an examination of such central philosophical problems as ethics, theories of knowledge, the nature of reality, philosophy of religion and political philosophy.

- **IND231 INDUSTRIAL GOODS (3 credits)**

This course aims to generate tools that contribute to knowledge and decision making on industrial products, supply chain, lean manufacturing, selection of suppliers and purchases, alliances and relationships, to finish with the challenges of the future, for effective management of The supply chain.

- **IND242 INDUSTRIAL MANAGEMENT & DESIGN (3 credits)**

This course has as main purpose the formation of an individual with the ability to design, manage and administer processes in enterprises of goods and services, under the criteria of productivity, competitiveness and sustainable economic development

- **IND353 RETAILING AND WHOLESALING (3 credits)**

This course aims to develop competencies oriented to the strategic process of sales through the design of distribution channels according to the nature of the product and the economic activity of the organization. This will allow in the student a criterion that will lead to the analysis of the different intermediaries of the distribution channel, identifying functions and characteristics of wholesalers and retailers, taking into account characteristics of the client and their impact on the organization.

- **IND364 PROSPECTIVE OF PRODUCTION (3 credits)**

This course is intended to allow for a comprehensive study of the production, the strategies of productivity, from the management of world-class operations, to the study of the integrated manufacturing, all with the aim of achieving the possible futures that you can imagine in the business world.

- **IND365 INTERNATIONAL INDUSTRIAL COMMERCE (3 credits)**

Allows student to analyze our changing world and emphasize the different “game rules” we are working under in respect to the continental and world environment, thinking about the future to get ahead and start now to construct the future we want. The materials will help students to understand economic problems and international policies that commercial openness entails in a world where countries act differently from what was assumed by the theory.

- **INT481 INTERNSHIP (6 credits)**

The internship experience is the final phase of the undergraduate programs. This course includes a seminar and 15 weeks working in the field. This experience gives students the opportunity to transfer theoretical knowledge into practical application in a supportive and supervised environment. Students gradually assume full responsibility for doing the work to which they are assigned. Interns must get their internship site approved by Dean of School.

- **INT482 INTERNSHIP (3 credits)**

The internship experience is the final phase of the undergraduate programs. This course includes a seminar and 8 weeks working in the field. This experience gives students the opportunity to transfer theoretical knowledge into practical application in a supportive and supervised environment. Students gradually assume full responsibility for doing the work to which they are assigned. Interns must get their internship site approved by Dean of School.

- **MAN231 ADMINISTRATIVE THEORIES AND PROCESSES (3 credits)**

The Theory and Administrative Process course establishes the bases of administrative knowledge, analyzing the evolution of administrative sciences and the contribution of civilizations from seniority to administration, as well as the postulates of the various administrative schools to converge on Administration functions

- **MAN242 ORGANIZATION AND METHODS (3 credits)**

Describes the importance and needs of organization and methods, their nature and the requirements for an effective process.

- **MAN353 ENTREPRENEURIAL DIAGNOSTICS (3 credits)**

This is a course designed with the purpose of developing competencies in the diagnosis of internal factors that influence the organization through a business model to formulate actions that lead to the achievement of the proper functioning according to its long-term strategic device and short-term routine management control system.

- **MAN354 COMMERCIAL AND FISCAL LAW (3 credits)**

The course a structural component of the Bachelor program in Administration, presenting the different contents related to Commercial and Fiscal Laws. Students will develop competencies, in the application of basic concepts, fundamental principles of Tax (Tax) which will allow them to recognize their environment, especially the country's business opportunities and economic evaluation, national constitution, and Aspects of cultural anthropology. This basic course offers a clear legal application of real-world business and excludes theory that has no concrete practical applicability. Discussion on Contracts and Other commercial, fiscal, and related legal issues are fully integrated into thematic units where the related theory and the applicability of the policy is discussed.

- **MAN475 ORGANIZATIONAL BEHAVIOR (3 credits)**

Discusses effective organizational behavior by practicing using realistic problems or dilemmas and then reflecting on their efforts, using concepts, theories, reasoning, and guidance. By playing back and forth between action and analysis, students develop the ability to conceptualize and learn from their experience.

- **MAN486 HUMAN RESOURCES MANAGEMENT (3 credits)**

Students learn to communicate and understand corporate terminology, research and make business decisions, use the Internet and corporate Intranet as office tools, and work in real and virtual teams that let student complete entry-level activities in the human resources department of a large corporation as they perform activities related to recruitment and hiring, employee benefits, training, and legal compliance.

- **MAT111 ALGEBRA AND TRIGONOMETRY (3 credits)**

The course reviews fundamental principles of Algebra and explores polynomials, functions and their graphs, linear and quadratic equations, Polynomial and Rational Functions, and Trigonometry. Advanced topics such as Exponential and Logarithmic functions, and solving systems of equations, will be also covered.

- **MAT123 DIFFERENTIAL AND INTEGRAL CALCULUS (3 credits)**

Students will develop the necessary skills on the initial content of both differential and integral calculus including finding limits of functions, exposure to the epsilon-delta process and continuity, finding derivatives and integrals of polynomial, rational, radical, trigonometric, inverse trigonometric, exponential, and logarithmic functions, inverse functions, the chain rule, and integration by substitution. Theorems including the mean-value theorem for derivatives and integrals, the pinching theorem and the fundamental theorems of calculus. It is expected that the student has the proper computer equipment to run the required software.

- **MAT124 STATISTICS (3 credits)**

Reviews and extends statistical methods, including the use of real data in the examples. Topics include non-parametric statistics, a section on p-values in hypothetical testing, coverage of residual analysis, and more material on quality control and experiment design. Provides chapter introductions, including interesting historical information.

- **MAT235 LOGIC (3 credits)**

Pursues the study of the fundamental principles of formal and dialectic logic.

- **MAT236 DIFFERENTIAL EQUATIONS (3 credits)**

This course teaches students how to use differential equations as a tool, where principles are required, in order to solve pure science and applied sciences problems. Study the basic elements of Differential Equations. Describe Differential Equations as a mean for Mathematical Modeling. Model real-life applications using Differential Equations. Identify the different techniques to solve Differential Equations. Classify Differential Equations by order, linearity, and homogeneity. Solve applied problems of Differential Equations. Use Laplace Transform and their Inverse Transform to solve Differential Equations. Solve Systems of Linear Differential Equations using matrix techniques and eigenvalues

- **MAT247 NUMERICAL ANALYSIS (3 CREDITS)**

During Numerical Analysis, the student will study what is the Collocation Polynomial, Finite Differences, Factorial Polynomials, Summation, the Newton Formula, Operators and Collocation Polynomials, Unequally-Spaced Arguments, Divided Differences, Osculating Polynomials, the Taylor Polynomial, Interpolation and Prediction, Trigonometric equations, Numerical Differentiation, Numerical Integration.

