

# **NUC University – Florida Technical College**

**Addendum to 2024 Catalog**

**Printed January 17, 2024**

*NUC-FTC is not enrolling in any of the programs at the applicable campuses listed in this addendum at this time.*

## **CERTIFICATE PROGRAMS**

### **CDL TRUCK DRIVING TRAINING**

This course is to provide the participant with the instruction and skills necessary for the safe and successful operation of a commercial motor vehicle. Upon successful completion of the course, the individual will receive a certificate of completion and be prepared to take the Commercial Drivers examination administered by the Federal Motor Carriers Administration.

Approved for Orlando and Tampa campuses.

200 Contact Hours

#### **Concentration Courses**

CDL100 Truck Driving Training

#### **Contact Hours**

200

#### **Course Descriptions**

CDL100 Truck Driving Training

200 Contact Hours

The CDL Truck Driving Training program is designed to prepare the student to operate vehicles requiring a commercial driver's license. A five-week Truck Driving program is offered that utilizes the U.S. Department of Transportation (DOT) model curriculum as the foundation for training and takes the student from basic through the advanced operation of a tractor/trailer. It includes three components required by the USDOT: Knowledge component, Behind the Wheel Range Skills Competencies and Behind the Wheel Public Road Skills Mastery. Successful completion of all three components leads to eligibility to apply for the FL Class A Commercial Driver's License. The course taught includes safe operation practices and non-vehicle activities which must be performed by the operator. Information is presented in an intensive question and answer format and hands-on training to provide the most efficient and cost-effective method for preparing a student for a commercial driver's license.

# **DIPLOMA PROGRAMS**

## **BUILDING CONSTRUCTION TECHNOLOGY**

The Building Construction Technology Diploma Program prepares its graduates with current technological knowledge and skills to gain entry-level employment in the construction technology discipline. The theoretical knowledge and hands-on experience this program offers will allow the graduate to be an active participant in the planning, development, and completion of a construction project.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

54 Quarter Credits

<b><u>Concentration Courses</u></b>	<b><u>Quarter Credits</u></b>
BCN 1214 Materials and Methods of Construction - Basic Structure	4.5
BCN 1215 Materials and Methods of Construction - Finishes and Systems	4.5
BCN 2721 Construction Scheduling and Planning	4.5
BCT 2770 Estimating Fundamentals	4.5
ETD 1320 Computer-Aided Design	4.5
EGN 1111 Engineering Graphics - Drawing	4.5
BCN 1765 Codes and Regulations	4.5
BCN 2599 Green Building and Energy Efficiency	4.5

### **Elective Courses** (18 Credit Hours Required)

#### **Course Descriptions**

BCN1214 Materials and Methods of Construction - Basic Structure 4.5  
This course will provide the skills necessary to understand how various materials and construction methods associated with site construction, concrete, masonry, metals and wood, and plastics affect the construction budget, and longevity and maintenance of a building. New materials and methods are introduced and to existing products and methods. The major focus will be emphasizing proper installation procedures and processes from a builder's perspective.

BCN1215 Materials and Methods of Construction - Finishes and Systems 4.5  
This course will provide the skills necessary to examine how various materials and construction methods associated with the following construction areas: thermal and moisture protection; doors and windows, interior finishes; specialties and equipment; electrical; and mechanical. New industry products and procedures are compared and contrasted with existing materials and methods. The major focus is from a builder's perspective emphasizing proper installation procedures and processes.

BCN2721 Construction Scheduling and Planning 4.5  
This course will provide the overall scope for construction project management (CPM) methods. Methods and procedures covered use current industry software, and may include Gantt charts, logic, diagrams, critical path method, and calendar day scheduling.

BCT2770 Estimating Fundamentals 4.5

This course teaches the basic principles and current practices employed in estimating construction building costs. Learners will prepare material lists; take off quantities of materials and labor hours from working drawings and specifications. Project cost estimates are created in the classroom and lab setting.

ETD1320      Computer-Aided Design      4.5

This course introduces the basic operations of the microcomputer, use of a microcomputer-based CAD program, layers, units, limits, line techniques, and geometric construction. Additional topics included are dimensioning, multi-view projections, sectional and auxiliary views, and entity properties. Lab included, using 3D modeling software (Revit).

EGN1111      Engineering Graphics – Drawing      4.5

This course is an introduction to the principles of mechanical drafting and manufacturing processes. Topics include dimensioning, tolerancing, mating parts for high-speed mechanical applications, assembly drawings, mechanical fasteners, shop practices, and mechanical drafting math will be covered and applied to assigned lab projects. Lab included.

BCN1765      Construction Codes and Regulations      4.5

This course will provide the foundation for Occupational Safety and Health Administration (OSHA) regulations and building codes. The focus is on Florida residential and commercial building standards, developing procedures, and the performance of sample checks on code compliance.

BCN2599      Green Building and Energy Efficiency      4.5

This course encompasses classroom and lab work study of the introduction to sustainability. Areas of study include sustainability, and the examination preparation for Leadership in Energy and Environmental Design (LEED) Certification.

# ESTHETICS

The Esthetics Diploma Program prepares students to perform skin analysis and provide services, such as facial care, makeup application, microdermabrasion, waxing, and body treatments. Graduates of this program can obtain entry-level positions in the field of skin care. The Esthetics Diploma Program also prepares graduates for the Florida Facial Specialist Registration.

Approved for Deland, Kissimmee, Orlando, and Pembroke Pines campuses.

## 62.5 Quarter Credits

<b><u>Concentration Courses</u></b>	<b><u>Quarter Credits</u></b>
EST1200 The Profession, Sanitation & Sterilization, HIV	5.5
EST1205 Hair Removal (Epilation) Procedures	5.0
EST1210 Skin Analysis, Disorders, & Treatments	5.0
EST1215 Principles of Anatomy & Facial Care (Esthetics)	5.0
EST1220 Facial & Hand Manipulation Treatments	5.0
EST1225 Chemistry & Electricity	5.0
EST2200 Professional Makeup Techniques	5.0
EST2206 Advanced Body Treatments (Microdermabrasion, Lymphatic Drainage, & Cellulite Treatments)	5.0
EST2214 Facial Care	6.0
EST2215 Professional Makeup & Special Effects	5.0
EST2218 Skin Care Career & Entrepreneurship Development	5.0
EST2220 Facial Care Treatments	6.0

## **Course Descriptions**

EST1200      The Profession, Sanitation & Sterilization, HIV      5.5  
This course covers the historical background and evolution of the esthetics profession. Students will discuss the dress code, makeup, and professional conduct of future esthetics professionals. In addition, students will review ethical standards and Florida laws. Furthermore, students will learn the infection control procedures, workplace safety practices, and safety measures necessary for estheticians. The topics examined include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious diseases, OSHA standards, and first aid. Finally, students will receive four (4) hours of HIV/AIDS awareness training.

EST1205      Hair Removal (Epilation) Procedures      5.0  
In this course, students will learn the basics of hair growth and the different techniques used to temporarily or permanently remove face and body hair. Students will also review the process of conducting a client consultation, explaining the process in detail to the client. In addition, students will be able to practice face and body hair removal using the following procedures: shaving, chemical depilation, soft and hard waxing, tweezing, and sugaring. Finally, students will review the theoretical application of permanent hair removal methods, such as electrolysis, galvanic electricity, thermolysis, blending, photo-depilation or pulse light, and other procedures.

- EST1210      Skin Analysis, Disorders & Treatments      5.0  
In this course, students will learn the structure and functions of the integumentary system. The topics of study include proper skin care techniques, product knowledge, safety, sanitation, skin analysis, skin diseases and disorders, facial machines, and facial massage principles. This course will focus on the theoretical discussion of skin categories, advanced skin disorders and diseases, skin cancer, skin treatments, and skin analysis.
- EST1215      Principles of Anatomy & Facial Care (Esthetics)      5.0  
This course provides an overview of the basic anatomy of the human body. The course will focus on the structure and function of the skin, face, and hands. Students will learn about skin composition, skin care, skin conditions, skin treatments, and the products recommended for skin healing. Students will also discuss the most common skin conditions, facial massage techniques, and skin healing effects. Finally, students will review basic facial procedures.
- EST1220      Facial & Hand Manipulation Treatments      5.0  
This course provides an overview of the musculoskeletal system, including face, arms, and hands. The course will focus on the relationship between the muscular, circulatory, and nervous systems as it pertains to massage techniques. Students will practice different types of massage techniques, including the use of aromatherapy. In addition, students will perform paraffin treatments, as well as hand and body scrubs.
- EST1225      Chemistry & Electricity      5.0  
This course covers theoretical concepts related to the presence of chemicals in cosmetic ingredients and electronic skin care devices. Students will learn how to use skin care products and equipment. Furthermore, graduates from the Esthetics Diploma Program will be able to recognize a safe working area, properly prepare clients for procedures, and demonstrate the correct techniques and the proper use of professional skin care products and equipment.
- EST2214      Facial Care      6.0  
In this course, students will observe demonstrations with step-by-step instructions of basic facial care procedures. Students will also learn facial care techniques and other entry-level skills needed for business and financial success. Finally, students will discuss post treatment skin care regimens, the basics of nutrition, specialized products for skin issues, and facial massage.
- EST2200      Professional Makeup Techniques      5.0  
The focus of this course is to provide students with the knowledge and techniques to practice makeup on different face shapes and various types of makeup applications according to the occasion. Students will also learn face makeup techniques for individual facial characteristics and skin conditions. Finally, students will be able to select adequate products, instruments, and equipment for artificial eyelashes and eyebrow designs.
- EST2206      Professional Makeup & Special Effects      5.0  
This course provides an overview of the different therapies available to correct adverse skin reactions and changes caused by environmental factors, aging factors, frequent weight gain or loss, neglected skin, oily skin, dry skin, or combination skin. Students will learn about various techniques and esthetics products, instruments, and equipment to provide different body treatments to accomplish skin's improvements. Students will perform body scrubs, body wraps, cellulite wraps, microdermabrasion, manual lymphatic drainage massage, and chemical peels.
- EST2218      Skin Care Career & Entrepreneurship Development      5.0  
In this course, students will study all aspects of operating a spa, or other beauty related businesses, including layout and design furnishings, supplies, software, marketing, personnel, and management. Students will learn the concepts and skills necessary to supervise and manage a skin care center, such as suppliers and cosmetic sales. The course will focus on daily operations, record keeping, inventory control, and personnel supervision. Furthermore, students will examine different specializations and possible job opportunities for future graduates.

This course will focus on advanced facial treatments and facial services that use machines. To perform these services at a professional level, estheticians are expected to master facial care procedures, including facial cleansing, facial exfoliation, facial steaming treatments, facial massages, facial mask application, facial extractions, operation of multifunction machines for facial procedures, men's skin care, and skin care regimens.

Prerequisite: EST1210

# GAME PRODUCTION

The Game Production diploma program is designed to give each student practical exposure to complete each of the major disciplines needed for game art content creation. This includes games produced by both major game studios working on AAA titles and independent production houses working on mobile gaming and other applications. Students will learn the proper tools and techniques used by industry professionals.

Approved for the Orlando campus.

60 Semester Credits

## Courses

DAVE110	Fundamentals of Asset Creation & 3D Design	15.0 Semester Credits/360 hours
DAVE210	3D Animation: The Art of Motion	15.0 Semester Credits/360 hours
GAME310	Game Asset Creation & Immersive Techniques	15.0 Semester Credits/360 hours
GAME405	Real-Time Technologies & Studio Production	15.0 Semester Credits/360 hours

## Course Descriptions

DAVE110 Fundamentals of Asset Creation & 3D Design 15.0 Semester Credits

This course provides a comprehensive understanding of 3D modeling and digital sculpting techniques needed to construct objects for feature films and video games. Students will have a concrete knowledge of hard surface and organic modeling techniques, UV mapping, digital sculpting, model surfacing, mesh optimization, lighting, rendering and how to bring these assets into a real-time pipeline.

DAVE210 3D Animation: The Art of Motion 15.0 Semester Credits

This course provides a thorough understanding of computer animation. Students will have a solid understanding of camera and vehicle animation, parent/child hierarchies, character rigging, character animation, facial animation, lip syncing, and motion capture for film and gaming and how to bring these animations into a real-time pipeline.

Prerequisite: DAVE110

GAME310 Game Asset Creation & Immerse Techniques 15.0 Semester Credits

Interactivity is an art form and, in recent years, advanced quickly into rapidly becoming the industry standard. It requires a combination of art, technical and organization skills. In this course you will learn to make interactive game assets and work with them in a real-time rendering environment and pipeline.

Prerequisite: DAVE110, DAVE210

GAME405 Real-Time Technologies & Studio Production 15.0 Semester Credits

This course prepares the student for a career as a game artist. Students will be introduced to the world of advanced pipelines and production workflows, including creative problem solving, employer expectations and the importance of teamwork as you also prepare your portfolio.

Prerequisite: DAVE 110, DAVE 210, GAME310



## PLUMBING

This Plumbing Diploma program prepares the student the technical skills and practical knowledge, and skills to perform installation tasks, service and repairs in plumbing situations. Graduates from this program will be able to fill positions as a Plumbing Helper in residential and construction firms in the plumbing trade industry.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

748 Clock Hours

<b><u>Concentration Courses</u></b>		<b><u>Clock Hours</u></b>
IND101	Industrial Safety	64
SKL101	Introductory Craft Skills	64
PLU100	Plumbing Level 1	140
PLU200	Plumbing Level 2	180
PLU300	Plumbing Level 3	160
PLU400	Plumbing Level 4	140

## Course Descriptions

IND101	Industrial Safety	64 Clock Hours
<p>This course emphasizes the fundamental concepts related to safety and health in the industrial, manufacturing, and servicing industries. Prevention and remedial measures to face accidents caused by electric shocks, and toxic gases inhalations are discussed. Regulation of the Department of Labor and OSHA applicable to these industries is also covered.</p>		
SKL101	Introductory Craft Skills	64 Clock Hours
<p>This course encompasses classroom and labwork study of introductory craft skills and safety. Areas of study include basic safety, construction math, hand and power tools, construction drawings, rigging, communication skills, employability skills, and material handling.</p>		
PLU100	Plumbing Level 1	140 Clock Hours
<p>This course encompasses classroom and labwork study of the fundamental skills of plumbing. Areas of study include the core curriculum of the plumbing trade, its history, safety, tools, and techniques used in the modern plumbing craft, including: pipe cutting, pipe fitting, and plumbing fixtures.</p> <p>Prerequisites: IND101 and SKL101</p>		
PLU200	Plumbing Level 2	180 Clock Hours
<p>This course encompasses classroom and labwork study of the novice skill areas of the plumbing trade. Areas of study include plumbing mathematics, drawings and blueprints, building structure, and drains.</p> <p>Prerequisite: PLU100</p>		
PLU300	Plumbing Level 3	160 Clock Hours
<p>This course encompasses classroom and labwork study of the intermediate skill areas of the plumbing trade. Areas of study include applied plumbing mathematics, pipe and drain sizing, pumps, and waste.</p> <p>Prerequisite: PLU200</p>		

PLU400

Plumbing Level 4

140 Clock Hours

This course encompasses classroom and labwork study of the advanced skill areas of the plumbing trade. Areas of study include the plumbing business, personnel management, water pressure, heating systems, building codes, and residential systems. Prerequisite: PLU300

# VISUAL EFFECTS PRODUCTION

The Visual Effects Production diploma program gives students a broad range of skills which allows them to pursue jobs in the computer graphics industry, including feature film and television effects, game art, print advertising, architectural visualization and military simulation.

Approved for Orlando campus.

60 Semester Credits

## Courses

DAVE110	Fundamentals of Asset Creation & 3D Design	15.0 Semester Credits/360 hours
DAVE210	3D Animation: The Art of Motion	15.0 Semester Credits/360 hours
VFX310	Compositing & VFX: Principles of Integration	15.0 Semester Credits/360 hours
VFX405	Advanced VFX Pipelines & Studio Production	15.0 Semester Credits/360 hours

## Course Descriptions

DAVE110 Fundamentals of Asset Creation & 3D Design 15.0 Semester Credits

This course provides a comprehensive understanding of 3D modeling and digital sculpting techniques needed to construct objects for feature films and video games. Students will have a concrete knowledge of hard surface and organic modeling techniques, UV mapping, digital sculpting, model surfacing, mesh optimization, lighting, rendering and how to bring these assets into a real-time pipeline.

DAVE210 3D Animation: The Art of Motion 15.0 Semester Credits

This course provides a thorough understanding of computer animation. Students will have a solid understanding of camera and vehicle animation, parent/child hierarchies, character rigging, character animation, facial animation, lip syncing, and motion capture for film and gaming and how to bring these animations into a real-time pipeline.

Prerequisite: DAVE110

VFX310 Compositing & VFX: Principles of Integration 15.0 Semester Credits

This course provides a solid understanding of visual effects production for film and television. Students will have an understanding of film effects history, node and layer based compositing, rotoscoping, green screen keying, color grading, 2D/3D tracking, crowd replication, matte painting, set extensions, particle simulations, fluid dynamics, stereoscopic conversion techniques, and the relationships to emerging technology pipelines.

Prerequisite: DAVE110, DAVE210

VFX405 Advanced VFX Pipelines & Studio Production 15.0 Semester Credits

This course provides a real-world experience of what it is like to work on a production and advanced, cutting edge, production pipelines. Students will gain an understanding of industry standard visual effects production techniques, 3D/VFX and advanced production pipelines, the importance of working as a team, how to apply problem solving skills to meet production deadlines while developing a portfolio.

Prerequisite: DAVE110, DAVE210, VFX310

## BUSINESS - SALES AND MARKETING

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

## **Concentration Courses**

### Quarter Credits

**General Education Courses** (24 Credit Hours Required)

FTC 1000	Success Strategies	4.5
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FTC 2200	Career Development Lecture	6.0
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ENT 2400	Entrepreneurial Economics and Marketing	4.5
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marketing plan. It reviews product and service development processes. It provides a basis for establishing pricing policies and pricing plans.

MKT 2010 Introduction to Marketing 4.5

This course explores key marketing concepts and shows you how they apply to today's business practices. The course covers the essential knowledge and techniques managers need to compete successfully, whether in large companies or small businesses, profit-oriented firms or not-for-profit organizations. Topics include customer-oriented marketing strategies, buyers and markets, target market selection, and the marketing variables of products (and services), price, promotion, and distribution.

BAD 100 Introduction to Business 4.5

Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations, and their control.

MAR 1021 Principles of Selling 4.5

This course provides a survey of the techniques utilized in the process of determining, activating, and satisfying the needs or wants of a buyer to the mutual continuous benefit of both the buyer and the seller.

MAR 1041 Introduction to Retailing 4.5

This course provides a study of the principles, procedures, and techniques of retailing, buying pricing, merchandise, and determining consumer demand. Attention will be given to how and when to buy as well as sources of supply. The course ends by addressing the function and organization of major divisions in retail establishments.

HFT 1800 Introduction to Superior Guest Services 4.5

This course provides students with the basic concepts and current trends in the customer service industry. Special areas of emphasis include problem-solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, customer retention, and measuring satisfaction.

MAR 1410 Sales Techniques 4.5

This course emphasizes the principles and practices of a professional salesperson. The course focus is on the information, skills, and activities necessary for success in today's marketplace.

MKT 2250 Marketing Research Lecture 6.0

This course addresses the use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed.

MAR 2162 Creating Selling for Customer Service 4.5

This course provides a comprehensive review of effective techniques and procedures for selling customer services.

MAR 2502 Consumer Behavior 4.5

This course is a study of buyer's information, acquisition, and evaluation, purchasing, and post-purchasing evaluation process. Emphasis is placed upon social and psychological theories and their implications on the understanding and prediction of consumer's behavior. The student will apply behavioral science concepts to the problems of planning, pricing, and promotional decisions.

MAR 2511 Advertising and Sales Promotion 4.5

This course explores all phases of advertising including all electronic and print media; direct marketing, as well as sales promotion. Emphasis is on creation of the message, selection of media, and the planning, coordination, and evaluation of the marketing campaign.

MAR 2720 Marketing on the Internet 4.5

This course presents a study of the internet, its culture, and procedures from a marketing perspective. It also examines the application of marketing theories to internet business.

# DIGITAL MEDIA

The program objective of the Digital Media Associate of Science Degree is to prepare a graduate for an entry-level position in the business environment, with an emphasis on technology-based commerce and interfacing.

Approved for South Miami, Kissimmee, Orlando, and Pembroke Pines campuses.

90 Quarter Credits

<b><u>Concentration Courses</u></b>		<b><u>Quarter Credits</u></b>
FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
AGD1010	Digital Imaging I	4.5
AGD1105	Theory and Elements of Design Lecture/Lab	4.5
AGD2010	Digital Imaging II	4.5
WGD1000	Web Graphics	4.5
WGD1010	Introduction to Web Design	4.5
WGD1030	Web Programing I	4.5
WGD2990	Portfolio Project for Digital Media	6.0
 <b><u>Concentration Track-Web Development</u></b>		
WGD2040	Web Programing II	4.5
WGD2050	Implementing and Maintaining Websites	4.5
WGD2060	Electronic Publishing	4.5
WGD2070	Mobile Application	4.5
WGD2090	Social Media Marketing	4.5
 <b><u>Concentration Track-Design</u></b>		
AGD1205	Typography	4.5
AGD2020	Applied Design	4.5
AGD2030	Digital Imaging III	4.5
WGD1020	Animation I	4.5
WGD2000	Animation II	4.5
 <b><u>General Education Courses</u></b>		
HUM101	Humanities	4.5
HUM2020	Introduction to Art	4.5
MAT1010	Introduction to Algebra	4.5
PSY2000	Introduction to Psychology	4.5

## **Course Descriptions**

### **FTC 1000 Success Strategies**

4.5

This course provides success strategies and support services to entry level students. The strategies and support services threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.

### **FTC 2200 Career Development Lecture**

6.0

The course will provide the framework for the career decision making process. It stresses the connection between the student's chosen academic field and career objective. Among techniques employed include resume writing, interview skill development and internet research.

### **AGD 1010 Digital Imaging I**

4.5

This course is an introduction to creation of graphic art for the web using pixel and vector editing software. Topics include the use of bitmapped painting tools, creative use of fonts, and use of layers in graphics layout. Lab included.

### **AGD 1105 Theory and Elements of Design Lecture/Lab**

4.5

This workshop introduces the elements and principles of Design as illustrated by art history and contemporary art as well as natural and man-made environments. This course focuses on color, line, texture, shape and space to achieve a working understanding of harmony proportion and cohesion.

### **AGD 2010 Digital Imaging II**

4.5

Digital Imaging II is a continuation of AGD1010. It covers the basics of optics, photography, lighting, photo enhancement and stylized text/font overlays associated with digital photography. Students are instructed how to use scanners as input devices to create digital images. Students discover effective picture taking techniques as they employ digital cameras. Emphasis is placed not only on photographing a subject, but also on creating effective photo backdrops, and use of diffuse lighting. Students employ a commercial product such as Photoshop®, Lover's Eye®, ArcSoft®, or similar software to retouch/airbrush their photos, create layers, add textures, text and apply special 3-D effects such as gradients, glows, drop shadows, highlights and vanishing points. Because the students will apply these concepts to Web pages, image compression and Web-safe color subjects are emphasized. Lab included.

Prerequisite: AGD1010

### **WGD 1000 Web Graphics**

4.5

This course offers students a foundation with vector-based graphics. The concentration will be on design for web based graphics using a vector oriented software package. The student will be exposed to the use of spline curves, gradients, fills and layers to create vector based illustrations that are easily scalable from very large to very small. Lab included.

### **WGD 1010 Introduction to Web Design**

4.5

This course introduces the student to the basics of designing web pages using Hypertext Markup Language (HTML). It explores the essential elements involved in good web page design including content, navigation and incorporation of graphics. Focus is placed on what constitutes a pleasing and aesthetically-designed web site balanced between marketing and download constraints. Lab included.

### **WGD 1030 Web Programming I**

4.5

The course will focus on the design and development of web based applications using a number of currently popular tools and strategies; also to be explored is the use of databases as data repositories for web applications. Topics examined include HTTP, CGI, PHP, Java Servlets, Java Server Pages, Enterprise Java Beans, XML, database connectivity, scalability, security and other bleeding edge web technologies.

### **WGD 2990 Portfolio Project for Digital Media**

6.0



The purpose of the Portfolio course is to help the student transition from design student to design professional and assist in their job seeking endeavors by having a complete and flexible portfolio in the appropriate formats for industry expectations and for various purposes. By the end of the course, the students will have converted portfolio projects to appropriate formats and taken steps necessary to make their work available for potential employers and client to easily access.

#### CONCENTRATION IN WEB DEVELOPMENT

##### WGD 2040 Web Programming II

4.5

This course is a continuation of Web Programming I. Students are taken further into Web-based programming and will explore more advanced languages and applications. Lab included.

