



UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

## UNDERGRADUATE CATALOG

Academic Year  
**2019 -2020**

Creating presence  
in the distance



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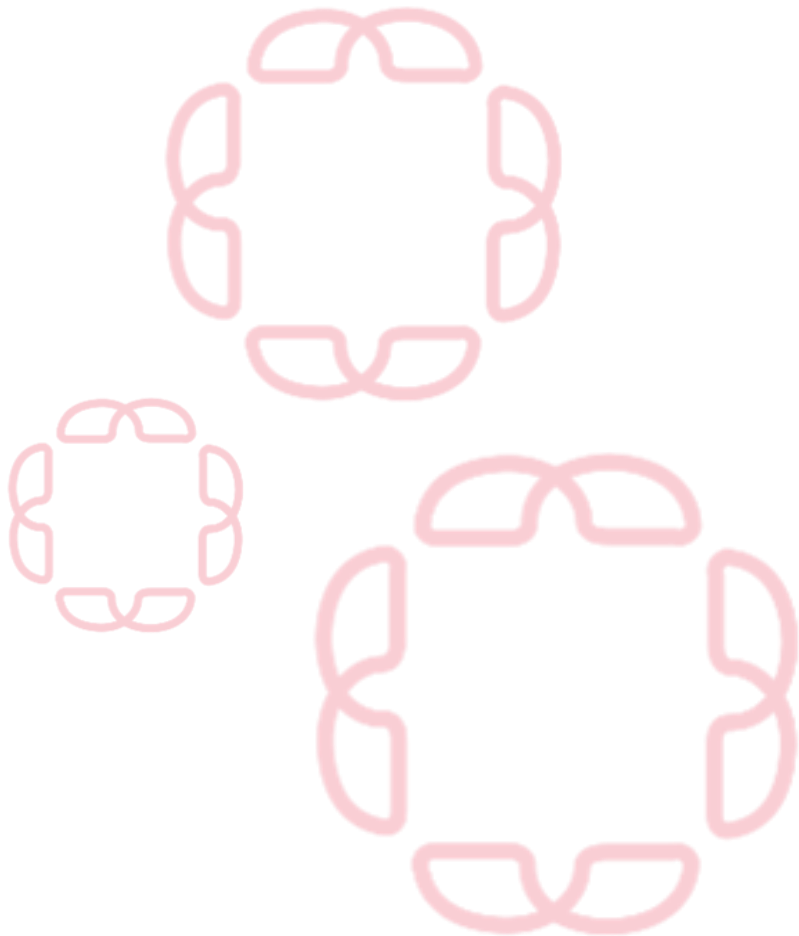
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# Catalog Disclaimer

Notwithstanding anything contained in this Catalog, Universidad Ana G. Méndez Online Campus, reserves the right, wherever it deems advisable: (1) to change or modify its tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirements in connection with the foregoing, and (3) to change or modify any academic or other policy. Changes in information in this Catalog and new academic regulations will be published each session as applicable.

It is the responsibility of each student to ascertain current information that pertains to the individual programs particularly regarding satisfaction of degree requirements, through frequent reference to the Catalog and its addendum the webpage

, and by [UAGM Online](#) consultation with the Counselor, the Vice Chancellor Vice-Chancellor of Student Affairs, and other appropriate offices such as the Registrar or Financial Aid. In preparing this catalog, efforts are made to provide pertinent and accurate information; however, UAGM Online Campus assumes no responsibility for Catalog errors or omissions.

An electronic copy of this Catalog is available at [UAGM Online Catalog](#)

The rules of our institution prohibit discrimination for reasons of gender or sex, among others. Therefore, for the purpose of this document, all terminology used to refer to a person or position refers to both genders.

# Notice of Nondiscrimination

Universidad Ana G. Méndez Online Campus does not discriminate on the basis of sex in the education programs or activities it operates; and it is required by Title IX not to discriminate in such a manner.

Title IX Coordinator for students, parents or guardians, employees and applicants for admissions and employment.

## Contact Information for assistance:

Ms. Grisel Vega Agosto, C.P.L.  
PO Box 21345 San Juan, P.R. 00928-1345  
Telephone: (787) 288-1118, ext. 5683  
Email: [calidaddevida-uv@suagm.edu](mailto:calidaddevida-uv@suagm.edu)



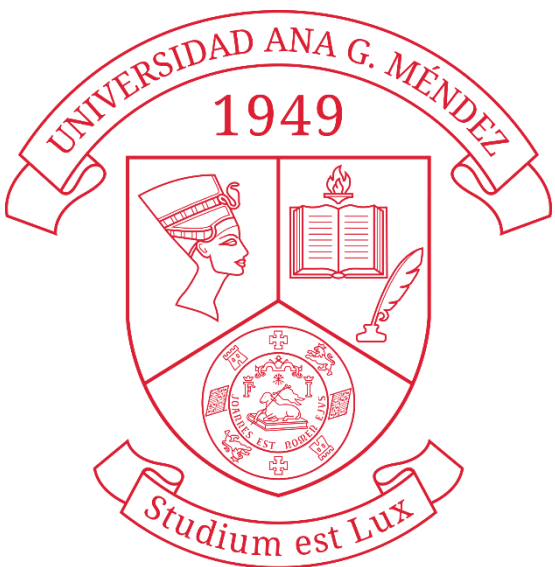
## Diversity

enriches us as  
human beings

because it  
enables us to  
view life from a  
wide range of  
possibilities.



# UAGM RECINTO ONLINE



Universidad Ana G. Méndez

Carr. PR-176, Km 0.5,  
Sector El Cinco. San Juan, PR 00926

Telephone:

787-288-1118

Postal address:

PO Box. 21345 San Juan, Puerto Rico 00928-1345

Website:

[agmonline.suagm.edu/](http://agmonline.suagm.edu/)

Email:

[graduateonline@suagm.edu](mailto:graduateonline@suagm.edu)

## General Information

The students are responsible for reading and understanding the policies and regulations as well as the general requirements for degrees, academic distinctions and any other content that may affect them. The information, policies and program requirements contained in this catalog are subject to continuous review and change without notice. All updates will be posted on the University Web Page.

This catalog is published in English by portal:

[agmonline.suagm.edu/es/catalogos](http://agmonline.suagm.edu/es/catalogos)

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# Licensure and Accreditations



Consejo de Educación  
de Puerto Rico  
PO Box 19900  
San Juan,  
PR 00910-1900  
Tel. 787-641-7100



Middle States Commission  
on Higher Education  
3624 Market Street,  
Philadelphia,  
PA 19104-2680



National Council for  
State Authorization  
Reciprocity  
Agreements  
(NC-SARA)

<https://www.nc-sara.org/>

Ana G. Méndez University - Online Campus has been approved by the Puerto Rico Board of Education to participate in the reciprocity agreement between the states to offer distance education programs and courses.

NC-SARA is a voluntary agreement that allows Ana G. Méndez University - Online Campus to offer its programs and courses without having to undergo the licensing (approval) process in each authorized state in which it is interested in promoting its academic offer.

For more information on NC-SARA visit:  
<https://www.nc-sara.org/>



International  
Association for  
Continuing  
Education &  
Training (I.A.C.E.T)

Ana G. Méndez University is accredited as an authorized provider of Continuing Education by the International Association of Continuing Education and Training (IACET) until 2023.

*Universidad Ana G. Méndez (UAGM) has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET),*

*1760 Old Meadow Road, Suite 500, McLean,  
VA 22102;  
Tel: (703) 506-3275.*

A description of the disability services, auxiliary aids and the procedures for filling a grievance regarding disability or discrimination issues are available in the Student Handbook. The information included in this catalog is subject to change.

# Physical Facilities

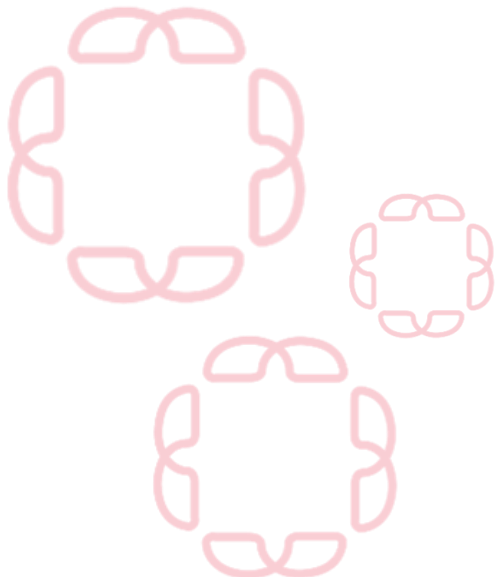
UAGM is a 100% online institution, where all teaching and learning is conducted via the institution's Blackboard Learning Management System. The institution's physical facilities are located at:

**Carr. PR-176, Km 0.5,  
Sector El Cinco  
San Juan, PR 00926**

**Telephone No.: 787-288-1118**

**Postal address:  
PO Box. 21345  
San Juan, Puerto Rico 00928-1345  
Website: [agmonline.suagm.edu](http://agmonline.suagm.edu)  
Email: [graduateonline@suagm.edu](mailto:graduateonline@suagm.edu)**

UAGM staff and faculty have designated office equipment to conduct their work online. The equipment consists of a desktop computer equipped with a complete suite of software and plugins, as well as audio/ video peripheral equipment including a webcam, microphone and speakers to conduct web conferencing sessions. Faculty and staff have telephone and fax services, as well. All staff and faculty have their own unique credential to login to Blackboard Learning Management System and the institution's Banner Student Information System not conduct matters related to students.



# Chancellor Message

At the Universidad Ana G. Méndez (UAGM) Online Campus we take pride in meeting and exceeding in our students' expectations through the highest level of education and student commitment.

For 70 years, the UAGM has changed the lives of thousands of students through education. Since 2011, the online campus, has been an instrumental part of this change; making education available and accessible to local and international students.

The UAGM Online Campus allows students to learn new skills, prepare themselves for a brighter future and become productive members of society. Through the use of technology and a sound academic curriculum, online students can achieve all of

these goals virtually from *any* place. This allows UAGM's students to progress towards their goals without having to compromise any of their other daily obligations.

We also thrive constantly in developing new academic programs with innovative educational models and cutting-edge instructional design; promoting the integral formation of our students. Our campus, the most recent accredited institution of UAGM, showcases an academic offering which is constantly growing and meeting the demand of innovative and varied specializations.

I encourage you to explore our campus and become a part of our community.



**Best,**

**Gino Natalicchio,  
Ph.D.  
Chancellor  
UAGM Online Campus**

# University Description

## Purpose

The Universidad Ana G. Méndez (UAGM) the fourth and first distance education institution, of the Ana G. Méndez University System (UAGM). It will work under the strategic plan known as UAGM Vision 2015 which states the following: "Towards 2015 Ana G. Méndez University System (UAGM) will be recognized as an institution of excellence in education, research and service, with great responsibility and community appropriateness and a growing global projection.

UAGM will stand out as the fundamental community of ideas of our country, serving as a venue for the deliberation and formulation of solutions that will satisfy the needs and development of Puerto Rico, and the World.

UAGM will be characterized as a transforming entity, one of constant innovation and great financial strength, centered in the human being as the fundamental purpose and active source, making effective use of its technological, physical, and management resources in support of its mission and of its qualitative development"

Ana G. Méndez University System and its institutions, among them, UAGM, will run all their operations, actions and initiatives of academic, student and administrative development, in application and strict implementation of the following institutional values as rules and parameters of organizational conduct.

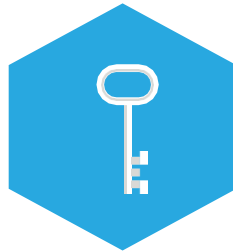


# Institutional Values



## Excellence

as the highest ambition in all its affairs related to education, research and service.



## Freedom

of ideas and expression as the fundamental structure of the search and diffusion of knowledge.



## Respect

for diversity and dignity of the human being.



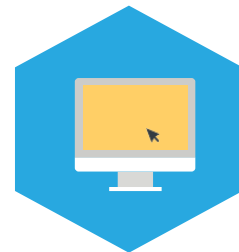
## Integrity

in all its actions as an educational entity.



## Equity

acknowledging the value of education as an instrument to access better opportunities and develop the full potential of the human being.

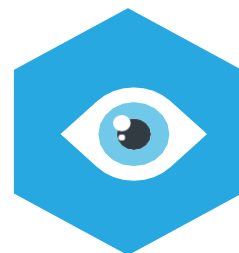


## Innovation

continuously guaranteeing the relevance of its programs and services.

## Social Responsibility

Towards the needs of the community, the country, and humanity of which we are part.



UAGM has been recognized as a higher education institution that has brought leadership in the integration of new technologies to the instructional component, directed towards the development of distance education. Dr. Eloy Recio Ferreras states in his book, *Presence in Distance Education*, “this institution and its three universities has been the pioneer in the use of technology as a learning tool.” UAGM has integrated the use of technology to its

instructional methodology since the 70’s, through the conception of the External University Education System (SEDUE, by its Spanish acronym) in 1977, and the Televised Studies Center (CET, by its Spanish acronym) in 1978. The element that distinguished CET was the team of course developers, assembled by content experts, designers, script writers, educational consultants, and production crew.

## Historical Background

WMTJ-Channel 40 was created in 1985, the first and only educational television station on the island licensed to a local University. WQTO – Channel 26 was established in 1986 to cover the southwestern part of the Island. Another pioneering alternative in Puerto Rico emerges from UAGM as interactive television, the first Interactive Television Fixed Service (ITFS), recently renamed Educational Broadband Service (EBS). The one and only transmitting network of closed-circuit microwaves that cover 95% of the Island, including the Municipalities of Vieques and Culebra.

The acknowledgement of UAGM leadership has lived through time. Dr. Juan Meléndez points out in his book, *The Power of Distance Education*, that “presently, the Ana G. Méndez University System is one of the largest institutions of distance education in Puerto Rico”.

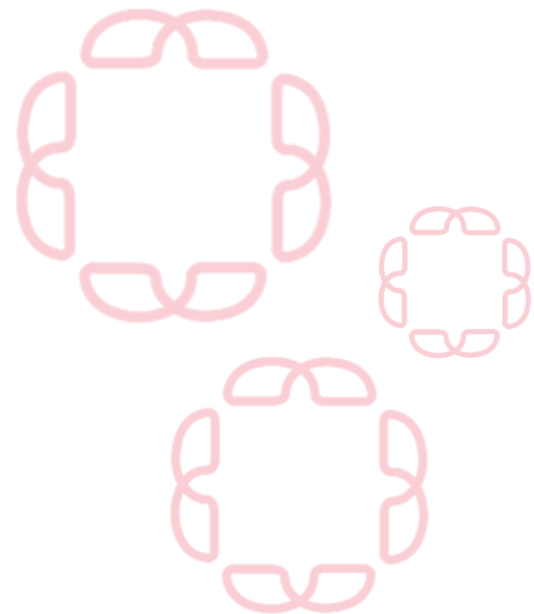
UAGM is following its 2015 vision of advanced technologies and global reach. In 2001, the institution acquired Blackboard as the official course management system for the development of Web based distance education.

UAGM is an institutional entity dedicated particularly to the development, offering and management of distance academic programs at the undergraduate and graduate levels, as well as other educational projects and distance education initiatives. In addition, the UAGM has the faculty to offer programs, courses and certifications through continuing education, in the distance mode. The Institution acknowledges that distance education is the educational alternative planned for the design of interactive, dynamic and social learning environments, available 24 to 48 hours, aimed at a student population that is diverse, massive and dispersed. The educational mode is mediated by the information and telecommunication technologies, traditional and innovative, that contribute to the construction of knowledge and the exchange of information through new methods of synchronous and asynchronous interactivity.

UAGM is equipped with the necessary technological infrastructure and has the responsibility of training faculty members, certify them as distance educators and manage the publication of online courses. The professional development process of certifying faculty member as distance educator combines sequence of workshops addressed to enhance learning concepts and skills development required to work as instructor of an online distance education course.

# Institutional Goals

1. Promote academic competency-based online programs adjusted to the demands of the local and international market.
2. Diversify the academic offerings through the design of bilingual programs for undergraduate and graduate levels.
3. Offer continuing education opportunities in non-traditional educational environments for students' professional development and the community in general.
4. Promote an academic environment that provides opportunities for progress, continuing professional development and participation in institutional processes.
5. Provide the essential tools to ensure that students achieve their goals and obtain their desired degree.
6. Establish an academic and institutional assessment unit to develop and apply continuous improvement plan for quality standards and institutional processes.
7. Strengthen the Student Services online program ensuring support and feedback in approximately 24 to 48 hours.
8. Promote institutional values in initiatives and academic, student and administrative processes.
9. Develop community projects and programs that promote a better quality of life for the populations we serve.
10. Maximize the use of technological infrastructure associated with online courses and student services.
11. Identify emerging technologies to upgrade procedures and provide efficient and innovative services.





# Mission and Vision Statements

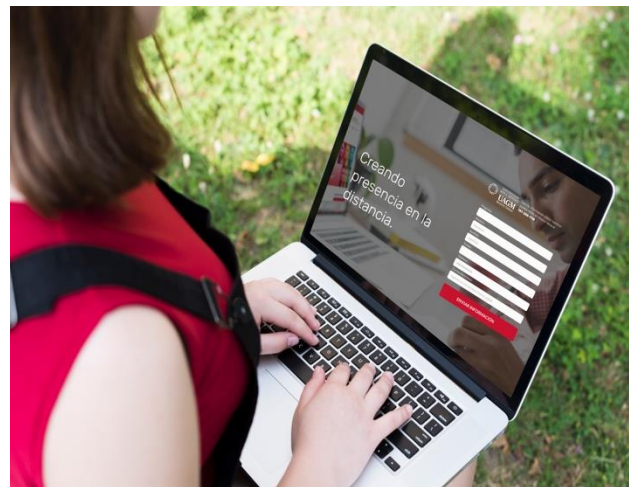
## Our Vision



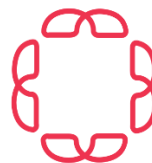
The Universidad Ana G. Méndez will be recognized, locally and internationally, as the first Puerto Rican Distance Education University with the highest standards of quality and academic excellence. The institution will contribute to the social and economic development of Puerto Rico. In addition, UAGM will be recognized, for its educational services to Hispanic communities in the United States and Latin America.

## Our Mission

The Ana G. Méndez University is a non-profit distance learning institution of higher education that offers an alternative to traditional education through emerging technologies. It enacts an inclusive philosophy of respect for diversity. The institution offers and awards undergraduate and graduate academic degrees and continuing education certifications, all designed to promote the development of competencies and the holistic formation of the local and international community.



# Governance



Sistema Universitario  
Ana G. Méndez

Sistema Universitario Ana G. Méndez Incorporado

## Board of Directors

- Félix Rodríguez Schmidt, MD, Permanent Board Member / Board Chair
- Dr. René A. Soto Torres, DBA, Board Member / Board Vice Chair
- José F. Méndez Méndez, Permanent Board Member / UAGMS President
- José F. Méndez González, Dr.H.C, Permanent Board Member / UAGMS President Emeritus
- Héctor Jiménez Ramírez, MA, Board Member
- Mr. Ramiro Millán Catasús, Board Member
- Mr. Rafael A. Nadal-Arcelay, Esq., Permanent Member
- Dr. Herminio Martínez, Permanent Member
- Wilfredo Cosme Ortiz, Board Member
- Mrs. Rita DiMartino, Board Member
- Delia Castillo de Colorado, Esq., Board Member
- Dra. Migdalia Torres Rivera, Board Member

# Administration

The administration of the Universidad Ana G. Méndez is committed to excellence in academic and student services. The administrators and faculty bring their experience to designing and delivering higher education programs.

## Management Group

- **Chancellor-** Gino Q. Natalicchio, Ph.D.
- **Vice-Chancellor-** José E. Maldonado Rojas, Ed.D.
- **Acting Vice-Chancellor of Administration-** Nilsa Rodríguez Martorell, M.B.A.
- **Vice-Chancellor of Student Affairs-** José D. Martínez Agosto, M.H.R.
- **Acting Associate Vice-Chancellor of Licenses and Accreditation-** José E. Maldonado Rojas, Ed.D.

## Administrative Officers

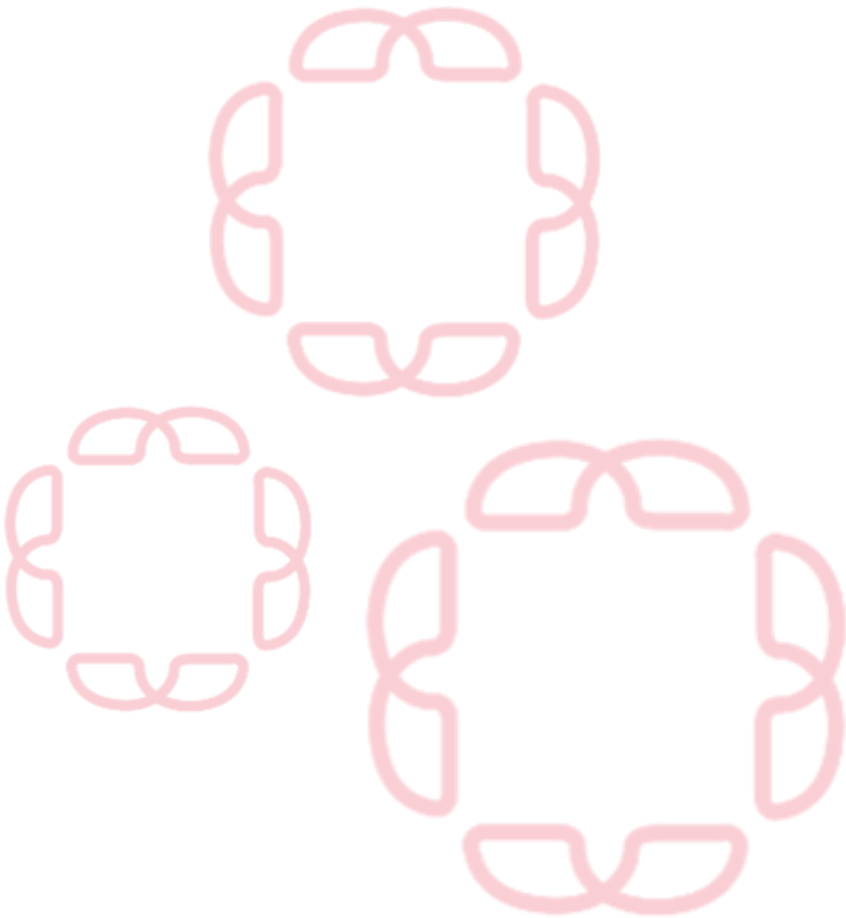
- **Director of Faculty-** Denisse Colón Rodríguez, M.Ed.
- **Director of Assessment and Research-** Dennise Rivera Burgos, M.A.
- **Registrar-** Jessie Pérez de Jesús, B.B.A.
- **Director of Financial Aid-** Eduardo C. Vera, M.B.A.
- **Bursar-** Johjan M. Báez Fuentes, M.B.A.
- **Director of Retention -** Sharon Correa Ramos, M.B.A.
- **Admissions Director –** Marilys Rivera Díaz, M. A.
- **Counselor-** Grisel M. Vega Agosto, CPL
- **Instructional Designer-** Eileen Hernández Torres, M.A.
- **Instructional Designer-** Sulynet Torres Santiago, Ed.D.
- **Instructional Designer –** Rodolfo Fernández Padilla, M.Ed.
- **Instructional Designer-** Keren Canales Quiles, M.Ed.
- **Learning Management System (Blackboard) Administrator-** Wilmar Díaz Urrutia
- **Chancellor Administrative Assistant-** Wanda García Nieves
- **Vice Chancellor Administrative Assistant-** Vacant

## **Academic Board**

The Academic Board of the Universidad Ana G. Méndez regulates all academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects and other educational innovations.

## **Administrative Council**

The Administrative Council of Universidad Ana G. Méndez is the legislative body that establishes the Institutional policy of the college in accordance with the statutes of the Ana G. Méndez University System, as established by its Board of Directors.



# Admissions Requirements

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ANA G. MÉNDEZ

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# Admissions Policy

Applicants seeking admission to Universidad Ana G. Méndez undergraduate programs must meet the following requirements:

## General Admission Requirements

1. Have obtain a high school diploma or its recognized equivalent.
2. Accumulative high school grade point average (GPA) of 2.00.
3. Submit official transcript of credits of the school attended, or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.
4. Applicants should submit College Entrance Examination Board (PEAU) scores. International students should send the equivalent test results.
5. Send by e-mail a full color front and back copy of a valid identification (government issued ID) with a photo to evidence an address where the applicant resides. This ID can be:
  - Driver's License
  - International students may submit a Citizenship card
  - or certificate of citizenship (International Students)
  - Some academic programs may have other specific requirements. Refers to Programs academic section in the catalogue for more information.

## Conditional Admission

A student who applies for admission and submits a student copy of his college transcript, but otherwise complies with the admissions requirements for the program of study, in which he is applying, will be granted conditional admission.

Incoming students shall submit official documentation within **30 calendar days** from the beginning of the course to complete the student's records. If students do not submit the required documentation the admission and enrollment will be canceled.

If a student does not comply with the GPA for any of the programs, high school grade of interest or re-admission, he will be referred to the admission committee.

***Federal financial aid is not available to conditionally admitted students.***

# Admission Procedures

High school students in their senior year can submit the admission and provide evidence of their cumulative grade point average (GPA), computed at the end of the first semester of the senior year and their College Entrance Examination Board (PEAU) test results.

Students in their junior year of high school can start an early process by filling in the admission application and providing evidence of their cumulative GPA computed at the end of the second semester of their junior year.

To complete the admissions, record process, all applicants must provide the required documentation listed below:

- Submit an application admission. Submit a copy of the College Entrance Examination Board (PEAU) test results. International students should send the equivalent test results.
- Meet all admission requirements by the date scheduled in the Institution's calendar.

## Readmission

In order to seek readmission, the student must have been absent from the Institution for at least one academic term (summer sessions do not count as interruptions). They must also comply with:

- The Satisfactory Academic Progress Norm
- Admission Requirements
- Curriculum standards, policies and procedures, which apply.