- **MAT358 STATISTICS AND PROBABILITY (3 credits)**

Presents a solid foundation in methods of data analysis and synthesis. Helps students to understand the theoretical aspects as important, yet learning to properly apply the theory to real-world problems is essential.

- **MAT360 OPERATIONS RESEARCH (3 credits)**

Mathematical models, introduction to linear and non-linear programming, the simplex method, convexity, Kuhn-Tucker condition, Game theory, decision analysis, and network analysis, Queuing theory, birth and death processes.

- **MAT369 QUALITATIVE AND QUANTITATIVE METHODS (3 credits)**

Qualitative and Quantitative Methods is a course that provides participants with the epistemological and procedural orientation of research methods in the social field, stimulating a

reflexive attitude towards the processes of production of knowledge, as well as the development of knowledge related to training Integral of citizens and professional's sensitive to their social reality. Research methodology is taught as a supportive subject in several ways in most academic disciplines. The course has been designed to give participants the opportunity to increase their knowledge and experience in the field of qualitative and quantitative research methods. The focus will be on the coexistence of epistemological paradigms within the social sciences and the most widely used data collection techniques. It is located in the theoretical and methodological perspectives that are widely disseminated in research, including the justification and characterization of what has been called trends, orientations, modalities or positioning of the methods, trying to provide tools that allow reflection on the different ways of producing scientific knowledge.

- **MAT481 FINANCIAL MATHEMATICS (3 credits)**

Presents how to diagnose the internal financial aspects, comparing them with the proposed model and getting an idea of the changes that must be introduced for good company administration. The student will learn to elaborate the financial diagnostics on external factors and financing opportunities positively or negatively affecting the company survival.

- **MKT471 MANAGEMENT GAME (3 credits)**

Gives students the opportunity to study, understand and apply comprehensive management concepts, analyze, manage and make decisions related to the business, simulating functions developed by the company's managers and staff.

- **MKT362 INTERNATIONAL MARKETING (3 credits)**

Presents a comprehensive coverage of a broad range of topics and shows students the steps a business must take to go global.

- **MKT363 MARKETING PLANS (3 credits)**

Guides students through the process of how to prepare and use a marketing plan.

- **MKT244 MARKET RESEARCH (3 credits)**

This course provides students with the necessary knowledge and insight into the key marketing research concepts. The objective of the course is that the students will be able to understand how market research is performed, how different questionnaires are elaborated and how to communicate the findings to managers. Exploration of research for marketing decisions. Concepts and applications for gathering, processing, and interpreting primary and secondary data in identifying the needs and wants of prospective consumers. The first part of the course will review marketing and introduce the benefits and field of marketing research. It will be

followed by the second part where various types of marketing research and techniques will be discussed. Finally, the design of a research project as well as analysis of data will be discussed including an introduction to SPSS.

- **MSM241 LEGISLATION AND MEDIA (3 credits)**

In this course of Legislation and Media the participants will analyze the importance of knowledge of the laws, regulations and ethics in the practice of journalism. During its development will be touched on terms such as ethics, deontology as well as its application in social communication and the differences between ethics and deontology, duties and rights of social communicators and emerging media.

- **MSM352 IMAGE SEMIOTICS (3 credits)**

During the course of this course participants will acquire knowledge about semiotics their definitions, theories according to the authors who contribute their knowledge, will be able to differentiate and apply the concepts in images and advertisements. To analyze the different concepts, theories and contributions in reference to Semiotics applied to communication and image.

- **MSM363 ALTERNATIVE MEDIA AND PARTICIPATION PROCESSES (3 CREDITS)**

Analyzes and interprets how communities have constructed their alternative means of communication and have used them in participation processes communication.

- **MSM364 MEDIA PRODUCTION: AESTHETICS (3 credits)**

Provides students with a practical framework for all aspects of media production by addressing the technological and aesthetic changes that have shaped the industry. It provides a sound basis for the techniques, operations and philosophies of media production as the world moves from analog to digital equipment

- **MSM365 MEDIA PRODUCTION: RADIO (3 credits)**

Presents a current, comprehensive look at radio production and programming, integrating new material on cutting-edge technologies with explanation of traditional equipment and practices.

- **MSM486 MEDIA PRODUCTION: VIDEO TV (3 credits)**

During this course, participants will develop knowledge about the area of television production, language study, style, production of meaning, message construction, production routine, but involves analysis from different perspectives or Studies of communication. Analyze the theoretical foundation related to media production, contextualization and problematization of communication.

- **MSM487 MEDIA PRODUCTION: PRINTED MATERIAL (3 credits)**

The printed materials have been constituted in alternative mass media because they raise, from the own existing social groups in the cultural communities, their symbols that express necessities and interests. The course will contribute conceptual and practical elements for the design, contents, production and use of printed materials.

- **MTI351 OPERATING SYSTEMS (3 credits)**

Students will analyze the structure and functioning components of different operational systems in order to program it as a basic part of a communications system. Students also will practice the advances of the most widely used and commercial open source operating systems. It is expected that the student has the proper computer equipment to run the required software.

- **MTI362 NETWORKS (3 credits)**

Students will study the theoretical fundamentals of data communication networks such as the OSI Model, especially local area networks LAN in order to apply this knowledge in the definition and construction of other kinds of networks. This course uses materials aligned with CompTIA N+ certification. It is expected that the student has the proper computer equipment to run the required software.

- **MTI473 NETWORKS II (3 credits)**

Analyze LAN and WAN main characteristics in relation to functioning, standardization and elements, and use concepts in order to understand network data transmission concepts over great distances. This course uses materials aligned with CompTIA N+ certification. It is expected that the student has the proper computer equipment to run the required software.

- **MTI484 NETWORKS III (3 credits)**

Students will use simulation software to simulate real life scenarios. Also students learn how to monitor and troubleshoot computer based networks using third party and open source software. This course uses materials aligned with CompTIA N+ certification. It is expected that the student has the proper computer equipment to run the required software.

- **NAS121 PHYSICS I (3 credits)**

The course reviews fundamental principles of Mechanics, Fluid and Thermodynamics. Introduces the basic concepts of kinematics, dynamics, including Newton's laws and Conservation Principles, force and torque, linear and rotational motion, work, energy, and power, fluids, and thermodynamics.

- **NAS232 PHYSICS II (3 credits)**

This course introduces Students will be able to correctly understand and apply electronic components in computation systems. Recognize uncertainties in data. Tabulate and graph data and compute results. Draw reasonable conclusions from quantitative data. Compute key performance parameters in periodic and simple harmonic motion and longitudinal and transverse motion, as exemplified by periodic mechanical disturbances, sound, and light. Compute quantities related to light. Solve problems involving reflection and refraction of light and their applications, including lens and mirror performance and the construction of lenses. Compute effective impedance values for series arrangement and parallel arrangement of resistors, capacitors and inductors and compute time constants for the exponential rise/decay of voltage and current. Solve basic problems in series and parallel alternating and direct current circuits using Ohm's and Kirchhoff's laws. Solve basic problems in electromagnetic induction and transformers.