Prerequisite: WGD 1030

##### WGD 2050 Implementing and Maintaining Web Sites

4.5

This course covers what the student will need to know in order to implement and maintain web sites. It describes the operation and functionality of a web server, the Internet, and how web pages are implemented on the Internet after design and creation. Lab included.

Prerequisites: WGD 1000

##### WGD 2060 Electronic Publishing

4.5

This course will introduce the student to building a large web project. Students will use a mixture of many media types including text, graphics, animation, and audio, with special emphasis on tying it all together in a coherent way using a web site builder. Lab included.

##### WGD 2070 Mobile Application

4.5

This course teaches students how to build mobile apps for Android, iOS, and Windows, the trinity that is today's mobile operating platforms. Students learn to write both web apps and native apps for Android using Eclipse and the Android SDK, to write native apps for iPhones, and to write web apps for both platforms.

##### WGD 2090 Social Media Marketing

4.5

This course teaches students how to build mobile apps for Android, iOS, and Windows, the trinity that is today's mobile operating platforms. Students learn to write both web apps and native apps for Android using Eclipse and the Android SDK, to write native apps for iPhones, and to write web apps for both platforms.

#### CONCENTRATION IN DESIGN

##### AGD 1205 Typography

4.5

This course provides an introduction to the study of the letterform as a keystone element of graphic design. It emphasizes how typography can be used as a communication device as well as a graphic and compositional element. Areas explored include using type effectively in a design, letterform anatomy, letterform analysis, measuring systems, and typographic identification.

##### AGD 2020 Applied Design

4.5

This course focuses on computer generated, three-dimensional graphics. The student will be instructed in the creation of 3D scenes and characters with sophisticated 3D rendering software. Lab included.

Prerequisite: AGD 2010

##### AGD 2030 Digital Imaging III

4.5

The goal of this course is to explore advanced techniques while stressing the design process. Students will explore and implement digital imaging theory and processes to enhance and retouch photographs and create new works of art.

Prerequisite: AGD 2020

##### WGD 1020 Animation I

4.5

This course examines graphic design fundamentals and terminology and introduces the student to 2D computer animation techniques. Students will be instructed in the theory and application of design elements such as storyboarding, frame-by frame animation and shape morphing. Lab included.

#### WGD 2000 Animation II

4.5

This course explores the use of computers to generate three dimensional graphics and animation. Students will be instructed how to create an object in 3D using a coordinate system, apply a surface and then animate the object. Lab included.

Prerequisite: WGD 1020

## **NETWORK ADMINISTRATION**

The Associate of Science Degree in Network Administration is composed of a combination of courses, which provide entry-level skills in such areas as network design and administration and network configuration. Course work emphasizes Windows and A+ training. This program is designed to prepare a graduate for entry-level employment in network administration.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

90 Quarter Credits / 18 months

### **CORE COURSES (10.5 credits)**

FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0

### **CONCENTRATION COURSES (51 credits)**

EEL1101	A+ Hardware, Networking & Mobile Computer Systems	4.5
EEL1111	A+ Software, Security & Operating Systems	4.5
EEL2080	TCP/IP Configuration	6.0
EEL2090	Routing & Switching	4.5
EEL2150	Networking Fundamentals	4.5
EEL2160	Security Fundamentals	4.5
PRG2100	Windows Professional	4.5
PRG2110	Windows Server	4.5
PRG2120	Windows Network Infrastructure	4.5
PRG2161	Designing Security for a Windows Network Lecture/Lab	4.5
PRG2180	Implementing and Managing Microsoft Exchange Server	4.5
	1 Elective	4.5 X 1=4.5
	General Education Classes	6.0 X 4=24.0

### **ELECTIVE COURSE (4.5 Credit Hours Required)**

**GENERAL EDUCATION COURSES (24 Credit Hours Required)** The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

### **Course Descriptions**

PRG2180                      Implementing and Managing Microsoft Exchange Server      4.5 Quarter Credits  
This course prepares the student to install, configure properly, and support networks in a capacity that includes or specializes in messaging system management tasks. The student will examine basic administrative procedures, including configuring and managing public folders, security, compliance, and policies. The student will be able to plan migration and infrastructure of the disaster recovery operations for Exchange server. Also, the student will be able to manage and troubleshoot connectivity across firewalls, encryption, and digital signatures. Lab included.

Remaining course descriptions are available in the catalog.

# **BACHELOR OF SCIENCE DEGREES**

## **ANIMATION**

The Bachelor's Degree in Animation provides students with a practical application to the animation process. This course will guide students through the primary principles and pipeline needed to start them on an entry-level career path. The students will learn and understand principles of movement, storytelling, acting, rigging, and performance using a variety of software.

Approved for Orlando campus.

120 Semester Credits

### **Core Courses (60 Credit Hours Required)**

ANI 100 – History of Animation	3.0 Credits
ANI 150 – Visual Storytelling	3.0 Credits
ANI 175 – Acting for Animators	3.0 Credits
ANI 190 – Drawing for Animators I	3.0 Credits
ANI 250 – Introduction to 2D Animation	3.0 Credits
ANI 310 – Introduction to 3D Animation	3.0 Credits
ANI 330 – Rigging for 3D Animators	3.0 Credits
ANI 340 – Drawing for Animators II	3.0 Credits
ANI 342 – Previsualization	3.0 Credits
ANI 345 – Physical Animation	3.0 Credits
ANI 355 – Body Animation I	3.0 Credits
ANI 359 – Facial Animation	3.0 Credits
ANI 360 – Creature Animation I	3.0 Credits
ANI 370 – Character Animation I	3.0 Credits
ANI 450 – Body Animation II	3.0 Credits
ANI 460 – Creature Animation II	3.0 Credits
ANI 470 – Character Animation II	3.0 Credits
ANI 480 – Stylized Animation	3.0 Credits
ANI 490 – Student Animation Showcase	3.0 Credits
MOGA 405 – Career Development	3.0 Credits

### **General Education Courses (36 Credit Hours Required)**

The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

### **Elective Courses (24 Credit Hours Required)**

### **Course Descriptions**

ANI 100 – History of Animation 3.0 Credits

The purpose of this course is to provide a historical look the evolution of animation from art form to industry. Students will learn from various perspectives from before the invention of film to present day. The course will explore the different tools and technology used in animation as well as the various techniques used to produce animation.

### ANI 150 – Visual Storytelling

3.0 Credits

The purpose of this course is to give students an understanding of how to construct and tell a story visually. The course will explore how the history of story and character has evolved into modern day storytelling and will introduce students to the art of visual storytelling and film language. Students will learn various techniques such as scriptwriting, storyboarding, and the art of the story pitch.

### ANI 175 – Acting for Animators

3.0 Credits

The purpose of this course is to provide students with the basic acting theory that helps explain the differences between stage and film acting. The course demonstrates how to apply acting theory to animated characters or creatures. Students who complete this course will have a solid understanding of actor vs. animator, moving illustrations, acting principles, power centers and active listening.

### ANI 190 – Drawing for Animators I

3.0 Credits

The purpose of this course is to give students a comprehensive understanding of basic observational drawing techniques and principles. This course will introduce students to the art of drawing through a digital medium using 2D drawing software. Students who complete this course will have a solid understanding core drawing concepts such as line, form, volume, shading and rendering, and perspective.

### ANI 250 – Introduction to 2D Animation

3.0 Credits

The purpose of this course is to give students a comprehensive understanding of 2D animation fundamentals. This course will introduce students to the art and techniques of hand drawn animation through the use of a digital medium. Students who complete this course will have a solid understanding of timing and spacing, anticipation and overshoot, bounces and follow through, and squash and stretch.

Prerequisite: ANI 190

### ANI 310 – Introduction to 3D Animation

3.0 Credits

The purpose of this course is to give students a comprehensive understanding of 3D animation fundamentals. This course will introduce students to 3D animation software and will focus on the principles of animation. Students who complete this course will have a solid understanding of primitive 3D modeling and rigging concepts, basic 3D animation workflow, and 3D motion graph editing.

### ANI 330 – Rigging for 3D Animators

3.0 Credits

The purpose of this course is to provide students with a comprehensive understanding of the animation setup process. This course will introduce students to the fundamental concepts of rigging and how it pertains to the 3D animation process. Students who complete this course will have a solid understanding of rigging topics such as constraints and deformers, joints, skinning, and control systems, as well as animation topics such as space switching, animating constraints, and baking keyframes.

Prerequisite: ANI 310

### ANI 340 – Drawing for Animators II

3.0 Credits

The purpose of this course is to build upon the concepts learned in Drawing for Animators I. This course will introduce students to art of drawing the human form. Students who complete this course will have a solid understanding of basic human anatomy and proportion, and capturing the spirit of a pose through gesture drawing.

Prerequisite: ANI 190

#### ANI 342 – Previsualization

3.0 Credits

The purpose of this course is to build upon concepts learned in Visual Storytelling and Intro to 3D Animation. The course will introduce students to digital video and audio editing techniques and will focus on the production process of a 3D animatic. Students who complete this course will have a solid understanding of 3D camera animation, character staging and scene setup, video editing and directing, and proxy animation.

Prerequisite: ANI 310 and ANI 150

#### ANI 345 – Physical Animation

3.0 Credits

The purpose of this course is to build upon the concepts learned in Intro to 3D Animation. This course will introduce the fundamental concepts of physics as it applies to animation. Students will explore basic fundamentals of mechanical and physics based animation techniques and will leave the course with a solid understanding of animating vehicles, machines, and physically motivated phenomena.

Prerequisite: ANI 310

#### ANI 355 – Body Animation I

3.0 Credits

The purpose of this course is to build upon the concepts learned in Intro to 3D Animation. This course will introduce students to the fundamental concepts of bipedal body animation, focusing on weight and balance, standing and sitting, and walk cycles. Students who complete this course will have a solid understanding of 3D animation workflow for basic bipedal locomotion.

Prerequisite: ANI 340

#### ANI 359 – Facial Animation

3.0 Credits

The purpose of this course is to build upon the concepts learned in the Body Animation II. This course will introduce students to the fundamental concepts of facial animation. Students who complete this course will have a solid understanding of emotions through facial expression, eye and mouth movement, and the mechanics of lip sync animation.

#### ANI 360 – Creature Animation I

3.0 Credits

The purpose of this course is to build upon the concepts learned in Body Animation I. This course will introduce students to concepts of quadruped body animation, focusing on walk cycles, running and galloping, and jumping. Students who complete this course will have a solid understanding of 3D animation workflow for basic quadruped locomotion.

#### ANI 370 – Character Animation I

3.0 Credits

The purpose of this course is to provide students with the basic understanding of 3D character animation specific to body language. This course will build upon concepts learned in Acting for Animators and will allow students to explore avenues for emotive expression through body animation. Students who complete this course will have a solid understanding of body language and pantomime, as well as proper 3D animation workflow for basic character performance.

Prerequisite: ANI 340

#### ANI 450 – Body Animation II

3.0 Credits

The purpose of this course is to build upon the concepts learned in Body Animation I. This course will explore

advanced concepts in biped body animation, focusing on lifting and pushing, running and jumping, starts and stops, and ragdoll animation. Students who complete this course will have a solid understanding of 3D animation workflow for advanced bipedal locomotion.

Prerequisite: ANI 355

#### ANI 460 – Creature Animation II

3.0 Credits

The purpose of this course is to build upon the concepts learned in Creature Animation I. This course will explore advanced concepts in creature locomotion and performance. Students who complete this course will have a solid understanding of creature and animal behavior, decision making and emoting.

Prerequisite: ANI 360

#### ANI 470 – Character Animation II

3.0 Credits

The purpose of this course is to provide students with the basic understanding of 3D character animation specific to facial performance. During the course students will explore avenues for emotive expression through facial animation with a goal of achieving an emotional response with their animation performance. Students who complete this course will have a solid understanding of emotive facial expressions, advanced lipsync concepts, and proper 3D animation workflow for facial performance.

Prerequisite: ANI 370

#### ANI 480 – Stylized Animation

3.0 Credits

The purpose of this course is to provide students with the basic understanding of 3D character animation specific to exaggerated animation often found in cartoons. Students who complete this course will have a better understanding of multiple limbs, smears, motion lines and staggers seamlessly into your animation.

#### ANI 490 – Student Animation Showcase

3.0 Credits

Students will apply their accumulated knowledge of animation to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various techniques, methodologies, and concepts to complete a professional animation project.

#### MOGA 405 –Career Development

3.0 Credits

The course will provide the framework for the career decision making process. It stresses the connection between the student's chosen academic field and career objective. Among techniques employed include resume writing, interview skill development and internet research.

# **BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION**

## **PROGRAM DESCRIPTION**

The Bachelor's degree in Business Administration program provides students with knowledge and skills in organizational leadership that include finance, economic, information systems and technology, human resources, management and marketing. Otherwise, the student will develop an understanding of the ethical challenges related to business and management. It aims to develop in the students effective strategies, for solving these issues in the professional scenario and to guide the organization to success in the global marketplace.

## **PROGRAM OBJECTIVE**

The Bachelor's Degree in Business Administration with in General Business provides students with the necessary knowledge, skills and abilities to apply management principles to contemporary business problems, manage organizations and use business theories according to their relevance and application to the global world.

In Business Intelligence prepares the student with the basic knowledge and skills to gather, extract, analyze and visualize data. Transforming this data into valuable knowledge, will help students to develop and implement integral solutions within the company. This will allow the creation of plans that will help the organizations in reaching their goals and objectives.

In Human Resources qualifies the student with the required knowledge, skills and abilities to work in the administration and management of the Human Resources in global and local companies. It also prepares the student to perform the planning, organization, leadership and administrative functions in the Human Resources in a strategic way and according to the company objectives.

In Healthcare Management prepares students with the knowledge and skills necessary to apply management principles in administration, assume strategic positions, both operational or personnel in any healthcare organization.

In International Business prepares students with the knowledge and skills necessary to perform within the international business environment. It will also prepare students to adapt to the global environment, rapidly changing through the knowledge of economic, political, legal, ethical, and international aspects of businesses.

In Management prepares students with the necessary knowledge and skills to assume leadership positions within private, public, and non-profit sectors. The students will also carry out leadership, teamwork, and communication functions within a company. Furthermore, students will apply mathematics and research techniques in the analysis of contemporary practices in businesses.

In Accounting trains students in the knowledge and skills necessary to perform in entry-level business administration with an emphasis in accounting. Furthermore, students will be prepared with the analysis, research, synthesis, and interpretation skills of the accounting cycle from the approach of costs, tax, and forensic, operational, and systems audit for decision making. In addition, students will learn accounting theory and principles applicable to government and non-profit organizations, as well as an understanding of the technology involved in the configuration of an accounting information system.

In Social Media Marketing prepares students with the knowledge and skills needed to develop social media marketing strategies using digital media, online communities, content creation, and network analytics. It promotes the development of strategies to position a brand on social media, promote ideas, products, or services, and build the image of companies, organizations, or individuals. By developing these skills, students will be prepared to take on strategic positions related to social media marketing at different organizational levels.



In Project Management provides students with the skills and competencies necessary to strategically plan the scope, time, costs, resources and quality of a project, taking preventive measures to manage risk. Additionally, students will have the opportunity to lead simulated projects in all their phases: initiation, planning, execution, monitoring, control and closure. Furthermore, it provides students with tools to develop knowledge in business administration, which will help them to face economic, social and political challenges of the workplace. This program is aligned with the Project Management Institute (PMI) standards.

In Finance provides students with the basic knowledge and skills necessary to perform an analysis of a company's financial position, which allows top management to make strategic decisions with the purpose of optimizing financial resources. Additionally, it prepares students in the fields of risk, insurance, personal finances, bank administration and investments.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

**DEGREE TYPE EARNED: BBA**

<b>General Education</b>		<b>Credits</b>
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	<u>3</u>
		<b>45</b>

<b>Core Courses</b>		<b>Credits</b>
ACCO 1000	Introduction to Accounting I	4
ACCO 1050	Introduction to Accounting II	4
BUMA 1000	Introduction to Business	3
ITTE 1031L	Computer Literacy and Laboratory	3
MKTG 1010	Marketing Principles	3
MATH 1050	Business Mathematics	3
BUAD 2000	Fundamentals of Management	3
ECON 2000	Micro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 2080	Quantitative Methods	3
BUAD 3000	Human Resources Administration	3
BUAD 3010	Comparative Management	3
BUAD 3050	Ethic in Business	3
ECON 3200	Macro Economics	3
BUAD 40001	Integrative Seminar Business Administration	<u>3</u>
		<b>47</b>

<b>General Business Courses:</b>	<b>Credits</b>
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BUAD 2010	Policies and Business Strategies	3
BUAD 2030	Ecommerce	3
BUAD 2050	Business Law	3
BUAD 2070	Entrepreneurship	3
BUIN 1010	Principles of Information Systems	3
HURE 1030	Fundamentals of Business Coaching	3
HURE 1060	Managing Organizational Change	3
HURE 1070	International Labor Law	<u>3</u>
		<b>24</b>

#### **Business Intelligence Courses:**

		<b>Credits</b>
BUIN 1015	Introduction to Business Intelligence	3
BUIN 1020	Introduction to Data Base	3
BUIN 2000	Decision Support Systems	3
BUIN 2010	Business Analytic	3
BUIN 3000	MS Excel for Business Intelligence	3
BUIN 3010	Web Analytics	3
BUIN 4000	Data Warehousing, Data Mining and Data Analysis	3
BUIN 4010	Applications for Business Analysis	<u>3</u>
		<b>24</b>

#### **Human Resources Courses:**

		<b>Credits</b>
HURE 1010	Recruitment and Selection	3
HURE 1020	Training and Development of Human Resources	3
HURE 1030	Fundamentals of Business Coaching	3
HURE 1040	Compensation and Benefits Management	3
HURE 1050	Supervisory Strategies	3
HURE 1060	Managing Organizational Change	3
HURE 1070	International Labor Law	3
HURE 1080	Conflict Mediation in Business	<u>3</u>
		<b>24</b>

#### **Healthcare Management Courses:**

		<b>Credits</b>
BUAD 3190	Organizational Leadership	3
MGMT 1020	Operations Management	3
BUIN 1010	Principles of Information Systems	3
HEMA 1000	Introduction to Healthcare Administration	3
HEMA 1010	Healthcare Management and Policy Planning	3
HEMA 1020	Ethical and Legal Issues in Healthcare Management	3
HEMA 1030	Healthcare Organizational Finance	3
HEMA 1040	Healthcare Information Systems	<u>3</u>
		<b>24</b>

#### **International Business Courses:**

		<b>Credits</b>
BUAD 2010	Policies and Business Strategies	3
BUAD 2050	Business Law	3
HURE 1070	International Labor Law	3
INBU 1000	Introduction to International Business	3
INBU 1010	International Finance	3
INBU 1020	International Marketing	3
INBU 1030	International and Multicultural Management	3
INBU 1040	Legal Issues in International Business	<u>3</u>
		<b>24</b>

<b>Management Courses:</b>		<b>Credits</b>
BUAD 2010	Policies and Business Strategies	3
BUAD 2050	Business Law	3
BUAD 3190	Organizational Leadership	3
BUIN 1010	Principles of Information Systems	3
INBU 1030	International and Multicultural Management	3
MGMT 1000	Communication for Managers	3
MGMT 1010	Organizational Theory and Design	3
MGMT 1020	Operations Management	<u>3</u>
		<b>24</b>

<b>Accounting Courses:</b>		<b>Credits</b>
ACCO 2100	Intermediate Accounting I	3
ACCO 2270L	Computerized Accounting and Laboratory	4
ACCO 3320	Federal Taxes	3
ACCO 3150	Intermediate Accounting II	3
ACCO 3420	Introduction to Cost Accounting	3
ACCO 3550	Accounting Information Systems	3
ACCO 4000	Accounting for Governmental and Nonprofit Entities	3
ACCO 4220	Principles of Auditing	3
ACCO 4400	Advanced Accounting	3
ACCO 4500	Forensic Accounting	3
ACCO 4550	Operational and Systems Auditing	<u>3</u>
		<b>34</b>

<b>Project Management Courses:</b>		<b>Credits</b>
MGMT 1020	Operations Management	3
PROM 1000	Project Management Fundamentals	3
PROM 1050	Project Communications and Stakeholder Management	3
PROM 2000	Quality Management	3
PROM 2050	Cost and Time Management	3
PROM 3000	Project Risk Management	3
PROM 3050	Contracts and Procurement Management	3
PROM 4000	Technology for Project Management	3
PROM 4010	Project Management Seminar (Capstone)	<u>3</u>
		<b>27</b>

<b>Finance Courses:</b>		<b>Credits</b>
EXCL 1000L	Basic Excel	3
FINA 1020	Financial Statements Analysis	3
FINA 1050	Financial Modeling	3
FINA 2400	Financial Management	3
FINA 2700	Money and Banking	3
FINA 3000	Financial Markets	3
FINA 3200	Personal Finance	3
FINA 4000	Fundamentals of Investments	3
FINA 4010	Risk Management and Insurance	<u>3</u>
		<b>27</b>

<b>Social Media Marketing Courses:</b>		<b>Credits</b>
MKTG 1020	Integrated Marketing Communications	3
MKTG 2010	Consumer Behavior	3

MKTG 2030	Content Marketing	3
MKTG 3000	Marketing Research	3
SOME 1000	Introduction to Social Media	3
SOME 2000	Social Media Marketing Strategies	3
SOME 2010	Public Relations in Social Media	3
SOME 3000	Web and Social Media Analytics	3
SOME 4000	Social Media Marketing Campaign (Capstone)	<u>3</u>
		<b>27</b>

<b>Electives Courses: (for Project Management &amp; Social Media Marketing majors)</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	<u>1</u>
		<b>1</b>

<b>Electives Courses: (for Finance major)</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1
	Electives	<u>1</u>
		<b>2</b>

<b>Electives Courses: (for Accounting, General Business, Business Intelligence, Human Resources, Healthcare Management, International Business &amp; Management majors)</b>		<b>Credits</b>
SEMI 1001	University Environment Seminar	1
	Electives	<u>3</u>
		<b>4</b>

<b>TOTAL CREDITS</b>	<b>120/121/130</b>
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All courses must be passed with at least a “C” grade.

1This course includes the use of simulator.

Program offered only online.

“Graduates of any of the NUC University Spanish-speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English Language”

### **Course Descriptions**

ACCO 1000: Introduction to Accounting I: 4 credits

In this course, students will analyze the fundamentals of accounting and their impact on business operations. They will categorize account types for registering transactions in the corresponding ledgers. Also, they will create the necessary financial reports when completing the accounting cycle of a business.

*(Pre-requisite: MATH 1010)*

ACCO 1050: Introduction to Accounting II: 4 credits

In this course, students will analyze accounting operations and the creation of financial statements for a merchandising business. They will measure the depreciation expense of assets acquired by businesses. They will differentiate inventory types, how they function, and valuation methods. They will also evaluate the rules for payroll calculation, receivables, and current and long-term business liabilities.

*(Pre-requisites: ACCO 1000, MATH 1010)*

ACCO 2270L: Computerized Accounting and Laboratory: 4 credits

In this course, students will analyze accounting cycles using an accounting software. They will create

economic transactions in said software. Furthermore, students will generate the necessary accounting documents and reports, whether self-employed or in a company. *(Pre-requisites: ACCO 1000)*

**ACCO 3150: Intermediate Accounting II: 3 credits**

In this course, students will analyze the composition of a company's assets. They will assess, classify, and present inventory items and determine an adequate management and control system. They will contrast the fundamental aspects of tax accounting for a corporation. They will also prepare the stockholders' equity of a corporation. *(Pre-requisites: ACCO 2100)*

**ACCO 3320: Federal Taxes: 3 credits**

In this course, students will analyze the Federal Internal Revenue Code. They will use the Code in light of organization's needs and different types of taxpayers. They will differentiate the forms used in the Federal Income Tax process. *(Pre-requisites: ACCO 1050)*

**ACCO 3420: Introduction to Cost Accounting: 3 credits**

In this course, students will examine the basic concepts of cost in the production process of manufacturing and non-manufacturing companies. They will discuss the conceptual framework a company's cost systems. Additionally, they will analyze and explain the role of cost accounting in a company's decision making process.

*(Pre-requisites: ACCO 2100, 2200)*

**ACCO 3550: Accounting Information Systems: 3 credits**

In this course, students will analyze accounting information systems and how they can be used to generate significant and reliable data. They will examine the most recent concepts, techniques, functions, and the process of analysis of manual and computerized accounting information systems, as well as the design and use of accounting information systems, technological information and programming as tools for transaction processing. They will also discuss internal control issues such as planning and accounting control tools.