## Transfer Students

1. The same admission, readmission or transfer requirements apply to transfer applicants.
2. Must have passing grades in at least six (6) credits of the twelve (12) credits attempted from an accredited university. The passing grade must be "C" or above.
3. Meet the cumulative grade point average according to the academic program requirement of our Institution.
4. May be required to submit a digital copy of the catalog of the accredited, post-secondary institution the student is transferring from.
5. Comply with the admission requirements for transfer as established by his/her program of choice.

6. Compliance with all Universidad Ana G. Méndez's rules and regulations.
7. All students who transfer to the Institution must observe the rules of residence established:
  - All transfer student must pass thirty (30) credits of residence, within which 12 credits must be of the concentration courses in the UAGM.
  - To obtain honors (Cum Laude, Magna Cum Laude, and Summa Cum Laude) at our university, you must pass at least 60 credits of residency.
8. The institution reserves the right to accept or not accept credits approved by other institutions.
9. In order to transfer credits, official transcript must be received in UAGM Online Campus prior to the last day of late enrollment of the academic term intended to initiate.

## **Admission Requirements for International Students**

1. The same admission, readmission or transfer requirements apply to international applicants.
2. Students must provide a copy of the university catalog (digital) from the university with they attended, if necessary.
3. If the student cannot send his official transcript, he must send a notarized copy.
4. The UAGM will work equivalence degree of the country of origin to the equivalent of the United States (US) by the evaluation of foreign credentials. Free of Cost.
5. Students will have a period of 45 calendar days to submit their documents from the beginning of the course to complete his file. If the student does not submit the required documentation, admission and enrollment will be canceled.



# Requirements for Special Students and Transitory Student

- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.
- The applicant may be required to attend an interview with representatives of the School.

## Validation of Admission, Readmission or Transfer

1. Acceptance for admission, readmission or transfer to Universidad Ana G. Méndez shall remain valid for one academic semester or summer session of an academic year after the date on which admission, readmission or transfer is granted.
2. The applicant must meet all admission requirements by the deadline established by the academic calendar. An applicant who does not submit all of the required documents or does not meet all established requirements may be conditionally admitted. All missing documents must be submitted within 30 calendar days (45 days for international students) from the first day of classes. If not, the institution shall invalidate the admission, readmission or provisional transfer, and cancel the student's enrollment. day of classes. If not, the institution shall invalidate the admission, readmission or provisional transfer, and cancel the student's enrollment.

The Ana G. Méndez University System does not exclude participation, or deny benefits or discriminate against any person because of their age, race, color, sex, sexual orientation, gender identity, national origin, disability, social status, political affiliation, political or religious beliefs or because of being a victim or perceived as a victim of domestic violence, sexual assault or harassment or because of being a military, ex-military member, serve or have served in the Armed Forces of the United States or hold veteran status or any other category protected by law.

# Graduation Requirements



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The student usually graduates from the UAGM under the program requirements prevailing at the time of his admission to the Institution; however, the Institution reserves the right to make revisions in the different programs and in the requirements for the degree.

Students who do not complete their studies during the time required by their respective programs (program sequence), as well as those who apply for readmission after a period of absence from the Institution, are governed by the rules that apply or are in effect when the student completes his evaluation for graduation. Nevertheless, the student should be in touch, via email, with the academic guidance counselor or the Registrar's Office about the progress evaluation of his academic program yearly.

### **To receive a degree, the candidates must meet the following requirements:**

1. They must have taken the courses required in one of the programs offered by the Institution.
2. They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. Students receiving bachelor's degrees with a grade point average ranging from 3.50 to 3.74 will graduate with honors **Cum Laude**, and those within the 3.75 to 3.89 range will graduate with honors **Magna Cum Laude**, and those with a grade point average ranging from 3.90 to 4.00 will graduate with honors **Summa Cum Laude**.
3. They must fill out an application for graduation thru our web page: [Apply for Graduation](#)
4. They must have satisfied all financial obligations to the Institution.
5. Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a degree at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

#### ***Important Note:***

Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Handbook of Academic Norms and Administrative Procedures. These publications are at the web site:

[UAGM Online](#)

these documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.

# Authentication Process

Students will be required to login to the modules (courses) on a weekly basis in order to participate in learning activities that include online readings, demonstrations, discussion chat, collaborative learning, multimedia presentation, online text presentation, exercises, research, case study, observation and problem solving. In order to register attendance, students must access the courses and complete by the determined due date tasks and/or assignments. To ensure access security UAGM assigns a username and password to students who enroll for online courses. These credentials are unique to the students who are assigned to and cannot be duplicated.

The student must request access account information through SICA Portal: [Click Here](#). There are two ways of accessing the application and have access to your account's information. One is, providing your Student, Identification Number (Sxxxxxxx) and providing your Social Security number. For security purposes, in either of the methods, the information entered will be presented encrypted.

# Attendance

Students are expected to log in into their courses at least three times a week (15-20-hour minimum). Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. No academic progress could jeopardize good standing and financial aid. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion, text chat session, submitting an assignment, working through exercises, taking a quiz or exam or initiating contact with a faculty member to ask a course-related question. The professor must enter their course on a daily basis and answer any doubts or questions to their students in 24 to 48 hours.

**This policy does not contain any exceptions.**

# Overview of Educational Delivery System



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## Overview of Educational Delivery System

Distance Education at UAGM is the new study mode or independent study process assisted by technology, with the purpose of promoting learning without limitations of location, occupation and schedules. This education mode is self-directed by the student, who must plan, and time manage in order to complete the study material and study assignments to meet the requirements of the selected courses in their program of study. This study mode is characterized, mainly by the physical separation of instructors; the use of information technology and communication (print, digitized material, audiovisual material, computer resources, other materials and media) for the instruction and interaction between instructor and students and students with each other; facilitating lifelong learning strategies and equal educational opportunities to the entire student population. UAGM has a broad academic offer available with distance education mode. It is ensured to students the educational quality and the provision of administrative services that go beyond geographic barriers and facilitates communication. For this, it is adequately used the direct service and personnel and the technology for development of new modes in the teaching-learning process.

The UAGM provides an integrated portal with the technologies to support the proposed programs offered in an online delivery format. The online courses take place within the secure environment of Blackboard. It requires registered students to login into their courses using their UAGM unique login. Blackboard is an online platform providing a portal and a learning management system with synchronous and asynchronous online tools designed to allow student and faculty class interactions.

All student unique identifying information such as interactions including discussion board postings, assignment submittals and quizzes have date, time and student identification information. UAGM Blackboard Learning Management System (LMS) is the platform used to deliver the online academic program. It provides the necessary functionality to correctly administer distance or online educational programs. It incorporates a solid environment for sharing and administering content, conduct online evaluations, follow-up with students, manage tasks and assignments, and conduct online collaborations.

The platform provides for the delivery of synchronous as well as asynchronous education. Asynchronous delivery is accomplished via discussion forums, course email, lessons, modules and exams and quizzes. The majority of course activities are designed for asynchronous delivery, which provides student with the greatest flexibility in fulfilling academic requirements. For synchronous mode of delivery, tools like whiteboard and desktop space sharing using a feature called Blackboard Collaborate allows faculty to deliver instruction in real time.

## Universidad Ana G. Méndez also has the following tools that support the delivery of the online courses:

**Softchalk-** This program transforms academic content into HTML format that includes a wide variety of learning activities review. It also allows users to include assessment and evaluation tools that can be published to Blackboard Grade Center. Once students have reviewed and completed the activities included in the softchalk module, a completion certificate can be printed.

**Blackboard Collaborate:** The Blackboard Building Block allows you to schedule and join Blackboard Collaborate sessions from within Blackboard.

## Articulate Studio 360

**Presenter-** Quickly create Flash-based presentations and e-learning courses.

**Engage-** Easily add stunning interactive content to e-learning courses.

**Quizmaker-** Effortlessly craft Flash-based quizzes, assessments, and surveys.

**Video encore-** Converts videos into the popular flash video format.

**Snagit & Camtasia-** Snagit provides the tools needed to create eye-catching images and short videos for easy sharing. It is an excellent tool to capture a section of a screen or a video. On the other hand, Camtasia helps to create professional videos easily. This program can record on-screen activity, customize and edit content, add interactive elements, and share the videos or tutorials with anyone, on nearly any device. They both do video captures, Snagit is great for screen shots and Camtasia is great to create tutorials.

**Biosig-ID-** captures a user's unique movements: direction, speed, length, angle, height etc. as they draw and create their passcode using just a mouse or finger. Each time a user logs in their passcode is compared and only if the patterns match will the "legitimate user" gain access to the online activity.

**Courseval-** Web-based and mobile-based course assessment system. Surveying and evaluation software. It can be integrated to the Learning Management System (LMS).

**Respondus Lock Down Browser**- It is a specialized browser that provides a secure testing environment within the LMS. When the test begins the user's, desktop is locked and it is not possible to print, copy, navigate or access other applications. Increases security of online testing.

**Respondus Monitor**- is a supporting product which verifies the identity of each student. The tool lets us verify if the students are who they say they are.

**Respondus 4.0** - Application for creating and managing exams that can be printed to paper or published directly to the LMS. This program allows users to transform tests done in Word format on Web delivery form. Enhances the assessment capabilities.

**Taskstream**- Learning achievement tool. Manage data that streamlines workflow and improves process. Provide custom workflow, data collection and reporting capabilities to support outcomes assessment initiatives that engage faculty, students and administrators.

**Blackboard Retention Center** -Provides an easy way for faculty to discover which students in the course are at risk. Based on preconfigured rules and rules faculty creates, students' engagement and participation are visually displayed, quickly alerting to potential risk. From the Retention Center, faculty can communicate with struggling students and help them take immediate action for improvement.

**NetTutor**- Is an online tutoring service that is integrated to the UAGM Blackboard platform. This online tutoring service is provided by teachers and tutors who have demonstrated interest in helping students succeed.

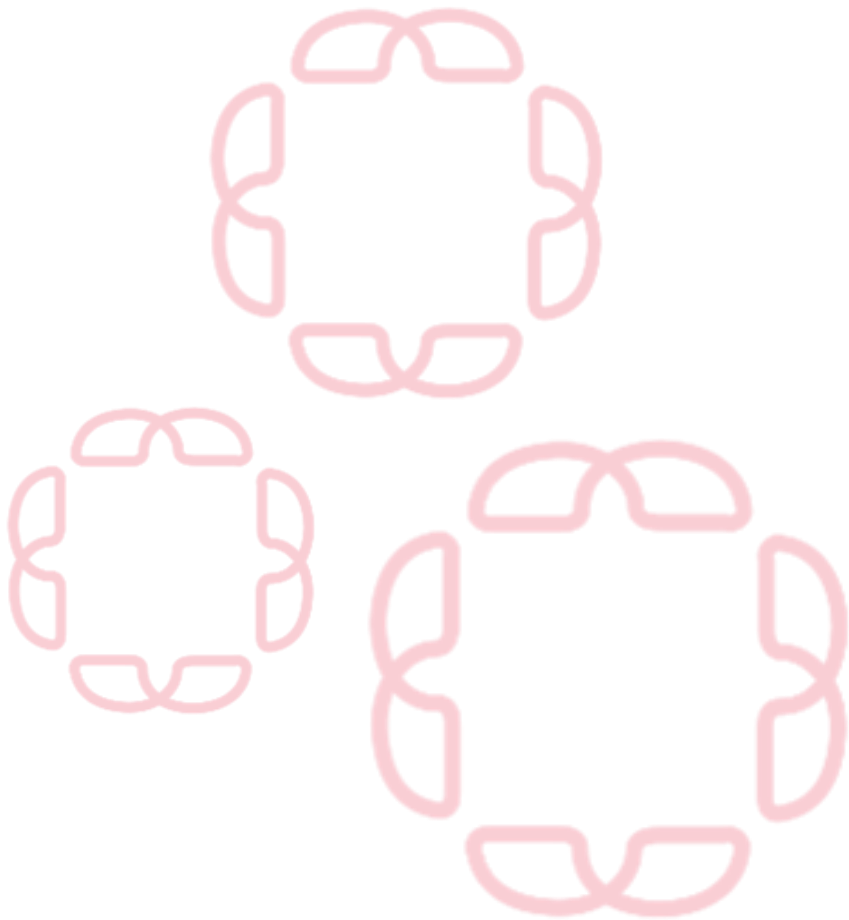
**Early Administrative Retention System (EARS)**- is a mechanized support tool (tracking system), which allows agility, access to information and the collection of the results of interventions.

**Daily Census** - When a pattern is identified, the application automatically generates an intervention referral for absences/ tardiness in EARS and sends e-mails to the student according to the pattern detected.



# Library Resources and Services

The library resources will be online through the UAGM web page, Library web page (including dictionaries, encyclopedias, newspapers, e-books, databases, translators, grammar) and education resource area. Online resources include full text resources in the form of MS Word, Excel, PowerPoint and PDF documents. In addition, the library resources will be available online through both, institutional website and the platform. Online and on ground students have the same access to all learning resources through institutional website [SUAGM Library](#).



# Technology Requirements

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# Supported End-User Technologies - Blackboard Learn 9.1 Q2 2018

For the best Blackboard Learning experience with your screen reader, it's required to have a computer and internet connection. The web browsers recommended are Firefox® and Jaws on a Windows® IOS and Safari® and Voiceover on a Mac® IOS. Visit the Accessibility topic to learn more about Blackboard's approach to accessible software.

## Supported Browsers

Blackboard supports five primary browsers for Learn releases. Links to the vendor sites for the browsers are included in this topic.

Run the browser checker to see whether Blackboard Learn supports your browser.

To learn more about Blackboard's general browser support policy as well as information about JavaScript, Cookies, and other software, see the Browser Support Policy.

Browser	Desktop Browser Versions	
Chrome <sup>3</sup>	49+	Supported
Edge <sup>1,3</sup>	20+	Supported
Firefox <sup>3</sup>	48+	Supported
Internet Explorer <sup>1</sup>	11+ (Windows Only)	Compatible <sup>2</sup>
Safari <sup>1</sup>	9+ (Mac Os Only)	Supported

1. WebRTC isn't presently supported on these browsers, so the Create Recording feature will not work on these browsers. Both Microsoft and Apple have expressed they intend to support this standard in the future, in both Edge and Safari, respectively. These browsers can play back recordings created by the feature without issue.

2. Microsoft ended active development for Internet Explorer in January 2016. Most features of Learn will work with IE11, so it is generally considered compatible. Some newer features in Learn may not,

including Attendance and Create Recording. Reported issues isolated to Internet Explorer will not be resolved by Product Support. An alternative browser is recommended.

3. Google Chrome versions 42+, Mozilla Firefox versions 52+, and Microsoft Edge don't support NPAPI-type plug-ins, including Java plug-ins and many media browser plug-ins. Blackboard doesn't support these browsers for using embedded media types that require third-party NPAPI plug-ins for viewing.

## Supported Mobile Browsers

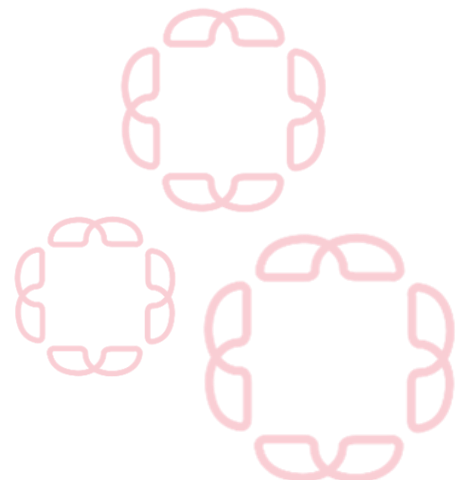
Browser	Mobile Browser Versions	Learn 2016 Theme
Chrome	49+	Compatible**
Edge	20+	Compatible**
Firefox	48+	Compatible**
Safari	With iOS 7+	Compatible**

\*\* Modern mobile browsers are generally considered compatible when using the Learn 2016 system theme and user-added materials are mobile-compatible. Not all tools and workflows have been optimized for mobile use. Issues reported for tools that aren't yet optimized for mobile devices may be considered an enhancement request.

Blackboard App and Blackboard Instructor are supported native apps for mobile and tablet devices that interact with Blackboard Learn 9.1 servers. These apps may have their own device requirements.

### Tested devices and operating systems

A variety of devices and operating systems were used to test the supported browsers. Support is not limited to these specific operating systems. The desktop browser versions above are supported regardless of the particular device or operating system on which they run.



<b>Operating systems used in testing</b>	Windows 7, Windows 8, Windows 10, Mac OS 10.11, Mac OS 10.12, Mac OS 10.13, Chrome OS
<b>Chrome OS tested device</b>	Chromebook (Chrome Browser; Features Requiring NPAPI Plug-Ins Are Not Supported)

Blackboard strives to make all its products as accessible as possible. JAWS 18 and 17 are used during accessibility testing of each Blackboard Learn release.

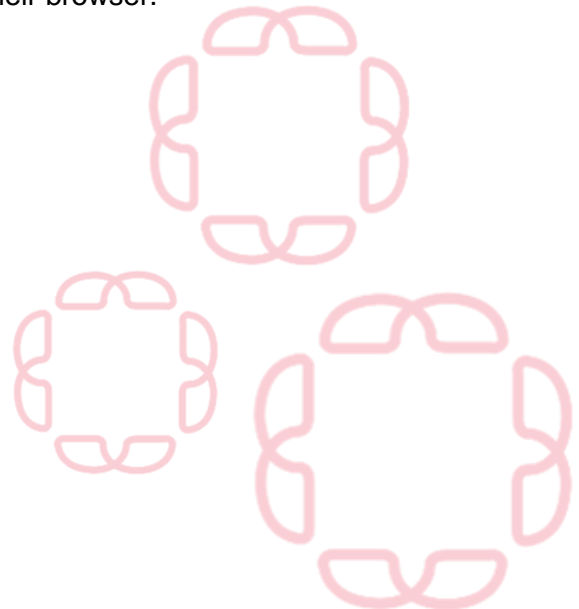
Analytics for Learn browser support.

Reports and visualizations available in Analytics for Learn are delivered via third party business intelligence tools from Blackboard partners, specifically Microsoft (Reporting Services) for embedded reports and Pyramid (Pyramid BI Office) for dashboard building. These products have their own commitments to browser support, and so the details below are subject to change based on product decisions made by our partners.

Analytics for Learn reports that display within the Learn interface are supported in all the same browsers as Learn. Standalone

Microsoft Reporting Services reports are also supported in the same browsers as Learn. Refer to the Microsoft website for more information on browser support for Microsoft Reporting Services.

To view Pyramid dashboards, an HTML-5 compatible browser is required. Older versions of Internet Explorer that have been deprecated by Microsoft are not compatible for viewing Pyramid reports. To build Pyramid dashboards, an NPAPI-compatible browser is required because the Pyramid builder uses the Microsoft Silverlight plugin. Google Chrome has deprecated NPAPI support, so this browser is incompatible. Firefox or Safari users must install and configure the Silverlight plugin to use it in their browser.



# UAGM Instructional Design Activity, Interaction, Subject Object, Technique and Tools

Instructional Event	Type of Interaction	Subject/ Object	Technique	Technological Tools
<b>Grab Attention</b>	Two-way	Professor-Student	Presentation of video clip, Group discussion	Video, Audio, Animation, Discussion forums, Chat (via Blackboard Collaborate)
<b>Facilitate Browsing</b>	Two-way	Professor-Student- Student-Content	Presentation of Tutorials	Multimedia application: Captivate
<b>Inform Learning Objectives</b>	Two-way	Professor-Student-Student-Content	Presentation of multimedia information	Multimedia applications: Articulate Presenter / Engage / Captivate
<b>Stimulate Previous Knowledge</b>	Two-way	Professor-Student- Student-Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web links, emails, Discussion forums
<b>Present information stimuli</b>	Two-way	Professor-Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web Pages, Emails, Discussion Forums

<b>Provide guided learning.</b>	Two-way	Professor- Student-Student- Content	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Webpages, Email, Discussion Forums.
<b>Increase Achievement</b>	Multi-directional	Professor- Student	Presentation of information Hyperlinks to other content	Multimedia applications: Articulate Presenter, Web pages, Email, Discussion forum
<b>Provide Feedback</b>	Multi-directional	Professor- Student-Student- Content	Direct Communication Assessment instruments	Tests. Messages (8b), Email, Discussion Forum
<b>Analyze the Process</b>	Multi-directional	Student- Content Student-Student	Case studies Research. Projects Group Work	Email, Discussion Forum, Chat (via Blackboard Collaborate), Digital, Drop Box
<b>Knowledge Creation</b>	Multi-directional	Student- Content Student-Student Student- Context	Case studies Research Projects Guided Questions Group Work	Email, Discussion Forums, Chat (via Blackboard Collaborate), Digital Drop Box.
<b>Practice and application</b>	Multi-directional	Student- Content Student-Student Student- Context	Evaluations Projects Presentations Written Documents Research Projects	Text, Email, Discussion Forums, Chat (via Blackboard Collaborate), Digital drop Box.

# Registration and other Related Procedures

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The Registrar's Office is responsible for the maintenance of all official academic student records and for issuing transcripts, certifications, registration, diplomas and graduation certificates, as well as submitting or mailing the grade reports to students.

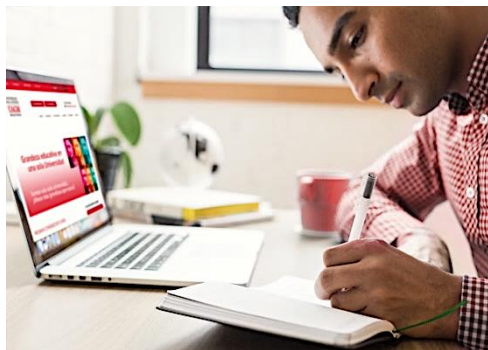
## Pre-registration

Pre-registration is the process by which active students have the opportunity to select the courses which they want to officially register during the registration process. The pre-registration period takes place during the second semester.

## Registration

The Vice-Chancellor for Student Affairs determines the registration procedures.

Candidates for admission will not be able to register until they have received an official statement or admission. Detailed information explaining the registration procedures will be distributed in advance. Students are required to register on the dates established for their respective groups according to the registration schedule announced by the University.



## Student Contact Information

The students are responsible for maintaining contact information accurate and current. The principal mode of official communication from the Universidad Ana G. Méndez is via e-mail. The University will provide students with an e-mail address.

### *Important Note:*

Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Handbook of Academic Norms and Administrative Procedures. These publications are at the web site:

[UAGM Online](http://uagmonline.suagm.edu)

these documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.

# Access to Student Academic Records

The Universidad Ana G. Méndez complies with The Family and Educational Rights and Privacy Act (FERPA) regarding the disclosure of information contained in student records.

## Minimum Average Required for Undergraduate Schools

The minimum grade point average (GPA) for admission is 2.00

## Deferment of Admission

Upon request, the Admissions Office may defer admission to the following semester of the same academic year for which admissions was requested.

## Reserved Rights

In order to safeguard its goals and objectives, the Universidad Ana G. Méndez reserves the right to admit, readmit or enroll any student in any semester, session or class. As such, the University reserves the right to suspend a student temporarily or permanently.

## Late Registration

Late registration will be held, if possible, before classes officially begin. Students who do not go through the pre-registration process, or who fail to attend registration on the assigned date, may register during the late registration period, provided there is space in the course sections they select. No student will be able to register after the period determined for late registration.

After the registration period, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel their registration by filling out the appropriate cancellation request forms in the **Student portal** . [Mi UAGM](#)

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## Registration is not complete until the student has:

1. Paid all charges and fees required by the Bursar's Office.
2. Delivered and completed all documents required by the Institution for admission.

## Academic Year Definition

The definition of an Academic Year at UAGM is 30 credits and 40 weeks. The Academic Year consist of a Fall and a Spring semester divided into smaller sessions called terms and a Summer semester that starts in May and finish at July. The Academic Year is part of a large Fiscal Year that runs from August 1 through July 31.

## Classification of Students

### A. By credit-hours enrolled

1. **Full time Students**– Those who have fulfilled *the admissions requirements* of the Institution and are carrying a program of 12 or more credit hours per semester in a program leading to a degree, diploma or certificate.
2. **Half time Students** – Those who have fulfilled the admissions requirements of the University and enrolled in a program leading to a degree, diploma or certificate, but who are carrying three to 5 credit hours of work per semester.
3. **Less than half time**- Those who have fulfilled the admission requirements of the University and enrolled in a program leading to a degree, diploma or certificate but who are carrying 2 or less credit hours of work per semester.

### B. By credit hours leading to a degree

- A. **First-year Students**- Those who have a completed a minimum of 3 to 12 credit hours at the University.
  - B. **Second-year Students**- Those who have completed a minimum of 13 to 24 credit hours at the University.
  - C. **Third-year Students**- Those who have completed 25 or more credit hours at the University.
-

## C. By grade-point average

(See Student Academic Status section- According to SAP policy)

- Students on Academic Probation
- Students on Academic Suspension
- Students in Progress
- Students with No Progress

## D. By type of admission

1. **Regular Student-** Those who have fulfilled the admissions requirements of the Institution and are enrolled in a program of 12 or more credit hours per semester uninterrupted in a program.
2. **Readmission Students-** Those students who have interrupted their studies for at least one semester and wish to continue studying.
3. **Transfer Students-** Active or former students from an accredited post-secondary Institution.
4. **Special Students and Transitory Student -** Those Students who come to the Universidad Ana G. Méndez- with authorization from the institution or university they attend as regular students to take courses not leading to a degree, or any others who take courses not leading to a degree.

## Special Conditions and Regulations

1. Students who have registered with the maximum academic load permitted and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the authorization from the appropriate Vice-Chancellor of Students Affairs.
  2. No student may have an academic load greater than twelve (12) per semester credits. An academic load greater than twelve (12) credits will be permitted for students that are graduation candidates for the Summer and who have been authorized by the appropriate Vice-Chancellor of the Students Affairs. This academic load may not be greater than three (3) credits.
  3. All students will be given a reasonable time to graduate or complete their selected concentration. However, the University will reserve the right to admit, readmit or register any student in any semester, session or class. For the same reasons, the University reserves the right to suspend a student temporarily or permanently.
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# Course Numbering System

The following course numbering system is used by the UAGM.