- **NAS 233 LIFE SCIENCE (3 credits)**

Life Science is designed to be an introduction to Biology for non-science majors. This class is organized to help you understand the great diversity of living things. The course approach is to present the fundamental concepts in biology in such a way that students find them interesting and accessible. Through a variety of activities you will learn about organism classification, the requirements for life, and the process of reproduction, genetics and principles of evolution. The general objective of this course is to present students with fundamental concepts of evolution theory and biology, and it shows the interconnection of these topics within this extremely broad discipline. Students are expected to understand these principles and form an educated opinion about how specific scientific knowledge in life sciences can be applied in their lives.

- **NAS244 BIOLOGIC ENVIRONMENT AND ADAPTATION (3 credits)**

Provides a historical outline of the development of biology reconstructing the essential elements of the theoretical discussions around organic evolution and heredity.

- **RAD241 WRITING FOR THE MASS MEDIA (3 credits)**

Offers simple organization, clear writing, abundant exercises, and precise examples that give students the information and opportunity to develop their skills as professional writers. It introduces and explains the major forms of media writing (inverted pyramid for print and Web, dramatic writing for broadcast, copy platforms for advertising, and the various writing structures required for public relations) and covers all major areas of media, including the World Wide Web.

- **RAD352 SOCIAL RESEARCH METHODOLOGY (3 credits)**

Clearly explains a wide range of traditional and emergent research methods, as well as techniques of analysis and writing, and the critical link between theory and method. Also

illustrates key concepts that are crucial to the understanding of qualitative methods, connecting theoretical discussions with "how- to" examples of the research process.

- **RAD354 EPISTEMOLOGY (3 credits)**

Reviews epistemological bases of prevailing psychological approaches. It provides explanation, comprehension and critique of psychology in social sciences. Epistemology is the study of knowledge and justified belief. As the study of knowledge, epistemology is concerned with the following questions: What are the necessary and sufficient conditions of knowledge? What are its sources? What is its structure, and what are its limits? As the study of justified belief, epistemology aims to answer questions such as: How we are to understand the concept of justification? What makes justified beliefs justified? Is justification internal or external to one's own mind? Understood more broadly, epistemology is about issues having to do with the creation and dissemination of knowledge areas of inquiry.

- **RAD485 MASS COMMUNICATION IN THE WORLD WIDE WEB (3 credits)**

Through an approach that is both conceptual and practical, this course helps mass communication and broadcast students understand the value and commercial uses of the World Wide Web in the mass communication profession. Students will learn to think critically about social, legal, and ethical issues related to the world wide Web, and they will get practical information about how different media domains (radio, TV, public relations, advertising) are currently using the Web for both marketing and content purposes.

- **SOC111 SOCIOLOGY (3 credits)**

Offers tools for the understanding of communicative action in the cultural context of communities. It offers an American perspective, from sociology, on the development of the culture of our towns. The course introduces the student to the present debate on modern, pre-modern hybrid cultures and postmodern and the present contradictions of neoliberal capitalism as propellant of a "world-wide culture".

- **SOC122 PSYCHOLOGY (3 credits)**

This course serves as an introduction to the field of psychology. The knowledge and skills gained in this class will be useful to students, as framework of the study of psychology or to help them better understand themselves, others, and the world around them from their specific professional fields. In this course, the student will revisit some theoretical and research readings from the psychological and cultural perspective. This course invites students to look at the multiple links between the theme of behavior, using topics as affect, cognition and motivation as critical and essential elements that need to be understood in order to develop clear analysis of the human mind.

- **SOC233 CULTURAL ANTHROPOLOGY (3 credits)**

Offers an understanding of cultural deepening in communities with culture construction groups. From this perspective it is required to understand communitarian communication and cultural construction.

- **SOC234 SOCIOLOGY OF CULTURE (3 credits)**

Helps students understand tools for communicative action in the cultural context of communities. It offers an American perspective, from sociology, on the development of the culture of our towns. The course introduces students to the present debate on modern, pre-modern hybrid cultures and postmodern and the presents contradictions of neo-liberal capitalism as a propellant of a world-wide culture.

- **SPS242 COLLECTIVE MEMORY, MYTHS, RITUALS AND FEAST (3 CREDITS)**

Culture struggles between conservation and change over generations. For communities, this condition is expressed as the demand to guarantee some continuity that may ensure a sense of common belonging and identity while, at the same time, allowing the young to create and introduce new expressions that will let them create and re-create the sense of the events of that particular moment.

- **SPS353 SYMBOL, SIGN AND MEANING (3 credits)**

Gets students to approximate to a vision of culture from the semiotic perspective. Given his/her previous fieldwork, this choice entails a systematic approach of the problems they have already confronted without the severity that must be faced.

- **SPS364 FREEDOM AND KNOWLEDGE (3 credits)**

Constructs the foundation of intervention ethics and the psychological research that compares human possibility of freedom to other considerations. Adequately places the concept of freedom and its relationship with biological and cultural determinations.

- **SPS365 PSYCHOLOGY OF COMMUNITY, MINORITIES AND GROUPS (3 CREDITS)**

Constructs the concepts of “minority” and “exclusion” in a reflection framework that takes into account their relationships with power and centrality.

- **SPS241 PSYCHOLOGY OF FAMILY, SCHOOL AND ORGANIZATIONS (3 credits)**

Identifies the community as a system that puts together a social network that includes the family, society, institution, among other and how, from such a network different approaches that will contribute to social change can be used as a means of social interaction with the physical and socio- cultural environment.

- **SPS476 SUBJECTIVITY, MATERIALITY AND SPEECH (3 credits)**

Studies the psychologist who undertakes an intervention is a facilitator to the individuals and communities that require the intervention. The main resource and the focus of action is speech, as speech is the means of reconstructing events.

- **SPS477 INTERVENTION PROJECT (3 credits)**

This course sharpens the skill set necessary for program development within the context of quality improvement and quality management. It is infused with technology applications to strengthen the collection, analysis and presentation of information and illuminates how values, needs and resources influence program design and decision making.

- **SPS488 INTERVENTION PROJECT II (3 credits)**

Instills the habit of working on the basis of projects as a means of organization of intellectual action and practice that allows for the planning and evaluation of results.

- **TCH241 TECHNOLOGY AND SYSTEMATIZATION (3 credits)**

Helps students to realize how technology affects people and the world in which we live. The student will be able to understanding how people use technology, and why technological systems work the way they do. The scope of this course has been broadened with the addition of topics on computer and internet communication, agriculture and related biotechnologies, food processing technologies, and medical and health technologies.