*(Pre-requisite: ACCO 2100)*

**ACCO 4000: Accounting for Governmental and Nonprofit Entities: 3 credits**

In this course, students will examine the fundamental ideas, applications, and practices of fund accounting and financial reporting for governmental and nonprofit entities. Students will also develop skills in budgeting; transaction analysis; general and special journal entries; financial statement preparation, use, and analysis; auditing issues, and recent GASB and FASB pronouncements. *(Pre-requisite: ACCO 3150)*

**ACCO 4220: Principles of Auditing: 3 credits**

In this course, students will analyze and explain the basic elements and kinds of audits and the role of the CPA. Contrast the various audit reports, their presentation and the techniques to interpret them. Additionally, they will discuss professional ethics, legal elements of the audit, the evidence in the audit processes, and internal control mechanisms. *(Pre-requisites: MATH 1010, 1050, ACCO 1000, 1050)*

**ACCO 4400: Advance Accounting: 3 credits**

In this course, students will examine principles, practices, transactions, reports and will prepare corporate and consolidated businesses reports. They will evaluate transactions of stocks, bonds, and dividends. They will analyze the valuation of foreign currency operations of a business and the effect it has on a company when

they implement the international accounting standards to their accounting process. Also, they will contrast the accounting process of partnerships, estates, trusts, and nonprofit organizations. *(Pre-requisite: ACCO 2100)*

**ACCO 4500: Forensic Accounting: 3 credits**

In this course, students will examine the basic concepts of forensic accounting, criminology and forensic auditor ethics. They will contrast the different types of fraud and financial crimes, cybercrimes and what the legal framework to counter them. Additionally, they will investigate fraud schemes and methods used to commit fraud and will apply investigation strategies for the collection, assessment, and recovery of embezzled funds.

*(Pre-requisites: ACCO 1000, 1050, 2100, 2200, 3150, 3320 4220, 4400)*

**ACCO 4550: Operational and Systems Auditing: 3 credits**

In this course, students will analyze generally accepted auditing standards and internal control systems. They will apply compliance tests, transaction sampling, information quality and reliability for decision-making; audit risk, materiality, and evidence concepts; frameworks for rules of conduct and professional codes of conduct; and information technology applied to internal control. *(Pre-requisite: ACCO 4220)*

**BUAD 2000: Fundamentals of Management: 3 Credits**

In this course, the students will critically analyze the main concepts about management and the organizational environment. In addition, they will assess the impact of the different schools of management thought and their exponents on contemporary management. Furthermore, they will integrate the concepts and processes related to planning. *(Pre-requisite: BUMA 1000)*

**BUAD 2010: Policies and Business Strategies: 3 Credits**

In this course, students will analyze the basics of strategic planning, including formulation, implementation, and evaluation. Apply strategic SWOT analysis methodology to study the internal and external environment of a company in order to achieve effective business growth. Evaluate functional, corporate, and competitive strategies that a business or company has available, as the necessary framework for making informed decisions that will impact the policies within the company. The students will also describe various international strategies for companies, implementation and evaluation, for the development of the same. *(Pre-requisites: BUMA 1000)*

**BUAD 2030: E-Commerce: 3 Credits**

In this course, students will analyze the basic concepts and models of electronic commerce. Evaluate the process and the technologies needed to develop a Web presence for e-commerce and marketing. Also, discuss on ethical, legal, and privacy protection aspects regarding any electronic commerce.

*(Pre-requisites: ITTE 1031L)*

**BUAD 2050: Business Law: 3 credits**

In this course, students will analyze the fundamental concepts and nature of business law. Evaluate legal situations of business law and its relation to the economic activities of our society. Explain the importance of information and communication technologies (ICT) in trade negotiations. Also, appreciate the importance of ethics in the practice of the legal services, both globally and nationally.

**BUAD 2070: Entrepreneurship: 3 Credits**

In this course, the student will examine entrepreneurial opportunities and the process needed to establish a

business. The student will also examine the critical factors relative to conceiving, initiating and developing a business. (*Pre-requisite: BUMA 1000*)

**BUAD 3000: Human Resources Administration: 3 credits**

In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

**BUAD 3010: Comparative Management: 3 Credits**

In this course, students will analyze the impact globalization has had on countries, industries, companies, and communities in general. They will determine the competencies that management must possess for an international operation, using the components of international trade as a reference framework. They will evaluate the role of organizational culture and cross-cultural communication in international management. Students will also explain the various controls that are implemented in the management of international operations in the areas of administration, marketing, and human resources, as well as the principles of social and ethical responsibility that should prevail.

**BUAD 3050: Ethics in Business: 3 credits**

In this course, students will analyze the origin and development of ethics as a philosophical principle, as well as its relationship and application in the business and professional environment. They will also evaluate the principles that promote a greater social responsibility inside and outside of an organization as a solution to current ethical problems. In addition, they will distinguish between the applicable principles and codes of ethics according to the type of organization or business. Furthermore, students will outline a code of ethics that meets the needs of a profession or organization.

**BUAD 3190: Organizational Leadership: 3 credits**

In this course, the student will evaluate leadership concepts applied to business administration. student will discuss the diverse leadership theories including the leadership models that derives from them. In addition, the student will examine leader individual characteristics and implications that cultural diversity has in the execution of an effective leadership role. The student will also analyze ethical concepts needed for future leader development.

**BUAD 4000: Integrative Seminar Business Administration: 3 Credits**

In this course, the students will analyze the principles of strategic management and the management skills needed to manage a company. They will evaluate ethics and social responsibility, as well as planning, human resources management, financial, and marketing for decision-making aspects within a company. Finally, they will formulate business strategies within the strategic and operational execution planning on a company. *This course includes the use of simulator. (Pre-requisites: All core courses and recommended elective credits.)*

#### BUIN 1010: Principles of Information Systems: 3 Credits

In this course, students will examine the fundamentals and various information systems. Evaluate the various components that make up an information system. Also, discuss the importance of information systems in business processes in order to support problem solving and decision making.

*(Pre-requisites: ITTE 1031L)*

#### BUIN 1015: Introduction to Business Intelligence: 3 Credits

In this course, students will examine the fundamentals of business intelligence and the need to use its components for data processing. They will evaluate the steps of data integration workflow and apply them according to the need of the information required. Additionally, they will explain how to properly manage a business intelligence project.

#### BUIN 1020: Introduction to Data Base: 3 Credits

In this course, students will analyze databases, management systems, structures to data modeling and the design process. They will use the elements of the Structured Query Language (SQL) in the structure and design of databases. They will also develop a database under a standardized model.

#### BUIN 2000: Decision Support Systems: 3 Credits

In this course, students will analyze the fundamentals and key aspects in the management decision-making process. They will examine different types of decision support systems based on decision-analytic models. They will develop a basic design for a decision support analytic system, as well as an implementation plan for the system.

*(Pre-requisites: BUIN 1015)*

#### BUIN 2010: Business Analytics: 3 Credits

In this course, students will analyze the fundamentals of business analytics focusing on the descriptive model. They will apply descriptive statistics for making business decisions. They will also design tables and graphs to organize and visualize the result obtained from data analysis. Additionally, they will examine the MS Power BI tool for extracting, transforming, and loading data (ETL) and create reports to share with interested parties within or outside the organization.

*(Pre-requisites: STAT 2000; BUIN 1015)*

#### BUIN 3000: MS Excel for Business Intelligence: 3 Credits

In this course, students will use MS Excel as a tool for data analysis. They will focus on the creation of Excel tables, graphs, and dynamic tables and graphs for transforming data, whether it be text files or is located in databases into valuable information. Additionally, they will apply basic concepts for logical, numerical, and date and time formulas and functions to transform data and obtain results.

*(Pre-requisites: ITTE 1031L; BUIN 2010)*

#### BUIN 3010: Web Analytics: 3 Credits

In this course, students will apply web analytics to measure and maximize the value of their business. They will use tools to measure traffic and evaluate the behavior of users who visit a website. They will analyze how to integrate segmentation using dimensions to measure how certain users utilize a webpage. They will establish goals to measure the effectiveness of changes in website content and navigation. Google Analytics will be used as an analytic tool throughout the course.



#### BUIN 4000: Data Warehousing, Data Mining and Data Analysis: 3 Credits

In this course, students will analyze the fundamental concepts of a data warehouse. They will evaluate the preparation of data, information delivery, visualization, and result analysis. They will use data mining to help individuals and organizations to make better decisions. They will describe the tools for analyzing gathered data and how they help business intelligence.

*(Pre-requisites: BUIN 1020, BUIN 2000)*

#### BUIN 4010: Applications for Business Analysis: 3 Credits

In this course, students will analyze the essential elements of applications and their uses in order to perform a business analysis using the Power BI tool, which will create interactive visualizations to be used in business intelligence. They will develop reports and dashboards, without having to depend on information technology or database administration personnel. Additionally, they will use the Power Pivot, Get & Transform, Power View, and Power Map tools. *(Pre-requisites: BUIN 3000)*

#### BUMA 1000: Introduction to Business: 3 credits

In this course, students will understand the basic elements of business. They will examine the administrative and operational areas of a company, as well as the internal and external forces it faces in its business environment. At the same time, they will analyze the value of these basic elements for fulfilling the organizational objectives when managing a business.

#### ECON 2000: Micro economics: 3 credits

In this course, students will examine basic elements of micro economics, taking into consideration economic and political problems. Justify the theory of consumer and producer behavior, emphasizing different types of markets and their agents. Evaluate models of supply and demand and their changes, the concept and model of elasticity, and state intervention. Also, explain different market structures, evaluating the efficiency, equity, and their failures.

#### ECON 3200: Macroeconomics: 3 credits

In this course, students will analyze the basic elements of macroeconomics, taking into account the macroeconomic variables related to economic growth and development. They will justify the implications of how fiscal and monetary policy work for the stabilization of the economy. In addition, students will interpret the financial and monetary systems in the capital investment market and their relationship with economic growth. They also will explain the effects of economic policies in the globalized economy.

*(Pre-requisites: ECON 2000)*

#### ENGL 1010: Basic English I: 3 credits

In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

#### ENGL 1020: Basic English II: 3 credits

In this course students will increase their listening, reading, writing, and speaking skills in English as a second

language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing. (*Pre-requisite: ENGL 1010*)

**ENGL 2050: Conversational English: 3 credits**

In this course, students will improve their oral and written communication skills in English. They will review past, present, and future tenses to identify the grammatical rules applicable to affirmative, negative, and interrogative statements. In addition, they will evaluate English pronunciation and intonation. Students will apply these grammar, pronunciation, and intonation rules when addressing others in conversation. Furthermore, they will examine English idioms and determine when they are used based on context. Finally, they will develop a persuasive idea that will showcase everything they have learned throughout the course.

(*Pre-requisite: ENGL 1020*)

**ETHI 1010: Ethics and Professionalism: 3 credits**

In this course, students will analyze the fundamental concepts of professional ethics and their importance in work settings. They will evaluate the role of ethics in human relations and interactions, while considering the values, morals, and virtues dictated by society. Likewise, students will examine the aspects that an ethical professional should know in the workplace, in terms of politics, diversity, responsibility, interpersonal relationships, human resources, effective communication, conflict management and negotiation, among others.

**EXCL 1000L: Basic Excel: 3 credits**

In this course, students will apply basic skills for working with Excel tools. They will manage different calculation sheets to organize data using formulas and functions. In addition, they will graph data, insert tables, and write professional reports.

**FINA 1020: Financial Statements Analysis: 3 credits**

In this course, students will analyze and interpret financial statements to evaluate the profitability of a company, and to make credit, loan and investment decisions, as well as any other decisions based on financial data. They will understand cash flow statements and the methods used to present them. Students will assess the risk associated with the most common financial transactions of the company. In addition, they will analyze the accounts receivable and long-term assets of a company, in order to make asset management decisions.

(*Pre-requisite: ACCO 1000*)

**FINA 1050: Financial Modeling: 3 credits**

In this course, students will develop financial models for statistical and investment purposes, such as shares and bonds appraisal, capital structure modeling, and capital budget modeling. They will apply the theories and concepts learned in the introductory finance and accounting courses in a practical way using spreadsheet. In addition, they will use the Microsoft Excel program to solve financial problems, as well as to manage and analyze information to take financial decisions. (*Pre-requisites: EXCL 1000, FINA 1020*)

**FINA 2100: Finance and Cash Flow: 3 credits**

In this course, students will evaluate the financial management landscape from the internal perspective of the companies and the activities that take place in the financial markets. They will analyze the results of the different financial statements and tax obligations. They will also measure the impact of acquiring bonds and shares in terms of the company's expected risk and return.. (*Pre-requisites: MATH 1010*)

#### FINA 2400: Financial Management: 3 credits

In this course, students will analyze the impact of financial decisions that at short and long-term affect the achievement of the business goals and its performance. They will ponder risk, return, investment, debt and capital cost decisions. Students will evaluate cash and capital budgets to comply with the finance planning and control process. They will evaluate the capital structure and debt level of the company in order to recommended informed financial decisions. Students will also develop net working capital analysis competencies, as well as skills to make financial decisions regarding current assets and debts. They will analyze corporate decisions on leases, mergers, acquisitions, reorganization, liquidation, and bankruptcy, in addition to the impact of international investment decisions.

#### FINA 2700: Money and Banking: 3 credits

In this course, students will study the role of money and of the financial markets in the overall economy. They will analyze the leading role the banking industry and other financial institutions play in the financial system of a country. In addition, they will examine the relevance of the Federal Reserve System as a mechanism to control the monetary policy of a country with the objective of achieving economic stability. Lastly, students will evaluate the theoretical foundations, instruments, and strategies used to interpret the application of monetary policies at the national and international levels.

#### FINA 3000: Financial Markets: 3 credits

In this course, students will comprehend the function of financial markets and the role of economic and monetary theory in the economy. They will examine the structure and operations of financial markets. Finally, they will analyze the role of commercial banks and other financial institutions on the investment decision making process of organizations.

#### FINA 3200: Personal Finance: 3 credits

In this course, students will analyze the knowledge and abilities essential to make informed decisions about financial issues. They will also examine their current financial situation to set basic financial goals as part of their personal financial plan. Likewise, they Will apply the necessary tools to keep track of their finances to efficiently maintain their budget. Finally, they will evaluate different opportunities and the importance of professional careers in the area of personal finance.

#### FINA 4000: Fundamentals of Investments: 3 credits

In this course, students will develop the skills to analyze investments and manage investment portfolios. In addition, they will apply basic investment concepts and principles, such as investment policies, types of securities, and factors that influence price changes. They will examine financial assets purchase and sale processes, as well as risk measures and how to calculate the return on investment. Finally, students will develop a general vision of the stock market and its behavior, including mutual funds, government securities, and other financial options. (*Pre-requisites: FINA 2400, FINA 3000*)

#### FINA 4010: Risk Management and Insurance: 3 credits

In this course, students will analyze the fundamental principles of risk management and the different insurance types used to mitigate risks. They will evaluate how insurance companies operate, what determines their solvency, and the regulations governing them. They will also examine the process of selecting insurances and how they are used to transfer the risks that could impact the company finances. Finally, students will apply the

appropriate processes, techniques, and tools to develop risk monitoring and control strategies and plans in companies. (*Pre-requisites: FINA 2400, FINA 3000*)

**HEMA 1000: Introduction to Healthcare Administration: 3 credits**

In this course, students will analyze the fundamentals of health care administration, the characteristics of healthcare systems, and the nature of their components by means of an overview of the systems used in the United States and Puerto Rico. They will evaluate different healthcare providers, such as hospitals, ambulatory care centers, and hospices, among others. In addition, they will analyze the health insurance model and healthcare service payments.

**HEMA 1010: Healthcare Management and Policy Planning: 3 credits**

In this course, students will discuss concepts related to the administration and applications of strategic management in healthcare organizations. They will examine aspects of the organization's internal and external environment, as well as the integration of business, science, and information technology. Additionally, they will analyze and develop directional strategies for the business, such as its mission, vision, values, and strategic goals. Furthermore, they will evaluate and select the best strategic alternatives for the organization, and explain the importance of communicating the strategy and developing action plans. (*Pre-requisite: HEMA 1000*)

**HEMA 1020: Ethical and Legal Issues in Healthcare Management: 3 credits**

In this course, the student will analyze the basis and principles of law and the constitutional basis of a legal system. Students will evaluate the policies and legal issues involved in providing healthcare services. Students will also analyze state and federal legislation regarding the right to privacy, labor law, and healthcare services.

**HEMA 1030: Healthcare Organizational Finance: 3 credits**

In this course, the students will analyze and apply basic financial concepts to healthcare service organizations. They will discuss the processes used and the financial implications of the different kinds of healthcare service organizations and the sources from where they generate income. They will evaluate the financial condition of healthcare organizations. Also, they will analyze and justify the different tools used to analyze the financial condition and make strategic decisions for these organizations.  
(*Pre-requisite: ACCO 3520, FINA 2100, HEMA 1000*)

**HEMA 1040: Healthcare Information Systems: 3 credits**

In this course, students will discuss the healthcare information systems and health information technology that allow healthcare providers to enhance the quality of patient care through the secure use and exchange of health information. They will also analyze information technology and the uses of common systems, such as the electronic health record, as well as how they correlate to privacy, confidentiality, and security when managing health information, data quality, and databases. Additionally, students will examine different types of clinical information systems, such as medication administration systems, telemedicine, telehealth, and the personal health record. Finally, they will identify general aspects of health information technology, such as security, privacy, and future challenges. (*Pre-requisite: BUIN 1010, HEMA 1000*)

**HUMA 1010: Humanities I: 3 credits**

In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital

values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

**HUMA 1020: Humanities II: 3 credits**

In this course, students will analyze the fundamental principles, impact, and transcendence of various philosophical and epistemological movements of the Western culture and their influence on current humanistic thinking from a multidisciplinary and interdisciplinary perspective. In addition, they will evaluate the periodization and characteristics of some political, religious, cultural, and scientific trends, as well as key values, traditions, and concepts that relate to today's society. They will also value the global influence of the legacy of Western culture by critically observing cultural and social transformations that occurred at different historical times from the Middle Ages to the 21st century.

*(Pre-requisite: HUMA 1010)*

**HURE 1010: Recruitment and Selection: 3 Credits**

In this course, students will analyze the basic functions of human resources in organizations. Design job analysis, descriptions, and specifications as required by the organization. Outline selection of personnel and recruitment processes. *(Pre-requisite: BUAD 3000)*

**HURE 1020: Training and Development of Human Resources: 3 credits**

In this course, students will analyze the effective design of training and employee development considering the different business needs and the particular aspects of the participants. Evaluate the need for training and the various methods used to meet them. Design a training evaluation program. Also, value employee development, challenges in career development, and the future of training and development programs. *(Pre-requisite: HURE 1010)*

**HURE 1030: Fundamentals of Business Coaching: 3 Credits**

In this course, students will examine the fundamentals of business coaching and its impact on modern organizations. Contrast the various coaching processes and procedures. Design an individual coaching development plan. Also, examine the ethical, legal, and technology support available for the coaching professional. *(Pre-requisite: BUAD 3000)*

**HURE 1040: Compensation and Benefits Management: 3 Credits**

In this course, students will analyze and discuss the difference between compensation and strategic compensation, as well as labor laws affecting work compensation tactics. Consider the different types of incentives that an organization can offer its employees. Design job analysis and compensation surveys for said position. Also, evaluate those fringe benefits available to executives and flexible workforce, as well as compensation plans for these. *(Pre-requisite: HURE 1010)*

**HURE 1050: Supervision Strategies: 3 Credits**

In this course, students will analyze the challenges which face the supervision, planning, and organizing of personnel. Justify the design and implementation of control, motivation, and teamwork processes. Explain the role of the supervisor in the performance evaluations. The students will also describe the various organizational policies necessary for effective supervision. *(Pre-requisite: BUAD 3000)*

#### HURE 1060: Managing Organizational Change: 3 Credits

In this course, students will examine the fundamentals of organizational behavior and how employees' personality attributes influence it. Justify the behavior of groups in organizations, as well as structures in said organizations. The students will also argue about the various theories for organizational change, the barriers it faces, and the strategies used in the process of organizational change.

*(Pre-requisite: BUAD 3000)*

#### HURE 1070: International Labor Law: 3 Credits

Upon completion of this course, students will analyze the principles and evolution of international labor relations and collective bargaining processes. Evaluate the economic and social impact of the development of labor laws in international organizations. The students will also argue about the role of unions in promoting and developing labor laws. *(Pre-requisite: BUAD 3000)*

#### HURE 1080: Conflict Mediation in Business: 3 Credits

In this course, students will analyze the evolution and characteristics of the mediation process as a tool in conflict resolution in the workplace. Describe elements, models, procedures and legal aspects of mediation. The students will also judge the different models and styles of negotiation used in the workplace.

*(Pre-requisite: BUAD 3000)*

#### INBU 1000: Introduction to International Business: 3 credits

In this course, students will identify the nature and environment of international business. They will describe the basis for international business as well as its main concepts and theories. They will discuss the main international business agreements and the countries that participate in them. Students will justify the environment of the international financial system and its implication for commerce between nations.

*(Pre-requisites: BUMA 1000, BUAD 2000)*

#### INBU 1010: International Finance: 3 credits

In this course, students will analyze the fundamental aspects of international finance. They will distinguish between factors that determine the value of currencies and how the main stock exchanges of the world function, as well as for concepts related to capital exchanges between countries and organizations that facilitate these processes. They will justify the different management decisions that are made concerning international finance, such as setting interest rates, currency exchange rate, supply and demand, and the influence of governments. Additionally, they will acquire a perspective on international finance, from a macroscopic and general outlook of the global financial environment, to the specific financial management decisions made by organizations. *(Pre-requisites: BUMA 1000, FINA 2100, MATH 1050; MATH 2080)*

#### INBU 1020: International Marketing: 3 credits

In this course, students will use a managerial approach to analyze the marketing programs used by organizations with a global outreach. They will evaluate business opportunities on the international market and select the most effective marketing strategies to enter said markets. The students will also discuss the different strategies that comprise the marketing mix as well as how they apply to international scenarios.

*(Pre-requisites: BUMA 1000, BUAD 2000, MKTG 1010)*

**INBU 1030: International and Multicultural Management: 3 credits**

In this course, students will analyze the importance that applied strategic management has for international organizations with a diversified labor force. They will describe the specific characteristics of the different types of international and multicultural organizations. They will discuss the impact that cultural factors have on contemporary organizations. Additionally, they will evaluate the management tools used to make strategic corporate and functional decisions, while maintaining an internationalized and culturally diversified perspective. *(Pre-requisites: BUAD 2000)*

**INBU 1040: Legal Issues in International Business: 3 credits**

In this course, students will examine the basis and principles of mercantile law and their main applications to international transactions. They will also examine the principles of business law and their importance in the international business setting. They will discuss the role of the World Trade Organization and of fair competition beyond the regulations that govern the transactions that take place in the international markets. *(Pre-requisites: INBU 1000)*

**ITTE 1031L: Computer Literacy and Laboratory: 3 credits**

In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

**MKTG 1010: Marketing Principles: 3 credits**

In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. Evaluate the cultural, social, economic, and political marketing dimensions taking into consideration the basics such as: product, price, promotion, and location. Design product, price, promotion, and location (distribution) strategies, to compete successfully in domestic and international markets.

**MKTG 1020: Integrated Marketing Communications: 3 credits**

In this course, students will analyze the importance of integrating communication elements through different media to convey a clear, coherent and convincing message about a company, product, service, or brand. They will evaluate the role of advertising in integrated marketing communications (IMC) strategies aimed at the target market to promote the success and value of the brand of an organization. Additionally, they will apply communications planning and design skills to developing an integrated communications plan.

*(Pre-requisite: MKTG 1010)*

**MKTG 2010: Consumer Behavior: 3 credits**

In this course, students will analyze consumer behavior, as well as the external and internal factors influencing the consumer's purchasing behavior. They will analyze in depth the purchasing decision process to identify the specific consumer needs and determine which must be fulfilled with priority, in order to develop effective marketing strategies. *(Pre-requisite: MKTG 1010)*

**MKTG 2030: Content Marketing: 3 credits**

In this course, students will discuss the principles, concepts and strategies necessary to undertake a content

marketing campaign. They will create useful and relevant content for the target market that is consistent with the objectives defined in the marketing plan for the development of the brand. They will also develop the necessary abilities to execute and monitor a content marketing plan, as well as to interpret their relevant metrics. *(Pre-requisites: MKTG 1010, MKTG 1020)*

**MKTG 3000: Marketing Research: 3 credits**

In this course, students will evaluate the basic research methodology applied to marketing topics. They will examine methods and techniques for the collection, analysis and interpretation of primary and secondary data, both for individual and business clients. *(Pre-requisites: MKTG 1020, MKTG 2010)*

**MATH 1010: Basic Mathematics: 3 credits**

In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

**MATH 1050: Business Mathematics: 3 credits**

In this course, students will solve business administration problems using basic concepts of algebra and geometry. They will analyze reasoning, proportion, and progression exercises in finance. In addition, they will solve problems of systems of linear equations through any solution method and determine the factors that can influence profit on an investment.

*(Pre-requisite: MATH 1010)*

**MATH 2080: Quantitative Methods: 3 Credits**

In this course, students will develop models of situations related to business administration using linear, polynomial, exponential and logarithmic functions. In addition, they will apply matrix theory to linear systems solution, optimization, and linear programming. They will also analyze investment and annuity problems using successions and series.