- 050, 100 and 200 coded courses are lower level Bachelor's Degree courses.
- 300 and 400 coded courses are upper division Bachelor's Degree courses.
- 500, 600 and 700 coded courses are Master's Degree level courses.

## The Course Prefix

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

<b>ACCO</b>	Accounting
<b>ADMI</b>	Administration
<b>ECON</b>	Economy
<b>FINA</b>	Finance
<b>MARK</b>	Marketing
<b>QUME</b>	Quantitative Methods
<b>HURM</b>	Human Resource Management
<b>MANA</b>	Management
<b>COIS</b>	Computer Information System
<b>STAT</b>	Statistics
<b>PSYC</b>	Psychology

## Changes in Programs or Schedules

***A student may change his/ her program of study in accordance with the following rules:***

- a) The student must go to the registrar page and complete the form in the website. It will be evaluated and determination will be made. The result will be sent by email.
  - b) The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time at any moment before the schedule or to withdraw a course or courses.
  - c) Relocation of Students, at the end of the period for late registration, the Registrar may relocate students once a cancelation or rescheduling of courses has taken place. Changes of courses will be allowed with the recommendation of the Vice-Chancellor of Students Affairs. Such changes should take place on the dates appointed for such purposes in the academic calendar.
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# Withdrawals

1. **Total or partial withdrawals** are allowed during a part of term or Summer session as specified in the academic calendar, with the recommendation of the retention official, and processed by the Registrar's Office or you **Student portal. Mi UAGM.**
  - Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (W) grade.
  - Any student, who fails to complete the required procedure for withdrawing from a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure (WF) grade.
  - Total withdrawal is allowed Total withdrawal is considered in the case of a registered student who withdraws from 100% of his total course load.
  - The deadline for voluntary total withdrawals is the day when classes end.
  - The institution reserves the right to require a student to withdraw from any course or from the University, temporarily, for any of the following reasons:
    - a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued
    - b. Refusal to obey regulations or serious misconduct on the part of the student.
    - c. Deficient academic work (below required are scholastic standards).

Students who withdraw from the Institution or finish their studies without settling their financial obligations will not receive graduation certificates, transcripts or diplomas.

## Introduction and Purpose

This policy has been established to monitor enrolled students and withdrawals. Weekly attendance is mandatory in all online courses.

## Purpose

This policy aims to establish the formal procedure for the attendance of all enrolled students. All academically related activities are readily tracked and documented through the University's learning management system and email system.

## Scope

This policy applies to students, faculty and the registrar's office.

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# General Dispositions

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# Procedure

## Census Taking (Show / No show)

- a) The teacher will certify attendance through the "Web For Faculty" to students who did not access the online course, within the deadline established in the academic calendar (Show / No Show).
- b) Once the Registration Office receives the No Show report, the retention staff is informed to follow up the students reported as No Show.
- c) The Retention Office will be following up with students to listen for reasons for not accessing the course, to provide assistance and guidance in the process.
- d) They will be guided on their status with the Registrar's Office, and the academic implications.
- e) If the student wishes to be reinstated in the course, he/she must establish communication with the teacher and with the approval of the teacher the Registrar will reinstate the course.
- f) For this the student will have to complete the Request form for the reinstallation of a course available on the [website](#).

## Student Attendance Monitoring Procedure and Unofficial Withdrawal

1. After the census taking period of the Part of Term has been completed the professor must process the *access alert* daily census every three days (Monday and Thursday) for an additional 14 days.
  2. As soon as the additional 14-day period has been completed, the Access Alert System retention center will send a report to the Retention Center Registrar's Office with those students who did not access to the course.
  3. The Registrar's Office will process an unofficial withdrawal to all the students have not attended the course. The un- official withdrawal will be processed according to the date that the student has stopped attending.
  4. The Registrar's Office will send a letter (Non-Attendance Letter) thru email to the student notifying that he/she has been reported as non-attendance.
  5. The student must respond to the Registrar's Office via email within three (3) days from receiving the notification.
  6. The professor must complete the Unofficial Withdrawal Form any time he/she identifies a
-



student who is not attending the course.

7. This policy is effective from the date it is approved.
8. After the census is taken, attendance will continue to be monitored throughout the term. The teacher will be responsible for taking attendance twice a week to refer students who are not participating in course activities through the EARS Daily Census system.
  - a. Retention officers will continue to monitor attendance as well as student referrals through EARS.
  - b. The Registrar's Office will process an unofficial dismissal of all students who did not access the course. The unofficial withdrawal will be processed according to the date the student left the course.
  - c. The Registrar's Office will send an email notifying unofficial withdrawal to students identified as not complying with the attendance registration policy.

## Changes in Name, Address or Social Security Number

Students should notify the Registrar's Office of any change of address, postal or physical. The same procedure should be followed with corrections or changes in the names or Social Security numbers of students. In these cases, the students should present evidence of the names or Social Security changes.

## Class Attendance

Class attendance is mandatory. The students will be responsible for work missed.

If a student enrolled in a course never attends each and any class, the professor will identify him/her as a **non-attending student (N/P)**. The Registrar's Office will then adjudicate a **withdrawal for non-attendance (WN)**. 25% Adjustments in Financial Aid benefits or total cancellation of Financial Aid and the payment of 1/3 of the total cost of enrollment, as pertinent, will also be in effect.

Those students whose absences exceed the minimum allowed and do not have authorization from the professor, or have not processed an official withdrawal, will receive a "WF" classification as penalty. This classification has a value of 0 and affects the grade point average Student Evaluation.

## Unit of credit

In assigning credit hours to courses, the objective of Universidad Ana G. Méndez (UAGM) is to follow the standards and regulations established by federal and accrediting agencies. A credit hour is the unit of measuring educational credit. A credit hour is the amount of work which represents the proposed learning results which can be evidenced by the student's demonstrated achievements and which have been established institutionally as reasonable evidence of the following formula:

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### **1 contact hour + 2 hours activities/homework**

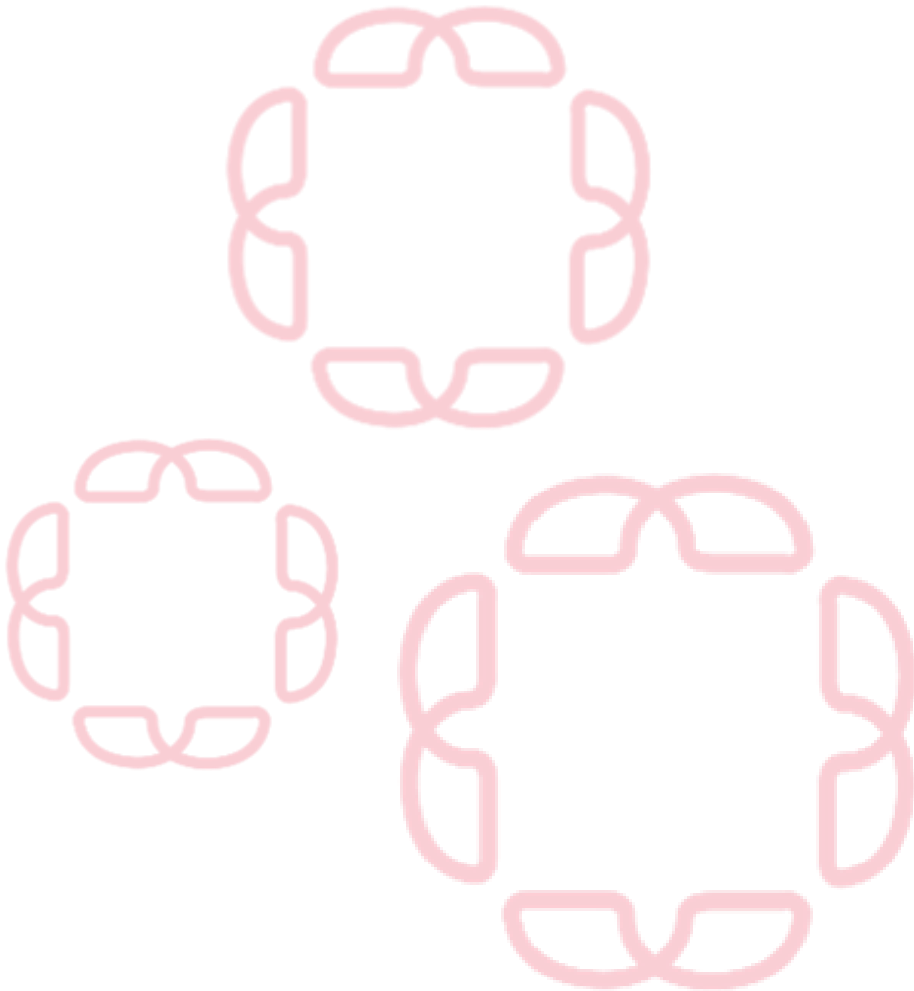
The duration of courses at UAGM is eight weeks, the equivalent to 3 credit hours, which translate to approximately 45 hours of activities related to the objectives which must be accomplished per credit hour.

- **Reference 1:**  
<http://ifap.ed.gov/dpcletters/GEN1106.html>
- **Reference 2:**  
<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/%20credit.html>

8 weeks = 5.25 class time hours and 10.5 homework for a total 15.75 hours per week of contact time approximately.

The student, in learning preparation for a course, must employ between 15-20 hours per week, participating in experiences which include activities directed by the facilitator, preparation and integration of contents for synchronic and asynchronous group activities, such as discussion forums, virtual forums, chats, watching videos and other presentations, among others.

This policy applies to students, faculty and the registrar's office.



# Policy on Continuity of Course Offerings

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# According to the Curriculum Sequence of Academic Programs

## Introduction

One of the main goals of the Universidad Ana G. Méndez-Recinto Online (UAGM-RO) is to provide the tools and mechanisms necessary for students to persist in achieving their goals and obtain the academic degree to which they aspire. Likewise, it is the Institution's commitment to schedule the necessary courses that allow students to complete their academic degree in the maximum time allowed, as established in the Norm of Satisfactory Academic Progress (NPAS) and current regulations. It is for this reason that the Vice-Rector of Academic Affairs establishes the Policy on the continuity in the offering of courses according to the curricular sequence of the academic programs.

## Purpose

This policy is established with the purpose of guaranteeing students the courses of their respective academic programs, so that they are enrolled according to the established curricular sequence. In this way they complete their academic degree in the required time. In addition, it is intended to facilitate academic progress for students to complete their curriculum according to their needs. The UAGM-RO is committed that, once the student is admitted to the Institution, he will have continuity in the offering of courses, according to the curricular sequence under which he was admitted.

## General provisions

1. The Vice Chancellor's Office for Academic Affairs is responsible for keeping the suggested curriculum of each academic program up to date.
  2. The Vice Chancellor's Office for Academic Affairs identifies and schedules courses for each academic offering annually during the month of June in collaboration with the Registrar's Office.
  3. The following factors shall be considered for the development of the course schedule:
    - a. The type of course to be offered (general education, spinal, specialization and electives).
    - b. Courses that require or are prerequisite.
    - c. The needs of students in terms of courses.
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- d. The availability of teachers to teach the courses.
  - e. The evaluation of whether it is necessary to offer additional sections of a course or to establish a higher limit of students in those courses of greater demand.
  - f. The distribution of the courses in five (5) terms or Part of Terms (PT).
  - g. Offering specialty or elective courses with a history of little or no enrollment.
4. The committee assigned by the Vice Chancellor of Academic Affairs is responsible for determining which courses will be offered, the number of sections to be created, the number of sections and the teacher assigned to each course.
  5. The Registrar's Office is responsible for creating the sections in the Banner System, publishing the course schedule, and ensuring the equitable distribution of students in the scheduled sections.
  6. The course offerings will be published three (3) months prior to the end of the course, during which the courses will be offered. The course schedule will be published on the [UAGM-RO website](#) and services [portal](#).
  7. All active, incoming, and readmission students will be oriented to the courses they must enroll in each term, according to their study plan and the time established to complete their academic program.
  8. All students transferred from other institutions will be oriented about the courses they must enroll in each academic term, according to their study plan and the course validation approved by the Registrar's Office. Based on this information, it will be determined how long it will take for the student to complete his/her academic program if he/she continues his/her studies uninterrupted.
- 9. Student orientation should include the following:**
- a. The full academic load that students must take for academic term to complete their grade.
  - b. The benefits of meeting their academic load to complete their degree on time.
  - c. The consequences of not meeting your academic load.
  - d. Inform that the offer and frequency of courses is subject to the number of students and the demand for courses.
  - e. The importance of following your curriculum and enrolling in recommended courses for each term in order to avoid delay in your program of study and to complete your academic degree in the established time.
  - f. Inform that the Institution guarantees the continuity in the offering of courses to the students who fulfill their study plan, in an uninterrupted way (without failing or leaving a term in between) until they complete their academic degree.
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- g. Inform that the Institution guarantees the continuity in the offering of the courses, to the students that request the evaluation of graduation two (2) terms previous to their date of graduation.
- h. Inform that [UAGM-RO](#) reserves the right to make changes that may be necessary to the academic program, always considering the needs that students may have.

## **In the Event of a Moratorium on an Academic Program or Institutional Closure**

### **Introduction**

As a fundamental element of the mission of the Universidad Ana G. Méndez-Recinto Online (UAGM-RO), the institution's academic offerings must meet the demand for programs and meet the educational and employment needs of the communities we serve. When the demand for a program or specialty drops significantly or when the demand for all of the Institution's programs drops consistently, the Institution must evaluate whether it is necessary to place the program or specialty in moratorium or if it is necessary to close the operations of the Institution. It is for this reason that the Vice-Rectoría of Academic Affairs establishes the policy on Continuity in the offering of courses in case of moratorium of an Academic Program or Institutional closing.

### **Purpose**

This policy is established for the purpose of ensuring that students are able to complete their academic degrees in the event of a moratorium on an academic program or institutional closure. The UAGM-RO is committed to ensuring the maintenance of the academic offer, and in the event of a program closing, each enrolled student will be guaranteed the opportunity to complete an academic degree. In the event of institutional closure, the policy guarantees that the Institution will facilitate the transfer of students to other Institutions.

### **General provisions**

1. The Institution must periodically evaluate fluctuations in the enrollment of programs and specialties, and the demand of the labor market for the same to determine the continuity of their academic offerings.
  2. The Institution shall have the power to place in moratorium programs or specialties due to a decrease in the required enrollment.
  3. If the demand for a program or specialty falls significantly in a period of four (4) years or more, the Institution must analyze whether there is a need to place it in moratorium.
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4. The Institution shall notify the licensing and accrediting agency of the determination of the moratorium or institutional closure, as the case may be, and shall comply with the requirements established by these agencies for these purposes.
  5. One semester prior to the enrollment process, the Vice Chancellor of Academic Affairs will inform the Systems Analyst of the Vice Chancellor of Student Affairs of the program or specialty that will be in moratorium.
  6. The Vice Chancellor of Academic Affairs will communicate, via e-mail, with the students of the program or specialty to communicate the determination and begin the process of evaluation and academic advice to prepare their curriculum that allows them to complete the requirements of the degree or reclassify them in another specialty, if the student so requests.
  7. The Institution will guarantee the availability of the courses to the students who follow the established curriculum, in an uninterrupted way (without failing or leaving a term of study in between), until they complete their academic degree.
  8. The UAGM-RO has a period of two (2) to three (3) years to graduate students from the date of the Certificate of Moratorium of the program or specialty issued by the Board of Education of Puerto Rico (CEPR).
  9. The Institution will guarantee that students and graduates of the program in moratorium or that it was closed will continue to receive the services of the Registrar's Office, such as transcripts of official credits and other related documents.
  10. The UAGM-RO will notify the licensing and accrediting agency of any changes in the contact person, physical and postal address, telephone number, and other information necessary for students to request and receive these services.
  - 11. In the event of institutional closure, UAGM-RO will guarantee the following:**
    - a. It will dialogue with the students to help them identify and make the necessary arrangements for their transfer to another university institution.
    - b. It will deliver to the licensing agency all academic records, in digital format, and will certify that the information is correct.
    - c. As required by the licensing agency, establish a verifiable and reliable system to continue to provide students with information relevant to their academic work.
    - d. It will publish an announcement in the press notifying the closing of the Institution and will send a copy to CEPR.
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# Grading System

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Faculty members to courses are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given term.

Students are assessed using a variety of methods including discussion forums, weekly written assignments and essays. The timeframe for assessments varies

among courses and the faculty is expected to provide guidance to the students during the entire term. This is a process related to institutional effectiveness that seeks to maintain high retention rates.

## Grading System Table

A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-0	0

To determine the grade point average the following values will be used, where a course is approved with a minimum of 3.0 point.

A = 4	B = 3	C = 2	D = 1	F = 0

***In special cases, the following annotation system will apply:***

I	Additional course work is required for the successful completion of the course within thirty calendar days following the first day of classes of the semester following the one which the grade was awarded.
IP	Course in progress
NP	Non Passing Grade
NR	Grade not Reported
P	Passing Grade
T	Transfer Credit
W	Official Withdrawal
WF	Compulsory withdrawal with penalty for excessive unjustified absences from course.
WN	Administrative withdrawal for lack of assistance
AU	Audit Course.

# Repeating Courses Regulations

Repeating Courses Policy in compliance with Program Integrity Act regulations (34 CFR 668.2) Department of Education states:

- The number of times students can repeat courses for purposes of using Title IV funds.
- *Qualifications with which courses are considered as approved for the purposes of using Title IV funds.*

Students may repeat a course in order to improve their academic average. Credit will be given for the higher grade, which will be used to compute the grade point average. If the grade in the second attempt is the same as the first, only one will be used to calculate the cumulative average students who wish to repeat a course may do so.

However, they must repeat all courses required for graduation where (undergraduate) a; D, F, W, or WF grade was obtained.

The institution will allow students who earned (undergraduate) a D, F, W, or WF, WN in a course to receive financial AID to repeat the course, provided that 150% of the intended courses have not been exceeded Students who repeat a course will receive the higher grade. If the grade obtained in a repeated course is the same as the previous grade, it will count for the cumulative average but will count only once for the graduation GPA

## Repeating Courses Regulations

In relation to practicum courses, the student will have only two opportunities to repeat the course as according to recommendations and approval of the Vice-chancellor a student will not be able to repeat the course until a grade has been posted.

Every attempt to repeat is considered for the Satisfactory Academic Progress (SAP) standard and affects credit and the period of eligibility for Pell Grants and student loans.

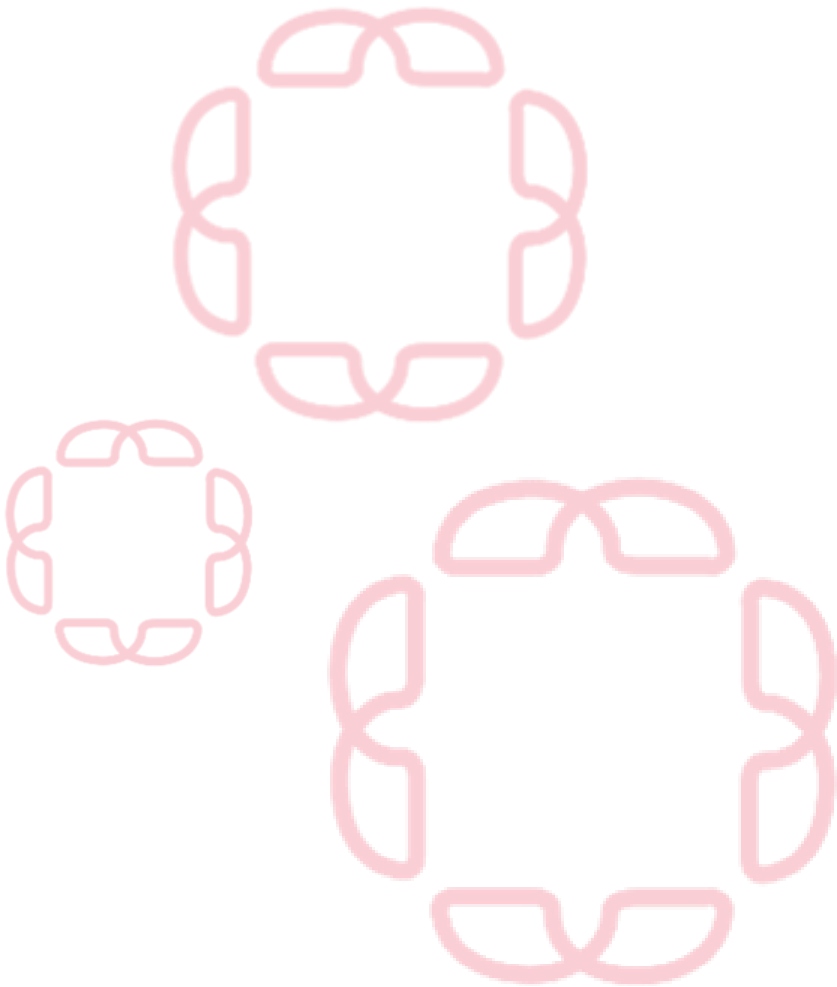
In the transcript, all enrolled courses are presented as, approved or unapproved.

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# Disciplinary Regulation

All students will observe and comply with all the institutional policies, rules and procedures and will follow a code of exemplary conduct. Each student should be familiar with the institutional polices regarding plagiarism. Also, course work cannot be used to complete the requirement of more than one course. Any violation of discipline will be referred to the Vice-Chancellor of Student Affairs.

Disciplinary rules and regulations are ratified by the Ana G. Méndez University System Board of Directors. The students at UAGM are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the college by-laws, the [Student Handbook](#), and in the other regular or periodic publications of the Administration.



# Appeals for Academic Actions

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A student may appeal an institutional decision regarding satisfactory academic progress, if under extenuating or crisis circumstances he or she was not able to meet the requirements or conditions established by the University. The University will consider the following crisis or extenuating circumstances to accept a student's appeal and to grant an exemption from the Academic Progress Policies: illness of the student or a relative, economic crisis due to illness affecting the head of household, natural disasters, divorce, death in the immediate family, family problems, legal circumstances, military license, jury service in a legal trial, work problems, accidental physical incapacity and justified changes in academic Objectives which cause an impact on the student's academic progress

## Appeals Committee

The Appeals Committee will be composed of one representative from each of the following offices: Vice-Chancellor Students Academics, Registrar, and Vice Chancellor for Student Affairs or designated representatives.

## Application for an Appeal

Students who meet any of the academic progress appeals criteria must submit all the necessary documentation to justify their request. If a student requests an appeal based on a mathematical or calculation error, and it is corrected by the Office of the Registrar, he or she will not go through the full Appeals process.

*For any unresolved complaints you can contact:*

**Consejo de Educación de Puerto Rico**  
**PO Box 19900**  
**San Juan, PR 00910-1900 Tel. 787-641-7100**

## Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial aid package maintain SAP. The SAP policy applies to all students within categories, e.g., full-time, part-time, undergraduate, and graduate students. The SAP Policy also applies to all semesters in which a student has courses enrolled.

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**The evaluation criteria for SAP include a qualitative and quantitative component.**

The qualitative measure is based on the cumulative grade point average (GPA). The quantitative measure is based on the number of credit hours the student attempts and earns. This calculation is completed by dividing the cumulative number of credit hours a student successfully earns by the total number of credit hours the student attempts over the student's academic career in a particular program at the Institution. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits.

## **Maintaining Satisfactory Academic Progress**

The academic progress of students enrolled in bachelors and masters degree programs will be assessed at the end of every two (2) semesters. The Registrar's Office will notify students in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

To maintain good standing, students must comply with the following:

## **Satisfactory Academic Progress Table**

<b>Bachelor's Degree Programs</b>		
<b>Credits Attempted</b>	<b>% of Credits Earned</b>	<b>GPA</b>
1 – 30	55%	1.70
31 – 60	60%	1.85
61 – 90	64%	2.00
91 +	67%	2.00

## **Quantitative Component**

the Institution establishes specific minimum GPA requirements by program level (i.e., bachelor and master). The minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA consistent with the Institution's graduation requirements at the end of the student's second academic year. For bachelor's degrees, the Institution considers that a student is at the end of her/his second academic year when he/she has earned 48 credits and the Institution's GPA graduation requirement is 2.00. For a master's degree, the Institution considers that a student is at the end of her/his second academic year when he/she has earned 24 credits and the Institution's GPA graduation requirement is 3.00.

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- The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.
- 2. All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.
- 3. The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, students in a bachelor's degree program must complete 120 credits and may attempt up to the maximum timeframe of 180 credits (150% x 120 = 60; 60 + 120 = 180).
- 4. The graduated completion percentage is calculated by dividing the cumulative credit hours successfully completed by the cumulative number of attempted credit hours.

Refer to Satisfactory Academic Progress Tables, for the qualitative and quantitative components per program level.

## Changes in Status

If a student wants to enroll in a different academic program, the student must request approval from the Dean of the School. Even though only attempted and earned credits from the student's current program of enrollment are included in the quantitative measure and only the grades for courses from the student's current program of enrollment are included in the qualitative measure, students are encouraged to carefully consider program changes because federal regulations limit total lifetime financial aid eligibility.

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that resulted as of the end of the last term attended. Students applying for readmission will be referred by the Office of Admissions to the School for evaluation. If the student does not meet SAP, the University will determine if he/she may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after having completed his/her prior program of study will begin the new program with a new SAP history, unless the student transfers credits into the new academic program in which case those transfer credits will be considered when measuring SAP.

## Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress

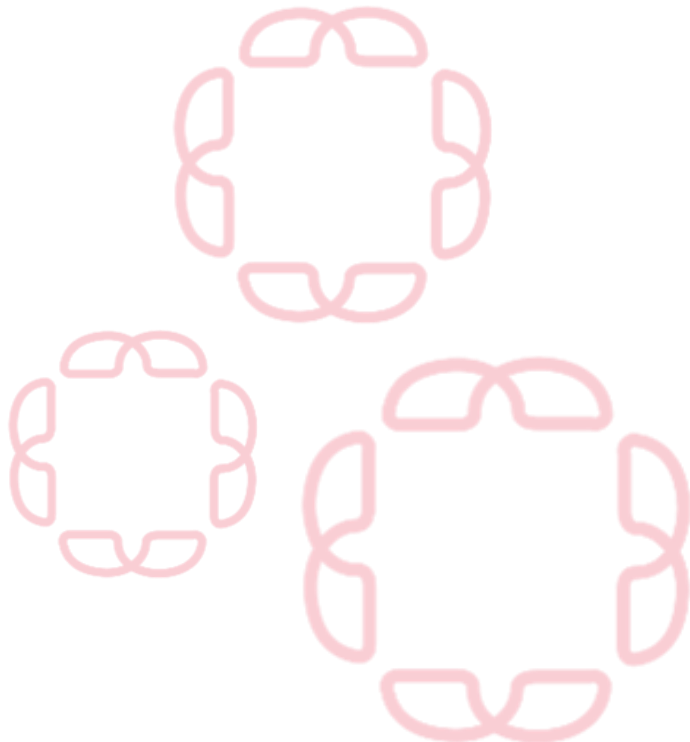
1. **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest
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grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted.

2. **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
3. **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.
4. **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

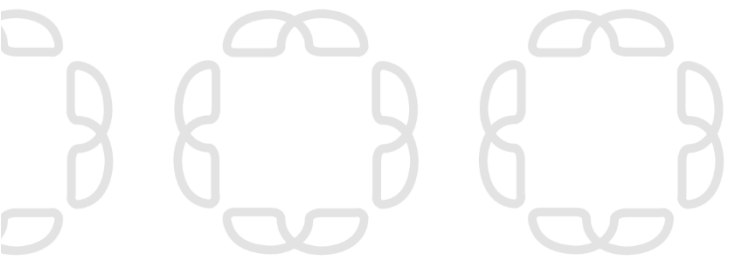
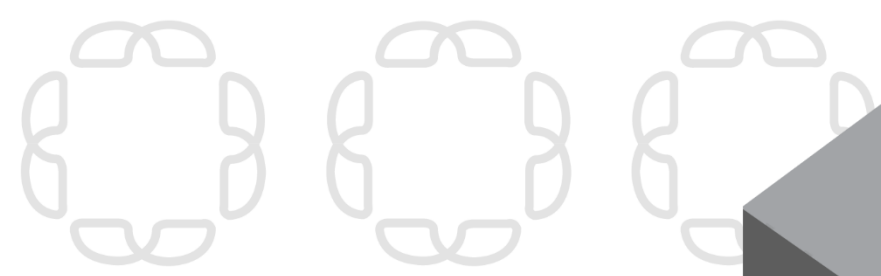
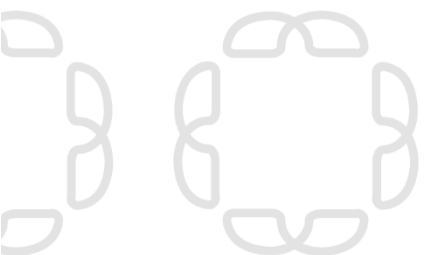
## Remedial and Developmental Courses

Financial aid recipients may receive aid for a maximum of 30 semester credit hours in developmental coursework. Students enrolled in remedial courses are expected to receive passing grades in those courses in order to progress into the next term. Remedial courses do not count towards the determination of credit hours attempted and earned and will not be considered in the cumulative GPA when determining SAP.





# Financial Aid



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# Financial Aid Warning and Failure to Meet Satisfactory Academic Progress

Students enrolled in technical and postgraduate certificate programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended as a consequence of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status and that financial aid eligibility is retained during this period. The student must meet SAP as of the next evaluation point (by the end of the next semester attended) in order to receive financial aid in future terms. Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled

## Financial Aid Ineligibility and Appeal Procedures

A student will be advised in writing, through e-mail, when he/she has lost financial aid eligibility due to the failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances, such as the following:

- Student's injury or illness,
- Death of a relative, or
- Other special circumstances.

Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented him/her from meeting the academic progress. The student must also describe how his/her situation has changed in order to allow the student to meet the SAP standards at the next evaluation. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions)
- Signed dated letter
- Supporting documentation (third-party documentation may be required as appropriate).

In order for the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the

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documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing after the receipt of the failure to meet SAP notification. The Institution will have ten (10) calendar days for the evaluation process after receiving the student's appeal documentation.

## **Financial Aid Reinstatement**

If the Institution approves a SAP appeal, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic plan. The Institution will advise the student in writing of the progress the student must achieve to ensure he/she meets the SAP policy or the requirements of the academic plan by the end of the next semester attended. Students will be eligible for financial aid while on financial aid probation.

After the end of the financial aid probation semester, the Institution will measure the student's academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or meets the requirements of the academic plan, he/she is not eligible for financial aid funds, unless the student successfully appeals or the student reaches satisfactory academic progress.

Any student who loses financial aid eligibility due to failure to meet SAP and attends school at his/her own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards semester in which the student meets the minimum SAP standards.

## **Accumulated Credits Required and Retention Index**

Accumulated credits are the sum of the credits corresponding to the courses the student registers in annually and those accepted as transfer.

To complete a degree, a student must complete all academic requirements in a period of time not to exceed 150% of the total credit hours required to obtain the degree.

The total of approved credits to complete the degree must meet a minimum average for graduation as established by major.

A student who reaches 150% of the total credits in his or her program of study may continue studying in his or her present status, but will not be eligible for federal or state aid administered by the Office of Financial Aid to finance the studies.

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# Scholarship and Grant Recipients

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787-288-1118 extension 5672,5674.

## Return of Title IV Policy, What are Title IV Funds?

Title IV funds are funds available under Title IV of the Higher Education Act of 1965, as amended, and include: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. Graduate students are only eligible to receive Direct Unsubsidized Loans and Direct Plus Loans.

## What Students Need to Know About the Return of Title IV Funds

Schools are required to determine the amount of financial aid that a student has earned when the student does not complete the academic term (semester). When the “earned” aid is less than the disbursed aid, the institution and student are responsible for returning the “unearned” disbursed funds to the appropriate agency. When the “earned” aid is greater than the disbursed aid, the student may be eligible for a post-withdrawal disbursement. If a student withdraws during the semester, the amount of Title IV program assistance that is earned up to that point is determined by a **prorata** formula up through 60 percent of the semester. This includes students who do not complete the semester through an official withdrawal, unofficial withdrawal, or students who are dismissed by the institution. This same rule applies to students enrolled in the “part of term” (modular) format, except that students may provide written confirmation of future attendance in the same term.

- a. The Return of Title IV Funds is based on the premise that students “earn” financial aid for each calendar day that they attend classes. For example, if a student attends 32 days of a semester that is 80 calendar days in length, the student will have “earned” 40 percent of his or her aid. Breaks of 5 days or more are excluded from the calculation.
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- b. If a student withdraws and did not receive all of the Federal funds that the student earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes Direct Loans, then the institution will seek permission to disburse all or some of the loan funds. The institution may automatically use all or a portion of the post- withdrawal disbursement of grant funds for tuition, fees, room and board, as applicable. The institution needs the student's permission to use the post-withdrawal disbursement grant disbursement for all other educationally-related charges.
- c. There are some Federal funds that a student may be scheduled to receive but the funds cannot be disbursed because the student withdraws without meeting other student eligibility requirements.
- d. If the student received excess Federal funds that must be returned, the institution must return a portion of the excess equal to the lesser of:
  - 1. The institutional charges multiplied by the unearned percentage of the Federal funds;  
or
  - 2. The entire amount of excess Federal funds.

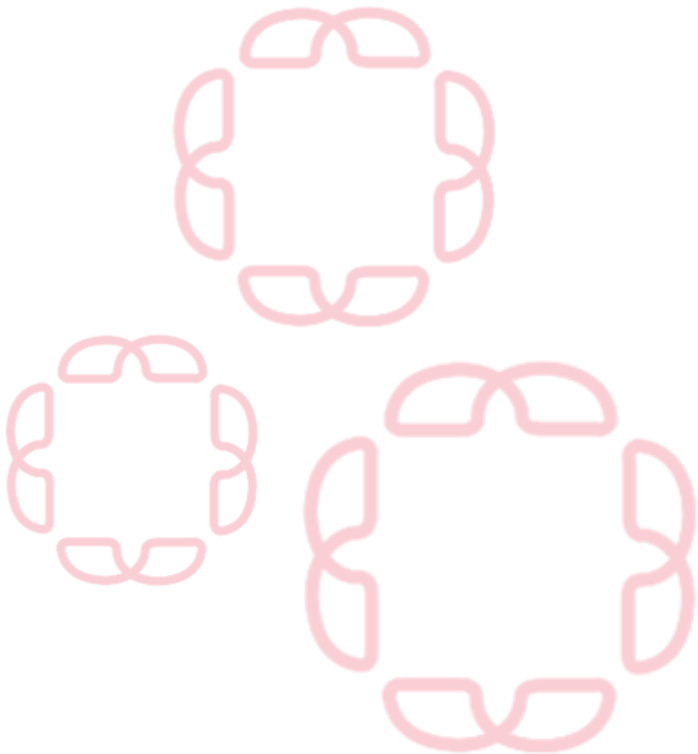
The institution may seek payment from the student for any Federal funds it returns to the Federal government, consistent with the institution's refund policy. If the institution is not required to return all the excess funds, the student must return the remaining amount. The student will receive a notice within 30 days of the date of determination if the student owes an overpayment of Federal grant funds. Any loan funds that must be returned by the student loans must be repaid in accordance with the terms and conditions of the Master Promissory Note. Any amount of unearned grant funds that must be returned is called an overpayment. The maximum amount of grant overpayment that a student must repay is half of the grant funds the student received or was scheduled to receive.

If a school must return unearned Federal funds, the Federal funds must be returned in the following order:

- Unsubsidized Direct Loans;
  - Subsidized Direct Loans;
  - Federal Perkins Loans;
  - Direct PLUS Loans;
  - Federal Pell Grants;
  - Federal Supplemental Educational Opportunity Grant;
  - TEACH Grants; and
  - Iraq and Afghanistan Service Grant.
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The institution must return unearned Federal funds no later than 45 days from the date of determination of a student's withdrawal. **Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.**

- The Return of Title IV Funds policy is separate from the university's refund policy. A student who withdraws from the semester may be required to return unearned Title IV financial aid funds and may still owe the University these funds. Please refer to POLICY No. VPAF-14-004-002 or the catalog for the University's refund policy.
- Return of Title IV Funds does not apply to federal work-study or certain scholarships. Please contact the Office of Student Financial Assistance for more information on the consequences of dropping classes if you receive these types of financial aid.
- If a student is required to return Title IV grant funds as a result of his or her drop, withdrawal or dismissal or is eligible for a late disbursement, the student will receive a letter from the Office of Student Financial Assistance along with a copy of the Return of Title IV Funds calculation. The student should follow the instructions in the letter carefully to repay any funds due or to accept a late disbursement. Students with "unearned" financial aid funds must repay these funds within 45 days of notification or they will lose eligibility for future Title IV aid.
- As internal identity verification, credit validation, employment, contributions or financial aid, always subject to the institution's confidentiality agreement.



# Student Consumer Information



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# The Family and Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a post secondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the Universidad Ana G. Méndez receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
  2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask to amend a record should write the registrar for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as request- ed, the registrar will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Universidad Ana G. Méndez in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Universidad Ana G. Méndez –who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Universidad Ana G. Méndez.
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Universidad Ana G. Méndez to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
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**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

The Universidad Ana G. Méndez must inform the student about the information included in the directory and give them a reasonable period of time for the person to authorize, or not, the relay of this information. Institutions may disclose directory information, which may be made public and includes the student's name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information will be released only by the Office of the Vice-Chancellor of Student Affairs or a representative after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of "directory information" must complete a statement in the Office of the Registrar no later than the last day of each term. Otherwise, directory information may be disclosed by the University for legitimate purposes.

- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post secondary institution may disclose PII from the education records without obtaining prior written consent of the student.
  - To other school officials, including teachers, within the Universidad Ana G. Méndez whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31) (a) (1))
  - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
  - To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal
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requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  - To organizations conducting studies for, or on behalf of, the school, in order to: develop, validate, or administer predictive tests; administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
  - Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
  - To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
  - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
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# Law 186

- (Only for US citizens and residents).
  - Law 186 of September 1, 2006, better known as the Law that Prohibits the Use of the Social Security Number as Identification in public and private education institutions.
  - This law was created to prohibit the use of the Social Security number as identification in public and private education institutions for students of any level or grade, including university studies, to establish rules of the use of this information in these institutions, support the Puerto Rico Council for Higher Education and General Council of Education to apply administrative sanctions for the violation of the rules and regulations and establish a period of time to comply.
  - This Federal Law establishes the gender and Social Security number of the student within the confidential information.
  - The Social Security number will not be requested from the student for taking tests, presentation of projects, and any other purpose that is not related to affairs with a legitimate reason like the registration process, loan application or financial aid, transcripts or any application of a government agency or a court order. The notification of the information is necessary to the student and the authorization of the student and/ or refusal of the protection of the law, in writing and signed by the parents, legal guardian or student, before providing and using the Social Security number of the student.
  - The Social Security number is confidential information. The faculty is required to ask authorization, in writing, from the student before using the Social Security number as information. This number will not be used for identification purposes of the institution. The Alternate code will be used for identification purposes of the students.
  - If a document that contains the social security number is published, outside the academic confidentiality context, it should be edited so the information will be partially illegible, without altering the document.
  - The protection of this Law can be refused in a voluntary manner by students 21 years of age or older or legally emancipated, custodial parents in custody and in the minor's best interest, with authorization in writing. Refusal of the protection of the law cannot be established as registering, graduation, transcription or services use condition.
  - This regulation will not be applied in cases where the Social Security number is necessary or authorized by federal laws and regulations, such as internal identity verification, credit validation, employment, contributions or financial aid, always subject to the institution's confidentiality agreement.
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# Tuition, Fees and Related Information



UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

# Tuition and Fees

The Office of the Vice-President of Financial Affairs publishes a letter once a year with information about tuition costs for all academic programs and other fees for all institutional services. Students may also access our Web page [UAGM Online](#).

## Tuition Changes

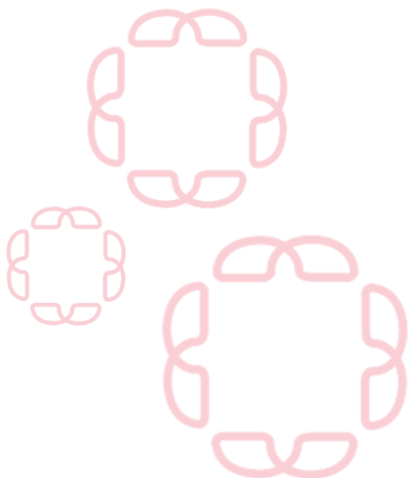
All tuition, general fees and service charges are subject to change. The University agrees to provide reasonable advanced notice of any increases. All increase will only apply to subsequent terms, not the one in which the student is currently enrolled.

## Credit Value

One semester credit hour is equivalent to a minimum of fifteen (15) hours of planned learning experiences composed of hours of instruction and individual or group activities as indicated in the course module under the guidance of a qualified instructor. Each course is composed of three (3) or four (4) credit hours.

## Tuition

All learning resources, textbooks and teaching materials are provided through the virtual library and Blackboard platform. In some cases, faculty will recommend textbooks, which students will acquire through the suppliers of their choice.



# Tuition Cost

This bulletin is intended to inform you of fiscal policies, tuition fee cost, fees and other charges, as approved for the academic year 2019-2020 This information is available on the website of the institution: <http://agmonline.suagm.edu/>

<b>Charges per Credits</b>		
<b>PUERTO RICO &amp; INTERNATIONAL RESIDENTS</b>		
<b>Undergraduate Programs</b>		
<b>BACHELOR'S: Management, Information Systems, Accounting, Human Resources, Psychology, Criminology, Health Services Management</b>		<b>190.00</b>
<b>General Fees</b>		
<b>PUERTO RICO &amp; INTERNATIONAL RESIDENTS</b>		
<b>General Fees</b>		<b>\$260.00</b>

<b>UNITED STATES RESIDENTS</b>		
<b>Undergraduate Programs</b>		
<b>BACHELOR'S: Management, Information Systems, Accounting, Human Resources, Psychology, Criminology, Health Services Management</b>		<b>396.00</b>
<b>General Fees</b>		
<b>UNITED STATES RESIDENTS</b>		
<b>General Fees:</b>		<b>\$85.00</b>
<b>General Fees: Summer</b>		<b>\$42.50</b>

<b>OTHER FEES AND CHARGES</b>	
<b>Transcript</b>	<b>\$6.00</b>
<b>Graduation Fee</b>	<b>\$110.00</b>
<b>Diploma Duplicate</b>	<b>\$25.00</b>
<b>Degree Certification</b>	<b>\$5.00</b>
<b>Graduation or Administrative Graduation Certification</b>	<b>\$35.00</b>
<b>Apostille Fee</b>	<b>\$40.00</b>
<b>Shipping Fee</b>	<b>Varies by country</b>

## **Tuition Option Payment Plan (TOPP)**

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full. The account of any student who does not fulfill his/her obligation of payment will be blocked. After processing the payment in full, each professor will receive a notice by electronic mail with the confirmation.

## **Payment Methods**

Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made by check and credit card. Receipts for all transactions must be requested and retained by students, in case of any complaint or adjustment requested in the future. The Bursar's Office will not accept claims without receipts.

## **Invoices**

Students can download their invoices from the [Mi UAGM](#) Portal.

## **Refund Policy**

Sistema Universitario Ana G Mendez, Inc. (SUAGM) will issue a refund check when student's financial aid or payments received exceed the tuition charges in his/her account.

## **General Provisions**

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## 1. Issued refund:

- a. A check will be issued and mailed to the student at the mailing address on record.
- b. The student will be notified, via email or text message, that a check on his/her behalf has been issued and should receive it by mail.
- c. The student will be responsible for any outstanding balance in their account that may result by any adjustment made in his or her academic load after the disbursement of the check.
- d. All checks expire after 90 days after date of issuance.
- e. After 90 days of check's date of issuance, funds will be returned to the corresponding funding source.

## 2. Refund for non- attendance or withdrawal courses:

- a. **Partial Withdrawal** - Any student, who withdraw from any of his/her enrolled courses, will be responsible for the full cost of the course.
- b. **Non-Attendance (Partial or Total)** - Any student who does not attend an enrolled course will be automatically withdrawn and will be responsible for 25% of tuition cost of the enrolled course.
- c. **Mid-Point** - Any student who obtains a WF in all their courses, at the end of the semester will be responsible for 50% of the total cost of their total tuition cost.
- d. **Total Withdrawal** - Any student, who withdraws from all enrolled courses, will be responsible for a prorated portion of his/her total tuition costs. This cost will be prorated according to the number of days attended in the enrolled courses up to the withdrawal date in relation to the total number of days in the semester or the total number of days in a single "Part of Term", as applicable.

## 3. Claims Checks:

- a. All claims, regarding this policy, shall be made in writing to the corresponding institution Bursar's Office.

## Other Provisions:

- a. This policy applies only to the students of the SUAGM's campuses located in Puerto Rico.
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- b. For Programa AHORA's students only the partial withdrawal adjustment will apply.
- c. SUAGM reserves the right to amend, partially or totally, this policy.

This policy is effective as of March 30, 2017

## Refund Formula

Any student who requests a total withdrawal of courses, after the drop-add period, on or prior to 60% of the part of term registered, will be reimbursed according to the following formula:

$$\frac{\text{TOTAL DAYS ELAPSED}}{\text{TOTAL PART OF TERM DAYS}} = \text{\% of TOTAL COST}$$

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.

## Total Part of Term Days

After 60% of the total part of term days has elapsed, the student will be responsible for 100% of total costs.

## Partial withdrawal: Course Drop/Add Period

Students may cancel a course before the first day or during the first week of the part of term (PT) without costs or charges.

Students may cancel a course before the first day or during the first week of the part of term (PT) without costs or charges.

## Grounds for Termination

I agree to comply with the rules and policies and understand that the University shall have the right to cancel my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the University reserves the right to modify the rules and regulations, and that I will be advised of all modifications.

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# Graduation Requirement

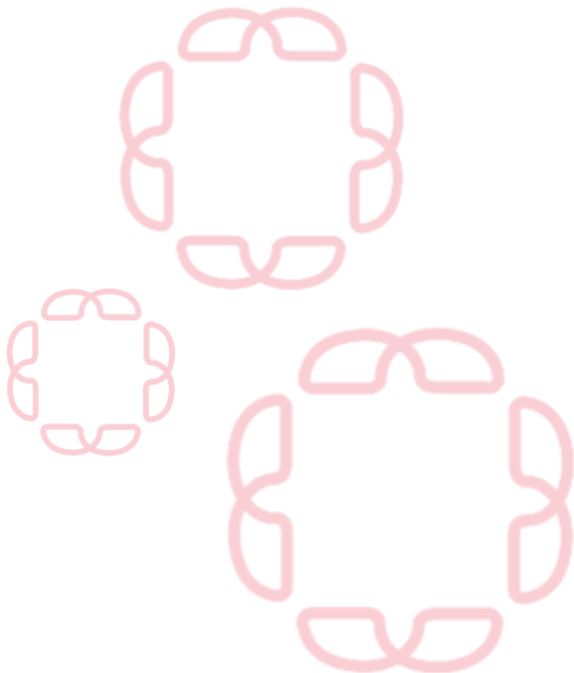
I understand that to graduate from my selected program and to receive a degree, I must successfully complete the required number of credits hours as specified in the catalog, comply with all written, Applied projects, re-search and course work required by the program I selected and satisfy all financial obligations to the University.

## Graduation Fee

The student must complete will submit an application for graduation in the [Student portal](#) to the Registrar's Office by the date established in the academic calendar, along with a \$110.00 graduation fee, non-refundable.

## Copies of Credit Evidence

Evidence may be obtained at the Registrar's Office. Payment must be made at the Bursar's Office. The cost of each evidence will be \$6.00 per copy.



# Student Services



UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

## Time Frame of Institutional Response to Student

UAGM has a Help Desk Service Center for its educational institutions, which will impact the student population of UAGM. The services provided by the Contact and Customer Service Center are presented in the accompanying table. The office is available Monday to Friday from 8:00 am to 6:00 pm Atlantic Time Zone. Students requiring support after hours are encouraged to refer to the Frequently Asked Questions (FAQ) page available at [miportal](#), where they can obtain answers to most common issues.

## Quality of Life and Wellness

The Quality of Life and Wellness Office Service provides services to promote optimal personal and academic development of the students. The staff offers counseling services and preventive activities which promote healthful lifestyles. Our goal is to be a resource to students for any concerns they might have while they are students at the Ana G. Méndez University Online Campus.

## Academic Retention and Development

This office provides the student population at a distance with academic and administrative support services, providing them with the necessary tools through the early identification of their needs, with a proactive follow-up, supported by technology (TIC's) to channel the required services.

In the Retention office we are focused on promoting quality experiences aligned to the achievement and strengthening of the academic goals of our students, at undergraduate and graduate levels. We offer academic service and support including academic assessment, academic evaluation, tutoring, placement tests and other services.

## Available Services

- **Tutoring-** online tutoring is a component to help students be more successful. For tutoring schedule contact our Web site.
  - **Workshops-** the program offers a variety of delivery modes in the areas of: stress management, procrastination, study skills, personal success and other related areas.
  - **Students with Special Needs Services-** This office provide access and reasonable accommodation for students who have documented disabilities so they can achieve their full educational potential. The Integrated Services Coordinator and Counselor will provide these services.
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- **Placement & Career Services**– The career center provides assistance to students with skills they need to perform successful job searches and to assist them to develop and implement job search strategies. The Career Center does not guarantee employment upon attaining a degree but supports the students with occupational information and trends. You can interact with the Career Center staff by e-mail and telephone. Our services include:
  - a. Tips for preparing your resumé and cover letter.
  - b. Successful interview techniques.
  - c. Using social media for networking opportunities.
  - d. Assistance with exam preparation and finding testing centers.
  - e. Advice on how to contact potential employers.
  - f. Proven methods on how to find work in the area the student completed training and certifications.

## Student Organizations

The participation in student organizations provides opportunities for valuable experiences. Such participation fosters personal growth, encourages understanding, leadership, and cooperation and emphasizes the ideals of service, good citizenship and respect for human values. All student organizations, related to the University, must apply to the Office of the Vice-Chancellor of Student Affairs for registration. A faculty or administrative member assists and advises each registered group. The students can access the policies and procedures to register the organizations at our [Webportal](#).

## University Policies

The Universidad Ana G. Méndez is committed Universidad Ana G. Méndez is committed to provide a secure environment for the university community. The institutional policies apply to all students. Some policies may be updated after publication. Please refer to our Web portal for current [policies and procedures](#).

## Minimum Student Enrollment per Session

Universidad Ana G. Méndez establishes, as institutional policy, that the minimum enrollment for online courses will be of 6 students per session, and a maximum of 25 students. An exception to this rule is to schedule courses for students with research project or thesis in progress. In these cases, the Policy for Allocation of Students for Research will apply. The maximum enrollment for online courses is established according to the course content, the technology to be used and the technical support that the student needs. Also, to be considered is the time that the professor needs to interact with each student.

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**School of  
Professional Studies  
(Programa Ahora)**



UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

# Vision

We aim to become local and international leaders in accelerated education for adults. We will be recognized for the excellence and pertinence of our academic programs, integrated services, the application of emerging technologies and the strengthening of high-level competencies that will allow students to be effective in a globalized work environment, becoming lifelong learners

# Mission

The mission of the Programa AHORA of the School of Professional Studies is to provide an accelerated educational process to adult students. The program differs from traditional methods of instruction in that the professional experience of participants is incorporated into the classroom to create an interactive, challenging and dynamic environment. Faculty members have professional experience and have been specially prepared to work with adults as innovative educational facilitators.