## GRADUATE COURSES

- **BUS5101 MANAGEMENT (3 credits)**

Reviews some of the extensive research related to (i) the practice of management and (ii) business processes taking into consideration globalization and internationalization. The course also surveys some of the tools, tips, techniques, and tactics that business managers need to successfully implement their strategy.

- **BUS5102 MARKETING (3 credits)**

The course Marketing enters the different ways of managing the new trends of the digital marketing. We analyze various concepts of e-commerce, management strategies and development of online commerce within the framework of global marketing.

- **BUS5103 HUMAN RESOURCES (3 credits)**

Presents the core principles of human resource management. Takes a practical view and examines the responsibilities of the HR department to an organization's most important

resource: people. Emphasis is placed on current legal considerations, issues, and how HR supports the overall mission, vision and strategy of the organization.

- **BUS5204 ORGANIZATIONAL DESIGN DEVELOPMENT (3 credits)**

Focuses on how to effectively bring about meaningful and sustainable change in organizations when properly lead. The course also explores key aspects of leadership and how does it impact the organization development including core theories and methods of organizational design in an international or global setting. Students will also learn about the different styles of leadership and its effect on the organization. Focuses on how organizations can be “built to change” so they can last and succeed in today’s global economy, and how organizations need to be designed in ways that stimulate and facilitate change. Students will identify practices and designs that organizations can adopt so that they are able to adapt and change.

- **BUS5205 BUSINESS STRATEGIES**

This comprehensive, senior capstone course builds on the Business Master. Strategic analysis, strategy formulation, and strategy implementation are taught with emphasis on the application of business knowledge through case analysis and a business simulation game. Concepts covered include: industry and competitive analysis, value chain and resource analysis, business and corporate level strategies, international strategies, and corporate entrepreneurship.

- **BUS5206 LEADERSHIP (3 credits)**

The objective of this course is to provide students with opportunities to learn of and about values-based leadership function, processes, and styles in the context of today’s business and global environment. The course is designed as a conceptual and reflective practice that will help students to the process of determining their Personal leadership style and practices. Learn tools for improving interpersonal behaviors determining leadership. Analyze and challenge assumptions and ethical frameworks about leadership. Fostering their own view of and style of leadership.

- **BUS5307 INTERNATIONAL BUSINESS (3 credits)**

This course applies economic concepts to make international management decisions and explore the impact of the global trading system and world financial markets on the management of international business. This course is a detailed summary of how international business decisions are influenced by the global trading system and the financial markets. The Theory of International Trade. International Markets and Global Trading System. Foreign Exchange Exposure and Management. International Strategic Management. Organizational Behavior and Human Resource Management in Multinational Corporations

- **BUS5308 E-COMMERCE (3 credits)**

The growth of the Internet continues to have a tremendous influence on business. Companies and organizations of all types and sizes are rethinking their strategies and how they run their operations. This new course in the Temple E-Marketing program challenges students to explore the realities and implications of e-commerce from a marketer's perspective. Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets are examined. The course introduces students to a wide range of electronic commerce issues for marketers, as a foundation for continual learning in the dynamic e-commerce environment.

- **BUS5309 ELEMENTS OF BUSINESS LAW (3 credits)**

The course presents a comprehensive study of major areas of business law. Critical thinking skills are enhanced by legal analysis of diverse fact patterns that test the validity of the principles studied in the specific focus areas. Both oral and written responses are required to demonstrate proficiency in applying law to practical business problems. Furthermore, the principle areas of business law are examined in multi-jurisdictional and international climates enhancing the understanding of business law in a global environment.

- **BUS5410 MANAGING INFORMATION TECHNOLOGY IN A GLOBAL PERSPECTIVE (3 credits)**

Studies the use of information technology and intelligent systems as a competitive tool in a global environment. Also, the student develops a real technological solution based on its location that will help a local business gain a global conscience.

- **BUS5420 MASTER PROJECT (3 credits)**

During this class students that selected the option of Business Plan develop its plan to be presented to the business representative and faculty board. Rubrics, guidelines and document templates will be provided to the student and to the thesis group as well. Students that opted for the thesis will culminate the last chapters of the thesis and present its finding to a academic board for approval. Also, students will maximize the use of technology in order to comply with the presentation online.

- **EDU5100 ONLINE EDUCATIONAL RESEARCH (3 credits)**

The topics that will be developed during the academic period range from the definition of science to the key points that include the research project, through the methodology and its main aspects. As for the way these topics are organized, in correspondence with the model and educational modality of the UNAD, it will be through its virtual environment, distributed by units and weeks, which will include the capacities that will allow the participant to profile or strengthen

(according to previous experience): knowledge, skills, attitudes and values in educational research.

- **EDU5101 ONLINE INSTRUCTIONAL TECHNOLOGY (3 credits)**

Reviews the theories and methods for planning, operating, and evaluating instructional technology and distance education programs. The course also explores the process for managing online education programs in educational and corporate settings, and covers the study of leadership for online learning.

- **EDU5102 APPLICATION OF DISTANCE EDUCATION (3 credits)**

This course in the Master in Online Education addresses the theoretical foundations of distance education where it is conceived as an art and a science to help learn to the adult at any stage of their development as a person where it is intended to create spaces for reflection and Application of andragogic approaches in learning situation. The content of the Fundamentals of Distance Education module has been structured in two aspects, the first of which deals with distance education, its objectives, characteristics and the comparison between the modalities of face-to-face studies and the method of distance studies, During its development the participant will be able to reflect on the way in which the educational praxis in the EaD has specific characteristics that allow the participant to achieve learning, autonomously managing their time, studying at their own pace and receiving the eventual support of the facilitator, to confront the Theory with their practical applications of their learning.

- **EDU5201 ONLINE LEARNING ENVIRONMENT (3 credits)**

The course "Online Learning Environment" is part of the UNAD Online Education Master's Degree, its purpose is to provide participants with the necessary knowledge, skills and skills on teaching and learning virtualized or online managed At any educational level and training area. This course explores the potential of information and communication technologies in formal and informal online learning environments, giving them the opportunity to investigate and analyze their advantages, necessary elements and requirements for their implementation, providing participants with a range Of application tools in online teaching.

- **EDU5202 PEDAGOGICAL PERSPECTIVES OF ONLINE EDUCATION (3 CREDITS)**

Enables students to gain an understanding of past, current and future of cultural challenges in the field of online educational. From a research perspective the student will gain an in-depth understanding of issues and cultural misunderstandings that could hinder the effective transfer of knowledge when e- learning is exported to other cultures. Addressing these cultural challenges will enhance the effectiveness of e- learning, thereby supporting the societal benefits of increased access to education at a global level.