*(Pre-requisites: MATH 1010, 1050)*

**MGMT 1000: Communication for Managers: 3 credits**

In this course, students will discuss the nature and importance of communication for the success of organizations. They will analyze the role of individual characteristics and their impact on communication processes. They will use management communication principles in their work environment. Additionally, they will integrate different in-person and distance communication tools, depending on the organizational communication.

*(Pre-requisite: BUAD 2000)*

**MGMT 1010: Organizational Theory and Design: 3 credits**

In this course, students will analyze the importance of organizational behavior, along with the challenges and opportunities managers face in applying the concepts and theories of this discipline. They will analyze the models of knowledge management, learning, and competency development as productive and important resources for the effectiveness of an organization. In addition, they will evaluate topics and concepts related to motivation in individuals, groups, and work teams, and their effect on the performance of an organization and on aspects of communication, decision-making, conflict, organizational culture, and ethics.



*(Pre-requisites: BUAD 2000, BUMA 1000)*

**MGMT 1020: Operations Management: 3 credits**

In this course, students will describe the concepts and techniques for designing, planning and controlling operations in manufacturing and service companies. They will examine the skills in operational decision-making using various tools in the planning and control of inventory and in the elaboration of demand forecasting. Also, they will analyze the principles and theoretical assumptions presented by various exponents in the quality control of operations.

*(Pre-requisites: BUAD 2000, BUMA 1000, MATH 2080)*

**PROM 1000: Project Management Fundamentals: 3 credits**

In this course, students will comprehend the fundamentals and practices of project management. Likewise, they will examine all the components of the lifecycle of a project, from initiation to closure. They will also assess theoretical aspects of project management, aligned with the PMBOK® Guide of the Project Management Institute (PMI).

**PROM 1050: Project Communications and Stakeholder Management: 3 credits**

In this course, students will apply the tools used for planning, monitoring and controlling the communication plan for a project. They will develop strategies to maintain an effective communication with interested parties and stakeholders throughout all the phases of the project, with the objective of gaining their support and reducing resistance. In addition, students will examine the best practices in human resources planning, acquisition, development and management to procure the success of the project. *(Pre-requisites: PROM 1000)*

**PROM 2000: Quality Management: 3 credits**

In this course, students will analyze the evolution of project quality management, and its impact on the portfolios, programs and projects of the organization. They will evaluate quality management processes used in project development, in order to comply with their requirements. They will also examine concepts related to planning, control and quality assurance. Finally, students will discuss the international quality standards established by the International Organization for Standardization (ISO) and the methodologies used to achieve continued quality improvement in the internal processes of an enterprise, as well as in the design and marketing of their products and services. *(Pre-requisites: PROM 1000)*

**PROM 2050: Cost and Time Management: 3 credits**

In this course, students will develop a certificate of incorporation and planning structure for a project. They will apply time-management and project budget strategies, considering the challenges faced by organizations. Additionally, students will design a cost plan and schedule, based on the resources to be used in the project. Likewise, they will evaluate the project performance using monitoring and cost control techniques.

*(Pre-requisites: PROM 1000, 2000)*

**PROM 3000: Project Risk Management: 3 credits**

In this course, students will examine the main processes related to risk management, such as planning, risk identification and register, qualitative and quantitative analysis, response preparation, and risk control. On the other hand, they will evaluate risk management principles according to the standards established by the Project Management Body of Knowledge (PMBOK® Guide), of the Project Management Institute. Also, they will develop a plan that will enable them to establish risk management strategies for any project. *(Pre-requisites:*

PROM 3050: Contracts and Procurement Management: 3 credits

In this course, students will develop a resources acquisition and management plan, using the latest PMBOK edition as framework, in order to ensure compliance with the tasks and deliverables in the project plan. On the other hand, they will analyze the mechanisms for the acquisition of resources for a project by outsourcing. In addition, students will explain monitoring and control processes to comply in an ethical manner with the plan for acquisition of goods and services of the project. *Pre-requisites: PROM 3000)*

PROM 4000: Technology for Project Management: 3 credits

In this course, students will analyze several Project Management Information Systems (PMIS) applications used for process automation. They will also describe different applications for project control and monitoring, groupware applications, and applications for communications via internet, including mobile applications. On the other hand, students will explain the impact of current and future technologies on project management.

*(Pre-requisites: PROM 1000 / BUAD 1020)*

PROM 4010: Project Management Seminar (Capstone): 3 credits

In this capstone seminar, students will apply the knowledge acquired in the major courses of the bachelor's degree in Business Administration with major in Project Management, to initiate, plan, execute, control, and close a simulated project. They will develop the deliverables, following the mission and goals of the business plan. They will select processes and courses of action that will optimize the development and execution of the project, to benefit all interested parties. They will further integrate the basic alignments defined in the PMBOK® Guide of the Project Management Institute (PMI).

*(Pre-requisites: PROM 1000, 1050, 2000, 2050, 3000, 3050)*

PSYC 2510: Psychology: 3 credits

In this course, students will analyze the historical development and basic concepts of the psychological study of human behavior. Additionally, they will explain which situations exert a significant influence on psychosocial behavior. Students will also apply psychological concepts and theories to situations in everyday life and in their professional relationships. They will analyze individuals in personal relations, cultural context, and social conflict in a comprehensive way.

PSYC 3510: Social Psychology: 3 credits

In this course, students will interpret social life from the point of view of the individual. Furthermore, they will identify the prevalent role of social institutions and social groups in the configuration of individuals as social entities. Additionally, students will explain the power of influence from individuals within groups, interaction processes, and social conflicts. Students will also critically analyze certain cultural patterns that promote and perpetuate conflictive interactions between individuals and between groups.

*(Pre-requisite: PSYC 2510)*

SEMI 1001: University Environment Seminar: 1 credit

In this course, students will develop essential skills to adequately handle the different experiences and challenges posed by the academic and university world. They will participate in learning experiences aimed at exploring and strengthening their self-awareness and responsible management of emotions. Likewise, they will get acquainted with the diverse educational modalities, services and educational resources available in the

Institution. They will further receive orientation about the development of computer and academic competencies to achieve a successful transition into the university life by balancing their personal, academic, and work life.

**SOME 1000: Introduction to Social Media: 3 credits**

In this course, students will summarize the most relevant aspects of the history of social media, along with its fundamental theories. They will determine the impact of social media in the fields of marketing, public relations, and publicity. They will explain what constitutes a marketing and content creation strategy for social media. Students will compare the metrics traditionally used in marketing with those used in social media. By the same token, they will evaluate the trends and technological tools available for the development of a social media plan. (*Pre-requisite: MKTG 1010*)

**SOME 2000: Social Media Marketing Strategies: 3 credits**

In this course, students will discuss the importance of having a social media marketing strategy and the benefits it provides to a business. They will analyze the components of a plan to establish a social media strategy. They will discuss how to create a business profile in the primary social network platforms, and analyze content strategies and their optimization. In addition, students will get acquainted with several emerging channels in social media to develop marketing strategies.

(*Pre-requisite: SOME 1000*)

**SOME 2010: Public Relations in Social Media: 3 credits**

In this course, students will evaluate how the growth and revolution of social networks has impacted public relations. They will apply the necessary basic skills to develop, in an ethical and responsible manner, strategic messages consistent with the organizational objectives. In addition, they will analyze the phases for the development of public relation campaigns integrated with social networks: research, planning, implementation, and assessment. (*Pre-requisites: SOME 1000, SOME 2000*)

**SOME 3000: Web and Social Media Analytics: 3 credits**

In this course, students will apply tools and procedures used in information analysis in digital platforms such as web, mobile, and social network platforms. They will segment user audiences, profiles, and preferences to understand their behavior and effectively connect with them. Students will integrate measuring services to the analysis of crucial data for the development of a strategic communications plan. They will use different types of efficiency metrics, key performance indicators, and ways of combining information as part of a strategic communications plan for a company, brand, advertising agency, or media.

(*Pre-requisite: SOME 2000*)

**SOME 4000: Social Media Marketing Campaign (Capstone): 3 credits**

In this course, students will design a plan for a marketing campaign in social media. They will develop goals and objectives, and identify which social networks should they integrate in the strategic marketing plans. In addition, through practical exercises, students will have the opportunity to identify and implement marketing, content, and advertising strategies, measure results, and offer recommendations to improve the marketing campaigns in social media. This course requires using a simulator to complete the practical exercises. (*Pre-requisites: MKTG 1020, 2010, 2030, 3000, SOME 1000, 2000, 2010, 3000*)

**SOSC 1010: Social Sciences I: 3 credits**

Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to. Requires 14 hours of participation in community learning activities through service and present a research project based on social reflection.

**SOSC 1020: Social Sciences II: 3 credits**

In this course, students will examine the disciplines of the social sciences emphasizing the political, economic, and geographical issues affecting their social environment. Thus, they will investigate how this disciplines influence the current social changes that have shaped the world we live in. In addition, they will analyze the social developments that have contributed to the establishment of political and economic systems worldwide. Furthermore, students will evaluate the effects of industrial development, urban growth, and environmental movements in geography, the environment, and sustainability.

*(Pre-requisites: SOSC 1010)*

**SPAN 1010: Basic Spanish I: 3 credits**

In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

**SPAN 1020: Basic Spanish II: 3 credits**

In this course, the student will critically analyze different literary genres such as poetry, theater, and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

*(Pre-requisite: SPAN 1010)*

**SPAN 2040: Writing and Composition: 3 credits**

In this course, students will analyze the main elements of communication and the methodology of planning, textualization and review in the writing process. They will also integrate spelling and grammar into text composition. In addition, they will explain the elements and structure of the monograph and its relevance in the professional field. Finally, they will develop a monograph on a topic of their interest.

*(Pre-requisites: SPAN 1010, 1020)*

**STAT 2000: Introduction to Statistics: 3 credits**

In this course, students will examine and apply descriptive statistics in different professional settings. They will analyze data by applying statistical methods to collect, summarize, present, and interpret quantitative and categorical data. They will also construct graphs and determine numeric measurements for grouped and ungrouped data. They will analyze situations in which probability concepts and distributions will be applied. In addition, students will use computerized statistical applications that allow data processing as part of the process of data analysis.

# CRIMINAL JUSTICE

The Bachelor's Degree program in Criminal Justice is comprised of a combination of courses which provide skills in such areas as crime scene investigation, public administration, advanced application of homeland security and emergency management, and developing and establishing interagency relationships and private sector roles in homeland security. The program is designed to prepare a student for a career in law enforcement, public administration or homeland security.

Approved for South Miami, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

180 Quarter Credits

<b><u>Concentration Courses</u></b>		<b><u>Quarter Credits</u></b>
FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
CAP1000	Introduction to Computer Operations	4.5
BIO121	Anatomy and Physiology for First Responders	4.5
CJT1100	Introduction to Criminal Justice Lecture/Lab	4.5
CJT1105	Criminal Law Lecture/Lab	4.5
CJT1110	Criminal Procedure Lecture/Lab	4.5
CJT1120	Law Enforcement Report Writing Lecture/Lab	4.5
CJT136	Crime Scene Investigations	4.5
CJT1150	Introduction to Corrections Lecture/Lab	4.5
CJT1155	Juvenile Justice Lecture/Lab	4.5
CJT1160	Criminal Justice Administration Lecture/Lab	4.5
CJT2235	Criminal Investigations Lecture/Lab	4.5
CJT250	Homeland Security	4.5
CJT300	Victimology	4.5
BAM305	Organizational Behavior	4.5
MAT306	Computer Assisted Statistics	4.5
CJT325	Licit and Illicit Drugs	4.5
CJT4400	The Laws of Evidence Lecture	6.0
CCJ2011	Introduction to Cyber Crime	4.5

## **Concentration Track-Law Enforcement**

CJT2215	Probation and Parole	4.5
CJT2200	Police and Society	4.5
CJT3100	Crisis Intervention	4.5
CJT2220	Advanced Law Enforcement Report Writing	4.5
CJT2600	Case Organization and Court Presentation	4.5
CJT1145	Criminology Lecture/Lab	4.5

## **Concentration Track-Administration**

CJT2215	Probation and Parole	4.5
CJT220	Security Officer Leadership	4.5

ACG1100	Accounting I	4.5
HRM200	Human Resource Management	4.5
PBA201	Public Administration	4.5
CJT2300	Community and Human Relations	4.5
CJT2600	Case Organization and Presentation	

### **Concentration Track-Homeland Security**

CJT2215	Probation and Parole	4.5
HLS415	Interagency Relationships	4.5
HLS420	Private Sector Role in Homeland Security	4.5
HLS430	Advanced Application of Homeland Security & Emergency Management	4.5
HLS440	Emergency Topics	4.5
HLS450	Intelligence Analysis	4.5
CJT206	Terrorism and Aviation Security	

### **Elective Course** (6 Credit Hours Required)

### **General Education Courses** (54 Credit Hours Required)

### **Course Descriptions**

FTC 1000	Success Strategies	4.5
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This course provides success strategies and support services to entry-level students. The strategies and support services are threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.

FTC 2200	Career Development Lecture	6.0
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The course provides the framework for the career decision-making process. It stresses the connection between the student's chosen academic field and career objective. Among techniques employed, include resume writing, interview skill development, and internet research.

CAP 1000	Introduction to Computer Operations	4.5
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This course provides students a survey of computers and information processing and their roles in society. It will introduce a historical perspective of computing, hardware, software, information systems, and human resources and explores their integration and application in business and other segments of society. Students will be required to complete lab assignments using the PC's operating system, and several commonly used applications, such as word processors, Internet browsers and search engines, spreadsheets and graphics presentations applications.

BIO 121	Anatomy and Physiology for First Responders	4.5
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This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory work includes dissection of preserved specimens, microscopic study, physiologic experiments, computer simulations, and multimedia presentations.

CJT 1100	Introduction to Criminal Justice Lecture/Lab	4.5
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This course is to study the purpose, function and history of the agencies that make up the criminal justice system. A survey of criminal law, criminal procedures, law enforcement agencies, the criminal courts, and

corrections (both institution and community based) will also be conducted in an effort to better understand the dynamics of the justice system.

CJT 1105 Criminal Law Lecture/Lab 4.5

This course is a generic study of criminal law in the United States, and does not cover any specific federal or state law. Topics include principles of criminal law, principles of criminal liability, complicity, inchoate crimes, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

CJT 1110 Criminal Procedure Lecture/Lab 4.5

This course is an in-depth analysis of criminal evidence rules in the United States. Topics include trial procedures, examination of witnesses, real/physical evidence, circumstantial evidence, hearsay evidence and exceptions, privileged communications, declarations against interests, and judicial notice.

CJT 1150 Introduction to Corrections Lecture/Lab 4.5

This course covers trends and developments in all elements of a modern correctional system for the treatment of juvenile and adult offenders.

CJT 1155 Juvenile Justice Lecture/Lab 4.5

The course is designed to provide a study of juvenile delinquency and control. The course involves an in-depth study of the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile care disposition and juvenile statutes and court procedures.

CJT 1160 Criminal Justice Administration Lecture/Lab 4.5

This course covers the administration of justice framed in those issues in the context of police, courts and corrections. Approaches courts use to manage their dockets and trials are reviewed. Challenges of the corrections segment of the system are analyzed. The impact of technology to bridge the segments of the system is explored. The challenges of the current and future criminal justice system are described and forecast.

CJT 2235 Criminal Investigations Lecture/Lab 4.5

This course teaches the fundamentals of criminal investigations from past to present and private investigators to government police forces. Students will learn the science of searching, evidence collection, interview techniques, interrogating, and modern scientific technology.

CJT 136 Crime Scene Investigation 4.5

This course is an in-depth examination of one of the three cornerstones of traditional policing, criminal investigation. Topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations.

CJT 250 Homeland Security 4.5

This is an introductory course in Homeland Security emphasizing the demands and needs of government and international agencies related to safety issues, terrorism, and laws related to homeland security. The course prepares individuals to pursue a career in Homeland Security and related agencies.

CJT 300 Victimology 4.5

This course provides an introductory examination of criminal victimization in the United States via an overview of current theory, research, and trends within the context of specific victimization types. We will examine specific crimes types, the impact of crime on victims and society, the role of victims within the criminal justice system, specific remedies, and victim rights and services. We will engage in many of these topics within a context of current events and local models of crime victim services.

BAM 305 Organizational Behavior 4.5

In this course, students will gain an understanding and appreciation of the systems approach as applied to human and organizational behavior. Students will gain an awareness and knowledge of contemporary issues and approaches to organizational change and development facing organizations.

MAT 306      Computerized Statistics      4.5

This course is an introduction to statistics and the use of a professional statistical software package. Topics include: descriptive statistics; probability; binomial and normal distributions; sampling; confidence intervals and tests of hypotheses.

CJT 325      Licit and Illicit Drugs      4.5

This course introduces the sociology of drugs and examines social definitions of licit and illicit drugs, conditions of their use, and socialization into drug use. Students consider deviant drug use and the effects of social control on definitions and use of drugs. The course applies the relevant sociological theories of deviance and social control.

CJT 4400      Laws of Evidence Lecture      6.0

This course provides a thorough examination of the laws of evidence for criminal justice professionals. Topics include circumstantial and opinion evidence, hearsay, character evidence, relevancy and materiality, privileged communications, expert witness testimony, objections to and exclusion of evidence, and chain of custody.

CCJ 2011      Introduction to Cyber Crimes      4.5

In this course, the student will analyze the fundamentals of cyber-crimes, the profile of a cyber-criminal, the methods and mechanisms used to commit cyber-crimes, as well as the classification of cyber-crimes. The student will discuss and evaluate the methods used to commit terrorism, identity theft, and organized crime. Distinguish between basic concepts of computer forensics and explain the process used to search for and seize computer evidence. Students will also learn about the use of social networking sites for criminal intent by sexual offenders and the use of law enforcement to solve these crimes and prosecute.

HOMELAND SECURITY ELECTIVES

CJT 206      Terrorism and Aviation Security      4.5

This course defines and reviews the history of terrorism from around the world and the United States. The material includes incidents that involve the use of violence to achieve political ends. Procedures, equipment and planning for adequate airport and aircraft security in the twenty first century are analyzed. The new Transportation Security Administration (TSA) regulations, corresponding clarifications, and historical perspectives are covered. The course analyzes the current status of aviation law pertaining to terrorism, air rage, search and seizure and impending changes. Background information on terrorist groups and efforts to combat them are supplemented by references to corresponding terrorist police and military units and weapons. The aspects of counterterrorism approaches developed in various countries are explored. The future challenges presented by terrorism are identified and examined.

HLS 415      Interagency Relationships      4.5

This class will teach students how to improve interagency relationships among security, defense, and intelligence agencies. This course introduces the student to theoretical and practical material for understanding the behavior of individual organizations and what can be done to make organizations work more closely together at the federal, state, and local levels. Students are introduced to theoretical material on organizational cultures; bureaucracy; social trust; individual, group, and organizational behavior; and interagency collaboration. Emphasis is placed on explaining why organizations act the way they do and how to improve interagency coordination.

HLS 420      Private Sector Role in Homeland Security      4.5

This course will provide the students with an overview of the concepts that will help them to understand the role of the private sector in Homeland Security.

HLS 430      Advanced Application of Homeland Security & Emergency Management 4.5



This course is designed to support the overarching goals of the Homeland Security Leadership program by providing an intellectual framework for engaging in ongoing self-directed learning within the Homeland Security domain; developing a cadre of leaders across the Homeland Security continuum who share substantive skills in analysis, interpretation, policy development, and administration of approved policy; and to complement other more operationally oriented training programs. During the course, students will examine and discuss several of the most important topical policy issues confronting Homeland Security leaders.

HLS 440	Emergency Topics	4.5
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This course is a basic management course that could apply to all aspects of local and state governments, but concentrates on the law enforcement aspect. Topics include overall management techniques, coordination of rescue efforts, NIMS, and the Unified Command System. Related topics include mutual aid pacts, cooperative efforts with industry, manpower and resource management.

HLS 450	Intelligence Analysis	4.5
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This course provides a survey of the field of intelligence. This course explores the history, function, principles, and methods of collecting intelligence. Emphasis is placed on the collection, analysis, interpretation, and use of intelligence. Central to the course is the use of intelligence in the United States regarding terrorism, organized crime and espionage (including economic espionage) investigations. Lastly, the course recognizes and explores the evolving intersection between intelligence, national security, and the criminal justice system.

## LAW ENFORCEMENT ELECTIVES

CJT 140	Forensic Science	4.5
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This course presents practical information to move the domain of the abstract into the real world of criminal investigation. The latest technologies available to crime laboratory personnel are revealed. Basic concepts of Internet use and the exploration of Web sites are related to the field. The procedures for the accurate collection of crime scene evidence are reviewed. The nature of physical evidence is defined.

CJT 1145	Criminology Lecture/Lab	4.5
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This course covers the causes and patterns of criminal and deviant behavior, as well as possible applications of theory for treatment and prevention.

CJT 2215	Probation and Parole Lecture/Lab	4.5
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This course presents an introduction and overview of the probation and parole system in the United States. The description of the system and the effective means of tracking former prisoners are explored. Topics include entries and exits and each system, effective means of tracking, helping former prisoners, acclimate successfully to society. The structure of parole systems and probation are reviewed.

CJT 2200	Police and Society	4.5
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This course examines the history and evolution of policing in the United States with an emphasis on the political, social, cultural, legal and organizational forces that have molded that history. Various roles and functions of police in America are examined in detail with an emphasis on community policing, and the current model in favor. The course also considers such factors as ethics, values, race, social class, and gender as crucial ones that impact police organizations. The course will examine the difficult issues of controlling police, police brutality and police corruption. Students will analyze the relationship between the police and the community and how it has changed over the years. The course focuses on analyzing theories and programs that establish a good working relationship between the police and the community.

CJT 3100	Crisis Intervention	4.5
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This course is a study of the techniques used for effectively handling social and psychological crisis, family disputes, social disorders, hostage negotiations, and suicide attempts. Students will analyze case studies and conduct detailed analysis of actual situations requiring police intervention.

CJT 2220	Advanced Law Enforcement Report Writing	4.5
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This course expands on the basic skills taught in the Law enforcement Report Writing Course. Topics will include use of proper grammar, organization, format, and content. There will be extensive writing and practical exercises conducted in this course.

## ADMINISTRATION ELECTIVES

CJT 220	Security Officer Leadership	4.5
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This course provides instruction in Security Leadership and Management. Students will also focus on the legal authority for a security officer and the security code of ethics. They will also learn fire and accident prevention, as well as public relations. Written and verbal communication skills are emphasized.

ACG1100	Accounting I Lecture/Lab	4.5
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This course will provide students with the knowledge of analyzing, classifying, and recording business transactions in both manual and computerized environments. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Students will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle, prepare financial statements; and apply accounting concepts related to cash and payroll.

HRM 200	Human Resource Management	4.5
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This course serves as an introductory course in human resources management (HRM) with a particular emphasis on the disciplines used by business professionals. Using the Employee Life Cycle as a framework, the class will explore the historical evolution and philosophical foundations of the field as well as examine the current practices that are being used to support human resources in the workplace. Future HRM challenges will be examined and the emerging concept of strategic HRM will be highlighted.

PBA 201	Public Administration	4.5
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This course is designed to allow students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline and a profession in the real world, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. The course will be conducted as a seminar. Students must be prepared to discuss reading assignments and participate in analysis of case studies.

CJT 2300	Community and Human Relations	4.5
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This course focuses on the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally-diverse society.

CJT 2600	Case Organization and Presentation	4.5
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This course is designed to teach investigators and others how to organize complex and document intensive cases. The goal is to provide students with the ability to identify and select the case organizational tools best suited for their particular needs and to be skillful in successfully presenting their findings in an effective and professional manner.

## **CRIMINAL JUSTICE WITH EMPHASIS ON HOMELAND SECURITY**

The Bachelor's Degree program in Criminal Justice with Emphasis in Homeland Security is comprised of a combination of courses, which provide skills in such areas as crime scene investigation, public administration, advanced application of homeland security and emergency management, and developing and establishing interagency relationships and private sector roles in homeland security. The program is designed to prepare a student for a career as a homeland security professional.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines campus.