# Goals

Programa AHORA is designed exclusively for the adult student; it offers a professional environment, as well as integrated, personalized and individualized services. To fulfill this mission, the School of Professional Studies intends to:

- a) Promote adults to value continuous learning and increase their contribution to the world of employment.
  - b) Facilitate adult students in attaining their educational goals.
  - c) Create a learning community that facilitates building new knowledge which is based on and is applicable to the professional and personal reality of adults.
  - d) Provide integrated student services of quality and easy accessibility to adult students.
  - e) Recruit and develop staff who know and are able to meet the needs of the adult students effectively.
  - f) Integrate technology into the academic, service and administrative processes.
  - g) Develop academic offerings that respond to the present needs of the professional and business world.
  - h) Establish a continuous process of feedback and assessment of all the processes and services. Description of the Accelerated Program of Studies The AHORA Program is accelerated because all of its courses are offered in five or eight week sessions. During each session, classes meet once a week for four hours.
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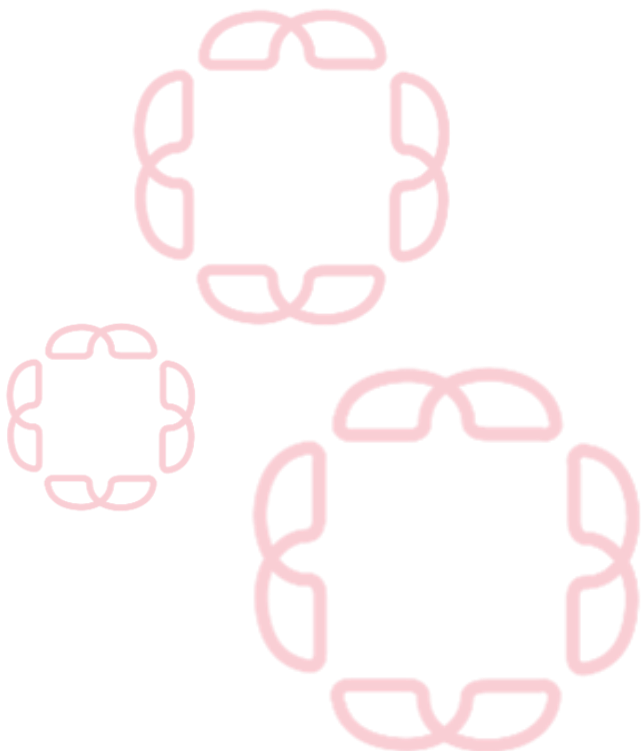
# Methodology

The accelerated methodology is based on a learning process shared between the professor and the student. Each student receives a module which serves as a study guide and indicates the assignments and activities that must be completed to prepare for class. Our faculty is specially selected and trained to work with adult students through the accelerated mode, facilitating a class environment where learning is built on experiences and the assignments performed by the students. This model of accelerated studies can be applied to the different academic programs of the institution, to new academic programs or any other academic program where adult students participate. The courses are offered online only. The student may take a maximum of two classes per session, completing six credits every five or eight weeks. Registration is continuous, with courses beginning fourteen times a year, and the possibility of completing up to fifty-four credits in an academic year. This way, the program provides greater flexibility for students, since they can accelerate their academic progress or design a class program that conforms to the different commitments they may have during the year.

## Admission Requirements for Undergraduate

(these requirements apply unless specified in the Specific Program Admission Requirements)

1. The applicant must have a minimum of 12 attempted credits or its equivalent from an accredited institution of postsecondary education.
2. The applicant must be 21 years of age or older.
3. The applicant must have 2 years of work experience.





# Academic Programs



UNIVERSIDAD  
ANA G. MÉNDEZ

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## Bachelor's Degree in Social Sciences with a concentration in Psychology

The Bachelor of Social Sciences with concentration in Psychology prepares graduates to continue graduate studies in all areas of professional practice of psychology (psychological counseling, clinical psychology, school psychology, industrial / organizational psychology). In addition, the student will acquire knowledge and skills that will allow him to perform research, prevention and provision of basic services in mental health care.

General Education Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
FYIS 101	Induction Seminar to Distance Education College Life	3	
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102, or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	<b>TOTAL</b>	<b>54</b>	
Core Professional Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
STAT 300	Elements of Statistics I	3	MATH 112
SOSC 320	Social Research Techniques I	3	STAT 300
SOCI 203	Sociology Principles (Compendium)	3	SOSC 102
STAT 301	Elements of Statistics II	3	STAT 300
PSYC 121	Psychology I	3	
PSYC 122	Psychology II	3	PSYC 121
PSYC 205	Personal Growth & Development	3	PSYC 121, PSYC 122
GEOG 205	Global Communities and Resources Critical Perspective	3	SOSC 101, SOSC 102
	<b>TOTAL</b>	<b>24</b>	
Concentration Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
PSYC 225	Social Psychology	3	PSYC 121, PSYC 122
PSYC 283	Human Development	3	PSYC 121, PSYC 122
PSYC 405	Physiological Psychology	3	PSYC 121, PSYC 122
PSYC 321	Theories of Personality	3	PSYC 121, PSYC 122
PSYC 350	Principles of Psychopathology	3	PSYC 121, PSYC 122, or PSYC123
PSYC 400	Experimental Psychology	4	PSYC 121, PSYC 122, STAT 301
PSYC 450	Seminary of Integration	2	PSYC 121, PSYC 122, PSYC 350
	<b>TOTAL</b>	<b>21</b>	
Concentration Electives (Choose 12 credits)			
CODE	TITLE	CREDIT	PRE-REQUISITE
PSYC 221	Child Psychology	3	PSYC 121, PSYC 122
PSYC 222	Adolescent Psychology	3	PSYC 121, PSYC 122
PSYC 305	Human Relations and Public Service	3	PSYC 121, PSYC 122
PSYC 307	Group Dynamics	3	PSYC 121, PSYC 122
PSYC 343	Learning Theories	3	PSYC 121, PSYC 122
PSYC 355	Industrial Psychology	3	PSYC 121, PSYC 122
PSYC 360	Seminar on Human Sexuality	3	PSYC 121, PSYC 122
	<b>TOTAL</b>	<b>12</b>	
Free Electives			
Elective		3	
Elective		3	
Elective		3	
	<b>TOTAL</b>	<b>9</b>	
<b>TOTAL OF CREDITS</b>		<b>120</b>	

### **COIS 101 - Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

### **ENGL 101-102 - Introduction to English Language – Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Basic Level Emphasizes vocabulary development and grammar structures for effective oral and written business communication. Required course for Business Administration students.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

### **GEOG 205 - Global Communities and Resources: Critical Perspective**

**Credits - 3**

**Pre-requisite – SOSC 101, SOSC 102**

A Critical View The course is an introduction to human problems in the contemporary world. Physical geography and different theories related to this phenomenon are considered. Implications of problems related to the economical and political development of society will also be discussed.

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## **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

## **HUMA 101-102 World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

## **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

## **PHIL 201 - Introduction to Philosophy**

**Credits - 3**

**Pre-requisite - None**

Study of the nature and development of philosophical thoughts and its problems. Studies the principal philosophers from Greece to the present.

## **PSYC 121-122 - Psychology I and II**

**Credits - 3**

**Pre-requisite – SOSC 101, SOSC 102**

The course is an introduction to basic theories of human behavior and their relation to social progress and individual growth.

## **PSYC 205 - Personal Growth and Development**

**Credits - 3**

**Pre-requisite - None**

The course emphasizes the dynamics of human behavior, and techniques for effective interpersonal relations. Human activity and mechanisms for personal and social adjustment are analyzed in order to achieve understanding of oneself and others.

## **PSYC 225 - Social Psychology**

**Credits - 3**

**Pre-requisite - None**

The course centers on the relationship between the individual and society. Attitudes, perception of group behavior, prejudices, and conformity will be discussed.

## **PSYC 283 - Human Development**

**Credits - 3**

**Pre-requisite - None**

Course covers human development theories from conception to death, providing emphasis in personality issues, but also including biological and social bases of human behavior.

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### **PSYC 321 - Theories of Personality**

**Credits - 3**

**Pre-requisite - None**

The course deals with theories, problems and research regarding the role of motivational, perceptive, socioeconomic, biological, genetic, somatic, and learning factors in the development of the personality.

### **PSYC 221 - Child Psychology**

**Credits - 3**

**Pre-requisite - None**

Main theories of child development, emphasizing cognition, learning, personality and behavior. Recommended for elementary education students.

### **PSYC 222 - Adolescent Psychology**

**Credits - 3**

**Pre-requisite - None**

The course deals with adolescent development and behavior, including personality, learning, vocational selection, moral development and social adjustment in Puerto Rican society. Alienation and social Commitment will also be discussed.

### **PSYC 305 - Human Relations and Public Service**

**Credits - 3**

**Pre-requisite - None**

The course deals with the complexity and the dynamics of human relationships. The variables that influence individual behavior in group situations will be studied. Topics include motivation, leadership, communication, resistance to change, and the importance of good human relations in public service.

### **PSYC 307 - Group Dynamics**

**Credits - 3**

**Pre-requisite - None**

The course covers group dynamics, cohesion, structure, emotional factors, leadership, and communication. The classroom situation is used as a laboratory for the concepts studied.

### **PSYC 343 - Learning Theories**

**Credits - 3**

**Pre-requisite - None**

The course covers theories of learning as a determinant of behavior. Topics include variables in the learning process, experimentation and application to education.

### **PSYC 350 - Principles of Psychopathology**

**Credits - 3**

**Pre-requisite - PSYC 121, PSYC 122, or PSYC 123**

The course covers dynamics, diagnosis, and prediction of abnormal behavior. Neuroses, psychotic disorders and personality disturbances such as alcoholism, sexual deviation and others will be discussed. Psychotherapies used in the treatment of abnormal behavior will be analyzed.

### **PSYC 355 - Industrial Psychology**

**Credits - 3**

**Pre-requisite - None**

The course deals with the application of psychological techniques to industry and business. Emphasis is on promotion and recruitment of personnel. Psychological factors that determine efficiency of industrial organizations will be discussed.

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### **PSYC 360 - Seminar on Human Sexuality**

**Credits - 3**

**Pre-requisite – 33 Concentration credits approved**

This course addresses sexuality as an integral part of human functioning and relationships. Physiological, sociological and psychological aspects of sexual behavior will be covered, including the cultural factors in sexuality, ethical dimensions and sexually transmitted diseases, such as AIDS.

### **PSYC 400 - Experimental Psychology**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to experimental methods from a methodological point of view. Topics emphasized include epistemological bases of sciences, ethical issues in conducting experimental research, APA Ethical Standards, scientific and non-scientific approaches to knowledge, and goals of scientific methods. Other topics discussed include independent and dependent age, external validity, experimental and statistical hypothesis, and identification of statistically significant effects, elements of descriptive and inferential statistics, treatment effects, experimental treatment, control and experimental groups, and features of the experimental methods. Basic experimental designs discussed include completely randomized, within subject, and factorial designs. Emphasis will be placed on independent group designs, random groups, matched groups and others. Experimental thesis designs will be carefully discussed and applied.

### **PSYC 405 - Physiological Psychology**

**Credits - 3**

**Pre-requisite - None**

The course covers physiology and human behavior, including the central nervous system, the autonomous nervous system, cortical processes, processes of emotion, motivation, and behavioral disorders with physical etiology. Relationship between learning and psychological processes will be discussed.

### **PSYC 450 - Seminary of Integration**

**Credits - 3**

**Pre-requisite - None**

The course centers on analyzing psychologists' work and functions in diverse service settings. It includes discussion of the psychologist's Code of Ethics and the most relevant laws involved in the rendering of psychological services. The design and implementation of a community service activity are also included.

### **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

### **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality.

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### **SOCI 203 - Sociology Principles (Compendium)**

**Credits - 3**

**Pre-requisite – SOSC 102**

Topics include social organization, cultural phenomena, and socialization. Basic institutions, social deviation, stratification, social mobility, social and cultural change will also be discussed.

### **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

### **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

### **SOSC 320 - Social Research Techniques**

**Credits - 3**

**Pre-requisite – STAT 301**

The course deals with research methods and techniques for the Social Sciences.

### **SPAN 101-102 - Introductory Spanish - Basic Level**

**Credits - 3**

**Pre-requisite - None**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language – Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language – Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

### **SPAN 215 - Writing Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

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## **STAT 300 - Elements of Statistics I**

**Credits - 3**

**Pre-requisite - MATH 112**

The course deals with statistics for the Social Sciences student. It includes sampling, averages, mode, median, and probability and others.

## **STAT 301 - Elements of Statistics II**

**Credits - 3**

**Pre-requisite – STAT 300**

The course deals with statistics as applied to psychology, economics, and other social sciences. Topics include probability and probability curves, games and variance, random variables, statistical inference, nonparametric tests, and correlation coefficient. Experimental design, Baye's Formula, and decision-making theory will be discussed. Multivariable and bi-variable lineal analysis will also be presented.

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## Bachelor's Degree in Business Administration with concentration in Accounting

The Bachelor of Business Administration with concentration in Accounting exposes students to vital knowledge and skills used in accounting positions. Students will identify various aspects of accounting, such as: accounting principles and theories, elements of intermediate accounting, advanced accounting, cost accounting, tax accounting, auditing, reporting procedures, state analysis, professional standards and ethics, accounting research and specific applications to for-profit companies, government and nonprofit public, among others.

General Education Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
FYIS 101	Induction Seminar to Distance Education College Life	3	
*SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
QUME 250	Quantitative Methods	3	MATH 112
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103 -104 or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	<b>TOTAL</b>	<b>54</b>	
Core Professional Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 103 or SOSC 101-102
ECON 325	Introduction to International Trade	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 131	Human Relations in Trade	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 111-112
	<b>TOTAL</b>	<b>36</b>	
Courses Concentration			
CODE	TITLE	CREDIT	PRE-REQUISITE
ACCO 201	Intermediate Accounting I	4	
ACCO 202	Intermediate Accounting II	4	ACCO 201
ACCO 203	Cost Accounting	4	
ACCO 205 or ACCO 320	Taxes of Puerto Rico Federal Income Tax	3	ACCO 111, ACCO 112
ACCO 304	Auditing	3	ACCO 201, ACCO 202
ACCO 308	Contemporary Accounting	3	ACCO 201, ACCO 202
ACCO 450	Advanced Accounting	4	ACCO 308
	<b>TOTAL</b>	<b>25</b>	
Concentration Electives (Choose Two Courses)			
CODE	TITLE	CREDIT	PRE-REQUISITE
ACCO 250	Computerized Accounting	3	
ACCO 295	Managerial Accounting	3	
ACCO 297	Funds and Government Accounting	3	
ACCO 306	Accounting Information Systems	3	
ACCO 402	Advanced Cost Accounting	3	
FINA 301	Financial Statements Analysis	3	
	<b>TOTAL</b>	<b>6</b>	
Free Elective			
**Free Elective - Choose a course in the Accounting, Management or Information Systems Sequential**		3	
	<b>TOTAL</b>	<b>3</b>	
	<b>TOTAL OF CREDITS</b>	<b>124</b>	

Important notes:

- \* Students will be placed according to the results of the Placement Tests or College Board score.
- \*\* For the free elective you must choose a course from the sequential Accounting, Management or Information Systems.
- The two Concentration Electives will choose among the courses listed in this group.
- Sequential designed to finish in 4 years with full load, following the order established by PT and studying in summer.
- Sequential subject to change.

### **ACCO 111 - Introduction to Accounting I**

**Credits - 3**

**Pre-requisite - None**

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

### **ACCO 112 - Introduction to Accounting II**

**Credits - 3**

**Pre-requisite - ACCO 111**

Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

### **ACCO 201 - Intermediate Accounting I**

**Credits - 3**

**Pre-requisite - None**

The accounting process and a review of the accounting cycle. Development of accounting theory and practice, preparation of financial statements including Statement of Cash Flows. Problems related to the control, valuation, presentation, and recording of cash; accounts receivable; Cost flow and special valuation methods of inventories.

### **ACCO 202 - Intermediate Accounting II**

**Credits - 3**

**Pre-requisite - None**

Control methods, valuation, income determination, record and presentation of assets classified as property, physical plant, equipment, intangible assets, short and long-term investments and short and long-term debt. The course includes the study of the characteristics of a corporation, record, presentation and analysis of shareholders' equity; paid capital and retained earnings.

### **ACCO 203 - Cost Accounting**

**Credits - 3**

**Pre-requisite - None**

Fundamentals and basic concepts of cost accounting systems for the accumulation of costs, job costing, procedural cost, joint costs and standard cost. It includes the discussion of the nature of quantitative aspects of indirect costs of the departmental overhead; and the relationship of the accounting systems with the decision-making process.

### **ACCO 205 - Taxes of Puerto Rico**

**Credits - 3**

**Pre-requisite – ACCO 111, ACCO 112**

The history and the purpose of the income contribution; concepts and methods to determine the net taxable income of individuals and corporations, and the preparation of income tax returns according to the Internal Revenue Code of Puerto Rico as amended.

### **ACCO 250 - Computerized Accounting**

**Credits - 3**

**Pre-requisite - None**

The use of accounting software to record business transactions and operational data to generate accounting records, financial statements and other reports. It includes the generally accepted accounting principles and emphasis on the use of electronic sheets is reinforced.

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### **ACCO 295 - Managerial Accounting**

**Credits - 3**

**Pre-requisite - None**

Use and management of accounting information in the management functions of planning, control and decision-making. Includes funds analysis, cost ratio, volume, budget preparation and standard costs, analysis of short-term decisions and capital budget.

### **ACCO 297 - Funds and Government Accounting**

**Credits - 3**

**Pre-requisite - None**

The accounting principles applicable to the control, registration and presentation of the government financial information and the non-profit institutions; as well as preparation of financial statements. It emphasizes on the accounting principles that apply to the different funds of government, universities and voluntary health and charity entities.

### **ACCO 304 - Auditing**

**Credits - 3**

**Pre-requisite – ACCO 201, ACCO 202**

Generally Accepted Auditing Standards (GAAS). Includes the external auditor's reports, internal controls, ethical and legal responsibility, evidence, planning and audit documentation, audit program, sampling techniques and internal controls of the accounting systems.

### **ACCO 308 - Contemporary Accounting**

**Credits - 3**

**Pre-requisite - None**

Analysis and interpretation of generally accepted accounting principles (GAAP). The conceptual framework that provides the basis for the preparation and presentation of financial statements. Develop and review current status of financial accounting theories and analysis of the Financial Accounting Standards Board (FASB) Statements and Accounting Principles Board (APB) opinions.

### **ACCO 320 - Federal Income Tax**

**Credits - 3**

**Pre-requisite - None**

Study of the historical development and purpose of the federal tax system, basic contributory concepts, types of income, taxable income determination and the federal income tax return preparation for individuals, associations and corporations.

### **ACCO 450 - Advanced Accounting**

**Credits - 3**

**Pre-requisite – ACCO 308**

Generally accepted accounting principles as applied to business combinations, Investment in Common Stock, partnerships, and consolidated financial statements. Overview of the accounting principles that apply to government funds. Control, recording process, and reporting of financial information of government units.

### **BUSI 204 - Business Law**

**Credits - 4**

**Pre-requisite - None**

Introduction to our legal system. History of law. The Constitution of USA. Origin and development of business law. Sources of legal obligations between parties. Civil, business, and criminal cases. Includes the study of civil and business contracts, its formation and validity. Guarantee contracts, such as: mortgages, bonds, guarantees, pound shops contracts, and conditional sales. Business organizations, such as sole proprietorships, partnerships, and corporations. Introduction to negotiable instruments', bankruptcy,

patents, and copy rights laws. Applicable laws on contracts performed via Internet, the long arm statutes, the digital signature and obligations between parties. Proceedings of federal cases to sue of citizens of other states.

### **COIS 101 - Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

### **ECON 123 - Introduction to Economics (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 103, or SOSC 101-SOSC 102**

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors.

### **ECON 325 - Introduction to International Trade**

**Credits - 3**

**Pre-requisite - ECON 123**

Introduction to International Business Systems and their effect on the commercial behavior of countries. Emphasizes the relationships between business enterprises, government, and the financial sectors and their involvement in international business activities. Corporate policies and strategies in the global operations.

### **ENGL 101-102 - Introduction to English Language - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105 - 106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 fro ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Basic Level Emphasizes vocabulary development and grammar structures for effective oral and written business communication. Required course for Business Administration students.

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### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite – ENGL 212**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **ENMA 101 - Introduction to Business Development**

**Credits - 3**

**Pre-requisite - None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

### **FINA 202 - Business Finance**

**Credits - 3**

**Pre-requisite - ACCO 111, ACCO 112**

Introduction to basic financial theories and techniques. Studies of the various responsibilities of a finance manager from determining the best sources of funds for a company to the optimal decision of assets on which capital is invested. Use and interpretation of financial analysis, budget development, capital cost, short-term financing in the need to balance the components of profit and risk.

### **FINA 301 - Financial Statements Analysis**

**Credits - 3**

**Pre-requisite - None**

Study of the different methods and techniques used in the analysis of the basic financial statements. Analysis and comparison of different financial statements used in business.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

### **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

### **HUMA 101-102 - World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

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### **MANA 131 - Human Relations in Trade**

**Credits - 3**

**Pre-requisite - None**

Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior.

### **MANA 210 - Administrative Theories**

**Credits - 3**

**Pre-requisite - None**

Study of all administrative theories and the management process in the sequence of planning, organizing, directing and controlling.

### **MARK 133 - Principles of Marketing**

**Credits - 3**

**Pre-requisite - None**

Presents the basic concepts and applications most relevant to the marketing decision making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.

### **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

### **PSYC 123 - General Psychology (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 101 or SOSC 103**

Study of basic principles, concepts and theories of individual and social behavior.

### **QUME 250 - Quantitative Methods I**

**Credits - 3**

**Pre-requisite – MATH 112**

Pre-calculation course for students with the Specialty in Business Administration. It includes: Linear Equations, Linear Inequalities and Functions. (Quadratic Linear Function). Exponential Functions and Logarithms; Financial Mathematics and Matrix Algebra. All topics are applied to problems of Business Administration and Economics.

### **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

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## **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite – SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

## **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

## **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

## **SOSC 103 - Introduction to Social Sciences (Compendium)**

**Credits - 3**

**Pre-requisite - None**

The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of anthropology, sociology, economics, and political science, and considers their significance in the analysis of social problems. The course themes are approached from both the global and Puerto Rican perspectives.

## **SPAN 101-102 - Introduction to Spanish Language -Basic Level**

**Credits - 3**

**Pre-requisite - SPAN 102 for SPAN 101**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

## **SPAN 103-104 - Introduction to Spanish Language – Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

## **SPAN 105-106 - Introduction to Spanish Language – Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

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### **SPAN 215 - Writing and Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

### **STAT 201 - Introduction to Business Statistics**

**Credits - 3**

**Pre-requisite - MATH 112**

Study of central tendency and dispersion measurements, sampling methods, probability theory, binomial probability distribution, normal density probability function and lineal regression.

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# Bachelor's Degree in Business Administration with concentration in Human Resources Management

The Bachelor of Business Administration with concentration in Human Resources develops professionals with the knowledge, skills, abilities and competencies required to perform functions of technical, administrative, managerial and research in public and private organizations at the local and international sceneries. Emphasis in the development of competencies, aligned to the changing environments of the management of human resources, in training the students as analysts or specialists in the essential functions of management and administration of human resources in the organizations.

General Education Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
FYIS 101	Induction Seminar to Distance Education College Life	3	
*SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
QUME 250	Quantitative Methods I	3	MATH 112
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103 -104 or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 102
<b>TOTAL</b>		<b>54</b>	
Core Professional Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 103 or SOSC 101-102
ECON 325	Introduction to International Trade	3	ECON 123
MGMT 101	Managerial Principles and Leadership	3	
MGMT 220	Organization and Business Behavior	3	
MGMT 230	Human Resources Management and Handling Diversity	3	MGMT 101
BUSI 204	Business Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Business Finance	3	ACCO 111-112
<b>TOTAL</b>		<b>36</b>	
Concentration Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
HURM 201	Recruitment, Selection and Talent Management	3	MGMT 230
HURM 210	Policy Making, Evaluation, and Reward System	3	
HURM 215	Human Resources Information System	3	
HURM 240	Employment and Labor Law	3	
HURM 250	Training, Development and Career Management	3	
HURM 304	Human Resources Evaluation and Performance Measurement	3	HURM 210
HURM 320	Negotiation and Conflict Management	3	
HURM 330	Safety and Health Management in Workplace	3	
ODHR 409	Consulting Management Principles of in Human Resources	3	MGMT 220, MGMT 230, MGMT 240
MGMT 431	Integration Seminar	3	All concentration courses
<b>TOTAL</b>		<b>30</b>	
<b>TOTAL OF CREDITS</b>		<b>120</b>	

Important notes:

- \* Students will be placed according to the results of the Placement Tests or College Board score.
- The two Concentration Electives will chosen among the courses listed in this group.3. Sequential designed to finish in 4 years with full load, following the order established by PT and studying in summer.
- Sequential subject to change.

## **ACCO 111 - Introduction to Accounting I**

**Credits - 3**

### **Pre-requisite - None**

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

## **ACCO 112 - Introduction to Accounting II**

**Credits - 3**

### **Pre-requisite - ACCO 111**

Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

## **BUSI 204 - Business Law**

**Credits - 4**

### **Pre-requisite - None**

Introduction to our legal system. History of law. The Constitution of USA. Origin and development of business law. Sources of legal obligations between parties. Civil, business, and criminal cases. Includes the study of civil and business contracts, its formation and validity. Guarantee contracts, such as: mortgages, bonds, guarantees, pound shops contracts, and conditional sales. Business organizations, such as sole proprietorships, partnerships, and corporations. Introduction to negotiable instruments', bankruptcy, patents, and copy rights laws. Applicable laws on contracts performed via Internet, the long arm statutes, the digital signature and obligations between parties. Proceedings of federal cases to sue of citizens of other states.