- **EDU5203 VIRTUAL EDUCATION, TRENDS AND DEVELOPMENT (3 CREDITS)**

Reflects the changes in the field of online learning as it continues to evolve and change over time. The course incorporates insights from the latest theory and research.

- **EDU5307 ONLINE LEARNING DESIGN, EVALUATION AND TECHNOLOGY (3 CREDITS)**

This course within the Master's Degree seeks to enable the participant to transform education by innovating through the use of Information Technology and communication and Internet networks, addressing the theoretical and practical foundations related to the teaching and learning process E-Learning, as the way of generating new contexts and transformations in the current educational systems, involving a set of facts that lead to the achievement of new educational scenarios, under criteria of quality, excellence and relevance to current demands.

- **EDU5308 INSTRUCTIONAL DEVELOPMENT AND DELIVERY (3 credits)**

This course is structured with a theoretical and practical approach, working the different components involved in a process. During its development, the various elements of instructional design are articulated under different types, approaches and modalities, bearing in mind that at the moment of the design and development process of Instructional Design, it must be taken into account that the student is the center of the educational model and All the actions and efforts of the teacher and the institution are directed towards him. This course will provide participants with the knowledge, skills and skills necessary for the design and development of instructional design.

- **EDU5400 MASTER ELECTIVE I & II (3 CREDITS)**

- **EDU5402 MASTER'S ELECTIVE I (3 CREDITS)**

- **EDU5403 MASTER'S ELECTIVE II (3 CREDITS)**

Students can take any course from another specialization different than his/her program as an elective, provided any pre-requisites are met.

- **EDU5410 Masters Project or Thesis I (3 credits)**

The objective of this course is the development of the project proposal or thesis. The themes for the course establish the theoretical framework of the investigation defined during the initial stage, which includes the statement of the problem, the questions or hypothesis of the investigation, and the revision of literature. In addition, the methodological aspects for the development of the investigation will be addressed. The course focuses on working towards the design of the investigation, variables, population and study sample, instruments, and data analysis.

- **EDU5103 EDUCATIONAL RESEARCH (3 credits)**

The present course is an essential part of the Master of ARTS IN EDUCATION in HIGHER EDUCATION for the improvement of the university professor that has research competences as one of the inherent dimensions of his professional performance; reason why it is in the first semester of the Study Plan. The topics that will be developed during the academic period range from the definition of science to the key points that include the research project, through the methodology and its main aspects. As for the way these topics are organized, in correspondence with the model and educational modality of the UNAD, it will be through its virtual environment, distributed by units and weeks, which will include the capacities that will allow the participant to profile or strengthen (according to previous experience): knowledge, skills, attitudes and values in educational research.

- **EDU5104 EDUCATIONAL TECHNOLOGY (3 credits)**

The Educational Technology program provides the participant with the practical theoretical tools necessary for the development of the learning and self-learning tools developed in the field of educational computing, generating changes in attitudes and teaching practices, in order to achieve transformations in the educational process.

- **EDU5105 PSYCHOLOGY OF LEARNING (3 credits)**

The Master of ARTS IN EDUCATION in HIGHER EDUCATION, being a program of teacher improvement, contemplates the study of Psychology of Learning as one of its basic courses. The content allows the participant to learn the main psychological tendencies associated with learning, their most representative authors, postulates and their current state in the context of an education permeated by technology, transformative trends and social inequalities.

- **EDU5204 AMERICAN HIGHER EDUCATION STRUCTURE AND ADMINISTRATION (3 CREDITS)**

Explores current issues of central importance to students, such as leadership, accountability, access, finance, technology, structure, administration, academic freedom. The course also examines challenges faced by higher education through its history.

- **EDU5205 INSTRUCTIONAL DESIGN FOR HIGHER EDUCATION (3 CREDITS)**

This course is structured with a theoretical and practical approach, working the different components involved in a process. During its development, the various elements of instructional design are articulated under its different types, approaches and modalities, keeping in mind that at the moment of the design and development process of instructional design, it must be taken into account that the student is the center of the educational model and Towards him all the actions and efforts of the teacher and the institution are directed. This course will provide

participants with the knowledge, skills, and skills necessary for the design and development of instructional design.

- **EDU5206 HIGHER EDUCATION TEACHING AND LEARNING (3 CREDITS)**

This course contributes to the optimization of the teacher. It serves as the basis for updating and reflecting on praxis at the higher level, while the teacher in his role of adviser and training of human talent, requires to keep up with the production, organization, dissemination and access to knowledge. Evaluate the theoretical bases of higher education, responding to new trends and diverse educational approaches.

- **EDU5309 GLOBALIZATION AND HIGHER EDUCATION (3 credits)**

The course: Perspectives in Higher Education is one of the academic units of the program offered by Florida Online University. The course is structured in 4 units or themes that include attitudinal, value-based, conceptual, analysis and practical approaches with the aim of acquiring the specified competencies. The course has a theoretical-practical approach in which contents are intertwined and complementary in the analysis and understanding of globalization and its impact on higher education, with the aim of achieving success as a masters-level graduate and a higher education scholar.

- **EDU5310 PERSPECTIVES IN HIGHER EDUCATION (3 credits)**

The course: Perspectives Higher Education is one of the academic units of the program offered by Florida Online University. The course is structured in 4 units, each one of them with two themes that include attitudinal, value-based, conceptual, analysis and practical approaches with the aim of acquiring the specified competencies. The course has a theoretical-practical approach in which contents are intertwined and complementary in the analysis and understanding of the different present and future perspectives. All with the aim of achieving success as a masters-level graduate and a higher education scholar

- **TEF5201 LINGUISTIC ANTROPOLOGY FOR TEFL PROFESSIONAL (3 CREDITS)**

The central goal of Linguistics is to study languages in general, a pertinent feature of human beings who live within a society. Linguistic Anthropology researches on language and its cultural environment. It means how language affects and is affected by human behavior. For a language teacher, how these two fields connect and how to use it in the classroom are two central aspects. During this course, students will make contact with language and meaning and its connection with culture. For instance, they will discuss about the role foreign language students' own culture play in learning, the links between culture, discourse, text, and mind, the ways teachers can develop an intercultural competence in foreign language learners, and the use of LA in the

classroom, among others. In addition, the last unit of this course includes information on linguistic research to help students start a project as an exercise for their thesis.

- **TEF5202 STRUCTURE OF ENGLISH (3 credits)**

The Structure of English course approaches grammar teaching from a functional perspective. The program will help students to analyze and describe English sentences for them and their students. The idea is to understand how English grammar works to achieve a variety of functional and communicative purposes. It also aims to study nouns, verbs, determiners, adverbs, and so on as well as phrases (noun phrases, verb phrases) to obtain visual representations of sentences' and clauses' structure. The program will introduce word and phrases functions (subjects, objects, predicates, etc.) and syntactic movements that lead to specific functions (e.g., passivization, question formation, focalization). The idea is to allow students to understand the relationship between word order, structure, and meaning.