180 Quarter Credits / 36 months

### **BACHELOR COURSES**

#### **Lower Level Courses**

FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
BIO121	Anatomy and Physiology	4.5
CJT1100	Introduction to Criminal Justice Lecture/Lab	4.5
CJT1105	Criminal Law Lecture/Lab	4.5
CJT1110	Criminal Procedure Lecture/Lab	4.5
CJT1120	Law Enforcement Report Writing Lecture/Lab	4.5
CJT136	Crime Scene Investigation	4.5
CJT140	Forensic Science	4.5
CJT1150	Introduction to Corrections Lecture/Lab	4.5
CJT1155	Juvenile Justice Lecture/Lab	4.5
CJT1160	Criminal Justice Administration Lecture/Lab	4.5
CJT206	Terrorism and Aviation Security	4.5
CJT2235	Criminal Investigations Lecture/Lab	4.5
CJT250	Homeland Security	4.5

#### **Upper Level Courses**

CJT300	Victimology	4.5
BAM305	Organizational Behavior	4.5
MAT306	Computer Assisted Statistics	4.5
HLS415	Interagency Relationships	4.5
HLS420	Private Sector Role in Homeland Security	4.5
CJT325	Licit and Illicit Drugs	4.5
HLS430	Advanced Application of Homeland Security & Emergency Management	4.5
HLS440	Emergency Topics	4.5
HLS450	Intelligence Analysis	4.5
CJT4400	Laws of Evidence Lecture	6.0

**1 Elective** 4.5 X 1=4.5

**1 Elective** 6.0 X 1=6.0

**General Education Classes** 6.0 X 9=54.0

## **ELECTIVE COURSES (10.5 Credit Hours Required)**

**GENERAL EDUCATION COURSES (54 Credit Hours Required)** The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

### **Course Descriptions**

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| CJT136   | Crime Scene Investigation                    | 4.5 Quarter Credits |
| <p>This course is an in-depth examination of one of the three cornerstones of traditional policing, criminal investigation. Topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations.</p>  |  |                     |
| CJT140   | Forensic Science                             | 4.5 Quarter Credits |
| <p>This course presents practical information to move the domain of the abstract into the real world of criminal investigation. The latest technologies available to crime laboratory personnel are revealed. Basic concepts of Internet use and the exploration of Web sites are related to the field. The procedures for the accurate collection of crime scene evidence are reviewed. The nature of physical evidence is defined.</p>   |  |                     |
| CJT206   | Terrorism and Aviation Security              | 4.5 Quarter Credits |
| <p>This course defines and reviews the history of terrorism, and the most recent terrorist attacks from around the world and against the people of the U.S. The aspects of counterterrorism approaches developed in various countries are explored. The future challenges presented by terrorism are identified and examined. Procedures, equipment and planning for adequate airport and aircraft security in the twenty first century are analyzed. The new TSA regulations, corresponding clarifications, and historical perspectives are covered. The course analyzes the current status of aviation law pertaining to terrorism, air rage, search and seizure and impending changes. Background information on terrorist groups and efforts to combat them are supplemented by references to corresponding terrorist police and military units and weapons.</p> |  |                     |
| CJT250   | Homeland Security                            | 4.5 Quarter Credits |
| <p>This is an introductory course in Homeland Security emphasizing the demands and needs of government and international agencies related to safety issues, terrorism, and laws related to homeland security. The course prepares individuals to pursue a career in Homeland Security and related agencies.</p>  |  |                     |
| CJT300   | Victimology                                  | 4.5 Quarter Credits |
| <p>This course provides an introductory examination of criminal victimization in the United States via an overview of current theory, research, and trends within the context of specific victimization types. We will examine specific crimes types, the impact of crime on victims and society, the role of victims within the criminal justice system, specific remedies, and victim rights and services. We will engage in many of these topics within a context of current events and local models of crime victim services.</p>  |  |                     |
| CJT325   | Licit and Illicit Drugs                      | 4.5 Quarter Credits |
| <p>This course introduces the sociology of drugs and examines social definitions of licit and illicit drugs, conditions of their use, and socialization into drug use. Students consider deviant drug use and the effects of social control on definitions and use of drugs. The course applies the relevant sociological theories of deviance and social control.</p>   |  |                     |
| CJT1100  | Introduction to Criminal Justice Lecture/Lab | 4.5 Quarter Credits |

This course is to study the purpose, function and history of the agencies that make up the criminal justice system. A survey of criminal law, criminal procedures, law enforcement agencies, the criminal courts, and corrections (both institution and community based) will also be conducted in an effort to better understand the dynamics of the justice system.

CJT1105 Criminal Law Lecture/Lab 4.5 Quarter Credits

This course is a generic study of criminal law in the United States, and does not cover any specific federal or state law. Topics include principles of criminal law, principles of criminal liability, complicity, inchoate crimes, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.

CJT1110 Criminal Procedure Lecture/Lab 4.5 Quarter Credits

This course is an in-depth analysis of criminal evidence rules in the United States. Topics include trial procedures, examination of witnesses, real/physical evidence, circumstantial evidence, hearsay evidence and exceptions, privileged communications, declarations against interests, and judicial notice.

CJT1120 Law Enforcement Report Writing Lecture/Lab 4.5 Quarter Credits

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports.

CJT1150 Introduction to Corrections Lecture/Lab 4.5 Quarter Credits

This course covers trends and developments in all elements of a modern correctional system for the treatment of juvenile and adult offenders.

CJT1155 Juvenile Justice Lecture/Lab 4.5 Quarter Credits

The course is designed to provide a study of juvenile delinquency and control. The course involves an in-depth study of the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile care disposition and juvenile statutes and court procedures.

CJT1160 Criminal Justice Administration Lecture/Lab 4.5 Quarter Credits

This course covers the administration of justice framed in those issues in the context of police, courts and corrections. Approaches courts use to manage their dockets and trials are reviewed. Challenges of the corrections segment of the system are analyzed. The impact of technology to bridge the segments of the system is explored. The challenges of the current and future criminal justice system are described and forecast.

CJT2235 Criminal Investigations Lecture/Lab 4.5 Quarter Credits

This course teaches the fundamentals of criminal investigations from past to present and private investigators to government police forces. Students will learn the science of searching, evidence collection, interview techniques, interrogating, and modern scientific technology.

CJT4400 Laws of Evidence Lecture 6.0 Quarter Credits

This course provides a thorough examination of the laws of evidence for criminal justice professionals. Topics include circumstantial and opinion evidence, hearsay, character evidence, relevancy and materiality, privileged communications, expert witness testimony, objections to and exclusion of evidence, and chain of custody.

# INFORMATION TECHNOLOGY NETWORKING, WEB DESIGN AND PROGRAMMING

The Bachelor's Degree program in Information Technology Networking, Web Design and Programming is comprised of a combination of courses, which provide skills in such areas as C++, SQL, and JAVA Programming, creating web databases and advanced web designs, and Windows and A+ training. The program is designed to prepare a student for a career as a programmer, web designer, and entry-level employment in network administration.

In teach out via online delivery method at the South Miami, Kissimmee, Orlando, and Pembroke Pines campuses. New students may only be enrolled if they transfer in credits and are scheduled to complete before the Teach-Out date and before the maximum pace rate percentage is reached.

180 Quarter Credits / 36 months

## **BACHELOR COURSES**

### **Lower Level Courses**

FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
ACC100	Accounting Basics	4.5
CIS110	Computer Programming Design	4.5
CIS111	Introduction to Database Management	4.5
PRG2110	Windows Server	4.5
PRG2120	Windows Network Infrastructure	4.5
WGD1030	Web Programming I	4.5
WGD2040	Web Programming II	4.5
EEL1111	A+ Software, Security & Operating Systems	4.5
CIS276	SQL Programming	4.5
EEL2080	TCP/IP Configuration	6.0
PRG2100	Windows Professional	4.5
EEL2160	Security Fundamentals	4.5
EEL1101	A+ Hardware, Networking & Mobile Computer Systems	4.5
EEL2150	Networking Fundamentals	4.5
EEL2090	Routing and Switching	4.5
PRG2161	Designing Security for a Windows Network Lecture/Lab	4.5

### **Upper Level Courses**

CIS3350	Mobile Application Design and Development Lecture/Lab	4.5
CIS307	Web Page Development	4.5
CIS331	Computer Systems Modeling	4.5
CIS4406	Java Programming I Lecture/Lab	4.5
CIS4499	Java Programming II Lecture/Lab	4.5
CIS340	Web Design	4.5

CIS493	Creating Web Databases	4.5
BUS4999	Strategic Management Lecture	6.0
	1 Elective	4.5 X 1=4.5
	General Education Classes	6.0 X 9=54.0

**ELECTIVE COURSE (4.5 Credit Hours Required)**

**GENERAL EDUCATION COURSES (54 Credit Hours Required)** The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

**Course Descriptions**

See catalog for course descriptions.

# LONG TERM CARE ADMINISTRATION

The Bachelor Degree in Long Term Care Administration prepares the student to sit for the Nursing Home Administrator Licensing Examination, under the Florida Board of Nursing Home Administrators, and begin entry-level administration positions such as a Life Care Community Administrator, Assisted Living Facility Administrator, or Nursing Home Administrator.

Approved for South Miami, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

210 Quarter Credits

## **Transfer      Quarter Credits**

Associate Degree in either Allied Health, Business, or an approved equivalent.    90.0

## **Concentration Courses**

BUS 302	Principles of Management	4.5
HSA 3315	Health Information Systems Lecture/Lab	4.5
HSA 3320	Healthcare Human Resource Management Lecture/Lab	4.5
HSA 4405	Health Care Policy and Law	6.0
HSA 4410	Long-Term Managed Care Systems	4.5
HSA 4425	Health Care Quality, Management, Risk and Outcome Analysis	4.5
LTC 2000	Introduction to Gerontology	4.5
LTC 3601	Aging in America	4.5
LTC 3650	Social Aspects of Aging	4.5
LTC 4360	Gerontological Counseling	4.5
LTC 4400	The Reality of Alzheimer's Disease in Aging	4.5
LTC 4475	Program Evaluation in an Aging Society	4.5
LTC 4507	Death and Dying	4.5
LTC 4508	Issues in Long Term Health Care Operations	4.5
LTC 4509	Regulatory and Clinical Operations	4.5
LTC 4997	Administrative Internship I	21.0

## **General Education Courses** (30 Credit Hours Required)

## **Course Descriptions**

BUS 302      Principles of Management      4.5

This course introduces the student to the job of management in organizations. An understanding of the roles and tasks of all levels of management in the functions of organizational planning, controlling, staffing, leading and controlling is developed.

Pre-requisite: BAD 100

HSA 3315      Health Information Systems Lecture/Lab      4.5

Students receive an overview of current information systems including topics such as locating, collecting, analyzing, utilizing and reporting of health statistics to solve common workplace issues. Students will learn



basic concepts of data quality and methods of presentation. Data systems issues as well as health indicators, metrics and measurements are covered to support informed decision making in a healthcare organization.

HSA 3320 Healthcare Human Resource Management Lecture/Lab 4.5

This course introduces contemporary healthcare human resource management issues within the U.S. Healthcare system. Contrasts the differences between personnel administration and elements of strategic human resource management. Students learn key concepts such as; line vs. staff relationships, the manager/employee relationship, job design, job analysis, position descriptions, recruitment, retention, promotion, succession planning, legal issues, safety issues, labor relations, training, compensation, benefits, and performance appraisals. Current trends in healthcare human resource management are covered.

HSA 4405 Healthcare Policy and Law 6.0

This course provides an overview of healthcare policy, regulation and law. Topics to include; sources of common, statutory, and constitutional law; contracts and intentional torts, the organization and management of a corporate healthcare organization (HCO); for-profit and nonprofit HCOs, liability issues for individuals and HCOs, admission and discharge issues, medical staff appointments and privileges, emergency care issues, consent issues for treatment, taxation and antitrust issues. Current issues in fraud, abuse and corporate compliance programs are also covered.

HSA 4410 Long-Term Managed Care Systems 4.5

This course provides an understanding of general principles of finance as it relates to health care organizations. Specific areas include an overview of sources of revenue for various health care entities, fundamentals of finance of health care organizations, interpretations of ratios using industry-wide comparisons, balance sheets, analysis and cost control measures, cash flow, income statements, and financial reporting. Issues surrounding budgeting dynamics that alter financial conditions are also examined.

HSA 4425 Healthcare Quality, Management, Risk and Outcome Analysis 4.5

This course introduces the student to the relationships between health care quality and organizational performance management. The student is introduced to the role of the governing body of the health care organization in ensuring compliance with the standards of regulatory and accreditation organizations. and the rationale for performance management and methods for assuring quality in process and outcome management are described, as well as the significance and statistical application of measuring outcomes. Identification of various healthcare stakeholders, provision and reimbursement of health care services are discussed. Prerequisites: None

LTC 2000 Introduction to Gerontology 4.5

This course is a comprehensive foundation of the life course of aging persons. An eclectic perspective provides a positive outlook on life and the aging process.

LTC 3601 Aging in America 4.5

This course provides a survey of pathological physical changes that occur from middle adulthood through older aged people. The emphasis is on age-related changes and their implications for relevant behaviors that occur throughout the life course.

LTC 3650 Social Aspects of Aging 4.5

This course introduces the student to the global context of societal aging. The text surveys aging in sociology from historical times through the modern era, including developing countries. Emphasis is on demographics, policy, and sociological and psychological data from around the world.

LTC 4360 Gerontological Counseling 4.5

This course provides a comprehensive study of the mental health issues of older people, including military, refugees, and various gender and identity clients. Topics discussed also include interviews, procedures (attending, listening, and action), counseling older adults, and their family members, in institutional settings.

- LTC 4400      The Reality of Alzheimer's Disease in Aging      4.5  
This course covers an in-depth look into Alzheimer's disease as both a physiological disease and a psychological disorder. The curriculum emphasizes on the caregiver's approaches for tending to persons with Alzheimer's disease and related disorders in residential and home care settings. Building and delivering a successful dementia program is also covered.
- LTC 4475      Program Evaluation in an Aging Society      4.5  
This course provides an overview of the evaluation research, and methods necessary to evaluate programs and institutions that service aging societies. Topics covered are management, human resources, finance, environment, and resident care. In addition, discussed are team dynamics, conflict resolution, and basic principles of nursing and social work. Also contextualized in this course are new technologies and patient data.
- LTC 4507      Death and Dying      4.5  
This course provides a study of death and dying, through both the personal and health professional aspects. The processes of loss, denial, grief, and anger will be examined throughout death and dying. Theoretical research combined with circumstantial application in an authentic manner to emulate the experience.
- LTC 4508      Issues in Long Term Healthcare Operations      4.5  
This course addresses case studies surrounding complex business and finance operational issues of a long-term care facility that an administrator will face.
- LTC 4509      Regulatory and Clinical Operations      4.5  
This course will apply management theory and concepts to the basic aspects of the nursing home administration role.
- LTC 4999      Administrative Internship      21.0  
This course is the capstone of the Long Term Care Administration program. The final 650-hour externship, with a Florida Board of Nursing Home Administrators approved preceptor, is a requirement to sit for the Nursing Home Administrator Licensing Examination. Prerequisite: All other coursework

# MOTION GRAPHICS

The Bachelor's Degree in Motion Graphics will allow students to relay complete thoughts and messages to viewers through the combination of different media such as film, animation, and graphic design. The students can be able to create the opening credits for film, as well as animations based in web, and graphic bumpers for television networks. The students will learn and understand principles of composition, design, compositing, and animation using a variety of software.

Approved for the Orlando campus.

120 Semester Credits

## Core Courses (60 Credit Hours Required)

MOGA 101 – Design Theory and Process	3.0 Credits
MOGA 102 – The Business of Motion Graphics Advertising	3.0 Credits
MOGA 103 – Digital Media Design and Production	3.0 Credits
MOGA 104 – Typography and Design	3.0 Credits
MOGA 105 – Color Theory and Design	3.0 Credits
MOGA 200 – Digital Photography	3.0 Credits
MOGA 202 – Motion Graphics Production I	3.0 Credits
MOGA 203 – Introduction to 3D Digital Modeling	3.0 Credits
MOGA 204 – Introduction to 3D Animation for Motion Graphics	3.0 Credits
MOGA 205 – Digital Illustration	3.0 Credits
MOGA 301 – Advanced Color Theory and Design	3.0 Credits
MOGA 302 – Advanced Typography and Design	3.0 Credits
MOGA 303 – Motion Graphics Production II	3.0 Credits
MOGA 304 – Motion Graphics Production III	3.0 Credits
MOGA 305 – User Experience Design	3.0 Credits
MOGA 400 – Dynamics and Visual Effects for Motion Graphics	3.0 Credits
MOGA 402 – Fundamentals of Business Management	3.0 Credits
MOGA 403 – Motion Graphics Business Start-ups	3.0 Credits
MOGA 404 – Final Project and Demo Reel	3.0 Credits
MOGA 405 – Career Development	3.0 Credits

## General Education Courses (36 Credit Hours Required)

The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

## Elective Courses (24 Credit Hours Required)

### Course Descriptions

MOGA 101 – Design Theory and Process 3.0 Credits  
This course provides an introduction to the visual arts through composition, design, art, basic color, and graphics through a study of diverse artistic styles. This course is important in the design field, where traditional styles of art are often blended with current imagery to create new and significant artistic genres.

MOGA 102 – The Business of Motion Graphics Advertising 3.0 Credits  
This course provides an overview of multiple projects across the broad spectrum of motion graphics advertising, including concept development, production, project management, and content delivery. Important workforce assets of individual drive and assessment, success within creative teams, management of timelines, deadlines, and budgets, and effective leadership are explored as they pertain to the motion graphics development pipeline.

MOGA 103 – Digital Media Design and Production 3.0 Credits

This course provides an introduction to the technology, vocabulary and process for preparing digital images for preparing digital mechanicals for offset print production. This includes a focus on preparing basic mechanicals for brochures, newspaper ads and other print formats. This course also includes an introduction to digital video production techniques including camera operation and procedures, basic principles and aesthetics of film and video editing, and principles and techniques of sound and digital video editing.

MOGA 104 – Typography and Design 3.0 Credits

This course provides an introduction to typography and its role in the visualization of language through an assortment of transmedia applications.

MOGA 105 – Color Theory and Design 3.0 Credits

This course enhances design skills through the development and understanding of color properties and relationships through formal exercises, research and creative thinking. Students will identify and analyze color and color phenomena while learning about color theorists and using color for a variety of fields and applications.

MOGA 200 – Digital Photography 3.0 Credits

Building upon skills already accomplished in earlier course work, students will advance their skills, aesthetic, and technique in digital image making. Professional artist's sample work will be viewed, analyzed, deconstructed, and discussed in terms of concept, message, technique, and approach. A variety of techniques for digital image-based art making will be demonstrated, explored, and practiced. Images will be combined with typographic and written messages. Image output for print, screen, and broadcast will be presented. Software training builds on previous knowledge to advance student's skills with a variety of industry-accepted Adobe design software.

MOGA 202 – Motion Graphics Production I 3.0 Credits

This course trains students in basic techniques of motion graphics creation through the use of software programs employed by design and animation studios. Students will explore the production pipeline and focus on design with an emphasis on problem-solving. Students will learn the requirements of a motion-graphics project by demonstrating the creation of designed assets and gain a thorough understanding of animation techniques, special effects, image compositing, and motion graphics. Students will composite video, digital images, motion graphics, vector and pixel graphics, titles, and kinetic typography into cohesive motion graphics pieces. Narrative and non-narrative form will be explored. Projects include: kinetic logo design, animated public service announcements, broadcast titling, and advertising spots. Students will assemble a demo reel of motion work.

MOGA 203 – Introduction to 3D Digital Modeling 3.0 Credits

This course is designed to explore techniques of 3D modeling. Students enhance modeling techniques, texture, lighting, and environmental effects to create one original portfolio-quality project. Further development of primitive objects, extrusions, nurbs, booleans, lofting, polygon modeling and revolving/lathing will be explored. This course includes training in industry-standard 3D design software.

MOGA 204 – Introduction to 3D Animation for Motion Graphics 3.0 Credits

By continuing to enhance knowledge of 3D modeling, rendering, and 3D animation skills, students will create an animated short film while working on advancing skills. The application and refinement of the 12 animation principles will be emphasized. This course will provide training in a variety of industry-standard 3D design software.

MOGA 205 – Digital Illustration 3.0 Credits

This course provides students the knowledge and skills to create illustrations to create concepts and themes that will be created for print and screen. Students will learn the process of illustrating a story from thumbnails to sketching, color and style studies, color comprehensives, to final illustrations.

MOGA 301 – Advanced Color Theory and Design 3.0 Credits

This course provides opportunities for students to enhance their skills using color theory. As students elevate their learning about sophisticated methods of color correction, image manipulation and printing, students will learn scanning techniques, digital camera usage, the mechanics of calibration, and other more advanced sets of controls. Utilizing a professional studio framework, students will artistically develop their own various projects.

Prerequisite: MOGA 105

MOGA 302 – Advanced Typography and Design 3.0 Credits

This course provides students opportunities to advance their knowledge of the use of typography to enhance definition in visual art and design and to communicate effectively and efficiently. The course will expand on topics such as: information hierarchy, meaning, reading order, and the language of kinetics.

Prerequisite: MOGA 104

MOGA 303 – Motion Graphics Production II 3.0 Credits

This course provides students with the advanced skills in Motion Graphics Production by using 3D animation, video compositing, pixel and vector graphics, and typography. Students will enhance their demo reel by using Adobe design software creating a professional piece of motion work.

Prerequisite: MOGA 202

MOGA 304 – Motion Graphics Production III 3.0 Credits

This course is designed for videographers, graphic artists, and animators with advance-level software experience. Students will learn how to incorporate text, graphics, and effects to their movies to master the menu and tools using software. Students will be using the menu and tools in the software to develop work with a high level of efficiency.

Prerequisite: MOGA 303

MOGA 305 – User Experience Design 3.0 Credits

This course expands on student's knowledge of interactive design learned in earlier course work, exploring interactive design from the perspective of user experience. Metaphors for graphic interfaces and icon design are studied through industry product examples, student practice exercises and projects. Organizing, scoping, planning, design, prototype models, and creating, working and aesthetic interactive experiences of complex informational content through rich multimedia experiences are covered. Software training builds on previous knowledge to advance student's skills with a variety of industry-standard design software.

MOGA 400 – Dynamics and Visual Effects for Motion Graphics 3.0 Credits

This course provides student's with the working knowledge of effects and animation presets included in Adobe After Effects software. Animation presets will be practiced, within both the Effects & Presets panel, and Adobe Bridge.

MOGA 402 – Fundamentals of Business Management 3.0 Credits

This course includes an introductory discussion in the following areas: the economic setting of business, the structure of business, business financing, management, ethical and social responsibilities of business, marketing and physical distribution of goods and services. The areas discussed in this course serve as the basic foundations for more specialized courses in business.

MOGA 403 – Motion Graphics Business Start-ups 3.0 Credits

This course introduces the key aspects of entrepreneurship including: the attributes of entrepreneurs, identifying and evaluating opportunities, writing a business plan and developing a business model, marketing for entrepreneurs, the elevator pitch, financing the venture, raising capital, and building a successful team. The course will be interactive in nature with lectures, group activities, and start-up problem solving scenarios, videos, and mini- presentations.

MOGA 404 – Final Project and Demo Reel 3.0 Credits

Animation Capstone Project 60 hours, 3 Credits. Students will apply their accumulated knowledge of animation and motion graphics to create an original animated short. The culmination of this knowledge will be a final animation project using 2D and/or 3D animation techniques. Students will explore various theories and techniques to complete a professional animation project.

Prerequisite: All concentration courses at the 100, 200, 300 level and MOGA 400, MOGA 402, and MOGA403

#### MOGA 405 – Career Development

3.0 Credits

The course will provide the framework for the career decision making process. It stresses the connection between the student's chosen academic field and career objective. Among techniques employed include resume writing, interview skill development and internet research.

# PRODUCTION PROGRAMMING

The Bachelor's Degree in Production Programming is designed for students who want a specified range of skills in production programming. Students who complete this degree program will have a solid understanding of production programming development for Autodesk, Foundry and other industry standard software packages to develop apps and productivity tools utilized in the film industry and related fields, such as simulation.

Approved for the Orlando campus.

120 Semester Credits

## Core Courses (33 Credit Hours Required)

PROG 111 – Introduction to Discrete Structures	3.0 Credits
PROG 121 – Introduction to Computer Programming	3.0 Credits
PROG 131 – Introduction to Database Management	3.0 Credits
PROG 211 – Computer Systems and Architecture	3.0 Credits
PROG 221 – Data Structures and Analysis	3.0 Credits
PROG 231 – Pipeline Development I	3.0 Credits
PROG 241 – Object-Oriented and Concurrent Programming	3.0 Credits
PROG 251 – Design and Analysis of Computer Algorithms	3.0 Credits
PROG 261 – Computer Graphics	3.0 Credits
PROG 271 – Current Trends and Projects in Computer Science	3.0 Credits
PROG 281 – Introduction to Probability/Statistics for Computer Scientists	3.0 Credits

## Game Design Courses (27 Credit Hours Required)

GMDS 101 – Introduction to Game Design	3.0 Credits
GMDS 102 – Game Design Fundamentals	3.0 Credits
PRPG 301 – C# for Games	3.0 Credits
GMDS 201 – Visual and Audio Design	3.0 Credits
GMDS 202 – Storytelling for Games	3.0 Credits
GMDS 301 – Advanced Game Design Concepts	3.0 Credits
GMDS 302 – Usability and Human Computer Interaction	3.0 Credits
GMDS 401 – Level Design and Scripting	3.0 Credits
GMDS 402 – Game Design Evaluation and Testing	3.0 Credits

## General Education Courses (36 Credit Hours Required)

The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

## Elective Courses (24 Credit Hours Required)

### Course Descriptions

PROG 111 – Introduction to Discrete Structures 3.0 Credits  
This course is designed to instruct students in fundamental concepts of discrete mathematics.