## **COIS 101 - Introduction to Computers**

**Credits - 3**

### **Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

## **ECON 123 - Introduction to Economics (Compendium)**

**Credits - 3**

### **Pre-requisite - SOSC 103, or SOSC 101-102**

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors.

## **ECON 325 - Introduction to International Trade**

**Credits - 3**

### **Pre-requisite - ECON 123**

Introduction to International Business Systems and their effect on the commercial behavior of countries. Emphasizes the relationships between business enterprises, government, and the financial sectors and their involvement in international business activities. Corporate policies and strategies in the global operations.

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### **ENGL 101-102 - Introduction to English Language - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Emphasizes vocabulary development and grammar structures for effective oral and written business communication.

### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, ENGL 103-104, or ENGL 105-106 and a 200 level English course**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **FINA 202 - Business Finance**

**Credits - 3**

**Pre-requisite - ACCO 111, ACCO 112**

Introduction to basic financial theories and techniques. Studies of the various responsibilities of a finance manager from determining the best sources of funds for a company to the optimal decision of assets on which capital is invested. Use and interpretation of financial analysis, budget development, capital cost, short-term financing in the need to balance the components of profit and risk.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

### **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

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## **HUMA 101-102 - World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

## **HURM 201 - Recruitment, Selection and Talent Management**

**Credits - 3**

**Pre-requisite – MGMT 230**

The course covers the theories, research and legal aspects that shape the practices and trends of recruitment, selection and retention of personnel in modern organizations from a strategic perspective. Emphasis on applied learning, students will develop and apply processes and methods of recruitment and selection to meet the needs of the organization and the challenges of a diverse workforce.

## **HURM 210 - Policy Making, Evaluation, and Reward System**

**Credits - 3**

**Pre-requisite - None**

Study of different compensation systems to attract, motivate and retain employees. Include the analysis of theories of motivation and reward, legal aspects of remuneration, classification and compensation systems, benefits and incentives, non-monetary rewards, wage structures, competency-based pay and performance evaluation. After completing the course, students will apply knowledge through case studies, research and practical exercises.

## **HURM 215 - Human Resources Information System**

**Credits - 3**

**Pre-requisite - None**

Discussion of management and functional foundations of information systems programs for managing human resources in the organization. Analysis of the main characteristics related to applications and programs, research and evaluation needs of information systems in the human resources function. Applications and comparison of major programs, such as PeopleSoft, SAP or BAAN. The course includes the fundamental characteristics related to databases, information systems and strategic management process for the success of the organization.

## **HURM 240 - Employment and Labor Law**

**Credits - 3**

**Pre-requisite - None**

Study of labor law from the perspective of federal and local laws in the employer-employee relationship, emphasizing the historical development and future trends in the labor market. Includes the discussion and analysis of economic, political and social impact in the workforce and work organization, the evolution of labor laws, contracts and human resources policies, human rights and anti-discriminatory laws. At the end of the course, the student will apply the knowledge acquired in the case evaluation and analysis, research and practical exercises, which entails compliance with laws, rules and procedures in the management of human resources in private companies, both local and national.

## **HURM 250 - Training, Development and Career Management**

**Credits - 3**

**Pre-requisite – NONE**

Study and analysis of the theoretical, conceptual and practical framework of the training and career development of human resources, and its main role in organizational strategic management. Emphasis on the needs analysis, design, development, implementation and evaluation of training programs that facilitate continuous learning in human resources and that lead to the achievement of organizational goals.

Throughout the course, students will apply the processes, techniques and methods for accountability and financial return on investment (ROI) in training and development programs.

### **HURM 304 - Human Resources Evaluation and Performance Measurement**

**Credits - 3**

**Pre-requisite – HURM 210**

The course emphasizes the role of human resources management strategic planning, performance evaluation and development of human resources. Discussion on the theories, strategies and techniques in the evaluation and performance measurement, interpretation of results and the identification of trends in the development of the organization. Through practical exercises, students will develop plans and effective tools to evaluate, analyze and report results, in quantitative terms, on the activities of human resources that contribute to the operation and success of the company.

### **HURM 320 - Negotiation and Conflict Management**

**Credits - 3**

**Pre-requisite – MGMT 230**

Principles, theories and basic practices for the effective management of negotiation, management and conflicts resolution in the business organization. Development of skills, techniques, methods and basic processes of negotiation, communication, persuasion and emotional intelligence, and the intervention of a third party to manage and resolve conflicts. At the end of the course, the student will recognize and value the role of the negotiator as a key element in resolving conflicts. Emphasis on the development of skills and conflict analysis skills, ways of tackling problems, types of negotiation, emotional intelligence, and communication strategies.

### **HURM 330 - Safety and Health Management in Workplace**

**Credits - 3**

**Pre-requisite – NONE**

Introduction to the concepts and fundamentals laws of employees' safety and health at the workplace. It includes the study and analysis of the factors, risks and dangers of accidents and work-related diseases. Developing policies and practices for implementing effective security programs and occupational health. Evaluation and analysis of training programs for the development of preventive maintenance behaviors associated with occupational safety and health. Through case studies, students will apply the knowledge, skills, legal and managerial aspects to recognize evaluate and control the risks of safety and health of workers in the company.

### **MARK 133 - Principles of Marketing**

**Credits - 3**

**Pre-requisite - None**

Presents the basic concepts and applications most relevant to the marketing decision making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.

### **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

### **MGMT 101 - Managerial Principles and Leadership**

**Credits - 3**

**Pre-requisite - None**

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This course focuses on modern management principles and major theories and models of leadership. The student will distinguish between the concepts of management and leadership, and will expose business terminology, concepts and current business topics. The course emphasizes the development and orientation towards leadership as well as understand critical related issues. Includes the role and responsibilities of managers and leaders, decision-making at different leadership scenarios, leadership in quality and planning in strategic management.

### **MGMT 220 - Organization and Business Behavior**

**Credits - 3**

**Pre-requisite - None**

Study of concepts, theories and practices related to individual and group behavior and their impact on the effectiveness and efficiency of the organization as a system. Analysis and evaluation of mission and vision, organizational structure and design, information and communication technology, policies and practices, power and decision-making, innovation, strategic change and learning, leadership, teamwork and diversity in the company with global focus. Upon completion of the course, the student will apply the integrated model of organizational behavior, through analysis and case assessment, scientific research and current events from a professional and ethical perspective.

### **MGMT 230 - Human Resources Management and Handling Diversity**

**Credits - 3**

**Pre-requisite - MGMT 101**

Study of models and strategies of management and human resource development from the perspective of diversity in the workplace. Analysis and evaluation of basic fundamentals in strategic planning of human resources to promote and ensure the inclusion of a diverse workforce in all aspects of organizational life. Implementation of theories and strategies of human resources linked to recruitment, selection, training and development, compensation, benefits and incentives, retention and succession of a diverse workforce, aligned to the objectives and business results, changes in the labor market, globalization and competitive advantage.

### **MGMT 431 - Integration Seminar**

**Credits - 3**

**Pre-requisite - None**

Comprehensive, theoretical, conceptual and decision analysis approach from the perspective of strategic change. This course allows application of knowledge, skills and abilities acquired in previous courses in order to improve the effectiveness and efficiency of the company. Emphasis is placed on research as an essential element in a strategic context, linked to changes occurring in the economy, technology, labor, business and trends in the discipline of study. The course is based on the analysis of case studies and research from international companies.

### **ODHR 409 - Consulting Management Principles of In Human Resources**

**Credits - 3**

**Pre-requisite – MGMT 220, MGMT 230, MGMT 240**

In this course the student will integrate managerial concepts learned through his/her career education in the area of human resources. Throughout the course the student will develop a consulting strategy to improve the effectiveness of an organization. By integrating managerial concepts, the student will evaluate practices and processes that increase productivity, effectiveness and approach from leaders towards more productive companies in the fundamental areas of human resource management.

### **PSYC 123 - General Psychology (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 101-102, or SOSC 103**

Study of basic principles, concepts and theories of individual and social behavior.

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## **QUME 250 - Quantitative Methods I**

**Credits - 3**

**Pre-requisite – MATH 112**

Pre-calculation course for students with the Specialty in Business Administration. It includes: Linear Equations, Linear Inequalities and Functions. (Quadratic Linear Function). Exponential Functions and Logarithms; Financial Mathematics and Matrix Algebra. All topics are applied to problems of Business Administration and Economics

## **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

## **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

## **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

## **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

## **SOSC 103 - Introduction to Social Sciences (Compendium)**

**Credits - 3**

**Pre-requisite - None**

The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of anthropology, sociology, economics, and political science, and considers their significance in the analysis of social problems. The course themes are approached from both the global and Puerto Rican perspectives.

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### **SPAN 101-102 - Introduction to Spanish Language - Basic Level**

**Credits - 3**

**Pre-requisite - SPAN 102 for SPAN 101**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language - Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

### **SPAN 215 - Writing and Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

### **STAT 201 - Introduction to Business Statistics**

**Credits - 3**

**Pre-requisite - MATH 112**

Study of central tendency and dispersion measurements, sampling methods, probability theory, binomial probability distribution, normal density probability function and lineal regression.

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## Bachelor in Business Administration with a major in Management

The Bachelor of Business Administration with a concentration in Management prepares students with skills that meets the business demands and fill administrative positions in government or private organizations. The manager is responsible for the management of the company and must be committed to effectively use the resources of the organization to achieve the company's goals and mission.

General Education Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
FYIS 101	Induction Seminar to Distance Education College Life	3	
*SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language - Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
QUME 250	Quantitative Methods I	3	MATH 112
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102 or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course.
HUMA 101-102	World Culture I and II	6	HUMA 101 for HUMA 102
<b>TOTAL</b>		<b>54</b>	
Core Professional (36 credits)			
CODE	TITLE	CREDIT	PRE-REQUISITE
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 103 or SOSC 101-102
ECON 325	Introduction to International Trade	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 131	Human Relations in Trade	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	MATH 112
<b>TOTAL</b>		<b>36</b>	
Concentration Courses (21 Credits)			
CODE	TITLE	CREDIT	PRE-REQUISITE
FINA 240	Risk and Insurance	3	FINA 202
MANA 125	Business Ethics	3	
MANA 213	Human Resources Management	3	
MANA 230	Organizational Behavior	3	
MANA 340	Production and Operations Management	3	QUME 250, MANA 210
MANA 404	Labor Relations	3	
MANA 401	Seminar in Strategic Management	3	FINA 202, MANA 131, MANA 210, MARK 133, and 12 credits of the concentration courses in Management.
<b>TOTAL</b>		<b>21</b>	
Concentration Electives (Choose Three Courses) (9 Credits)			
CODE	TITLE	CREDIT	PRE-REQUISITE
MANA 350	Business, Government and Society	3	
ACCO 295	Management Accounting	3	
OFAD 141	Keyboard Skills	3	
ENMA 200	Business Creativity	3	
ENMA 301	Business Financial Planning	3	
ENMA 310	Franchising, Strategic Alliances and Family Business	3	
FINA 308	Real Estate and Property Management	3	
<b>TOTAL</b>		<b>9</b>	
Elective course (3 Credit)			
<b>**Choose an Accounting, Information Systems or Management Sequential course**</b>		3	
<b>TOTAL</b>			
<b>TOTAL OF CREDITS</b>		<b>123</b>	

Important notes:

1. \* Students will be placed according to the results of the Placement Tests or College Board score.
2. \*\* For the free elective you must choose a course from the sequential Accounting, Information Systems, or Management.
3. The two Concentration Electives will chosen among the courses listed in this group.
4. Sequential designed to finish in 4 years with full load, following the order established by PT and studying in summer.
5. Sequential subject to change.

### **ACCO 111 - Introduction to Accounting I**

**Credits - 3**

**Pre-requisite - None**

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

### **ACCO 112 - Introduction to Accounting II**

**Credits - 3**

**Pre-requisite - ACCO 111**

Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

### **ACCO 295 - Management Accounting**

**Credits - 3**

**Pre-requisite - None**

Development and use of accounting information in the managerial functions of planning, control and decision making. Includes funds flow analysis, cost-volume profit relationship, and the preparation of the Master Budget and standard costing. Analysis of short-term decisions and the capital budget.

### **BUSI 204 - Business Law**

**Credits - 4**

**Pre-requisite - None**

Introduction to our legal system. History of law. The Constitution of USA. Origin and development of business law. Sources of legal obligations between parties. Civil, business, and criminal cases. Includes the study of civil and business contracts, its formation and validity. Guarantee contracts, such as: mortgages, bonds, guarantees, pound shops contracts, and conditional sales. Business organizations, such as sole proprietorships, partnerships, and corporations. Introduction to negotiable instruments', bankruptcy, patents, and copy rights laws. Applicable laws on contracts performed via Internet, the long arm statutes, the digital signature and obligations between parties. Proceedings of federal cases to sue of citizens of other states.

### **COIS 101 - Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches. Requires laboratory.

### **ECON 123 - Introduction to Economics (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 103 or SOSC 101-102**

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors.

### **ECON 325 - Introduction to International Trade**

**Credits - 3**

**Pre-requisite - ECON 123**

Introduction to International Business Systems and their effect on the commercial behavior of countries. Emphasizes the relationships between business enterprises, government, and the financial sectors and their involvement in international business activities. Corporate policies and strategies in the global operations.

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### **ENGL 101-102 - Introduction to English Language - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Emphasizes vocabulary development and grammar structures for effective oral and written business communication.

### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, ENGL 103-104, or ENGL 105-106 and a 200 level English course**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **ENMA 101 - Introduction to Business Development**

**Credits - 3**

**Pre-requisite - None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

### **ENMA 200 - Business Creativity**

**Credits - 3**

**Pre-requisite - None**

This course is designed to develop creativity and innovation in business ideas. Emphasis is given to the development of such ideas: their creation, form, and protection. The course stimulates and challenges the student to develop new business types, to know different existing business types, to make decisions, and risk taking. The course also looks for the development of the entrepreneurial character, and how it can transform an idea into a real business.

### **ENMA 301 - Business Financial Planning**

**Credits - 3**

**Pre-requisite - None**

This course analyzes different financing alternatives available for public and private enterprises. The financial plan components for different business types are examined in accordance with the characteristics and development stages of the enterprises. Computer programs are integrated to facilitate the preparation of financial plans, statements, and forecasts.

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## **ENMA 310 - Franchising, Strategic Alliances and Family Business**

**Credits - 3**

**Pre-requisite - None**

Definition, nature and analysis of particular characteristics of Family businesses, franchises and strategic alliances. Analysis of the advantages and disadvantages of them. Manage business relationships, conflicts, and shared decision-making.

## **FINA 202 - Business Finance**

**Credits - 3**

**Pre-requisite - ACCO 111-112**

Introduction to basic financial theories and techniques. Studies of the various responsibilities of a finance manager from determining the best sources of funds for a company to the optimal decision of assets on which capital is invested. Use and interpretation of financial analysis, budget development, capital cost, short-term financing in the need to balance the components of profit and risk.

## **FINA 240 - Risk and Insurance**

**Credits - 3**

**Pre-requisite - FINA 202**

The course describes the risks to which individuals, businesses and businesses are exposed and the costs associated with such risks. Emphasis will be given to risks related to the liability of manufacturers for their products, and the responsibility for the operation of establishments, use of vehicles, professional liability, property losses and accidents at work. //Various techniques used for risk management will be studied, including risk assumption, prevention, diversification and transfer of risks through insurance and other contractual mechanisms. Commercial policies related to the risk of ownership and public liability and the different types of companies operating in the insurance industry will be analyzed.

## **FINA 308 - Real Estate and Property Management**

**Credits - 3**

**Pre-requisite - None**

This course presents the principles and practices for the acquisition, sale and administration of Real Estate in Puerto Rico. We discuss issues related to the purchase and sale of Real Estate, Mortgage cases and real rights, financing, appraisal. Other transactions related to property and the Property Registry. The course focuses on studying the laws of condominiums, zoning, regulations and permits, as well as regulations of the profession of Real Estate Broker and Seller in Puerto Rico.

## **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

## **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

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## **HUMA 101-102 - World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

## **MANA 125 - Business Ethics**

**Credits - 3**

**Pre-requisite - None**

Concepts related to moral aspects of human behavior within the whole social system, and particularly in business settings or in groups where the individual operates.

## **MANA 131 - Human Relations in Trade**

**Credits - 3**

**Pre-requisite - None**

Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior.

## **MANA 210 - Administrative Theories**

**Credits - 3**

**Pre-requisite - None**

Study of all administrative theories and the management process in the sequence of planning, organizing, directing and controlling.

## **MANA 213 - Human Resources Management**

**Credits - 3**

**Pre-requisite - None**

Study of all administrative theories and the management process in the sequence of planning, organization, directing, and controlling.

## **MANA 230 - Organizational Behavior**

**Credits - 3**

**Pre-requisite - None**

Study of human behavior both as individuals and as groups in the determination of organizational effectiveness. Special attention is given to formal and informal groups, the leader's role in conflict management, and concepts such as perception, learning, socialization, motivation, stress management, awareness and development of values.

## **MANA 340 - Production and Operations Management**

**Credits - 3**

**Pre-requisite - QUME 250, MANA 210**

Principles of production management applied to problems such as product design, objectives, policies, work, methods and standards, plant location, layout, scheduling, maintenance, inventory, quality control, operations analysis, performance and cost control.

## **MANA 350 - Business, Government and Society**

**Credits - 3**

**Pre-requisite - None**

Study of the philosophies, interrelationships, and perspectives regarding the role of business in society. Selected issues in the context of social responsibility are included. The analysis of specific legislation related to the field is also examined.

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### **MANA 401 - Seminar in Strategic Management**

**Credits - 3**

**Pre-requisite - FINA 202, MANA 131, MANA 210, MARK 133**

This is the capstone course of the management major and offers the student a hands-on overview of the strategic management process, focusing on the strategic analysis, strategy Formulation and strategy implementation phases. Students will deepen their analytical competencies while applying knowledge acquired in previous courses, skills and values to specific business issues.

### **MANA 404 - Labor Relations**

**Credits - 3**

**Pre-requisite - None**

Studies the worker-management relationships, development and operation of labor unions, public and private policies on labor relations, collective bargaining, job and union security, and labor laws.

### **MARK 133 - Principles of Marketing**

**Credits - 3**

**Pre-requisite - None**

Presents the basic concepts and applications most relevant to the marketing decision making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.

### **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

### **OFAD 141 - Keyboard Skills**

**Credits - 3**

**Pre-requisite - None**

Special emphasis will be given to key by touch using a computer keyboard. Development of speed and accuracy. Training in simple documents, such as: memorandums, documents with proofreader's marks, and also basic functions of Microsoft Word application such as: create, save, print, edit, and centralize text.

### **PSYC 123 - General Psychology (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 101-102 or SOSC 103**

Study of basic principles, concepts and theories of individual and social behavior.

### **QUME 250 - Quantitative Methods**

**Credits - 3**

**Pre-requisite – MATH 112**

Pre-calculation course for students with the Specialty in Business Administration. I know includes: Linear Equations, Linear Inequalities and Functions. (Quadratic Linear Function). Exponential Functions and Logarithms; Financial Mathematics and Matrix Algebra. All topics are applied to problems of Business Administration and Economics.

### **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter

and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

### **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

### **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

### **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

### **SOSC 103 - Introduction to Social Sciences (Compendium)**

**Credits - 3**

**Pre-requisite - None**

The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of anthropology, sociology, economics, and political science, and considers their significance in the analysis of social problems. The course themes are approached from both the global and Puerto Rican perspectives.

### **SPAN 101-102 - Introduction to Spanish Language - Basic Level**

**Credits - 3**

**Pre-requisite - None**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language - Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

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## **SPAN 215 - Writing and Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

## **STAT 201 - Introduction to Business Statistics**

**Credits - 3**

**Pre-requisite - MATH 112**

Study of central tendency and dispersion measurements, sampling methods, probability theory, binomial probability distribution, normal density probability function and lineal regression.

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# Bachelor's Degree in Business Administration with concentration in Information Systems

The Bachelor of Business Administration with a concentration in Information Systems prepares students to obtain and apply the knowledge and proficiency needed in computer skills as well as network technology, required to design, develop, and support information systems that allow streamline and troubleshooting. It also enables students to analyze existing systems to optimize and support the operations of the company, to make effective management and planning decisions.

General Education Courses			
CODE	TITLE	CREDIT	PRE-REQUISITE
FYIS 101	Induction Seminar to Distance Education College Life	3	
*SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language- Intermediate Introduction to English Language- Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
QUME 250	Quantitative Methods I	3	MATH 112
SOSC 101-102 or SOSC 103 and PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103 -104 or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 102
<b>TOTAL</b>		<b>54</b>	
Core Professional			
CODE	TITLE	CREDIT	PRE-REQUISITE
ACCO 111-112	Introduction to Accounting I and II	8	ACCO 111 for ACCO 112
STAT 201	Introduction to Business Statistics	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 103 or SOSC 101-102
ECON 325	Introduction to International Trade	3	ECON 123
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 131	Human Relations in Trade	3	
BUSI 204	Commercial Law	4	
MARK 133	Principles of Marketing	3	
FINA 202	Commercial Finance	3	ACCO 111-112
<b>TOTAL</b>		<b>36</b>	
Courses Concentration			
CODE	TITLE	CREDIT	PRE-REQUISITE
OFAD 141	Keyboard Skills	3	
COIS 110	Introduction to Information Systems	4	COIS 101
COIS 215	Introduction to Application Development	3	COIS 110
COIS 216	Design and Implementation of Desktop Applications	4	COIS 215
COIS 304	Concepts of "Hardware" and "Software"	3	COIS 110
COIS 312	Design and Implementation of Distributed Applications	3	COIS 216
COIS 320	Architecture Solutions	3	COIS 312
COIS 412	Networking	3	COIS 304
<b>TOTAL</b>		<b>26</b>	
Concentration Electives (Choose Two Courses) (6 Credits)			
CODE	TITLE	CREDIT	PRE-REQUISITE
COIS 408	Topics in Information Systems	3	COIS 216
COIS 411	Database Development	3	COIS 110
COIS 424	Web Pages and E-Commerce	3	COIS 412
<b>TOTAL</b>		<b>6</b>	
Elective course			
<b>**Choose an Accounting, Management or Information Systems Sequential course**</b>		3	
<b>TOTAL</b>		<b>3</b>	
<b>TOTAL OF CREDITS</b>		<b>125</b>	

Important notes:

- \* Students will be placed according to the results of the Placement Tests or College Board score.
- \*\* For the free elective you must choose a course from the sequential of Accounting, Management or Information Systems.
- The Concentration Electives will chosen among the courses listed in this group.
- Sequential designed to finish in 4 years with full load, following the order established by PT and studying in summer.
- Sequential subject to change.

**ACCO 111 - Introduction to Accounting I**

**Credits - 3****Pre-requisite - None**

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

**ACCO 112 - Introduction to Accounting II****Credits - 3****Pre-requisite - ACCO 111**

Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

**BUSI 204 - Business Law****Credits - 4****Pre-requisite - None**

Introduction to our legal system. History of law. The Constitution of USA. Origin and development of business law. Sources of legal obligations between parties. Civil, business, and criminal cases. Includes the study of civil and business contracts, its formation and validity. Guarantee contracts, such as: mortgages, bonds, guarantees, pound shops contracts, and conditional sales. Business organizations, such as sole proprietorships, partnerships, and corporations. Introduction to negotiable instruments', bankruptcy, patents, and copy rights laws. Applicable laws on contracts performed via Internet, the long arm statutes, the digital signature and obligations between parties. Proceedings of federal cases to sue of citizens of other states.

**COIS 101 - Introduction to Computers****Credits - 3****Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

**COIS 110 - Introduction to Information Systems****Credits - 3****Pre-requisite - COIS 101**

Introduction to system concepts, information technology and DBMS software. It covers how information is used in organizations and how information technology improves the operations of the organization. Students are provided with solid grounding in business uses of information technology in a rapidly changing environment, and discussion about critical issues surrounding the use of IT in organizations is provided.

**COIS 215 - Introduction to Application Development****Credits - 3****Pre-requisite - COIS 110**

Introduction to application development. This course develops the skills necessary to create software. It includes software design and the use of a programming language. Requires laboratory.

**COIS 216 - Design and Implementation of Desktop Applications****Credits - 3****Pre-requisite - COIS 215**

Teaches Microsoft Visual Basic programmers, the skills to successfully create and deploy applications and components. Requires laboratory.

**COIS 304 - Concepts of "Hardware" and "Software"**

**Credits - 3****Pre-requisite - COIS 110**

A survey of technical topics related to computer systems with emphasis on the relationships between hardware architecture, system software and applications software. Explores the architecture of processors and storage systems and its implications for systems software design are covered including their impact on the development of application programs in the business environment. Requires laboratory.

**COIS 312 - Design and Implementation of Distributed Applications****Credits - 3****Pre-requisite - COIS 216**

Basic principles of how to build three-tier client/server solutions. Designed for Microsoft Visual Basic programmers, who currently build distributed applications that access corporate databases. Requires laboratory.

**COIS 320 - Architecture Solutions****Credits - 3****Pre-requisite - COIS 312**

This course provides the student with the basic skills necessary for the analysis, design and development of information systems. The students will learn how to develop logical and physical models. It includes database modeling, Structured Query Language (SQL), and data base administration. It also includes basic concepts on project management. Requires laboratory.

**COIS 408 - Topics in Information Systems****Credits - 3****Pre-requisite - COIS 216**

This course provides students with previous programming language knowledge, tools to develop desktop applications in C++ language with an emphasis on programs that solve problems in the business world. Requires laboratory.

**COIS 411 - Database Development****Credits - 3****Pre-requisite - COIS 110**

It provides basic skills relating to the design and development of database systems. Students will learn about database system analysis, modeling techniques and database development strategies. Requires laboratory.

**COIS 412 - Networking****Credits - 3****Pre-requisite - COIS 304**

Provides the background necessary to understand technology for local area networks (LANs), wide area networks (WANs), and the Internet. Requires laboratory.