- **TEF520 SECOND LANGUAGE ACQUISITION AND LEARNING (3 CREDITS)**

Focuses on the permanent expansion of language in all human beings. We begin with the study of first language development in children and the acquisition of recognized grammar. Then we go ahead of grammar to explore other forms of competencies needed to speak a language proficiently. We will study dialects and social languages used across different situations and social groups and how social knowledge plays a role in language development. Throughout the course, emphasis will be placed on how knowledge of first and second language development can further the goal of effective classroom teaching for all children.

- **TEF5301 METHODS OF TEACHING ENGLISH TOSPEAKERS OF OTHER LANGUAGES (3 CREDITS)**

Addresses current and historical issues and practices in TESOL that focus on teaching practices and procedures and the theories that support them. Students will develop critical skills of analysis through lesson planning, evaluation of textbooks and language learning web sites, evaluation principles and procedures of various language teaching methods and assessment. Students will practice using different types of collaborative learning techniques and will develop modules for presentation in class.

- **TEF5401 TESTING AND EVALUATION IN TEFL (3 credits)**

This course contributes effectively to measure the results of the individual learning English as a second language and compare his outcomes and how they relate to exams already done in their own country.

- **TEF5302 TEACHING ENGLISH FOR SPECIFIC PURPOSE (3 credits)**

At the end of this course the students should be able to read faster in English, understand more vocabulary, avoiding word-for-word translation and have a better idea of the types of discourse, structure and content involved in written texts of non-literary themes. With regard to the units where discourse analysis is studied, basic terminology should be kept in mind such as frame-of-reference, communicative competence, text, encoding – decoding to name just a few. There is a useful glossary of discourse analysis terminology at the end of one of the required texts for this course, UNAD FLORIDA.G. Widdowson's Discourse Analysis. This glossary which will be very useful to the student when s/he finishes this course especially s/he be interested in studying other texts to discover the author's motives and objectives (and if these are achieved).

- **TEF5402 TEACHING ENGLISH TO CHILDREN (3 credits)**

Scientific studies since the 1960, show that children learn a second language in a natural way, stable and continuous, from birth until about three years ago. If the child continues with the process into the following stages of development. In this course you will understand how children learn another language, the theories that underline the acquisition of language, the factors that influence children learn English and how to structure a course for children. This course is composed of eight topics.

- **TEF5403 TEFL CURRICULUM AND MATERIAL DEVELOPMENT (3 CREDITS)**

Lots of changes have taken place in the educational area, and materials development for teaching ESL cannot be an exception. English teachers need to know how to complete research, to learn and to apply new teaching strategies, and to develop activities for learners from diverse backgrounds using standards-based an ESOL curriculum. Therefore, this course will help participants, on the one hand, to devise syllabi for the planning, management, and assessment of students learning; and , on the other, to create and adapt materials, resources, and technologies to generate supportive classroom environments for their students to develop a syllabus.

- **TEF5420 Masters Project**

The emphasis of this course is the completion of the project. The themes for the course are the development of an investigation, results of data analysis, discussion of results, and the presentation of the thesis or project. The development of the course takes into consideration the diverse facets of the methodological and epistemological aspects of the study conducted. The course is designed to strengthen the processes of analysis and systemizing information principally through qualitative and quantitative methods. The stated academic space is contemplated, as a

scenario where the methodology, used is appropriate in relation to techniques sustained through technology (software) and the traditional techniques of interpretation and argumentation.

#### **DOCTORAL COURSES**

- **BUS711 Doctoral Program Orientation Seminar**

Upon completion of this course, students will have a stronger understanding of the scholar/practitioner/leader model and their doctoral program of study. The doctoral orientation seminar includes scholarly communication skills and the purpose and structure of the doctoral dissertation.

- **BUS712 STRATEGIC MANAGEMENT AND CRITICAL THINKING SKILLS (4 CREDITS)**

With the fast-paced changes in the business world there are many challenges to reach. This course presents strategic management as a response for those changes. Students will have the opportunity to study and design unique systems thinking approaches that places equal emphasis on planning, strategies, and change management processes in support of customer satisfaction.

- **BUS713 Social Responsibility and Sustainability (4 credits)**

This course is geared towards teaching students how to apply systems thinking skills to environmental issues and develop a plan for the implementation of the triple bottom line in an organization. Students can experience an entire cycle in action research in a complex organization. They are also taught how to frame policy agendas for creating inter- organizational collaboration among businesses, government and advocacy organizations.

#### **BUS721 Qualitative Research (4 credits)**

This research course provides students with core knowledge and skills for designing qualitative research at the doctoral level, including understanding data analysis. Students explore the nature of qualitative inquiry, fieldwork strategies and the nature of observation, theoretical approaches to qualitative research, the importance of quality assurance, and the ethical, legal, and social change implications of conducting qualitative research and producing knowledge. Students use software to code data and interpret and present results. Students will apply and synthesize their knowledge and skills by developing a qualitative research plan. Project components include planning, research ethics and access, data collecting and analyzing, and research reporting.

- **BUS722 Interdisciplinary, Intercultural and International Approach to Management (4 credits)**

This course explore links between people and organizations, providing useful cultural perspectives on the most significant approaches in the field of management, including locally distinctive indigenous views of organizational processes from around the world, and considers the interplay of climate and wealth when analyzing how organizations operate. Students will discuss how prevalent cultures in different parts of the world place emphasis on particular aspects of organizational processes and outcomes, and have a list of promising avenues for further research and a focus on issues that remain unresolved.

- **BUS731 Quantitative Research I (4 credits)**

This research course provides students with core knowledge and skills for designing quantitative research at the doctoral level, including understanding data analysis and applying statistical concepts. Students explore classical quantitative research designs and common statistical tests, the importance of quality assurance, and ethical and social change implications of conducting quantitative research and producing knowledge.

This course approaches statistics from a problem-solving perspective with emphasis on selecting appropriate statistical tests for a research design. Students use statistical software to calculate statistics and interpret and present results. Students will apply and synthesize their knowledge and skills by developing a quantitative research plan.

- **BUS732 Advanced Organizational Behavior (4 credits)**

The focus of this course is the theoretical and practical implications of organizational behavior, as addressed from a social science perspective. It stresses how being a consumer of organizational research can help the manager with everyday problems and help the researcher to answer organizational behavior questions.

- **BUS741 Quantitative Research II (4 credits)**

This research course builds upon knowledge and skill acquired in Quantitative Research I and provides experience applying them. It provides students with more specialized knowledge and skills for designing quantitative research at the doctoral level, including understanding multivariate data analysis and applying more advanced statistical concepts. Students explore comprehensive quantitative research designs and suitable statistical tests, the importance of quality assurance, and ethical considerations and social change implications of conducting quantitative research and producing knowledge. This course approaches statistics from a problem-solving perspective with emphasis on selecting the appropriate research design and statistical tests for more complex research questions or problems. Students use statistical

software to perform analyses and interpret and present results. Students will apply and synthesize their knowledge and skills by developing a quantitative research plan.