PROG 121 – Introduction to Computer Programming 3.0 Credits  
This course is designed to instruct students in the history, technology and use of computer science. Students will learn programming fundamentals by developing web pages using HTML and JavaScript.

PROG 131 – Introduction to Database Management 3.0 Credits  
This course is designed to instruct students in database design and theory of methodologies.

PROG 211 – Computer Systems and Architecture 3.0 Credits  
This course is designed to instruct students in the perspective of the logic designer, the assembly language programmer, and the computer architect.

PROG 221 – Data Structures and Analysis 3.0 Credits  
This course is designed to instruct students in organizing, reorganizing, exploring, and retrieving data in digital computers, and the mathematical analysis of those techniques.  
Prerequisite: PROG 131

PROG 231 – Pipeline Development I 3.0 Credits  
This course is designed to instruct students in the basics of creating tools for users to help speed up production processes for pipeline development.  
Prerequisite: PROG 111, PROG 121, and PROG 131

PROG 241 – Object-Oriented and Concurrent Programming 3.0 Credits  
This course is designed to instruct students in the use and principles of object-oriented and concurrent programming.  
Prerequisite: PROG 121

PROG 251 – Design and Analysis of Computer Algorithms 3.0 Credits  
This course is designed to instruct students in the basic data structures and programming techniques often used in efficient algorithms.  
Prerequisite: PROG 111 and PROG 121

PROG 261 – Computer Graphics 3.0 Credits  
This course is designed to instruct students in the key concepts, algorithms, technologies, and applications used to design and make computer graphics.

PROG 271 – Current Trends and Projects in Computer Science 3.0 Credits  
This course is designed to instruct students by giving an overview of Computer Science and where it is headed in the future.

PROG 281 – Introduction to Probability/Statistics for Computer Scientists 3.0 Credits  
This course is designed to instruct students to understand more advanced topics such as random sequences, continuous-time random processes, and statistical signal processing.

PRPG 301 – C# for Games 3.0 Credits  
This course is designed to instruct students on how to write C# code that is simple, powerful, robust, secure, and maintainable.  
Prerequisite: PROG 111, PROG 121, PROG 211, PROG 221, and PROG 241

GMDS 101 – Introduction to Game Design 3.0 Credits  
This course acts as a starting point for students interested in learning about game design. It covers a wide variety of introductory topics, including the role of a game designer, the history of game design, genres, mechanics, features, rules, scope, documentation, usability, storytelling, and testing.

GMDS 102 – Game Design Fundamentals 3.0 Credits  
This course guides students through the process of designing games from conception to finished product and beyond. The development of a game design document is the primary focus of Game Design Fundamentals; and at the same time, students will explore and understand the various other documents that are necessary to designing exceptional games.  
Prerequisite: GMDS 101



### GMDS 201 – Visual and Audio Design

3.0 Credits

In this course, students are introduced to aspects of design that both drive and are influenced by the look and sound of a game. Basic visual elements (such as line, shape, and color) are covered, as well as art styles which are commonly found in games. Auditory elements (such as sound effects, music, and voice-overs) are covered as well.

Prerequisite: GMDS 102

### GMDS 202 – Storytelling for Games

3.0 Credits

Students in this course gain mastery of the storytelling aspects of game design. Topics such as genre, theme, and foreshadowing - as well as storytelling tools like the Hero's Journey and archetypes - are explored as they relate to interactive entertainment. Students also work to develop specific narrative elements in game design - cut scenes, dialogue, scenery, and music, for instance.

Prerequisite: GMDS 201

### GMDS 301 – Advanced Game Design Concepts

3.0 Credits

This course goes beyond the basics laid out in Game Design Fundamentals in order to impart upon the student a deeper mastery of the game design process. Topics such as game theory, subtractive design, and calm computing are introduced, as well as important design considerations such as localization and designing for cross-platform games.

Prerequisite: GMDS 202

### GMDS 302 – Usability and Human Computer Interaction

3.0 Credits

This course explores the communication that occurs between a human being and an artificial system, within the context of game design. Students gain a solid grasp of the capabilities and limitations of human sensation and perception in order to design games that accommodate a wider range of players. Students will also learn and use Nielsen's Heuristics in order to design more usable games.

Prerequisite: GMDS 301

### GMDS 401 – Level Design and Scripting

3.0 Credits

Using industry-standard tools, students in Level Design and Scripting will gain skill in translating written and visual descriptions of a game into actual environments, scenarios, and actions. Students will also explore the different kinds of game levels – how they vary in terms of starting and ending conditions, the critical path, and player perception of freedom.

Prerequisite: GMDS 302

### GMDS 402 – Game Design Evaluation and Testing

3.0 Credits

In this course, students learn how to evaluate games through the process of testing. From focus testing to AB testing, students explore how feedback can be applied to influence the design of a game, in order to create more engaging, entertaining, and profitable products. Special emphasis is placed on the collection and analysis of analytic data using industry tools.

Prerequisite: GMDS 401

# **GRADUATE CERTIFICATES**

## **GRADUATE CERTIFICATE IN ACCOUNTING**

### **PROGRAM DESCRIPTION**

This certificate may be used as complement to any bachelor's degree in business administration in order to obtain a comprehensive education that helps students further their understanding of the accounting transactions that take place within a company. It also serves for graduates from accounting bachelor programs to obtain additional credits to complete the required contact hours they need to take the CPA exam.

### **PROGRAM OBJECTIVE**

The Graduate Certificate in Accounting explores accounting and financial information systems, trade laws, auditing techniques, and engages in an in-depth study of cost accounting. These studies will help students to acquire the knowledge and skills needed to occupy an intermediate-level accounting position. In addition, with this program, students have the opportunity to complete the credits required to take the CPA exam.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

### **DEGREE TYPE EARNED: Graduate Certificate**

<b>Courses:</b>	<b>Credits</b>
ACCE 5000      Financial Accounting	4
ACCE 5010      Regulations	4
ACCE 5020      Advanced Auditing	4
ACCE 5030      Advanced Cost Accounting	4
ACCE 5040      Taxes	<u>4</u>
<b>TOTAL CREDITS</b>	<b>20</b>

### **Course Descriptions**

#### **ACCE 5000: Financial Accounting: 4 credits**

In this course, students will analyze and explain the frame of reference for financial reports used by businesses, non-profit organizations, and government entities. They will also apply generally accepted accounting principles to develop and prepare financial reports, as well as evaluate other tasks performed by a certified public accountant. Students will identify and understand the differences between financial statements prepared based on the U.S. *Generally Acceptable Accounting Principles* (GAAP) and those based on the International Financial Reporting Standards (IFRS). They will prepare and revise support documents, including classifying accounts and posting records in the sub-ledger and the general ledger. They will further apply their judgement to assess assumptions and methods of determining estimates, including fair value measurements on financial statement components.

#### **ACCE 5010: Regulations: 4 credits**

In this course, students will analyze and explain concepts related to ethics, professional and legal responsibility, commercial law, and federal taxes. They will analyze situations portraying non-ethical circumstances or violations to professional standards. Students will explain concepts associated with commercial law by evaluating the economic substance in client transactions, including purchase contracts, loan notes, sales contracts, leasing contracts, contingencies, and assumed debts. Additionally, they will evaluate the legal structure of an entity to determine the implications of applicable laws and regulations on

how the business is organized, governed and operated. On the other hand, they will explain concepts and laws related to federal taxes.

**ACCE 5020: Advanced Auditing: 4 credits**

In this course, students will familiarize with the study material on auditing topics, which is examined in the uniform exam that Certified Public Accountants take. Students will analyze and explain the auditing standards adopted in the United States of America, related to audits in public and private companies, government entities, non-profit entities, and employee benefit plans. Students will evaluate and apply standards related with assurance and limited assurance or review engagement, as well as the standards to perform accounting and audit review services.

**ACCE 5030: Advanced Cost Accounting: 4 credits**

In this course, students will analyze and explain advanced concepts of cost accounting, and evaluate cost behavior and cost management. They will explain accounting techniques used to record costs in manufacturing, retailing and diverse service industries. Also, students will evaluate and apply methodologies to establish prices, and analyze the relative profitability in the sale of product or services. They will further apply techniques to measure the performance of managers and production units within an organization, and will use the cost accounting system as a tool to achieve the financial goals of the company.

**ACCE 5040: Taxes: 4 credits**

In this course, students will analyze and explain the procedures to establish corporations, their capital structure and the tax treatment provided in the Internal Revenue Code for these legal entities to comply with their tax liability. They will evaluate the types of corporations and the tax return forms used to report their income. Students will explain the nature, objectives and forms of partnerships. They will also evaluate and apply formulas to determine income tax on gifts and immovable property. In addition, students will evaluate the standards established by the American Institute of Certified Public Accountants (AICPA), particularly those pertaining taxes.

# GRADUATE CERTIFICATE IN MANAGEMENT AND EDUCATIONAL LEADERSHIP

## PROGRAM DESCRIPTION

The new trends in public and private educational systems indicate that, besides the educational leaders in charge of teaching and management in an educational organization, there are other professionals who are pivotal to enabling change and transformational processes. Accordingly, the Graduate Certificate in Education with major in Leadership and Management procures that its students acquire the necessary skills to serve as a leader within the educational or social field. Through the certificate, students will broaden their knowledge on educational leadership, planning, and process evaluation. The certificate consists of 18 credits.

## PROGRAM OBJECTIVE

The Graduate Certificate in Education with major in Leadership and Management strives to qualify students with the necessary knowledge and skills to effectively perform as managers or administrators in educational or social programs related to public or private institutions. Leadership skills are important to manage and lead effective efforts to promote, within educational scenarios, ethical and moral values through curricular and extracurricular activities.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

## DEGREE TYPE EARNED: Graduate Certificate

Courses:		Credits
EDUC 5230	Instructional Leadership in Educational Scenarios	3
EDUC 5240	Ethical and Transformational Leadership	3
EDUC 6010	Seminar on Processes and Controversial Issues in Educational Management	3
EDUC 6025	Leadership for Diversity	3
EDUC 6060	Planning and Evaluation	3
EDUC 6280	Leading Educational Organizations	<u>3</u>
<b>TOTAL CREDITS</b>		<b>18</b>

## Course Descriptions

### **EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits**

In this course, students will analyze the necessary skills for the professional development of the school principal as an instructional leader. In addition, they will assess the importance of the professional standards of managers and teachers in setting and achieving goals. Students will also develop action plans based on scientifically-based models for the continuous improvement of the school and all students.

### **EDUC 5240: Ethical and Transformational Leadership: 3 credits**

In this course, the student will examine the evolutionary development of the educational leadership concept, emphasizing on transactional and transformational leadership and their implementation in effective contemporary organizations. The course includes aspects related to strategic thinking and the promotion of an organizational vision of the future.

### **EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits**

In this course, students will examine the role of an educational administrator executing his duties in accordance with the vision, mission, goals, and objectives of an educational organization. They will also evaluate

controversial issues and problems in educational management, legislation, and reform. Students will analyze the characteristics of new generations and the impact of technological advances on the educational system. Finally, they will develop an integration project to improve the school climate in an educational organization.

**EDUC 6025: Leadership for Diversity: 3 Credits**

In this course, students will analyze the challenges of the educational leader in the face of social and individual diversity within a multicultural global context. They will evaluate the main theories on leadership and their contribution to the development of inclusive educational environments focused on respect for diversity and based on equity principles. They will assess the role of the leader in the implementation of leadership styles that contribute to the development of inclusive educational organizations in multiple societies.

**EDUC 6060: Planning and Evaluation: 3 credits**

In this course the student will examine the operational considerations related to educational planning and development. They will study elements that allow them to properly develop a plan, program or educational project. They will be trained to lead in the exercise of planning and educational development.

**EDUC 6280: Leading Educational Organizations: 3 credits**

In this course, students will evaluate the components of leadership by examining the competencies of the leader of an educational organization. They will justify the elements of self-management as efficient agents for transformational leadership, and investigate several leadership models for educational organizations. Students will discuss educational reform processes and the challenges of education in the 21st century. They will design a profile for an effective organizational leader who can promote and develop the goals and objectives of the organization. Likewise, they will develop intervention proposals aimed at managing those challenges faced by education in the 21st century.

# GRADUATE CERTIFICATE IN ONLINE EDUCATION

## PROGRAM DESCRIPTION

The use of new technologies and the automation of the teaching-learning process is gaining recognition given the opportunities generated for transmission of knowledge. These new technologies provide alternatives to facilitate instruction, representing a valuable option due to their versatility and originality. This education approach requires a specialized training to enable full mastery of the new technologies. The Graduate Certificate in Education with major in Online Education consists of 18 credits, divided in six terms. Students will broaden their knowledge in instructional design and planning focused on virtual education. Hence, the goal is to equip professionals with the concepts and skills required for online course development that integrate innovative strategies in the design, planning, development, and assessment of online teaching.

## PROGRAM OBJECTIVE

The Graduate Certificate in Education with major in Online Education strives to qualify educators in the design and assessment of online teaching. The creation of learning communities in virtual spaces serves as strategy to obtaining accessible information that will enable students to learn the most advanced teaching methodologies and strategies to offer technological training processes at different levels. By using innovative educational models based on the new information technologies, we aim to develop professionals with the necessary knowledge, competence, and skills to develop online courses.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

## DEGREE TYPE EARNED: Graduate Certificate

Courses:		Credits
EDUC 5200	Theories, Principles, and Processes Governing the Design of Educational Programs	3
EDUC 6200	Curriculum Design and Planning	3
EDUC 6205	Online Learning for Educators	3
EDUC 6210	Learning Assessment in Online Education	3
EDUC 6215	Instructional Design and Online Teaching	3
EDUC 6220	Learning Communities and Virtual Education	3
<b>TOTAL CREDITS</b>		<b>18</b>

## Course Descriptions

### **EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits**

In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

### **EDUC 6200: Curriculum Design and Planning: 3 credits**

In this course the student will discuss the fundamentals of instructional design and curricular planning. It will cover the diverse approaches and theoretical models in instructional design. They will apply strategies for the design of lectures through the comparative study of different curricular designers. They will also create and evaluate an instructional module with teaching material that qualifies it for use in a teaching-learning process.

### **EDUC 6205: Online Learning for Educators: 3 credits**

In this course, students will analyze the fundamentals of distance education and how new technologies impact the teaching-learning process. They will argue about the theories that mark the process of online education and distance education. They will also evaluate the ASSURE instructional model and its application to distance education. Students will develop didactic content for an educational website or through an online course management system.

**EDUC 6210: Learning Assessment in Online Education: 3 credits**

In this course, students will analyze the fundamentals of the assessment process and its importance in institutional processes. They will justify the appropriate assessment type according to the proposed objectives and goals. They will examine technological tools appropriate for the assessment of learning in distance education. They will also develop and evaluate an institutional assessment plan.

**EDUC 6215: Instructional Design and Online Teaching: 3 credits**

In this course, students will analyze the various instructional design models and the influence of its main theoretical and philosophical bases. They will develop, implement, and evaluate instructional materials by applying the principles of instructional design. They will evaluate the didactic technological tools that strengthen the online teaching-learning process. They will also develop an instructional unit based on the ADDIE model.

*(Pre-requisite: EDUC 6200)*

**EDUC 6220: Learning Communities and Virtual Education: 3 credits**

In this course, students will examine learning communities from their origin, as well as the theory, pedagogical and methodological foundations necessary for their creation. They will evaluate the potential activities conducted by learning communities to determine their multiplier effect on the achievement of the previously proposed results. They will analyze and explain the phases for transforming the educational scenario in a learning community. Likewise, they will develop a plan to develop a learning community in an online course that includes technological and pedagogical resources for teachers and the student profile.

# **MASTERS DEGREES**

## **MASTER'S DEGREE IN BUSINESS ADMINISTRATION**

### **PROGRAM DESCRIPTION**

The Master's Degree in Business Administration (MBA) program develops skills from all functional areas of business. This program provides the principal concepts of the view of the purpose, operation and management of business entities. This program provides a graduate education in foundational business practices, such as accounting, finance, marketing and management. Students can guide the degree in fields as diverse as planning and strategy and digital marketing industry. Graduates of this program will be able to apply business policy and decision-making as well as be able to understand management theory and organizational behavior.

### **PROGRAM OBJECTIVE**

The graduates of the **Master's Degree in Business Administration** will be able to implement management principles, while applying the process and analysis of optimal evaluation to contemporary business problems. Manage organizations within a dynamic and competitive global environment, using proper business tools for qualitative and quantitative research and resolve organizational problems. Furthermore, evaluate business theories according to their relevance and application to the world of global business and develop professionally with an appreciation of the importance of social responsibility, ethics, and excellence.

**Digital Marketing** aims to develop in students strategic and analytical skills to guide organizations in a digital world. Students will develop a strategic mindset with the ability to apply creative and innovative solutions using the tools provided by the Internet, social networks, and electronic commerce (e-commerce) for optimal exposure and promotion of products or services.

The Master's Degree in Business Administration program with a specialty in **Health Care Management** prepares students with fundamental knowledge in managing the functional areas of marketing, accounting, and finance. Graduates of this program will integrate managerial, legal, and ethical principles into the operational decision-making processes of a company that provides health services. In addition, students will develop competencies in project management and health information management

**Human Resources** aims to develop professionals with the knowledge, skills and attitudes necessary for human resources management from a strategic perspective that includes the development, implementation and administration of policies concerning the management of staff in any type of organization.

**Planning and Strategy** aspires to develop professionals with the necessary knowledge and skills to manage daily and non-routinary operations within the company. The graduates from this program will be able to develop strategic projects and at the same time participate effectively in the management of operations. Furthermore, the student will be able to manage quantitative, qualitative, comparative, and analytical methodological tools, as well as tools in planning, direction, and control of operations in organization.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

### **DEGREE TYPE EARNED: MBA**

#### **Core Courses:**

	<b>Credits</b>
MBA 5000      Organizational Behavior	3
MBA 5010      Marketing Management	3
MBA 5020      Managerial Economics	3
MBA 5040      Managerial Accounting	3



MBA 5050	Managerial Finance	3
MBA 6000*	Business Administration Integrating Seminar (Capstone)	3
REME 5100	Research Methodology	3
STAT 5210	Statistics	<u>3</u>
		<b>24</b>

<b>Business Administration Concentration Courses:</b>		<b>Credits</b>
MBA 5030	Human Resources Development Administration and Management	3
MBA 5200	Business Leadership	3
MBA 5220	Social and Ethical Responsibility	3
MBA 5240	Project Management and Administration	3
MBA 5260	Managerial Information Systems	<u>3</u>
		<b>15</b>

<b>Digital Marketing Concentration Courses:</b>		<b>Credits</b>
MBA 5240	Project Management and Administration	3
MKTG 6010	Online Strategic Marketing	3
MKTG 6020	Online Advertising and Promotion	3
MKTG 6030	Social Media	3
MKTG 6040	Online Marketing Distribution Channels	<u>3</u>
		<b>15</b>

<b>Health Care Management Concentration Courses:</b>		<b>Credits</b>
HEMA 6010	Fundamentals of Health Care Management	3
HEMA 6015	Health Planning and Policies	3
HEMA 6020	Legal and Ethical Issues in Health Care Management	3
HEMA 6030	Health Information Management	3
HEMA 6040	Project Management in Health Care Organizations	<u>3</u>
		<b>15</b>

<b>Human Resources Concentration Courses:</b>		<b>Credits</b>
HURE 6010	Organizational Design	3
HURE 6020	Labor Law	3
HURE 6030	Development of Human Resources Policies	3
MBA 5030	Human Resources Development Administration and Management	3
MBA 5240	Project Management and Administration	<u>3</u>
		<b>15</b>

<b>Planning and Strategy Concentration Courses:</b>		<b>Credits</b>
MBA 5240	Project Management and Administration	3
PLAN 6010	Operations Management	3
PLAN 6020	Strategic Planning	3
PLAN 6030	Quantitative Analysis for Decision	3
PLAN 6040	Supply Chain Administration	<u>3</u>
		<b>15</b>

<b>TOTAL CREDITS</b>	<b>39</b>
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### **Course Descriptions**

#### **MBA 5000: Organizational Behavior: 3 credits**

In this course, students will analyze the theories and concepts related to organizational behavior. They will develop skills that will enable them to manage the behavior of work groups, corporate culture, and their

implications on organizational performance. Students will also discuss the relationship between motivation, communication, and conflict management and the performance of individuals within an organization.

**MBA 5010: Marketing Management: 3 credits**

In this course, the student will analyze the marketing mix, segmentation and positioning concepts from a managerial approach. Argue marketing strategies based on the analysis of the internal and external environment. Furthermore, develop processes for the creation of goals and decision-making based on markets needs and opportunities.

**MBA 5020: Managerial Economics: 3 credits**

In this course, students will examine microeconomic and macroeconomic theories, how they are applied in a company environment and analyze the links that exist between the company and its different areas, and its economic means. Students will apply knowledge on related issues, such as economic problems and supply and demand functions. Furthermore, students will also discuss and analyze the theory, production costs, perfect and imperfect competition models and monopolies and oligopolies to provide economic growth and stability in the decision-making process.

**MBA 5040: Managerial Accounting: 3 credits**

In this course, students will examine the purposes of managerial accounting and compare its different branches to achieve an effective process of decision-making within the company. Students will examine the importance of systems for cost analysis used to interpret internal reports. They will also evaluate the techniques and tools that allow profit maximization to obtain greater productivity and to support the decision-making process. Furthermore, students will emphasize on the implications of cost analysis in management decisions, capital planning, and investment strategies that contribute to the company's optimal and reliable fiscal performance.

**MBA 5050: Managerial Finance: 3 credits**

In this course, the student will analyze reports, financial statements, risk and performance as a base for decision-making. Furthermore, the student will study the time value of money and its implications on financial decisions.

**MBA 6000: Business Administration Integrating Seminar (Capstone): 3 credits**

In this course the student will analyze inputs coming from the functional areas of the organization and will integrate the strategic plan. This analysis will lead **the student to make** financial, operational and market decisions to generate sustainable competitive advantages. In addition, **the student will prepare** oral and written reports about the performance of a business. *(This course includes the use of simulator.)*

**REME 5100: Research Methodology: 3 credits**

In this course students will evaluate the research process as a means to generate valuable information in the business world. They will examine research designs and methods to propose solutions to a given problem. They will further draft the introduction, literature revision, and methodology for a research proposal.

**STAT 5210: Statistics: 3 credits**

In this course, students will analyze and discuss the application of descriptive and inferential statistics. Also, use different types of computing systems and their application for research and decision-making in the organization.

**MBA 5030: Human Resources Development Administration and Management: 3 credits**

In this course, the student will assess administrative practices, important functions and primary processes related to human resources. Discuss theoretical models that promote the development of the organization. Analyze the interdependence and highlight elements of the modern management style to promote a culture of continuous learning. The student will also argue about the influence of managerial leadership and conflict management in the supervision of staff in a company.

**MBA 5200: Business Leadership: 3 credits**

In this course, students will analyze the main concepts and theories regarding business leadership and development of the skills needed to exercise effective leadership. The students will critically evaluate current leadership challenges and their implications in an organization's changes and performance. In addition, students will examine the human resources of a company through an ethical, fair, democratic, and inspiring process.

**MBA 5220: Social and Ethical Responsibility: 3 credits**

In this course, students will examine the criterion that contributes to social responsibility development in an organization. The students will evaluate how personal values influence the decision-making process. Furthermore, they will discuss the ethical decisions made daily at the work place.

**MBA 5240: Project Management and Administration: 3 credits**

In this course, students will discuss project management theory, analyze the life cycle of a project, starting with identifying needs and developing a proposal, and will use technological tools to apply during the processes of planning, management, and closing a project. In addition, they will examine successful risk management processes, as well as reporting the results.

**MBA 5260: Managerial Information Systems: 3 credits**

In this course, students will analyze the concepts, processes and modern techniques used to ensure control of information management as well as the security, integrity and quality of the data stored in the information systems. Students will discuss security techniques used in information management of a network system. Also, they will develop a relationships diagram that implements automation and security processes for a company or business.

**MKTG 6010: Online Strategic Marketing: 3 credits**

On this course the student will analyze strategies that will allow the organization to have commercial presence on the Internet. They will justify the use of technology in online communication for marketing purposes and the importance of its commercial presence on the Internet. Likewise, they will develop a strategic online marketing plan, taking into consideration the important of legal aspects, intellectual property and the ethics that are associated to strategic decisions when using communication channels on the web.

*(Pre-requisite: MBA 5010)*

**MKTG 6020: Online Advertising and Promotion: 3 credits**

On this course the student will justify the methods for measuring the effectiveness of advertising and promotion strategies on social media. They will discuss the factors that influence the promotional mix and its relation to sales and competition in the market, while meeting legal regulations and ethical principles. Likewise, they will design a promotional plan for social media.