**COIS 424 - Web pages and E-Commerce****Credits - 3****Pre-requisite - COIS 412**

This course develops the skills necessary to design, create, implement and maintain electronic web pages. Includes experiences with web pages designing tool, database management and transactions processing. Requires laboratory.

**ECON 123 - Introduction to Economics (Compendium)****Credits - 3****Pre-requisite - SOSC 103, or SOSC 101-102**

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors.

**ECON 325 - Introduction to International Trade**

**Credits - 3**

**Pre-requisite - ECON 123**

Introduction to International Business Systems and their effect on the commercial behavior of countries. Emphasizes the relationships between business enterprises, government, and the financial sectors and their involvement in international business activities. Corporate policies and strategies in the global operations.

**ENGL 101-102 - Introduction to English Language - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

**ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

**ENGL 105 - 106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

**ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Emphasizes vocabulary development and grammar structures for effective oral and written business communication.

**ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, ENGL 103-104, or ENGL 105-106 and a 200 level English course**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

**ENMA 101 - Introduction to Business Development**

**Credits - 3**

**Pre-requisite - None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

**FINA 202 - Business Finance**

**Credits - 3**

**Pre-requisite - ACCO 111-112**

Introduction to basic financial theories and techniques. Studies of the various responsibilities of a finance manager from determining the best sources of funds for a company to the optimal decision of assets on which capital is invested. Use and interpretation of financial analysis, budget development, capital cost, short-term financing in the need to balance the components of profit and risk.

**FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

### **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

### **HUMA 101-102 - World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

### **MANA 131 - Human Relations in Trade**

**Credits - 3**

**Pre-requisite - None**

Concepts dealing with the interaction and interpersonal relations of individuals and groups within business organizations. It includes an analysis of leadership and group behavior.

### **MANA 210 - Administrative Theories**

**Credits - 3**

**Pre-requisite - None**

Study of all administrative theories and the management process in the sequence of planning, organizing, directing and controlling.

### **MARK 133 - Principles of Marketing**

**Credits - 3**

**Pre-requisite - None**

Presents the basic concepts and applications most relevant to the marketing decision making process. Focuses on the universal concerns of managers who are responsible for marketing decisions. Includes the consumer's buying decisions process and types of consumer behavior as related to the basic marketing philosophies regarding products, price, promotion and distribution.

### **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

### **OFAD 141 - Keyboard Skills**

**Credits - 3**

**Pre-requisite - None**

Special emphasis will be given to key by touch using a computer keyboard. Development of speed and accuracy. Training in simple documents, such as: memorandums, documents with proofreader's marks, and also basic functions of Microsoft Word application such as: create, save, print, edit, and centralize text.

### **PSYC 123 - General Psychology (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 101-102 or SOSC 103**

Study of basic principles, concepts and theories of individual and social behavior.

### **QUME 250 - Quantitative Methods I**

**Credits - 3**

**Pre-requisite – MATH 112**

Pre-calculation course for students with the Specialty in Business Administration. It includes: Linear Equations, Linear Inequalities and Functions. (Quadratic Linear Function). Exponential Functions and Logarithms; Financial Mathematics and Matrix Algebra. All topics are applied to problems of Business Administration and Economics

### **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

### **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite – SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

### **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

### **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite – SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

### **SOSC 103 - Introduction to Social Sciences (Compendium)**

**Credits - 3**

**Pre-requisite - None**

The course consists of a compendium of the general principles and foundations of the Social Sciences as scientific disciplines. The course specifically studies basic concepts in the fields of anthropology, sociology, economics, and political science, and considers their significance in the analysis of social problems. The course themes are approached from both the global and Puerto Rican perspectives.

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### **SPAN 101-102 - Introduction to Spanish Language -Basic Level**

**Credits - 3**

**Pre-requisite - SPAN 102 for SPAN 101**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language – Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language – Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

### **SPAN 215 - Writing and Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

### **STAT 201 - Introduction to Business Statistics**

**Credits - 3**

**Pre-requisite - MATH 112**

Study of central tendency and dispersion measurements, sampling methods, probability theory, binomial probability distribution, normal density probability function and lineal regression.

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# Bachelor's Degree in Public Health with concentration in Health Services Management

The Bachelor of Public Health with concentration in Health Services Management prepares the students to perform successfully in primary and intermediate management in health service organizations. What distinguishes these professionals are their knowledge in the field of public health, in the field of management and integration of both fields. In this way, it will ensure the balance between the provision of public health services and an effective administration.

<b>General Education Courses</b>			
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT</b>	<b>PRE-REQUISITE</b>
FYIS 101	Induction Seminar to Distance Education College Life	3	
*SPAN 101-102 o SPAN 103-104 o SPAN 105-106	Introduction to Spanish Language - Basic Level Introduction to Spanish Language - Intermediate Introduction to Spanish Language - Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101-102 o ENGL 103-104 o ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language- Intermediate Introduction to English Language- Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
QUME 250	Quantitative Methods I	3	MATH 112
SOSC 101-102 o SOSC 103 y PSYC 123	Introduction to Social Science I and II Introduction to Social Sciences (Compendium) General Psychology (Compendium)	6	SOSC 101 for SOSC 102 or SOSC 103 for PSYC 123
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103 -104 or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I and II	6	HUMA 101 for HUMA 112
	<b>TOTAL</b>	<b>54</b>	
<b>Core Professional Courses</b>			
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT</b>	<b>PRE-REQUISITE</b>
ACCO 113 -114	Introduction to Accounting I and II	6	ACCO 113 for ACCO 114
ECON 123	Introduction to Economics (Compendium)	3	SOSC 103, or SOSC 101-102
ENMA 101	Introduction to Business Development	3	
MANA 210	Administrative Theories	3	
MANA 213	Human Resources Management	3	MANA 210
MANA 230	Organizational Behavior	3	
PUHE 101	Introductions to Public Health and Health Education	3	
PUHE 201	Introduction to Biostatistics	3	
PUHE 203	Introductions to Epidemiology	3	PUHE 201
PUHE 210	Biological Aspects of Human Diseases	3	PUHE 203, SCIE 111
	<b>TOTAL</b>	<b>33</b>	
<b>Concentration Courses</b>			
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT</b>	<b>PRE-REQUISITE</b>
HESM 110	Health Services Management	3	
HESM 210	Health Systems Models	3	
HESM 220	Services Planning and Evaluation of Health Services	3	
HESM 230	Basic Accounting for the Health Industry	3	ACCO 112, HESM 110, QUME 250
HESM 310	Economics of the Health Industry	3	ACCO 112, HESM 110
HESM 320	Basic Finance for the Health Industry	3	
HESM 330	Legal Aspects in the Health Industry	3	HESM 110, MANA 210, PUHE 101
HESM 340	Budgeting for the Health Industry	3	
HESM 410	Health Information Systems	3	COIS 101, HESM 110, HESM 230, HESM 310, HESM 320
HESM 420	Special Topics in Health Services	3	HESM 110, HESM 220, HESM 320, HESM 340
HESM 431	Seminar in the Health Services Management	3	30 Concentration credits approved
	<b>TOTAL</b>	<b>33</b>	
	<b>TOTAL OF CREDITS</b>	<b>120</b>	

Important notes:

- \* Students will be placed according to the results of the Placement Tests or College Board score.
- Sequential designed to finish in 4 years with full load, following the order established by PT and studying in summer.
- Sequential subject to change.



### **ACCO 111 - Introduction to Accounting I**

**Credits - 3**

**Pre-requisite - None**

Fundamentals of accounting. Analyzing and recording business transactions, the accounting cycle and preparation of Financial Statements. Includes accounting for cash, accounts receivable and inventories.

### **ACCO 112 - Introduction to Accounting II**

**Credits - 3**

**Pre-requisite - ACCO 111**

Tangible and intangible assets, current liabilities and the payroll system, application of accounting principles to partnerships and corporations, investments and bonds.

### **COIS 101 - Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

### **ECON 123 - Introduction to Economics (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 103, or SOSC 101-102**

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors.

### **ENGL 101-102 - Introduction to English Language - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Emphasizes vocabulary development and grammar structures for effective oral and written business communication.

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### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, ENGL 103-104, or ENGL 105-106 and a 200 level English course.**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **ENMA 101 - Introduction to Business Development**

**Credits - 3**

**Pre-requisite - None**

This course offers students a basic understanding and overview of the business world and the entrepreneurial. This includes topics related to writing a business plan, business ethics, management, marketing, finance, accounting and the legal aspects of commercial operations.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

### **HESM 110 - Health Services Management**

**Credits - 3**

**Pre-requisite - None**

Introduction to the fundamental concepts of management of health services facilities. Application of the administrative processes: organization, direction, control and evaluation. Emphasis is placed in public policies, health services management status, trends, organization, practices and issues relative to the delivery of health services in Puerto Rico and in the United States.

### **HESM 210 - Health Systems & Models**

**Credits - 3**

**Pre-requisite - HESM 110**

A study of the systems, models, health policies and the infrastructure of health services in Puerto Rico and in the United States. Emphasis is placed in health reforms and its implication in the delivery of health services to the general population. Includes a review of the historical development and the future of health services.

### **HESM 220 - Services Planning and Evaluation of Health Services**

**Credits - 3**

**Pre-requisite - HESM 110**

A study of the historical development of planning and evaluation of health services in Puerto Rico and in the United States with emphasis in its impact in organizations and in communities. Includes the theoretical foundations of planning strategies. Discusses and applies the techniques of evaluation to the health sector.

### **HESM 230 - Basic Accounting for the Health Industry**

**Credits - 3**

**Pre-requisite - ACCO 112, HESM 110, QUME 250**

A study of the social, economic, and political developments that have influenced and determined the accounting practices in the health services industry. Reviews accounting procedures and discusses their applications in the health services industry. Actual and hypothetical health services accounting problems will be discussed.

### **HESM 310 - Economics of the Health Industry**

**Credits - 3**

**Pre-requisite - ACCO 112, HESM 110**

A study of the modern micro and macro economy applied to health services in the public and private sectors. Emphasis is placed in the situations and issues of health economics. Discusses the relationship between the market forces of need and demand of health services.

### **HESM 320 - Basic Finance for the Health Industry**

**Credits - 3**

**Pre-requisite - None**

A study of the financial practices of health services organizations. Also, includes the fundamental methods and techniques for financial administration in the health services industry, including fund distribution, capital management, determination and assignment of costs service rates. Case studies and applications are provided.

### **HESM 330 - Legal Aspects in the Health Industry**

**Credits - 3**

**Pre-requisite - HESM 110, MANA 210, PUHE 101**

A study of the existing legislation in health services in Puerto Rico and in the United States. Emphasis is placed in the norms that have a bearing in the health services industry. Application experiences through case studies in aspects such as: malpractice, patient rights, informed consent, doctor-patient relationship, accidents, collective bargaining and ethical and legal issues.

### **HESM 340 - Budgeting for the Health Industry**

**Credits - 3**

**Pre-requisite - HESM 220, QUEME 250**

A study of budget models, including the corresponding programmatic plans, and budget distribution. Emphasis is placed in goals, objectives and measurable results. The course provides for the application of budget models and techniques to health services settings.

### **HESM 410 - Health Information Systems**

**Credits - 3**

**Pre-requisite - COIS 101, HESM 110, 230, 310,320**

General introduction to the theory of information systems. The course provides for the application and use of software packages specifically designed for the health services industry for use in microcomputers and in mainframes, and for data collection, services utilization, billing, census, and others.

### **HESM 420 - Special Topics in Health Services**

**Credits - 3**

**Pre-requisite - HESM 110, HESM 220, HESM 320, HESM 340**

Analysis and discussion of current issues and trends in the health services industry. Emphasis is placed in critical reading and analysis of case studies.

### **HESM 431 - Seminar in the Health Services Management**

**Credits - 3**

**Pre-requisite – 30 Concentration credits approved**

In this course the students apply the principles of personnel supervision and learn how to manage the problems associated with it in a department of a Health Care institution. It also emphasis in many issues of legal protection to the patient and to the institution that provide the health care services. In this course the student will practice in many departments of the health care institution. The practicum will be supervised by an institutional faculty member together with a certified health care administrator. The seminar sessions will place special attention to topics, issues and aspects related to health services administration. A research project on a related topic is required.

### **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

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## **HUMA 101-102 - World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

## **MANA 210 - Administrative Theories**

**Credits - 3**

**Pre-requisite - None**

Study of all administrative theories and the management process in the sequence of planning, organizing, directing and controlling.

## **MANA 213 - Human Resources Management**

**Credits - 3**

**Pre-requisite - None**

Study of all administrative theories and the management process in the sequence of planning, organization, directing, and controlling.

## **MANA 230 - Organizational Behavior**

**Credits - 3**

**Pre-requisite - None**

Study of human behavior both as individuals and as groups in the determination of organizational effectiveness. Special attention is given to formal and informal groups, the leader's role in conflict management, and concepts such as perception, learning, socialization, motivation, stress management, awareness and development of values.

## **PSYC 123 - General Psychology (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 101-102 or SOSC 103**

Survey course in general psychology. Study of basic principles, concepts and theories of individual and social behavior.

## **PUHE 101 - Introductions to Public Health and Health Education**

**Credits - 3**

**Pre-requisite - None**

Introduction to the different conceptions about health, as well as the basic principles education. Analysis of the relationships that exist among the 4 mayor factors that determine health. Deals with various epidemiologic concepts about health and illness, the natural history of diseases, attention and prevention levels, specific protection measures and health promotion. Emphasis is placed on existing health education models for individual and community intervention.

## **PUHE 201 - Introduction to Biostatistics**

**Credits - 3**

**Pre-requisite - None**

Basic concepts and principles of statistics applied to life and health. Emphasis in the basic techniques used in scientific research, primarily in areas of health education and public health. Analysis of the major statistical concepts such as: the scientific method and the statistics method and others.

## **PUHE 203 - Introductions to Epidemiology**

**Credits - 3**

**Pre-requisite - PUHE 201**

Studies the occurrence, distribution and causes of diseases in communities using the epidemiologic method. The epidemiologic, as well as, the scientific method are applied to the health-illness process and its causes, particularly transmissible, chronic, mental diseases and high-risk behaviors.

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## **PUHE 210 - Biological Aspects of Human Diseases**

**Credits - 3**

**Pre-requisite - PUHE 203, SCIE 111**

Develops sound scientific attitudes, the concepts and the basic biological processes of diseases, such as: inflammation, immunological reactions, regeneration and growth control, fibrosis and necrosis using the scientific method as the tool. Pathogenesis is incorporated to the various perspectives of epidemiology and disease control as they relate to public health. Laboratory experiences promote the application of technology to the study of the principal human diseases and agents that cause them.

## **QUME 250 - Quantitative Methods**

**Credits - 3**

**Pre-requisite - None**

Pre-calculation course for students with the Specialty in Business Administration. It includes: Linear Equations, Linear Inequalities and Functions. (Quadratic Linear Function). Exponential Functions and Logarithms; Financial Mathematics and Matrix Algebra. All topics are applied to problems of Business Administration and Economics

## **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

## **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

## **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

## **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

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### **SPAN 101-102 - Introduction to Spanish Language - Basic Level**

**Credits - 3**

**Pre-requisite - SPAN 102 for SPAN 101**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language - Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

### **SPAN 215 - Writing and Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

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# Bachelor's Degree in Social Sciences with concentration in Criminology

The Bachelor of Social Sciences with concentration in Criminology allows students to understand the causes of criminality, how society reacts to it and the interrelations between law and society. It includes learning from a humanistic and interdisciplinary approach, theories of crime and methods used to study crime, law and society. This program provides students with a broad perspective on the complex relationships between legal, social, political, historical and psychological influences that affect criminality, justice and legal processes.

<b>General Education</b>			
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT</b>	<b>PRE-REQUISITE</b>
FYIS 101	Induction Seminar to Distance Education College Life	3	
*SPAN 101 -102 or SPAN 103 -104 or SPAN 105 -106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language –Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
*ENGL 101 -102 or ENGL 103 -104 or ENGL 105 -106	Introduction to English Language - Basic Level Introduction to English Language- Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111 - 112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102 or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course.
HUMA 101-102	World Culture I & II	6	HUMA 101 for HUMA 112
	<b>TOTAL</b>	<b>54</b>	
<b>Core Professional Courses</b>			
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT</b>	<b>PRE-REQUISITE</b>
STAT 300	Elements of Statistics I	3	MATH 112
ECON 123	Introduction to Economics (Compendium)	3	SOSC 101-102
POSC 380	Constitutional Law	3	
PSYC 123	General Psychology (Compendium)	3	SOSC 101-102 or SOSC 103
PSYC 350	Principles of Psychopathology	3	PSYC 121, PSYC 122, or PSYC123
SOSC 320	Social Research Techniques I	3	STAT 300
SOCI 325	Social of Deviance	3	
SOCI 358	Social Problems of Puerto Rico	3	
GEOG 205	Global Communities and Resources: Critical Perspective	3	SOSC 101, SOSC 102
	<b>TOTAL</b>	<b>27</b>	
<b>Concentration Courses</b>			
<b>CODE</b>	<b>TITLE</b>	<b>CREDIT</b>	<b>PRE-REQUISITE</b>
CRIM 205	Introduction to Criminology	3	SOSC 101 - 102
CRIM 300	Criminal Law	3	CRIM 205
CRIM 305	Criminal Justice System in Puerto Rico	3	
CRIM 310	Photography and Forensic Planimetry	3	
CRIM 320	Criminal Investigation Techniques	3	SOSC 320
CRIM 325	Juvenile Delinquency in Puerto Rico	3	
CRIM 327	Correctional Program: Administration Principles	3	CRIM 205
CRIM 400	Criminal Procedure	3	CRIM 300
CRIM 415	Evidence	3	CRIM 400
CRIM 435	Preparation of Cases and Testimonies before the Court	3	
CRIM 450	Legal Medicine	3	CRIM 300
CRIM 476	Seminar	3	24 Concentration credits approved
	<b>TOTAL</b>	<b>36</b>	
<b>Elective</b>		<b>3</b>	
<b>**Free Elective</b>		3	
	<b>TOTAL</b>	<b>3</b>	
<b>TOTAL OF CREDITS</b>		<b>120</b>	

Important notes:

- \* Students will be placed according to the results of the Placement Tests or College Board score.
3. Sequential designed to finish in 4 years with full load, following the order established by PT and studying in summer.
4. Sequential subject to change.0

## **COIS 101- Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches. Requires laboratory.

## **CRIM 205 - Introduction to Criminology**

**Credits - 3**

**Pre-requisite - SOSC 101-102**

The course presents an outline of the field, its development, present trends, and specializations. Topics include criminology as an empirical science, crime, the delinquent, and the victim, as well as investigation and criminal statistics.

## **CRIM 300 - Criminal Law**

**Credits - 3**

**Pre-requisite - None**

Study of the Criminal Code of Puerto Rico related in the crimes, penalties and security measures in the application of the criminal law.

## **CRIM 305 - Criminal Justice System in Puerto Rico**

**Credits - 3**

**Pre-requisite - CRIM 205**

The course is an overview of the criminal justice system in Puerto Rico. Topics include a comparative approach to the legal framework, the system's structures, functions,

## **CRIM 310 - Photography and Forensic Planimetry**

**Credits - 3**

**Pre-requisite - None**

Study and application of methods and photography techniques from a forensic perspective. The study of photography as a graphic objective of the condition in which the crime scene is developed. Study of the crime scene with the purpose of establishing conditions for the evidence found. Study of the diagram or sketch that is elaborated in the crime scene. The course also provides an establishment of specific crime motives where the results become favorable to solve criminal cases.

## **CRIM 320 - Criminal Investigation Techniques**

**Credits - 3**

**Pre-requisite - SOSC 320**

The course centers on scientific methods of investigation within a legal framework. Case studies are thoroughly analyzed. Observation techniques and evaluation of relevant information will be discussed. Modern methods of locating, obtaining and interpreting information will be presented.

## **CRIM 325 - Juvenile Delinquency in Puerto Rico**

**Credits - 3**

**Pre-requisite - CRIM 205**

The course centers on the definition of the problems of juvenile delinquency in Puerto Rico. Topics include social, cultural, psychological and legal aspects; causes and prevention; prosecution and treatment of the juvenile delinquent.

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### **CRIM 327 - Correctional Programs: Administration Principles**

**Credits - 3**

**Pre-requisite - CRIM 205**

The course deals with the principles of the correctional system in Puerto Rico: philosophy, legal framework and regulations. Topics include structures, functions and procedures in the administration of penal institutions, the parole program, the adult probation system, the classification program, the diagnosis and treatment of inmates. The area of custody programs and treatment of minors is also discussed.

### **CRIM 400 - Criminal Procedure**

**Credits - 3**

**Pre-requisite - CRIM 300**

Study of the criminal procedure rules and its application in the judicial process. Analysis of the criminal procedure rules and its relationship with the constitutional rights of the accused. Study of the judicial interpretation of the rules by the Supreme Court of Puerto Rico.

### **CRIM 415 - Evidence**

**Credits - 3**

**Pre-requisite - CRIM 400**

Study of the evidence rules and their application in criminal cases. Analysis of the evidence presentation's techniques in criminal cases and court testimony. Study of judicial interpretations of the rules.

### **CRIM 435 - Case Preparation and Testimony**

**Credits - 3**

**Pre-requisite - None**

The course deals with the development of skills needed for preparing reports and for procedural handling of evidence. Presentation of evidence and testimony is emphasized.

### **CRIM 450 - Legal Medicine**

**Credits - 3**

**Pre-requisite - CRIM 300**

The course deals with the legal aspects of medicine. Medical and legal cases will be discussed, including cases of malpractice. Emphasis is placed on case discussion, laboratory practice, techniques and theories related to legal medicine.

### **CRIM 476 - Seminar**

**Credits - 3**

**Pre-requisite – 24 Concentration credits approved**

The course is an integration of theory and experience through observation in a judicial or correctional institution.

### **ECON 123 - Introduction to Economics (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 103, or SOSC 101-SOSC 102**

Provides the student with the theoretic knowledge and applied basis of Economics. The student will learn the essential principles and theories for the micro and macroeconomic analysis. Time is devoted to develop the skills needed to identify and solve the problems encountered by the public and private sectors.

### **ENGL 101-102 - Introduction to English Language - Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

Emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

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### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Emphasizes vocabulary development and grammar structures for effective oral and written business communication.

### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, ENGL 103-104, or ENGL 105-106 and a 200 level English course.**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

### **GEOG 205 - Global Communities and Resources: Critical Perspective**

**Credits - 3**

**Pre-requisite – SOSC 101, SOSC 102**

A Critical View The course is an introduction to human problems in the contemporary world. Physical geography and different theories related to this phenomenon are considered. Implications of problems related to the economical and political development of society will also be discussed.

### **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

### **HUMA 101-102 - World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

## **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

## **PHIL 201 - Introduction to Philosophy**

**Credits - 3**

**Pre-requisite - None**

Study of the nature and development of philosophical thoughts and its problems. Studies the principal philosophers from Greece to the present.

## **POSC 380 - Constitutional Law**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the constitutional development of Puerto Rico, with emphasis on civil rights provisions in the Constitution.

## **PSYC 123 - General Psychology (Compendium)**

**Credits - 3**

**Pre-requisite - SOSC 101-102 or SOSC 103**

Study of basic principles, concepts and theories of individual and social behavior.

## **PSYC 350 - Principles of Psychopathology**

**Credits - 3**

**Pre-requisite - PSYC 121, PSYC 122, or PSYC123**

The course covers dynamics, diagnosis, and prediction of abnormal behavior. Neuroses, psychotic disorders and personality disturbances such as alcoholism, sexual deviation and others will be discussed. Psychotherapies used in the treatment of abnormal behavior will be analyzed.

## **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, in particular of the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

## **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system emphasizing human and public health, nutrition and sexuality. Finally, the interdisciplinary field of modern biotechnology is studied, considering its variety of applications and contributions.

## **SOCI 325 - Social of Deviance**

**Credits - 3**

**Pre-requisite - None**

Theories of social deviance. The role of social and cultural values in the definition of deviant behavior. Emphasizes the influence of traditional and modern society in deviant behavior.

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## **SOCI 358 - Social Problems of Puerto Rico**

**Credits - 3**

**Pre-requisite - None**

The course deals with social problems in contemporary Puerto Rico. Historical perspective on the problems, their causes, public and private problem-solving policies will be discussed. Topics include demographic problems, poverty, educational deprivation, crime, drugs and alcohol and the problems of victims in Puerto Rico

## **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with particular attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

## **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

## **SOSC 320 - Social Research Techniques**

**Credits - 3**

**Pre-requisite - STAT 300**

The course deals with research methods and techniques for the Social Sciences.

## **SPAN 101-102 - Introduction to Spanish Language - Basic Level**

**Credits - 3**

**Pre-requisite - SPAN 102 for SPAN 101**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

## **SPAN 103-104 - Introduction to Spanish Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

## **SPAN 105-106 - Introduction to Spanish Language - Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

## **SPAN 215 - Writing and Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

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## **STAT 300 - Elements of Statistics I**

**Credits - 3**

**Pre-requisite - MATH 112**

The course deals with statistics for the social sciences student. It includes sampling, averages, mode, median, and probability.