- **BUS742 Managing in a World-Wide Context (4 credits)**

Whether you work in a large or small company, a governmental agency, a nonprofit, a community-based organization, or run your own small business, you must function in a new and highly interconnected world-wide context. This course explores this new environment from multiple perspectives. You will examine cultural, environmental, ethical, political, and legal differences across different regions of the world. Attention is focused on how to manage and lead across boundaries to meet the challenges of this new context. Theories of international management, international human resource management, and international finance and accounting are considered, as is the role of information technology in creating greater access to the world-wide economy.

- **BUS751 Leadership (4 credits)**

This advanced course reviews and provides research opportunities on leadership issues in global, international, and multicultural organizations. The course includes theoretical orientation and theory-to-practice experiences using case studies, demonstrations, and simulations. The course provides an in-depth review and analysis of the latest theories and research on leadership in global and multicultural organizations. Written projects will focus on critical thinking, problem solving, decision making and information literacy. Attention is given to team leadership and team collaboration skills within a culturally diverse world

- **BUS752 Doctoral Seminar I (4 credits)**

This course begins the formal development of the student's dissertation. This development will be ongoing throughout the curriculum and result in the dissertation's submission at the end of the program. Topics in the course include problem statements, research questions, hypotheses and testing, samples and populations, and the intended impact of the study on the profession and society. Students review the various research methods they can utilize for their dissertation i.e. quantitative, qualitative, mixed. During this course, two exercises must be completed: (a) Plagiarism; and (b) Format and Style. The outcome of this course is a prospectus (concept paper) that articulates a specific goal and plan that will evolve into the student's dissertation. This course is taken as a P/NP course.

- **BUS753 Leadership In 21st Century Global Multicultural Organizations (4 Credits)**

Leading in today's complex, world-wide environment necessitates teamwork and collaboration to sustain a competitive advantage. In this course students will examine practices required to lead organizations with highly diverse workforces distributed across international, cultural, and

regional boundaries. You will systematically investigate the latest ideas emerging from both the world of practice and leadership research to identify "best practices" in the ever changing and dynamic workplace of the 21 first Century.

- **BUS761 Information Technology And Knowledge Management (4 Credits)**

This course emphasizes that information technology is, and will be, quite helpful for knowledge management, however knowledge science cannot be established only by information science. Managers, consultants, IT professionals and customers believe that they have finally discovered what makes organizations work: knowledge—that invisible force that propels the most successful companies to stock market values which far exceed the visible assets of their financial balance sheet. Where does this knowledge come from? The financial balance sheet, based on such tangible assets as capital and equity, does not tell us. Yet, this is what stock market investors look for when they decide to raise the market value of a company—they invest in the specific knowhow of the company to produce future cash flows. During this course, students are going to study the knowledge movement in organizational thinking and what refining rules of thumb, techniques, and methodologies are used by investors for the knowledge auditing of organizations.

- **BUS762 Doctoral Seminar II (4 credits)**

This is a mentor-guided course designed to focus on preparing the dissertation proposal for approval. During this course, the student's prospectus will be applied to the development of a proposal. Topics in this course include focused literature reviews, statistical and qualitative tools, data gathering and data analysis approaches, past research and current theories, proposal chapter format requirements, developing the literature review, Collaborative Institutional Training Initiative (CITI), the federal requirement for Institutional Review Board (IRB) submissions; and submission timelines. This course is taken as a P/NP course.

- **BUS763 Comparative Economic Systems (4 credits)**

This graduate course provides students with an understanding of the organization, operation and performance of economic systems, both in theory and in practice. It examines alternative methods of determining the bill of goods to be produced, the allocation of resources to produce it, and the distribution of the resulting income. The course explores various alternative answers by analyzing and comparing different economic systems.

- **BUS771 Resources Management (4 credits)**

The main idea of this course is the study of Resource Management as the efficient and effective deployment for an organization's resources when they are needed. Such resources may include financial resources, inventory, human skills, production resources, or information technology

(IT). Students explore resource management as a key element to activity resource estimating and projecting human resource management, analyzing the essential components of a comprehensive project management plan to execute and monitor a project successfully.

- **BUS772 Doctoral Seminar III (4 credits)**

This course emphasizes the final step for submission of the dissertation and provides students guidance for finding the appropriate venues and approaches in publishing their research findings. This will include the final steps necessary in pulling together what might have been earlier versions of Doctoral Seminar I and II, as well as the proofing and dissertation editing strategies that are required and the steps scholars can take to make sure their results are, in fact, shared with other scholars. This will include an exploration of writing research articles, preparing to present scholarly papers, as well as other publication venues. This course is taken as a P/NP course.

- **BUS773 Global Management Models (4 credits)**

This advanced course provides an in-depth review and analysis of the latest theories and research on global management models. The course reviews and provides research opportunities on chain management issues focused on ethical international management, including the integration of corporate culture, integration, implementation, and globalization. Specific applications to research areas in business strategies are explored. Written projects will focus on critical thinking, problem solving, decision making, and information literacy.

- **BUS781 Marketing Management Process (4 credits)**

This course provides students with a foundation in the concepts and theories of marketing and marketing management. Participants will study marketing theory, market analysis, marketing mix strategy, strategic marketing, and measuring market performance. Students will learn the theories of the field including both key seminal literature and current published research.

- **BUS733 Cross Cultural Management (4 credits)**

The study of cross-cultural management will present many of the keys to making cross-cultural operations work much more successfully. Students will also study what enormous benefits organizations can hope to achieve once they gain understanding and respect for the cultural factors at work. As a visible result, the students find out how to modify and improve their management approach and see huge growth in motivation and cooperation among their organizations, resulting in more harmony and productivity.

- **BUS743 INTERNATIONAL POLITICAL AND LEGAL SYSTEMS (4 CREDITS)**

This advanced course provides an in-depth review and analysis of the latest theories, research, and information on international trade law for managers. Emphasis is placed on legal aspects managers might encounter when engaged in international trade. The course reviews and provides research opportunities on issues of international trade from a multidisciplinary, strategic, and meta-analysis perspective. The course examines the nature and complexities of international business and international trade policies. Theory, research, ethics, and literature from a political, economic, social cultural, social psychology, legal, and historic perspective will be explored in depth. Written projects will focus on critical thinking, problem solving, decision making and information literacy.