**MKTG 6030: Social Media: 3 credits**

On this course the student will analyze and apply the main marketing concepts and theories on social media. They will evaluate different social media and their function as a communication platform for organizations. They will analyze consumer participation as part of a brand or service. Also, they will develop a strategic marketing plan for a product or service on social media. (This course includes the use of simulator.)

*(Pre-requisite: MBA 5010)*

**MKTG 6040: Online Marketing Distribution Channels: 3 credits**

On this course, the student will analyze the characteristics and the scope of different online marketing channels and will choose the most convenient online tools for creating a marketing program, based on the objectives and goals of the organization. They will explore the use of different web tools with the purpose of commercializing products and services, as well as supporting general activities of the marketing department.

*(Pre-requisite: MBA 5010)*

**HEMA 6010: Fundamentals of Health Care Management: 3 credits**

In this course, students will analyze the fundamentals of health care management and the perspectives on providing health services. They will distinguish the types of health care facilities, their structure and components, including the human capital that operates them under the leadership of the health care manager. In addition, they will value the importance of quality indicators in the development and revision of institutional policies, as well as information systems for collecting data that facilitates the measurement of efficiency in the provision of health services.

**HEMA 6015: Health Planning and Policies: 3 credits**

In this course, students will analyze the fundamentals related to the development of public policy for the solution or mitigation of problems that contribute to the prevalence and incidence of diseases in the population. They will interpret the challenges to health access based on social determinants and the management of comorbidities in the population for the development of federal and state public policy. Furthermore, they will design an institutional policy plan with an impact on the community based on public policy, including strategies for the improvement of the provision of services to patients.

*(Pre-requisites: HEMA 6010)*

**HEMA 6020: Legal and Ethical Issues in Health Care Management: 3 credits**

In this course, students will examine laws and ethical issues associated with the healthcare industry. They will evaluate the civil legal and criminal issues related to the rendering of health services at the federal and state levels. Students will integrate ethical, legal, and industry-standard compliance principles into the decision-making process in health care management.

**HEMA 6030: Health Information Management: 3 credits**

In this course, students will examine the fundamentals of health information management. They will evaluate elements related to the confidentiality, privacy, and security of medical information in both traditional and electronic health records. Finally, they will analyze the use of secondary data sources and statistics related to health care for their interpretation and decision-making.

**HEMA 6040: Project Management in Health Care Organizations: 3 credits**

In this course, students will analyze the theoretical foundations of project management methodologies applicable to the health industry. They will evaluate elements related to the organization, planning, and execution of a project aimed at an organization that provides health services. Likewise, students will develop preventive and corrective plans for meeting compliance standards and achieving a successful project.

**HURE 6010: Organizational Design: 3 credits**

In this course the student will analyze the evolution of the Organizational Design Theory. Additionally, they will evaluate the nature of organizations and their interaction with the elements of a dynamic environment. They will discuss the advantages and disadvantages of the main models of organizational design. They will compare and contrast the organizational change and knowledge management concepts.

*(Pre-requisites: MBA 5030)*

**HURE 6020: Labor Law: 3 credits**

In this course the student will examine the rights and duties that exist in employer-employee relationships. They will discuss the legal requirements that prohibit discriminatory practices in the workplace. They will also examine the processes and obligations of each of the parts in the organization of a union and in the process of collective negotiation in private businesses.

*(Pre-requisites: MBA 5030)*

**HURE 6030: Development of Human Resources Policies: 3 credits**

In this course the student will discuss the fundamental politics for human resources practices. They will evaluate the context and planning of human resources for an organization. They will create, prepare and review the politics applicable to the design of job positions, recruitment and selection processes, training and instruction plans, development assessment and conflict management, among others. Additionally, they will discuss the impact of hiring expats in the development of human resources' politics for an organization.

*(Pre-requisites: MBA 5030)*

**MBA 5030: Human Resources Development Administration and Management: 3 credits**

In this course, the student will assess administrative practices, important functions and primary processes related to human resources. Discuss theoretical models that promote the development of the organization. Analyze the interdependence and highlight elements of the modern management style to promote a culture of continuous learning. The student will also argue about the influence of managerial leadership and conflict management in the supervision of staff in a company.

**PLAN 6010: Operations Management: 3 credits**

In this course students apply the concepts and skills necessary for the design and selection processes for the management of operations in manufacturing environments and services. They will analyze the importance of proper management of the supply chain to achieve customer satisfaction. They will identify statistical methods for quality control processes.

**PLAN 6020: Strategic Planning: 3 credits**

In this course, students will analyze the strategic planning theories at a corporate level. They will evaluate the different models of strategic planning from the perspective of its evolution, relevance, importance, and benefits. They will develop a strategic plan in all of its parts. They will analyze the factors that could cause the failure of strategic plans and design strategies to avoid it. They will create a plan to implement strategic plans, evaluation measures, and control mechanisms.

*(Pre-requisites: PLAN 6015)*

**PLAN 6030: Quantitative Analysis for Decision Making: 3 credits**

In this course, students will analyze the theoretical fundamentals for the decision-making process through quantitative means, from an administrative perspective. They will examine different types of prognoses and their use in decision-making. They will apply diverse methods, explain how they work, and interpret results. They will also evaluate various quantitative models and apply simulation techniques for decision-making and problem-solving.

*(Pre-requisite: STAT 5210)*

**PLAN 6040: Supply Chain Administration: 3 credits**

In this course the students will analyze the concepts, processes and strategies used in the development and management of the supply chain. The course includes the strategic sourcing process and the critical elements of the supply chain. Students apply techniques to select, measure and evaluate suppliers. They describe the various information systems used in the supply chain.

*(Pre-requisite: PLAN 6010)*

# MASTER'S DEGREE IN EDUCATION

## PROGRAM DESCRIPTION

The Master's Degree in Education (MEd) Program prepare students to assume different dynamic roles in order to lead transformative changes in their professional endeavors, inside or outside the educational field.

## PROGRAM OBJECTIVE

**Educational Leadership** will provide the students with the necessary knowledge, skills and competencies to: function as transformative leaders in public and private educational organizations, effectively, ethically and productively; promote through innovative management and instructional practices a school climate conducive to learning for all constituents; encourage the formation and strengthening of learning communities in constant development and the creation and maintenance of a service-oriented organizational culture of the highest quality to all customers. It is characterized by the attitude toward collaboration, participation and sense of commitment from all participants.

**Assessment and Effectiveness** aims to develop competent leaders in their profession, capable of designing and implementing evaluation plans for assessments of the learning outcomes and aspects concerning the effectiveness of the academic process. In addition, it prepares the students with the skills, concepts and attitudes necessary to support the continuous improvement of institutions by assessing and evaluating the effectiveness of their educational and organizational processes.

**Curriculum** aims to develop competent leaders who are highly qualified to develop, implement and evaluate innovative curriculums in public or private educational organizations. In addition, it will prepare the student with the necessary knowledge and skills to be actively involved in the continuous improvement of the academic achievements and as a consequence, of their own professional skills in the education field.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

## DEGREE TYPE EARNED: M.Ed.

Core Courses:		Credits
EDUC 5100	Educational Research Methods	3
EDUC 5110	Psychosocial Foundations of Education	3
EDUC 5120	Organizational Behavior and Change	3
EDUC 5140	Administration of Special Education Programs	3
EDUC 5200	Theories, Principles and Processes Governing the Design of Educational Programs	3
EDUC 5210	Ethical and Legal Aspects of Education	3
EDUC 5220	Human Resources Administration	<u>3</u>
		<b>21</b>
Educational Leadership Concentration Courses:		Credits
EDUC 5230	Instructional Leadership in Educational Scenarios	3
EDUC 5240	Ethical and Transformational Leadership	3
EDUC 6000	Educational Supervision	3
EDUC 6010	Seminar on Processes and Controversial Issues in Educational Management	3
EDUC 6025	Leadership for Diversity	3
EDUC 6045	Integrated Seminar in Educational Leadership	<u>3</u>
		<b>18</b>
Assessment and Effectiveness Concentration Courses:		Credits
EDUC 6225	Fundamentals of Assessment and Effectiveness	3
EDUC 6230	Effectiveness in Higher Education	3

EDUC 6240	Evaluation of the Teaching-Learning Process	3
EDUC 6250	Assessment of Educational Programs and Systems	3
EDUC 6060	Planning and Evaluation	3
EDUC 6040	Grade Project Seminar	<u>3</u>
		<b>18</b>

<b>Curriculum Concentration Courses:</b>		<b>Credits</b>
EDUC 6200	Curriculum Design And Planning	3
EDUC 6240	Evaluation of the Teaching-Learning Process	3
EDUC 6260	Theories and Principles of Curriculum in Contemporary Education	3
EDUC 6265	Curriculum and Leadership Management	3
EDUC 6060	Planning and Evaluation	3
EDUC 6040	Grade Project Seminar	<u>3</u>
		<b>18</b>
<b>TOTAL CREDITS</b>		<b>39</b>

### **Course Descriptions**

#### **EDUC 5100: Educational Research Methods: 3 credits**

In this course, students will evaluate research processes, methods, and designs. They will analyze research as knowledge managers in order to improve the educational processes. They will evaluate studies that integrate qualitative and quantitative foci and are useful for decision-making in the field of education. Finally, they will develop an educational research proposal.

#### **EDUC 5110: Psychosocial Foundations of Education: 3 credits**

In this course, students will analyze the learning process of pupils from the point of view of the main schools of thought in psychology and sociology that influence education. They will examine aspects that influence the psychosocial and moral development of the pupil taking into account social diversity and school culture. They will evaluate the relationship between social change and education, as well as the impact of psychosocial and cultural factors on the school environment and the educational system.

#### **EDUC 5120: Organizational Behavior and Change: 3 credits**

In this course, students will evaluate organizational behavior theories and their implications in achieving the vision and goals of the institution. Likewise, they will examine the importance of organizational change models and organizational culture in promoting the maximum efficiency of educational institutions. They will argue on the role of educators in the processes of change and organizational development of different learning environments. Additionally, they will value respect towards diversity, equity, teamwork, motivation, and the effects of decision making in institutional effectiveness.

#### **EDUC 5140: Administration of Special Education Programs: 3 credits**

In this course, students will evaluate the role of the educator and support staff during the processes of intervention, diagnosis, and assessment of students with disabilities. They will analyze the core concepts and the thirteen disability categories addressed in the special education program, as well as the legal basis that regulate it. In addition, students will apply new trends and practices in special education through case analyses. Furthermore, they will integrate the regulations and procedures established in the educational setting that guarantee and promote the academic, social, transitional, and behavioral development of students with disabilities.

#### **EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits**

In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

**EDUC 5210: Ethical and Legal Aspects of Education: 3 credits**

In this course, students will critically evaluate the ethical and moral concepts, as well as the professional standards, of educational leadership. They will analyze the legal foundations that intervene and regulate the public and private education system in the United States of America and their ramifications in the territories or commonwealths. They will examine a variety of case laws in order to value the importance of ensuring due legal process in their career. They will apply relevant laws and concepts to the role of the educator with the aims of improving the educational environment in order to foster the best academic achievement for the students.

**EDUC 5220: Human Resources Administration: 3 credits**

In this course, students will analyze the basic concepts of human resources administration and its importance in the educational context. They will value an administration that promotes equal opportunities and acceptance of diversity. Students will evaluate the role and competencies of the educator in a dynamic, competitive, and globalized environment. Students will responsibly interpret federal and state labor laws affecting human resources management in contemporary educational organizations.

**EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits**

In this course, students will analyze the necessary skills for the professional development of the school principal as an instructional leader. In addition, they will assess the importance of the professional standards of managers and teachers in setting and achieving goals. Students will also develop action plans based on scientifically-based models for the continuous improvement of the school and all students.

**EDUC 5240: Ethical and Transformational Leadership: 3 credits**

In this course, the student will examine the evolutional development of the educational leadership concept, emphasizing on transactional and transformational leadership and their implementation in effective contemporary organizations. The course includes aspects related to strategic thinking and the promotion of an organizational vision of the future.

**EDUC 6000: Educational Supervision: 3 credits**

In this course, students will combine the theoretical, material, and human structure of the school through effective supervision models and styles. They will promote the development of teachers through the integration of innovative strategies focused on their professional growth and the improvement of academic management.

*(Pre-requisite: EDUC 5230)*

**EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits**

In this course, students will examine the role of an educational administrator executing his duties in accordance with the vision, mission, goals, and objectives of an educational organization. They will also evaluate controversial issues and problems in educational management, legislation, and reform. Students will analyze the characteristics of new generations and the impact of technological advances on the educational system. Finally, they will develop an integration project to improve the school climate in an educational organization.

**EDUC 6025: Leadership for Diversity: 3 Credits**

In this course, students will analyze the challenges of the educational leader in the face of social and individual diversity within a multicultural global context. They will evaluate the main theories on leadership and their contribution to the development of inclusive educational environments focused on respect for diversity and based on equity principles. They will assess the role of the leader in the implementation of



leadership styles that contribute to the development of inclusive educational organizations in multiple societies.

**EDUC 6045: Integrated Seminar in Educational Leadership: 3 Credits**

In this course, students will integrate the theories and principles of educational leadership into the analysis of cases or situations related to the role of educational leaders in various educational settings. They will argue about the trends in 21st-century education related to curriculum, the teaching and learning process, and the evaluation of students and human resources, keeping the established policies and laws within their proper perspective. Lastly, they will create an innovative project according to their area of work, in which they will consider an existing problem and its possible solutions in a particular educational setting.

**EDUC 6225: Fundamentals of Assessment and Effectiveness: 3 credits**

In this course the student will discuss the basic fundamentals of the assessment process and its relationship with the educational process. They will evaluate assessment strategies used to determine the effectiveness in the processes. They will analyze how to use the assessment results as a way to improve student learning and process effectiveness. They will design assessment techniques that best respond to the academic objectives and goals planned in the teaching-learning process, and also develop a learning assessment plan.

**EDUC 6230: Effectiveness in Higher Education: 3 credits**

In this course the student will discuss the historical development of higher education as well as the advantages and challenges it represents at the time to evaluate the effectiveness of a higher education institution. They evaluate the effectiveness of the academic, administrative and fiscal structures in higher education institutions. Additionally, they will consider assessment as a tool to evaluate, improve and evidence the effectiveness of higher education. (*Pre-requisites: EDUC 5120, EDUC 5220*)

**EDUC 6240: Evaluation of the Teaching-Learning Process: 3 credits**

In this course the student will analyze the theory fundamentals that support the processes and procedures of an assessment cycle for the teaching-learning process. They will plan and execute assessment activities to identify, modify and promote effective strategies for the teaching-learning process. They will develop measuring, evaluation and assessment instruments and analyze and inform the results obtained. They will also justify the actions to take based on the results and findings obtained in the assessment cycle of a teaching-learning process. (*Pre-requisites: EDUC 6225*)

**EDUC 6250: Assessment of Educational Programs and Systems: 3 credits**

In this course the student will analyze the programmatic and systematic assessment, measuring, evaluation and assessment processes for academic programs or educational systems. It will explain the theories and techniques for the assessment of administrative and management processes and procedures of an academic program or educational systems. They will plan and develop instruments for these that respond to the philosophy and purpose they are based on. Additionally, they will propose corrective measures based on results from the assessment cycle regarding the administrative or management processes of academic programs and educational systems. (*Pre-requisites: EDUC 5200, EDUC 5210, EDUC 5140, EDUC 5100, EDUC 6060, EDUC 6225*)

**EDUC 6060: Planning and Evaluation: 3 credits**

In this course the student will examine the operational considerations related to educational planning and development. They will study elements that allow them to properly develop a plan, program or educational project. They will be trained to lead in the exercise of planning and educational development.

**EDUC 6040: Grade Project Seminar: 3 Credits**

In this course, students will analyze the research process as a practical contribution to public or private educational settings. They will evaluate the reality of educational processes, reflecting upon the impact of research processes on the educational setting. Finally, they will conclude the experience started in previous courses by integrating the knowledge and competencies acquired about the educational research process. (*Pre-requisites: EDUC 5100, EDUC 6030*)

**EDUC 6200: Curriculum Design and Planning: 3 credits**

In this course the student will discuss the fundamentals of instructional design and curricular planning. It will cover the diverse approaches and theoretical models in instructional design. They will apply strategies for the design of lectures through the comparative study of different curricular designers. They will also create and evaluate an instructional module with teaching material that qualifies it for use in a teaching-learning process.

**EDUC 6260: Theories and Principles of Curriculum in Contemporary Education: 3 credits**

In this course the student will analyze the curricular theories and principles that sustain modern education. They will examine and describe various curricular design models from a philosophical, psychological, historical, scientific and contemporary perspective. They will research educational theories and implications that influence the development of curricular content. Additionally, they will develop a curricular unit that responds to the educational needs and principles of an academic institution. *(Pre-requisites: EDUC 5200, EDUC 6240)*

*(Pre-requisites: EDUC 5100, EDUC 5110, EDUC 5120, EDUC 5140, EDUC 5200, EDUC 5210, EDUC 5220, EDUC 5230, EDUC5240, EDUC 6025)*

**EDUC 6265: Curriculum and Leadership: 3 credits**

In this course the student will discuss the curricular development processes and how educational psychology affects said processes. They will examine teaching and curricular evaluation models. They will prepare a curricular evaluation and explain its importance for the process of institutional accreditation. They will also evaluate the relationship between curricular development and leadership in an educational organization to achieve an ideal teaching-learning process.

# MASTER'S DEGREE IN INFORMATION TECHNOLOGY

## PROGRAM DESCRIPTION

The Master's Degree in Information Technology (MIT) Program immerse students in the information technology field providing them all the necessary knowledge and advanced skills to work efficiently in a corporate organization.

## PROGRAM OBJECTIVE

The master's degree in Information Technology enables students to develop, coordinate, evaluate and implement technological solutions in various business scenarios. Students who graduate from this program will be able to analyze information systems, applying research, communication, leadership and project management skills with the purpose of supporting and maximizing processes and implementing solutions. Additionally, it prepares students with the theoretical and practical aspects of technologies involving extraction, analysis, data visualization and interpretation of results, as well as information security.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

## DEGREE TYPE EARNED: MIT

### Courses:

		Credits
MIT 5000	Information Technology Management	3
MIT 5010	Operating Systems Administration	3
MIT 5020	Data Collection and Modeling	3
MIT 5030	Networks Architecture and Administration	3
MIT 5040	IT Service Management	3
MIT 5050	Data and Information Analysis	3
MIT 5060	Leadership and Ethical Issues in Information Technology	3
MIT 5070	Strategic System Analysis and Design	3
MIT 5080	Information Technology Security	3
MIT 5200	Information Technology Project Management	3
MIT 5220	Virtualization and Cloud Computing	3
MIT 5240	Information Technology Auditing	3
MIT 6000	Information Technology Seminar (Capstone)	3
TOTAL CREDITS		39

### Course Descriptions

#### **MIT 5000: Information Technology Management: 3 credits**

In this course, students will analyze how to manage Information Technologies (IT) and Information Systems to tackle the needs of a company and improve its competitive position. They will evaluate the fundamental principles and practices indicated to strategically use and manage information, to become well-informed and competent IS participants. In closing, students will assess the importance of IS and IT in the

problem solving and decision-making processes, in order to contribute to the digital transformation and business strategy of the company.

**MIT 5010: Operating Systems Administration: 3 credits**

In this course, students will analyze the basic characteristics of the infrastructure of a computer, as well as the structure of different types of operating systems and their evolution in the business context. In addition, they will develop an operating systems management plan using diverse applications. They will also choose the necessary protection and safety requirements to manage an operating system. Lastly, students will contrast the characteristics and structures of the Windows and UNIX/Linux operating systems.

**MIT 5020: Data Collection and Modeling: 3 credits**

In this course, students will analyze concepts related to the general architecture of data warehouse systems, including data marts. They will discuss business intelligence (BI) concepts, such as online analytical processing (OLAP) and data mining. Students will describe the business drivers used to take decisions regarding investment in data warehousing, and the data modeling techniques used to design transactional databases. Likewise, they will apply the knowledge acquired during the course using a database management system to build a physical model.

**MIT 5030: Networks Architecture and Administration: 3 credits**

In this course, students will analyze the concept framework for the strategic planning to design a network architecture and its communication protocols. They will evaluate in detail the reference models and protocol specifications. In addition, students will research the emerging technologies for servicing diverse networks. They will also, integrate the best practices in security, privacy, and ethics to the information systems strategic planning and service management process.

**MIT 5040: IT Service Management: 3 credits**

In this course, students will analyze IT service management for external clients and internal users at the macro level in alignment with ITIL® 4 edition, which comprises the set of guidelines of the best practices worldwide to manage IT services in public and private organizations. They will apply a strategic approach to the design, delivery, management and improvement of IT services within an organization to add value to their clients. They will evaluate the service value chain and management practices to assure that all processes, interested parties, and technology are the most adequate for the organization to fulfill its business goals.

*(Pre-requisite: MIT 5000)*

**MIT 5050: Data and Information Analysis: 3 credits**

In this course, students will analyze concepts, tools and methods related to Big Data Analytics. They will discuss different strategies to collect, process and use the enormous amounts of data available in numerous public sources. In addition, they will use technology to implement the processes involved in the collection, extraction, analysis, and visualization of data, as well as in the interpretation of results.

*(Pre-requisite: MIT 5020)*

**MIT 5060: Leadership and Ethical Issues in Information Technology: 3 credits**

In this course, students will analyze the management skills needed to lead Information Technology (IT) teams and departments. They will examine several organizational structures used in the information technology environment. Likewise, they will integrate leadership strategies and tactics for high-yield teams operating in dynamic settings. Furthermore, students will demonstrate the efficient use of leadership in the analysis of ethical aspects relevant to business management.

**MIT 5070: Strategic System Analysis and Design: 3 credits**

In this course, students will examine the role of the system analyst, the types of information systems, the Systems Development Life Cycle (SDLC), and the company's requirements and specifications. They will also apply strategies for the proper management of said requirements and specifications. In addition, students will evaluate different methodologies applied to information systems, in order to design a proposal with functional recommendations to provide viable solutions, based on the specific company needs.

*(Pre-requisites: MIT 5010, 5030)*

**MIT 5080: Information Technology Security: 3 credits**

In this course, students will research different vulnerability scenarios of computer information systems with the objective of implementing solutions to security issues in the system operations and networks. They will also assess security risks to implement planning, recovery and business continuity plans in the eventuality of a natural or human-caused disaster. Lastly, students will analyze policies and legal aspects relevant to network security. *(Pre-requisites: MIT 5010, 5030)*

**MIT 5200: Information Technology Project Management: 3 credits**

In this course, students will analyze management principles focused on the planning and execution of Information Technology (IT) projects. They will evaluate theoretical fundamentals for project planning, such as scope and resources management; cost development and schedules; risk and change management; and using earned value analysis for project control in project management. Students will also analyze human resources management when planning and executing projects, and examine project management techniques that are essential for the success of technology-driven organizations. Finally, students will analyze current trends that affect IT project management, such as globalization, virtual teams, and outsourcing.

**MIT 5220: Virtualization and Cloud Computing: 3 credits**

In this course, students will analyze concepts related to cloud computing and computer services offered through the internet. They will develop a plan for the implementation, configuration, and management of the different types of services associated with virtual machines, servers, networks, and web applications. In addition, they will set up virtual servers, storage services, and virtual network traffic routing with security groups.

**MIT 5240: Information Technology Auditing: 3 credits**

In this course, students will examine the principles of business information technology auditing and the need for maintaining effective internal controls to guarantee they work properly. They will analyze the standards and regulations applicable to the auditing process. They will evaluate the audit lifecycle for different information technology (IT) systems, such as the operating system, databases, and web and desktop applications, among other. On the other hand, they will create auditing plans based on the security risk assessment and on the results from using vulnerability scanning tools. Besides, they will present the results from these assessments through reporting. Similarly, students will create business continuity and disaster recovery plans. *(Pre-requisite: MIT 5080)*

**MIT 6000: Information Technology Seminar (Capstone): 3 credits**

In this capstone seminar, students will apply the skills acquired during the Information Technology master's degree program. They will examine the needs and challenges of the information systems (IS) for the strategic planning of information technologies (IT) in an organization. On the other hand, they will evaluate the organizational goals in order to propose solutions to IT-related challenges. In addition, they will set up the management of an IT project in each of its stages to ethically incorporate possible solutions to security and business collaboration issues.

*(Pre-requisites: MIT 5000, 5010, 5020, 5030, 5040, 5050, 5060, 5070, 5080, 5200, 5220, 5240)*

# MASTER'S DEGREE IN SCIENCE IN NURSING

## PROGRAM DESCRIPTION

The Master of Science in Nursing (MSN) Program provides students with the necessary knowledge and skills to perform effectively in nursing positions at the level of the MSN. The nursing profession is highly regulated. Candidates entering the nursing programs field should be aware of the various licensing, public services, and other requirements of this profession.