- **BUS782 International Business Strategies (4 credits)**

This advanced course explores an in-depth review and analysis of the latest theories and research on accounting and taxation issues from an international perspective. Study includes how and why accounting and taxation topics differ from country to country, the impact of these issues on the international organization, problems related to the differences and the organizations that have developed to resolve ethical and operational problems. Written projects will focus on critical thinking, problem solving, decision making, and information literacy. The class includes independent research into the development, implementation, and regulation issues for global organizations.

- **EDU711 Doctoral Program Orientation Seminar**

Upon completion of this course, students will have a stronger understanding of the scholar/practitioner/leader model and their doctoral program of study. The doctoral orientation seminar includes scholarly communication skills and the purpose and structure of the doctoral dissertation.

- **EDU712 Technology Foundations in Education (4 credits)**

This course studies the foundations of technology in the field of education. It also analyzes the responsibilities and commitment required for students and teachers, and introduces concepts of digital citizenship and responsibility and transitioning instruction to integrate technology. This course also addresses portfolio use both professionally and with students. Technology dispositions, expectations, and guidelines are emphasized for what is necessary to be a 21st century educator.

- **EDU721 Qualitative Research (4 credits)**

This research course provides students with core knowledge and skills for designing qualitative research at the doctoral level, including understanding data analysis. Students explore the nature

of qualitative inquiry, fieldwork strategies and the nature of observation, theoretical approaches to qualitative research, the importance of quality assurance, and the ethical, legal, and social change implications of conducting qualitative research and producing knowledge. Students use software to code data and interpret and present results. Students will apply and synthesize their knowledge and skills by developing a qualitative research plan. Project components include planning, research ethics and access, data collecting and analyzing, and research reporting.

- **EDU722 Learning Process and Creativity (4 credits)**

In this course students have the opportunity to get immersed in deep questions about learning, discussing the most provocative aspects, such as: What should be the true purpose of education? Do classrooms make sense anymore? What should individuals contribute to their own education? Are yesterday's distinctions between subjects--and between the arts and sciences--still meaningful? What would the ideal lifelong education look like at the K-12 level, in universities, in the workplace, and beyond?

- **EDU731 Quantitative Research I (4 credits)**

This research course provides students with core knowledge and skills for designing quantitative research at the doctoral level, including understanding data analysis and applying statistical concepts. Students explore classical quantitative research designs and common statistical tests, the importance of quality assurance, and ethical and social change implications of conducting quantitative research and producing knowledge.

This course approaches statistics from a problem-solving perspective with emphasis on selecting appropriate statistical tests for a research design. Students use statistical software to calculate statistics and interpret and present results. Students will apply and synthesize their knowledge and skills by developing a quantitative research plan.

Over the course of the industrial revolution, motors shrank in size and cost, disappearing inside household appliances and workplace tools to create new kinds of machines. Through a similar process, we are now embedding computers and telecommunications into our everyday context of education. The purpose of this course is to study the evolution of educational technology and what has been the impact of this evolution in our society and on education around the world. Students will get immersed in the new messages emerging from this evolution that can dramatically improve instructional outcomes, but such an evolution of educational practice depends on

careful design of the interface among the devices, learners, and teachers. In this way, educational technology leaders demonstrate an advanced understanding of technology, the new concepts

and their implication for teachers, and the evolution of technology in education, all of which form an intercultural point of view about the future of educational technology around the World.

- **EDU741 Quantitative Research II (4 credits)**

This research course builds upon knowledge and skills acquired in Quantitative Research I and provides experience applying them. It provides students with more specialized knowledge and skills for designing quantitative research at the doctoral level, including understanding multivariate data analysis and applying more advanced statistical concepts. Students explore comprehensive quantitative research designs and suitable statistical tests, the importance of quality assurance, and ethical considerations and social change implications of conducting quantitative research and producing knowledge. This course approaches statistics from a problem-solving perspective with an emphasis on selecting the appropriate research design and statistical tests for more complex research questions or problems. Students use statistical software to perform analyses and interpret and present results. Students will apply and synthesize their knowledge and skills by developing a quantitative research plan.

- **EDU742 Online Education (4 credits)**

Years ago, online education was unthinkable, today it is considered just as valid and for the disciplined learner. The internet has opened a world of limitless potential and created a boundary less society. This course discusses the history of online education and its future and how it educational technology has grown due to the rise of online education.

- **EDU751 DESIGN AND DEVELOPMENT OF DIGITAL-AGE LEARNING EXPERIENCES AND ASSESSMENTS (4 CREDITS)**

Students will design, develop, and evaluate authentic learning experiences and assessments by incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes necessary for students.

- **EDU752 Doctoral Seminar I (4 credits)**

This course begins the formal development of the student's dissertation. This development will be ongoing throughout the curriculum and result in the submission of the dissertation at the end of the program. Topics in the course include problem statements, research questions, hypotheses and testing, samples and populations, the intended impact of the study on the profession and society. The outcome of this course is a prospectus (or blueprint) that articulates a specific goal and plan that will evolve into the student's dissertation.

- **EDU761 Legal and Ethical Issues in Educational Technology (4 credits)**

Students understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices.

- **EDU762 Doctoral Seminar II (4 credits)**

This is a mentor-guided course designed to focus on preparing the dissertation proposal for approval. During this course, the student's prospectus will be applied to the development of a proposal. Topics in this course include focused literature reviews, statistical and qualitative tools, data gathering and data analysis approaches, past research and current theories, proposal chapter format requirements, human subjects' research requirements, and submission timelines.

- **EDU771 Planning and Designing Learning Environments and Experiences (4 credits)**

Doctoral students will plan, design, and model effective learning environments and multiple experiences using technology to support the diverse needs of students.

- **EDU772 Doctoral Seminar III (4 credits)**

This course emphasizes the finalization of the dissertation and provides students with guidance for finding the appropriate venues and approaches to publish their research findings. This will include the final steps necessary in pulling together what might have been earlier versions of Doctoral Seminar I and II, as well as the proofing and dissertation editing strategies that are required and the steps scholars can take to make sure their results are, in fact, shared with other scholars. This will include an exploration of writing research articles, preparing to present scholarly papers, as well as other publication venues.

- **EDU781 PROCEDURES, POLICIES, PLANNING, AND BUDGETING FOR TECHNOLOGY ENVIRONMENTS (4 CREDITS)**

The focus of this course is to coordinate, develop and directly implement technology infrastructure procedures, policies, plans, and budgets for PK-12 schools, or for schools where students work.

- **BUS795 Continuing Dissertation Seminar IV (4 credits)**

Students must register for Continuing Dissertation Seminar IV at the end of Doctoral Seminar III if the student has not yet completed the dissertation. By registering for these services which covers up to 18 months, students can continue working uninterrupted with their committee on their research project. Students may re-register for continuing dissertation seminar IV after a 3-

month period until the student reaches the end of the allowable time limit for degree completion according to the school policy at which time extensions will no longer be offered.

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