## PROGRAM OBJECTIVE

The Master's Degree in Science in Nursing in Education will prepare students with the abilities and skills needed to efficiently fulfill the nursing education specialty. It also promotes the acquisition of skills on evidence-based research, in which the student will build a solid foundation to pursue continuous professional growth.

In Medical-Surgical and Role in Education the graduated will carry out a professional education process applying leadership, management, critical thinking and assertive communication skills. The Master in Science in Nursing in Medical-Surgical and Role in Education emphasizes the need for education in the profession, human care, teaching and integration of knowledge. The goal is to develop nurse specialists with the following competencies: leadership, creativity, teaching-learning, communication, critical and creative thinking, mathematical and logical reasoning, information literacy, ethical-legal, and respect for diversity. Students will become assertive communicators aware of the importance of distinguishing the needs of different groups, populations and scenarios, be informed of the individual's clinical and psychological development aspects, and work in different teaching scenarios. As graduates, they will also contribute to improve the quality of life in our society.

Approved for South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

## DEGREE TYPE EARNED: MSN

Core Courses:		Credits
NURS 5100	Health and Defense Policy to Improve Health Outcomes of the Population	3
NURS 5110	Information Technology Used to Improve Quality in Nursing Services	3
NURS 5120	Evidence-Based Research and Practice	3
NURS 5130	Organizational and Systematic Leadership in Nursing	3
NURS 5200	Advanced Pathophysiology	3
NURS 5210	Advanced Pharmacology	3
NURS 5220	Advanced Physical Exam	<u>3</u>
		<b>21</b>

Specialty in Education Courses:		Credits
EDUC 6012	Teaching and Learning Strategies	3
EDUC 6014	Learning Assessment and Evaluation	3
EDUC 5200	Theories, Principles, and Processes Governing the Design of Educational Programs	3
NURS 6035P/		
NURS 6035*	The Role of Nursing Educator: Seminar and Internship I	3
NURS 6045P/		
NURS 6045*	The Role of Nursing Educator: Seminar and Internship II	<u>3</u>
		<b>15</b>

<b>Specialty in Medical Surgical in Education Courses:</b>		<b>Credits</b>
EDUC 6012	Teaching and Learning Strategies	3
EDUC 6014	Learning Assessment and Evaluation	3
NURS 6000	Advance Surgical	3
NURS 6010	Advanced Medical-Surgical I	2
NURS 6011P/ NURS 6011*	Advanced Medical-Surgical Internship I	1
NURS 6020	Advanced Medical-Surgical II	2
NURS 6021P/ NURS 6021*	Advanced Medical-Surgical Internship II	<u>1</u>
		<b>15</b>
<b>TOTAL CREDITS</b>		<b>36</b>

This program is designed to prepare graduates to be nurse specialists. In Puerto Rico, nurse specialists must be licensed by the Puerto Rico Board of Nursing. For more information about this licensure, contact the Puerto Rico Board of Nursing, <https://orcps.salud.gov.pr/>.

For the internship courses students may be required to present the inoculation certificate issued by the Puerto Rico Health Department, certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

### **Course Descriptions**

#### **NURS 5100: Health and Defense Policy to Improve Health Outcomes of the Population: 3 credits**

In this course, students will analyze the history and development of Health Services policies globally. They will evaluate the economic impact on policies, procedures and rights in the provision of services in public or private health systems. They will examine the procedures, patterns and paradigms of the new health care models and the role of the nursing professional.

#### **NURS 5110: Information Technology Used to Improve Quality in Nursing Services: 3 credits**

In this course, students will discuss how IT competencies and skills have been integrated into the role of the nursing professional; and examine the main topics related to nursing informatics, patient quality and safety, and other topics relevant to the contemporary nursing. They will justify the use of the electronic health record as a tool to promote and improve patient health care. They will analyze the nursing role as an agent of change in the adoption of new technologies.

#### **NURS 5120: Evidence-Based Research and Practice: 3 credits**

In this course, students will analyze the role of research in the professional nursing practice, its principles and evidence-based practice models; evaluate several research methodologies used in the clinical scenario and the role of nursing theories in research and practice; explain the importance of fulfilling human rights in a research process; evaluate research studies and use this process and its results as key elements to improve the quality of evidence-based nursing practice, education, leadership and management. They will elaborate as well a research proposal that responds to a need identified in their practice.

#### **NURS 5130: Organizational and Systematic Leadership in Nursing: 3 credits**

In this course, students will learn to exercise effective leadership in a health organization; examine the impact of changes in the health system and the transformation of the nursing profession; evaluate leadership

and management theories; and argue about empowerment strategies that help nurses, who have obtained an MSN, to be successful in taking on leadership positions.

**NURS 5200: Advanced Pathophysiology: 3 credits**

This course allows students to focus on pathological conditions, which are found during the practice throughout the life cycle. It emphasizes the regulatory and compensatory mechanisms related to diseases of higher prevalence, and the development of critical thinking skills that distinguish the relationship between normal physiology and specific alterations caused by injuries or illness.

**NURS 5210: Advanced Pharmacology: 3 credits**

This course is designed to expand the knowledge of advanced pharmacology in the nursing practice by allowing students to analyze the effects of drugs and examine the general categories of pharmacological agents. Research findings, evidence-based practice, and ethical-legal considerations are discussed. It focuses on the principles of drug action, pharmacokinetics, and pharmacotherapeutics in the context of the advanced nursing practice. The most common drug classifications, indications and evaluation of therapy results are presented.

**NURS 5220: Advanced Physical Exam: 3 credits**

This course allows advanced practice students to gain the knowledge, skills and ability to provide a safe, proficient, and complete health assessment. It focuses on the advanced knowledge and skills needed for the health assessment and promotion throughout the life cycle. Students will learn to use the advanced diagnostic communication reasoning and physical examination skills to identify changes in acute and chronic health patterns. The emphasis is on a detailed information gathering with a systematic focus on the health assessment and physical examination, and the differentiation, interpretation, and documentation of physical, biological, and psychosocial data throughout the life cycle regarding normal and altered findings.

**EDUC 6012: Teaching and Learning Strategies: 3 credits**

In this course, students will design and adapt important lessons for multiple learning environments. They will also examine how to effectively integrate technology tools, and design lessons that meet the diverse students' learning needs.

**EDUC 6014: Learning Assessment and Evaluation: 3 credits**

In this course, students will describe the basic fundamentals of the learning assessment process and its relationship with the educational process; evaluate assessment strategies used to evaluate students' learning; analyze how to use assessment results as a means to improve student learning; design assessment techniques that best respond to the educational objectives and goals planned in the teaching-learning process; and develop a student learning assessment plan.

**EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits**

In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

**NURS 6035P/6035: The Role of Nursing Educator: Seminar and Internship I: 3 credits**

In this course the student will apply concepts and skills in curriculum development, classroom and evaluation methods in an educator role within the student's area of specialization. Also, will plan, guide, use technology in teaching and evaluate learning activities in a variety of educational settings. Promote



interprofessional education in educational settings integrating Quality and Safety Education. The course includes 45-hours of teaching practice.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, EDUC 5200, EDUC 6012, EDUC 6014)*

**NURS 6045P/6045: The Role of Nursing Educator: Seminar and Internship II: 3 credits**

In this course, students will integrate the knowledge and related competencies of the nurse educator's role in various areas: academics, personal development and patient education. They will apply the knowledge and results from research related to principles of the teaching and learning process, curricular development and effective use of educational technology to design and carry out a teaching session. Additionally, they will analyze the ethical and legal aspects associated with the role of the nurse educator. The course includes a 45-hour teaching practice.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, EDUC 5200, EDUC 6012, EDUC 6014)*

**NURS 6000: Advance Surgical: 3 credits**

In this course, the student will analyze pathological conditions which require invasive and noninvasive surgical procedures they encounter in their practice throughout the life cycle. They will discuss surgical anatomy, general nursing perioperative considerations and specific considerations of the operational procedure for each surgical intervention. They will examine technological advances associated with invasive and noninvasive surgical procedures in a hospital, mobile surgical center or medical office. They will explain the guidelines for preoperative and postoperative care, secondary effects and complications, home care, release, follow-up care, psychosocial care and remissions. They will observe particular considerations for pediatric or geriatric patients, traumas and surgeries, as well as for interventions guided through images, complementary and alternative therapies.

**NURS 6010: Advanced Medical-Surgical I: 2 credits**

In this course, students will discuss and develop the competencies of the medical-surgical nurse specialist in the care of adults and elders with pathophysiological alterations in diverse health scenarios. They will integrate the health assessment, advanced physical examination and diagnostic reasoning skills, and the planning, implementation and evaluation of therapeutic interventions as nurse specialists. They will also analyze cultural and ethical-legal considerations related to adult and elder care; and develop the expertise in advanced nursing management of the following systems: intergumentary, mental health, fluid and electrolyte balance, respiratory and cardiovascular.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, NURS 6000)*

*(Co-requisites: NURS 6011P, NURS 6011\*, EDUC 6012)*

**NURS 6011P/6011\*: Advanced Medical-Surgical Internship I: 1 credit**

In this course, students will apply the knowledge of medical-surgical nursing. Their performance will be evaluated taking into consideration the application of clinical judgment, regulatory aspects, and the provision of quality health care and safety.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, EDUC 6012, EDUC 6014)*

*(Co-requisites: NURS 6010)*

**NURS 6020: Advanced Medical-Surgical II: 2 credits**

In this course, students will continue to discuss and develop the competencies of the medical-surgical nurse specialist in the care of adults and elders with pathophysiological alterations in diverse health scenarios. They will integrate the health assessment, advanced physical examination and diagnostic reasoning skills, and the planning, implementation and evaluation of therapeutic interventions as nurse specialists. They will

develop the expertise in advanced nursing management of the following systems: endocrine, gastrointestinal, renal, immunological, hematological, oncological, neurological, musculoskeletal, and female and male reproductive systems.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, NURS 6000, NURS 6010, NURS 6011P, NURS 6011\*)*

*(Co-requisites: NURS 6021P/NURS 6021\*, EDUC 6014)*

**NURS 6021P/6021\*: Advanced Medical-Surgical Internship II: 1 credit**

In this course, students will compare the competencies and expectations as medical-surgical nurse specialists in the role of educator in different scenarios: academic, personal development and patient education. They will apply the knowledge and research findings related to the principles of the teaching-learning process, curriculum development, and the effective use of educational technology to design and implement a teaching session. They will also analyze the ethical and legal aspects related to the role of the nurse as educator. The course includes a 45-hour theoretical teaching practice.

*(Pre-requisites: NURS 5100, NURS 5110, NURS 5120, NURS 5130, NURS 5200, NURS 5210, NURS 5220, NURS 6000, NURS 6010, NURS 6011P, NURS 6011\*)*

*(Co-requisites: NURS 6020, EDUC 6014)*

## **CONTINUING EDUCATION DIPLOMA PROGRAMS**

### **LaSalle Advanced Security Professional (ISC2 CISSP) Exam Preparation**

CISSP is designed for IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

45 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
CSS01	Advanced Security Professional 2	45

### **LaSalle Agile Project Management Exam Preparation**

Agile is designed to learn concepts and tools required to understand Agile principles and how to build the discipline to support those principles in an organizations everyday practice. Agile methodologies, including: Scrum, Extreme Programming, AgileUP.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

27 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
PMG02	Managing a Project using Agile Practices	27

### **LaSalle Business Analyst Professional Exam Preparation**

Business Analysis focuses on the role of the Business Analyst, supporting the project portfolio, developing the solution vision and scope, understanding requirements and business rules, planning and eliciting requirements, analyzing and documenting requirements, modeling requirements and assessing and validating requirements.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

90 Contact Hours

<u>Course(s)</u>		<u>Contact Hours</u>
BAP01	Business Analysis Comprehensive	45
BAP02	Advanced Business Analysis Comprehensive	45

### **LaSalle Cisco Network Associate (CCNA) Exam Preparation**

This certification validates comprehensive network troubleshooting and implementation skills required for job titles such as Network Administrator, Network Engineer, or Network Specialist.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

63 Contact Hours

<u>Course(s)</u>		<u>Contact Hours</u>
CIS01	Cisco Network Associate	63

### **LaSalle CompTIA A+ Exam Preparation**

CompTIA A+ Exam Preparation is comprised of both hardware and software. The hardware Portion covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues. The software portion covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

72 Contact Hours

<u>Course(s)</u>		<u>Contact Hours</u>
COM01	A+ Repair Comprehensive	72

### **LaSalle CompTIA Network+ Exam Preparation**

CompTIA Network+ Exam Preparation covers essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

45 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
COM04      Networking Fundamentals	45

### **LaSalle CompTIA Security+ Exam Preparation**

CompTIA Security+ Exam Preparation covers the essential principles of network security and risk management.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

45 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
CIW04      Security Professional 1	45

### **LaSalle Ethical Hacker (CEH) Exam Preparation**

Ethical Hacker provides information security professionals knowledge of hacking tools and techniques for legally accepted security testing purposes.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

45 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
CEH01      Ethical Hacker Exam Preparation	45

### **LaSalle Human Resources Professional Exam Preparation**

Human Resource Professionals learn the principles of business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations and risk management.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

45 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
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**LaSalle Internet Marketing Strategies Exam Preparation**

Internet Marketing courses will examine how the Internet can be leveraged into the marketing activities of a business. Students will develop and implement an Internet marketing plan for an existing website.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

122 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
CIW01	Internet Fundamentals	45
INM02	Internet Marketing Strategies	45
ADO02	Webpage Design	32

**LaSalle ITIL Exam Preparation**

ITIL covers processes, procedures, tasks, and checklists which are not organization-specific. It allows the organization to establish a baseline from which it can plan, implement, and measure. It is used to demonstrate compliance and to measure improvement.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

27 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
ITL01	ITIL Service Management Foundation	27

**LaSalle Linux Networking Exam Preparation**

Linux Networking focuses on system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standard as well as shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; security.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

45 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
COM06      Linux Networking	45

### **LaSalle Microsoft Database Administrator Exam Preparation**

This program focuses on administration, development and business intelligence skills using Microsoft SQL Server. In this program students learn how to derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure SQL Server.

Available via residential and online delivery methods at the Kissimmee, Pembroke Pines, Orlando, and Tampa campuses.

234 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
COM01      A+ Repair Comprehensive	72
COM04      Networking Fundamentals	45
MCS11      Intro to Databases	45

Elective – Choose One (1) Course:

SQL07      SQL Server Database Administration	72
SQL08      SQL Server Database Development	72
SQL09      SQL Server Database Business Intelligence	72

### **LaSalle Microsoft Office Specialist Exam Preparation**

Microsoft Office Specialist focuses on basic, intermediate and advanced topics in Word, Excel, PowerPoint, and Outlook.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

90 Contact Hours

<u>Course(s)</u>	<u>Contact Hours</u>
MOS01      Microsoft Office Comprehensive	90

### **LaSalle Microsoft Programming/Web Development Exam Preparation**

This course provides an introduction to HTML5, CSS3, and JavaScript. Learn how to design and develop services that access local and remote data from various data sources.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

198 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
MCS10	Microsoft Programming	54
MCS12	Programming Fundamentals	54
MCS13	Microsoft Web Development 1	45
MCS14	Microsoft Development 2	45

### **LaSalle Microsoft Systems Administrator (MCSA) Exam Preparation**

Microsoft Systems Administration Exam Preparation teaches students to troubleshoot Microsoft LANs and related information systems. Students learn how to install and configure operating systems and OS applications, manage and update security technologies, assist with network operations and support technical users in organizations.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

297 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
COM01	A+ Repair Comprehensive	72
COM04	Networking Fundamentals	45
MCS01	Windows Desktop Operating System	45
MCS15	Windows Server Operating System	45
MCS16	Managing a Microsoft Windows Network Infrastructure	45
MCS04	Windows Server Administration	45

### **LaSalle Project Management Exam Preparation**

This course will apply generally recognized practices of project management to increase skill level and apply a formalized and standards-based approach to project management.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

90 Contact Hours



<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
PMG01	Project Management Comprehensive	54
MOS06	Managing Projects Using Microsoft Project	36

### **LaSalle Six Sigma Exam Preparation**

Six Sigma focuses roles within an organization, using statistical tests to improve processes, use software to run statistical tests, define a Six Sigma project and create charts, process maps, and control plans needed to complete a Six Sigma project.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

80 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
SSG01	Six Sigma 01	80

### **LaSalle Web Design Specialist Exam Preparation**

Web Design students use Adobe Dreamweaver and Fireworks, as well as other web design authoring tools to build marketing-oriented static and dynamic websites.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

144 Contact Hours

<b><u>Course(s)</u></b>		<b><u>Contact Hours</u></b>
ADO01	Web Design Strategies	144

## Continuing Education Course Descriptions

### Course Numbering System

The Continuing Education course numbering system is comprised of alphanumeric indicators. Letters represent the subjects and numbers represent the level of difficulty or sequence for courses offered.

### Course Abbreviations

ADO	Web Design or Adobe courses
BAP	Business Analysis courses
CEH	Ethical Hacker courses
CIS	Cisco courses
COM, CIW, or PCR	CompTIA or Certified Internet Webmaster (CIW) courses
CSS	Advance Security courses
HRP	Human Resources courses
INM	Internet Marketing courses
ITL	IT Infrastructure Library (ITIL) courses
MOS, MCS, DBA, or WIN	Microsoft courses
PMG	Project Management courses
SSG	Six Sigma courses

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>CONTACT HOURS</b>
ADO01	Web Design Strategies	144 Hours
Through hands-on exercises, participants will learn how to use the tools available in Adobe Dreamweaver and Fireworks, as well as other web design authoring tools to build marketing-oriented static and dynamic websites. The course makes use of lectures, hands-on activities, and student projects.		
ADO02	Webpage Design	32 Hours
Through instructor-led exercises, participants will learn how to use the tools available in Adobe Dreamweaver to build marketing oriented static and dynamic websites. The course makes use of lectures, hands-on activities, and student projects.		
BAP01	Business Analysis Comprehensive	45 Hours
In this program students will learn the principles and concepts of the business analysis process as it is applied throughout a project to include the pre-project activities that comprise enterprise analysis. This class focuses on introduction to business analysis.		
BAP02	Advanced Business Analysis Comprehensive	45 Hours
The Advanced Business Analysis class focuses on the role of the Business Analyst, supporting the project portfolio, developing the solution vision and scope, understanding requirements and business rules,		

planning and eliciting requirements, analyzing and documenting requirements, modeling requirements and assessing and validating requirements.

CEH01 Ethical Hacker Exam Preparation 45 Hours

In this class students will learn the principles and concepts required to build and manage an organization's networking and security operations and to effectively utilize various resources to achieve operation excellence. Emphasis is placed on hands-on practice. The Ethical Hacker class provides information security professionals knowledge of hacking tools and techniques for legally accepted security testing purposes.

CIS01 Cisco Network Associate 63 Hours

In this course, students will learn to configure Cisco switches and routers using industry standards and Cisco's best practices. They will analyze network fundamentals, IP addressing, switching and routing protocols, wireless networks, network security, and automation. In addition, students will apply processes related to troubleshooting and network management.

CIW01 Internet Fundamentals 45 Hours

In this course, students learn the fundamental knowledge and skills required to work in an Internet technology-enabled environment. These foundational skills include basic knowledge of Internet technologies such as Web browsers, FTP and e-mail; Web page authoring using Extensible Hypertext Markup Language (XHTML); basic infrastructure networking, and project management. The course makes use of lectures, hands-on activities, readings, case studies, and student projects.

CIW04 Security Professional I 45 Hours

In this course, students will examine key security concepts and practices that security professionals need to know for the CompTIA Security certification exam. They will assess basic security methods, including secure installation, configuration, and management of computers, mobile devices, operating systems, applications, and networks. They will analyze security risks and threats as well as the appropriate actions to mitigate them. Furthermore, students will evaluate security standards and procedures within the organization as well as the legal and regulatory policies that govern their profession.

COM01 A+ Repair Comprehensive 72 Hours

In this course, the student will examine basic computer hardware infrastructure and operating systems, gaining knowledge on the installation, configuration, customization, upgrade, repair, troubleshooting, diagnosis, and maintenance of a variety of devices, as well as safety procedures and soft skills. They will also review specific topics related to portable devices, networking, virtualization, and cloud computing as part of their preparation for the CompTIA A+ Exam. In addition, the student will practice key entry-level service technician skills.

COM04 Networking Fundamentals 45 Hours

In this course, students will analyze entry-level networking topics such as layers of the OSI model, and features and functions of network components. They will develop the skills required to install, configure,

COM06	Linux Networking	45 Hours
The Linux Networking class focuses on system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux filesystems, and filesystem hierarchy standard as well as shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; security.		

HRP01	Human Resources Comprehensive	45 Hours
<p>In this program, students will learn the principles of business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations and risk management. This course focuses on the technical and operational aspects of human resource practices, U.S. law and regulation based.</p>		

ITL01	ITIL Service Management Foundation	27 Hours
The ITIL® Service Management Foundation course prepares the student by introducing the basic principles of IT Service Management embodied in ITIL.		

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MCS04	Windows Server Administration	45 Hours
This instructor-led course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery. Microsoft certification in Configuring Advanced Windows Server Services.		
MCS10	Microsoft Programming	54 Hours
This course provides an introduction to HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application.		
MCS11	Intro to Databases	45 Hours
The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows client operating systems in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows Client OS.		
MCS12	Programming Fundamentals	54 Hours
In this course, students will learn the programming skills that are required for developers to create Windows applications using the C# language. During their five days in the classroom students review the basics of C# program structure, language syntax, and implementation details, and then consolidate their knowledge throughout the week as they build an application that incorporates several features of the .NET Framework 4.5.		
MCS13	Microsoft Web Development 1	45 Hours
In this course, students will learn to develop advanced ASP.NET MVC applications using .NET Framework 4.5 tools and technologies. The focus will be on coding activities that enhance the performance and scalability of the Web site application. ASP.NET MVC will be introduced and compared with Web Forms so that students know when each should/could be used.		
MCS14	Microsoft Development 2	45 Hours
In this course, students will learn how to design and develop services that access local and remote data from various data sources. Students will also learn how to develop and deploy services to hybrid environments, including on-premises servers and Windows Azure.		
MCS15	Windows Server Operating System	45 Hours
This course provides students with the knowledge of installing Windows Server, Configuring Windows		

MCS16	Managing a Microsoft Windows Network Infrastructure	45 Hours
<p>This instructor-led course provides students with knowledge focusing on Windows Server networking, configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services.</p>		

MOS06	Managing Projects Using Microsoft Project	36 Hours
<p>In this course, students will learn the basics of Microsoft Project, including the implementation of project resources and tasks, how to apply advanced formatting and advanced project scheduling, and how to organize project details. Throughout the course, students will get to apply all these skills in a hands-on environment.</p>		

PMG02	Managing a Project using Agile Practices	27 Hours
<p>In this course students will learn the concepts and tools required to understand Agile principles and how to build the discipline to support those principles in an organizations everyday practice. This course focuses on Agile methodologies, including: Scrum, Extreme Programming, AgileUP, Feature Driven Development, Lean Development, and DSDM.</p>		

SQL08	SQL Server Database Development	45 Hours
<p>In this course, students will learn the knowledge and skills to maintain a Microsoft SQL Server database. The course focuses on teaching individuals how to use SQL Server product features and tools related to maintaining a database.</p>		

**SQL09****SQL Server Business Intelligence****45 Hours**

In this course, students will learn the core requirements to being able to successfully Business Intelligence strategies using SQL Server. Through hands-on labs, lecture and interactive activities students will learn to maximize their ability using SQL Server to Install SSAS, Configure SSAS, Configure query logging, Configure error logging, Configure disk allocation, Configure server and database roles and permissions, Deploy an SSAS solution, Deploy solutions by using the Deployment Wizard, Deploy solutions by using XML for Analysis (XMLA) scripts, Deploy solutions by using BIDS, Monitor SSAS, Implement processing for SSAS objects, Implement processing options, Implement disaster recovery tasks, Backup and restore the SSAS database files by using SSMS, Re-create database objects by using XMLA scripts and reprocess and more.

**SSG01****Six Sigma 01****80 Hours**

This course provides students with the skills and knowledge to describe Six Sigma roles within an organization, use statistical tests to improve processes, use software to run statistical tests, define a Six Sigma project and create charts, process maps, and control plans needed to complete a Six Sigma project.

The following NUC-FTC campuses are not enrolling in the following programs at this time. For more information about these programs and a list of campus(es) that are enrolling in these programs, please reference the catalog.

Campus(es)	Program	Credential
South Miami	Baking and Pastry	Diploma
Lakeland	Heating, Ventilation, Air Conditioning and Refrigeration	Diploma
Lakeland, Orlando	HVAC/R with PLC	Diploma
South Miami, Deland, Lakeland, Pembroke Pines	Welding	Diploma