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**Faculty**

UNIVERSIDAD  
ANA G. MÉNDEZ

**UAGM**  
Recinto Online

## Faculty for Undergraduate Programs

Angel V. Nieves Vega	<b>Doctor of Business Administration, Management</b>
Carlos G. Sánchez Mojica	<b>Master of Business Administration, Marketing</b>
Carlos O. Figueroa Pérez	<b>Doctor of Business Administration, Management</b>
Charlie Colón Linar	<b>Master of Business Administration, International Business</b>
Danister Quiñones Rodríguez	<b>Doctor of Philosophy, Human Resources Management</b>
Didier E. Barreto Rivera	<b>Master of Business Administration, Project Management</b>
Domingo A. Figueroa Rivera	<b>Doctor of Business Administration, Management</b>
Edwin Dávila Aponte	<b>Doctor of Philosophy, Entrepreneurial Management of Intl. Business</b>
Elba Y. Martoral Ortiz	<b>Master of Education, Instructional Systems and Education Technology</b>
Elsa M. Castro De Jesús	<b>Doctor of Education, Instructional Technology and Distance Education</b>
Enid Rentas	<b>Doctor of Philosophy, Leadership and Education</b>
Gabriel M. Vázquez	<b>Master of Science, Environmental Planning</b>
Gino Franceschi Torres	<b>Doctor of Business Administration</b>
Gricelda Rivera Pérez	<b>Doctor of Business Administration</b>
Grisel M. Vega Agosto	<b>Master of Education, Guidance and Counseling</b>
Hugo Portocarrero	<b>Master of Business Administration, Accounting</b>
Iván M. Borja Borja	<b>Doctor of Philosophy, Agricultural Education</b>
Jason J. Dragoni Rosado	<b>Master of Science, Environmental Sciences - Biology</b>
Joel U. Sevilla Palma	<b>Doctor of Philosophy, Business Administration and Economics</b>
Jorge G. Yinat	<b>Doctor of Philosophy, General Organization and Management</b>
José C. Román Rodríguez	<b>Doctor of Philosophy, Administration and International Marketing</b>

José E. Penso Arcieri	<b>Master of Science, Mass Communications</b>
José J. Rivera Ortiz	<b>Master of Public Administration, Arts Administration</b>
José L. Cruz Caliz	<b>Doctor of Business Administration</b>
Juan G. Rivera Ortiz	<b>Master of Business Administration, Management</b>
Lourdes Echevarría García	<b>Doctor of Philosophy, Environmental Sciences</b>
Luz E. Méndez del Valle	<b>Doctor of Philosophy, Communication General Studies</b>
Margie Alvarez Rivera	<b>Doctor of Education, Curriculum and Teaching</b>
Maritza Sostre Rodríguez	<b>Doctor of Education, Curriculum and Teaching</b>
Mary Ann Toledo	<b>Doctor of Philosophy, Instructional Leadership</b>
Marylind Arroyo	<b>Doctor of Philosophy, Teaching</b>
Mayra Aguilar	<b>Doctor of Philosophy, History of Puerto Rico and the Caribbean</b>
Nollyris Algarín Rosado	<b>Doctor of Education, Instructional Technology and Distance Education</b>
Oscar J. Torres Blay	<b>Doctor of Business Administration</b>
Reinaldo E. González Blanco	<b>Master of Arts, History</b>
Sandra López González	<b>Master of Arts, Counseling Psychology</b>
Santiago Lazo Villela	<b>Doctor of Business Administration, Management Information Systems</b>
Stephanie Jiménez Torres	<b>Master of Business Administration, Marketing</b>
Sygrid E. Vázquez Tirado	<b>Doctor of Philosophy, Forensic Psychology</b>
Uriel Rivera González	<b>Doctor of Education, Curriculum and Instruction - Science</b>
Vanessa Santiago Ríos	<b>Doctor of Philosophy, Entrepreneurial Management, Development and Human Resources</b>
Victor A. Colón Arvelo	<b>Doctor of Philosophy, Entrepreneurial Management of Intl. Business</b>
Yasmin Fonseca Fontáñez	<b>Master of Science, Math</b>
Yoniel Arroyo Muñiz	<b>Doctor of Philosophy</b>



# Academic Calendar

UNIVERSIDAD  
ANA G. MÉNDEZ

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202033

## Part of Term 107

<b>May</b>	
<b>Classes begin.</b>	<b>25</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). cancellation of registration with 100% refund.	<b>25-29</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>30-2 junio/June</b>
<b>June</b>	
Deadline for census taking.	<b>7</b>
Deadline for students to request reinstatement to the course.	<b>12</b>
Deadline for professors to send the students list who has not attended yet.	<b>19</b>
Deadline to apply for graduation on summer, 2020.	<b>10</b>
Deadline for students to remove incompletes and claims of grades.	<b>22</b>
Deadline for professors to remove incompletes.	<b>26</b>
<b>July</b>	
Deadline for filing partial withdrawal and total withdrawal with annotation "w" in The registrar's office.	<b>16</b>
Last day of classes (final exams included).	<b>19</b>
Deadline for professors to submit grades at the web for faculty.	<b>20-21</b>
* SUBJECT TO CHANGE	

202031

## Part of Term 122

<b>August</b>	
<b>Classes begin.</b>	<b>12</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). Cancellation of registration with 100% refund.	<b>12-16</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>17-20</b>
Deadline for census taking.	<b>25</b>
Deadline for students to request reinstatement to the course.	<b>30</b>
<b>September</b>	
Deadline for professors to send the students list who has not attended yet.	<b>7</b>
Deadline for students to remove incomplete and claims of grades.	<b>11</b>
Deadline for professors to remove incomplete.	<b>14</b>
<b>October</b>	
Deadline for filing partial withdrawal and total withdrawal with annotation "w" in the registrar's office.	<b>2</b>
<b>LAST DAY OF CLASSES (FINAL EXAMS INCLUDED)</b>	<b>6</b>
Deadline for professors to submit grades at the web for faculty.	<b>7-11</b>
Deadline to apply for graduation on December 2019.	<b>30</b>
<b>*Subject to change</b>	

202031

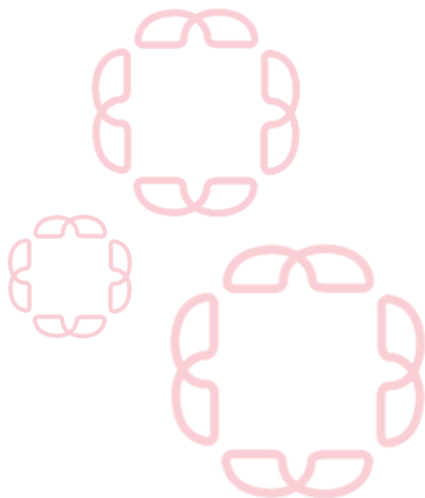
## Part of Term 123

<b>October</b>	
<b>Classes begin</b>	<b>14</b>
Class relocation and schedule change (drop/ add period). Cancellation of registration with 100% refund.	<b>14-18</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>19-22</b>
Deadline for census taking.	<b>27</b>
Deadline to apply for graduation on December 2019.	<b>30</b>
<b>November</b>	
Deadline for students to request reinstatement to the course.	<b>1</b>
Deadline for professors to send the students list who has not attended yet.	<b>8</b>
Deadline for students to remove incomplete and claims of grades.	<b>12</b>
Deadline for professors to remove incomplete.	<b>15</b>
Thanksgiving Day.	<b>28</b>
<b>December</b>	
Deadline for filing parcial withdrawal and total withdraw with annotation "w" in the registrar's office.	<b>5</b>
Last day of classes (final exams included).	<b>8</b>
Deadline for professors to submit grades at the web for faculty.	<b>9-13</b>
Día de Navidad/Christmas day.	<b>25</b>
*Subject to change	

202032

## Part of Term 122

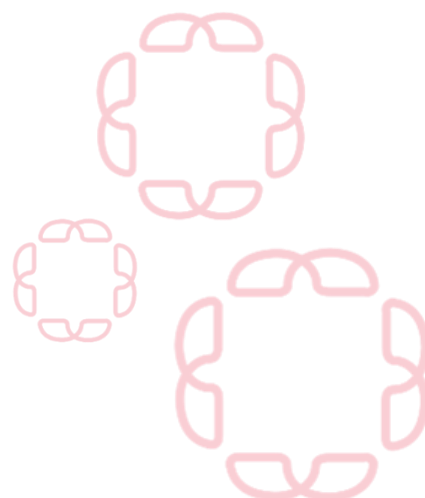
January	
<b>Classes begin</b>	<b>13</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). Cancellation of registration with 100% refund.	<b>13-17</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>18-21</b>
Deadline for census taking.	<b>26</b>
Deadline for students to request reinstatement to the course.	<b>31</b>
February	
Deadline for professors to send the students list who has not attended yet.	<b>7</b>
Deadline for students to remove incomplete and claims of grades 201901 pt 123.	<b>10</b>
Deadline for professors to remove incomplete	<b>14</b>
March	
Deadline for filing parcial withdraw and total withdraw with annotation "w" in the registrar's office.	<b>5</b>
<b>Last day of classes (final exams included)</b>	<b>8</b>
Deadline for professors to submit grades at the web for faculty.	<b>9-13</b>
*Subject to change	

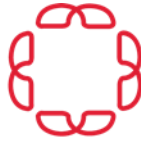


202032

## Part of Term 123

<b>March</b>	
<b>Classes begin</b>	<b>16</b>
Adjustment to the late enrollment, class relocation and schedule change (drop/add period). Cancellation of registration with 100% refund	<b>16-20</b>
Cancellation of registration with 100% refund to students to be admitted during late enrollment.	<b>21-24</b>
Deadline for census taking.	<b>29</b>
<b>April</b>	
Deadline for students to request reinstatement to the course.	<b>3</b>
Deadline for professors to send the students list who has not attended yet.	<b>10</b>
Deadline for students to remove incomplete and claims of grades 201901 pt 123.	<b>13</b>
Deadline for professors to remove incomplete.	<b>17</b>
<b>May</b>	
Deadline for filing partial withdrawa and total withdraw with annotation "w" in the registrar's office	<b>7</b>
Last day of classes (final exams included).	<b>10</b>
Deadline for professors to submit grades at the web for faculty.	<b>11-15</b>
* Subject to change	





UNIVERSIDAD  
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**UAGM**

**Addendum to the 2019-2020 Undergraduate Catalog  
Universidad Ana G. Méndez Online Campus**

This addendum includes the new undergraduate programs to be offered starting on January 2020 and tuition costs revision.

November 12, 2019  
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## Contents

### **New Programs**

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**Tuition Costs** ..... 12



## Bachelor's Degree in Communications with major in Public Relations and Advertising

This program prepares students to work in the field of public relations and advertising, both in public and private agencies and / or in their own companies. You can work on developing and executing strategies in these fields

General Education Courses			
Code	Title	Credit	Pre-Requisite
FYIS 101	Induction Seminar to Distance Education College Life	3	
SPAN 101-102 or SPAN 103-104 or SPAN 105-106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Introduction to Spanish Language – Advanced Level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN 104 SPAN 105 for SPAN 106
ENGL 101-102 or ENGL 103-104 or ENGL 105-106	Introduction to English Language- Basic Level Introduction to English Language - Intermediate Introduction to English Language - Advanced Level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL 106
MATH 112	College Algebra	3	
PHIL 201	Introduction to Philosophy	3	
SOSC 101-102	Introduction to Social Science I and II	6	SOSC 101 for SOSC 102
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
COIS 101	Introduction to Computers	3	
HIST 101	Introduction to the Study of History	3	
SPAN 215	Writing and Composition	3	SPAN 101-102, or SPAN 103-104, or SPAN 105-106
ENGL 212	English Second Year Basic Level	3	ENGL 101-102, or ENGL 103-104 or ENGL 105-106
ENGL 350	Conversational English	3	ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course
HUMA 101-102	World Cultures I & II	6	HUMA 101 for HUMA 102
	<b>TOTAL</b>	<b>54</b>	
Core Professional Courses			
Code	Title	Credit	Pre-Requisite
STAT 300	Elements of Statistics I	3	
GEOG 205	Global Communities and Resources: critical perspective	3	SOSC 101, SOSC 102
SOSC 320	Social Research Techniques	3	
SOCI 358	Social Problems of Puerto Rico	3	
ECON 207	New World Order Economy	3	
COMM 205	Communication Theory	3	
COMM 212	Development and Management of Media Enterprises	3	COMM 205
COMM 210	Legal and Ethical Aspects of Communications	3	COMM 205
COMM 325	Introduction to Advertising	3	COMM 205
COMM 320	Introduction to Public Relations	3	COMM 205
COMM 400	T.V. Principles	3	
	<b>TOTAL</b>	<b>33</b>	
Concentration Courses			
Code	Title	Credit	Pre-Requisite
COMM 230	Fundamentals of Journalism	3	COMM 205
COMM 420	Writing for Public Relations	3	COMM 205, COMM 320
COMM 390	Strategic media planning	3	COMM 205, COMM 320
COMU 307	Writing for Communication's Media	3	COMM 205
COMM 311	Photojournalism	3	COMM 205
COMM 435	Crisis Communication in Public Relations	3	COMM 230
COMM 380	Principles of Radio	3	COMM 205
COMM 440	Public Relations Campaigns	3	COMM 320
COMM 445	Advertising Campaigns	3	COMM 325
COMM 330	Design and Publishing of Electronic Pages	3	COMM 205
PROD 205	Audiovisual Production I	3	
COMM 455	Integration Seminar	3	24 concentration credits approved
	<b>TOTAL</b>	<b>36</b>	
Free Electives			
Elective		3	
	<b>TOTAL</b>	<b>3</b>	
	<b>TOTAL OF CREDITS</b>	<b>126</b>	

### **COIS 101 - Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

### **COMM 205 - Communication Theory**

**Credits - 3**

**Pre-requisite - None**

Study of the communication concept, paradigms of human communication and functions of so-called media. Study and analysis of media effects theories and theories of mass communication. In addition, analysis of organizational communication, its features, functions and key components, as well as contemporary theories of the New Technologies of Information and Communication (NTIC).

### **COMM 210 - Legal and Ethical Aspects of Communications**

**Credits - 3**

**Pre-requisite - COMM 205**

This course places emphasis on the analysis of the legislation, regulation and jurisprudence applicable to the communications medium of the country. This course also focuses on the professional responsibility of the communications.

### **COMM 212 - Development and Management of Media Enterprises**

**Credits - 3**

**Pre-requisite - COMM 205**

This course provides students basic skills in the development and management of a company in the field of communications. Historical and theoretical aspects are studied, and the development of strategies for the audiovisual industries.

### **COMM 230 - Fundamentals of Journalism**

**Credits - 3**

**Pre-requisite – COMM 205**

The course study the main theories about the origins of journalism, it's current concepts and purposes. The essential elements of codes of ethics, law and media, digital journalism, as well as different journalistic genres are also addressed.

### **COMM 307 - Writing for Communication's Media**

**Credits - 3**

**Pre-requisite - COMM 205**

Study of the theoretical principles and the technique of scriptwriting for radio, television and cinema. Emphasis on television programs, television spots and dramatic scriptwriting by considering the structure and format of the script. Writing of scripts for short films, spots, documentaries and other communication devices. CELTX will be used for the correct script format for applications pertaining to the cinema and WORD for other media (as television, documentaries and spots).

### **COMM 311 - Photojournalism**

**Credits - 3**

**Pre-requisite – COMM 205**

Study of the digital still photography camera and introduction to the digital moving image camera. Presentations of the technical aspects of photography. Technical consideration of depth of field, composition and perspective in the construction of the photograph. Introduction of the principles still photography and those of the moving image camera. Study of the main areas of photojournalism. Introduction of the technical aspects of data transference from the digital camera (of the still and moving image camera) to the computer. Presentation of basic skills of photographic retouching and study of the principles of a photographer's ethic in relation to photojournalism.

### **COMM 320 - Introduction to Public Relations**

**Credits - 3**

**Pre-requisite - COMM 205**

The study of concepts, features, functions and other components of the public relations as well as their interrelations with the media and other communication disciplines and / or marketing. Ethics and social responsibility and the main

concepts of public relations in organizations are discussed, including crisis management and resolution and public relations planning.

### **COMM 325 - Introduction to Advertising**

**Credits - 3**

**Pre-requisite - COMM 205**

The study of advertising concepts, functions and other components, ethics and social responsibility, and the relationship between advertising and other communication and/or marketing disciplines. Critical analysis, planning and creation for advertising is addressed including Internet advertising as well.

### **COMM 330 - Design and Publishing of Electronic Pages**

**Credits - 3**

**Pre-requisite – COMM 205**

In this course students will develop the appropriate skills and knowledge appropriate to design and publish web pages. The first part of the course will teach the nature of the cyber network and its interaction with the world of communications, especially journalism. The second part foresees an ample exercise of design and publishing web pages on the internet, and the discussion and analysis of the publications made by students and digital media.

### **COMM 380 – Principles of Radio**

**Credits - 3**

**Pre-requisite – COMM 205**

This course will study the radio as a social communication medium: its social and historical context, and the theoretical and practical aspects. Radio programming, strategies for programming and the basic equipment for radio broadcasting are also addressed.

### **COMM 390 – Strategic Media Planning**

**Credits - 3**

**Pre-requisite – COMM 205, COMM 320**

Theoretical and methodological foundations of strategic media planning in advertising are studied as well as the market and its components. Students will elaborate, with the guidance of the professor, a strategic media plan for advertising presenting at least one of the methodologies used for design, implementation and evaluation.

### **COMM 400 – T.V. Principles**

**Credits - 3**

**Pre-requisite – None**

Theoretic and practical study of television as a communication means. Study of the basic concepts of "Television Studies" as are the television text, the nature of televisual language, the televisual sign, television audiences and the history of television as a communication means. Introduction of television production basic concepts in and/or outside the studio. Basic study of the computer in the process of television production. Basic Study of television locution and speech. Study of the skills for the creation of televisual scripts and proposals.

### **COMM 420 - Writing for Public Relations**

**Credits - 3**

**Pre-requisite – COMM 205, COMM 320**

The course studies the definition and structure of the most used texts in the field of public relations, including press releases, blogs, speeches, social networking, press kits and handbook for crisis management. The basic techniques for writing and editing are also addressed.

### **COMM 435 - Crisis Communication in Public Relations**

**Credits - 3**

**Pre-requisite – COMM 230**

Study of fundamental theories of crisis communication as well as the essential elements and the relationship between organizational crisis and media and leadership in crisis management. They will also study historically relevant cases, the communication management of organizational crisis and crisis management of these different types of responses. A plan of prevention and crisis communication in organizations is developed.

### **COMM 440 – Public Relations Campaigns**

**Credits - 3**

**Pre-requisite – COMM 320**

Analysis of cases of public relations in organizations. Diagnosis of public relations in organizations, and using this as a basis, students will undertake the design, implementation and evaluation of PR campaigns, with the advice of the professor.

### **COMM 445 – Advertising Campaigns**

**Credits - 3**

**Pre-requisite –COMM 325**

Analysis of cases of advertising in organizations. Diagnosis of advertising in organizations, and using this as a basis, students will undertake the design, implementation and evaluation of advertising campaigns, with the advice of the Professor.

### **COMM 455 – Integration Seminar**

**Credits - 3**

**Pre-requisite – 24 concentration credits approved**

Comprehensive, theoretical, conceptual and communicational analysis approach from the perspective of public relations and advertising. This course allows application of knowledge, skills and abilities acquired in previous courses in order to improve the effectiveness and efficiency of communication plan or strategy. Emphasis is placed on research as an essential element, linked to new trends in the discipline of study. The course is based on the analysis of case studies and research.

### **ENGL 101-102 - Introduction to English Language – Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Basic Level Emphasizes vocabulary development and grammar structures for effective oral and written business communication. Required course for Business Administration students.

### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **ECON 207 - New World Order Economy**

**Credits - 3**

**Pre-requisite - None**

The course includes a diagnostic view of the contemporary economic forces and their social, environmental and political effects. It also includes the fundamental economic perspectives for future societies.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.

## **GEOG 205 - Global Communities and Resources: Critical Perspective**

**Credits - 3**

**Pre-requisite – SOSC 101, SOSC 102**

A Critical View The course is an introduction to human problems in the contemporary world. Physical geography and different theories related to this phenomenon are considered. Implications of problems related to the economic and political development of society will also be discussed.

## **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

## **HUMA 101-102 World Cultures I and II**

**Credits - 6**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

## **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

## **PHIL 201 - Introduction to Philosophy**

**Credits - 3**

**Pre-requisite - None**

Study of the nature and development of philosophical thoughts and its problems. Studies the principal philosophers from Greece to the present.

## **PROD 205 - Audiovisual Production I**

**Credits - 3**

**Pre-requisite - None**

Introductory and theoretic study of the administrative and production processes of film, video and multimedia. Study of the human resources of production from the point of view of a producer and the processes of pre-production, production and postproduction. Elaboration of the responsibilities and tasks of producer from the conception of the production design, final projection and distribution of an audiovisual object. Study of the languages of audiovisual production.

## **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, particularly the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

## **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality.

### **SOCI 358 - Social Problems of Puerto Rico**

**Credits - 3**

**Pre-requisite - None**

Social problems of contemporary Puerto Rico. Historical perspective on the problems, their causes, public and private problem-solving policies. Demographic problems, poverty, educational deprivation, crime, drugs, and alcohol and the problems of the victims in Puerto Rico

### **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

### **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

### **SOSC 320 - Social Research Techniques**

**Credits - 3**

**Pre-requisite – None**

The course deals with research methods and techniques for the Social Sciences.

### **SPAN 101-102 - Introductory Spanish - Basic Level**

**Credits - 6**

**Pre-requisite – SPAN 101 for SPAN 102**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language – Intermediate Level**

**Credits - 6**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language – Advanced Level**

**Credits - 6**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

### **SPAN 215 - Writing Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

### **STAT 300 - Elements of Statistics I**

**Credits - 3**

**Pre-requisite - None**

The course deals with statistics for the Social Sciences student. It includes sampling, averages, mode, median, and probability and others.

## Bachelor of Science in Nursing with a major in Nursing (RN to BSN)

The **Bachelor of Science in Nursing (RN to BSN)** aims to offer students who earned an associate degree in nursing the opportunity to meet and obtain the requirements of the degree. By completing the bachelor's degree requirements, the graduate will be able to perform in the role of a general practitioner, as a health care leader.

The student must complete 122 credits between the transferred or validated courses of other institutions and those that must be taken as a degree requirement. In the case of general education courses, students must take courses that are not approved according to the general education component of UAGM Online Campus. In addition, you will need to take all the courses that appear in the core professional and concentration courses components.

General Education (Selection of courses as applicable after convalidation)		36	
Course	Title	Credits	Pre-requisite
FYIS 101	Introduction Seminar to Distance University Life	3	
SPAN 101-102 o SPAN 103-104 o SPAN 105-106	Introduction to Spanish Language – Basic Level Introduction to Spanish Language – Intermediate Level Introduction to Spanish Language – Advance level	6	SPAN 101 for SPAN 102 SPAN 103 for SPAN104 SPAN 105 for SPAN106
ENGL 101-102 o ENGL 103-104 o ENGL 105-106	Introduction to English – Basic Level Introduction to English – Intermediate Level Introduction to English – Advance level	6	ENGL 101 for ENGL 102 ENGL 103 for ENGL 104 ENGL 105 for ENGL106
MATH 112	College Algebra	3	
SOSC 101-102	Introduction to Social Science I	6	SOSC 101 for SOSC 102
COIS 101	Introduction to Computer Based Systems	3	
PSYC 123	General Psychology (Compendium)	3	
SCIE 111-112	Integrated Science I and II	6	SCIE 111 for SCIE 112
HIST 101	Introduction to History	3	
SPAN 215	Advance Composition	3	SPAN 101-102 or SPAN 103-104 or
ENGL 212	English Second Year Basic Level	3	ENGL 101-102 or ENGL 103-104 or
ENGL 350	Conversational English	3	ENGL 101-102 or ENGL 103-104 or
HUMA 101-102	World Culture I and II	6	HUMA 101 for HUMA 102
Professional Core (Degree Requirement)		24	
Course	Title	Credits	Pre-requisite
HESM 560*	Applied Biostatistics	3	Undergraduate course in statistics
HESC 365	Health Sciences Research	3	
CHEM 224	Fundamentals of General Chemistry	3	
BIOL 300	Microbiology	3	
Concentration (Degree Requirement)		59	
Course	Title	Credits	Pre-requisite
NURS 210	Nursing Informatics	3	
NURS 602*	Management and Leadership Seminar in Nursing	3	
NURS 500	Nursing Role in Family Care and the Community	3	
NURS 407	Knowledge Integration in Nursing	3	
NURS 501	Diversity in the Nursing Profession	3	
NURS 600*	Regulation and Healthcare Policy	3	
HESM 110	Health Services Management	3	
Electives (Degree Requirement)		3	
NURS 503	Nutrition for Nursing	3	
PUHE 101	Introduction to Public Health and Health Education	3	

### **COIS 101 - Introduction to Computers**

**Credits - 3**

**Pre-requisite - None**

This course develops in the student levels of productivity in the use of computers, necessary to perform effectively in their personal and work environment. Throughout the course, the student will acquire the competencies of a beginner level user, while being exposed to the most recent technological developments. The student will learn desktop applications used to create documents, spreadsheets, audiovisual presentations, electronic mail, and internet searches.

### **CHEM 224 - Fundamentals of General Chemistry**

**Credits - 3**

**Pre-requisite - None**

Study of the principles of General Chemistry designed for students of health-related professions. The course includes topics about measurement systems, matter and energy, chemical reactions, atomic and molecular structure, chemical bonds, radioactivity, stoichiometry, solutions, liquid and gas states, chemical equilibrium, chemical kinetics, acids and bases.

### **BIOL 300 - Microbiology for Health Sciences Students**

**Credits - 3**

**Pre-requisite - None**

Fundamental concepts of microbiology such as: bacteriology, mycology, virology, parasitology and immunology. Emphasis in pathogenic microorganisms and diagnosis of infectious disorders.

### **ENGL 101-102 - Introduction to English Language – Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101 for ENGL 102**

This course emphasizes the development of basic written communication and reading skills. Grammar instruction is provided for students who need to improve their proficiency in English.

### **ENGL 103-104 - Introduction to English Language - Intermediate Level**

**Credits - 3**

**Pre-requisite - ENGL 103 for ENGL 104**

A thorough study of intermediate English grammar leading to the development of basic speaking, listening, reading and writing skills. Two semesters, three hours per week.

### **ENGL 105-106 - Introduction to English Language - Advanced Level**

**Credits - 3**

**Pre-requisite - ENGL 105 for ENGL 106**

This course includes a review of grammar emphasizing written communication through the study of the content and form of the essay.

### **ENGL 212 - English Second Year Basic Level**

**Credits - 3**

**Pre-requisite - ENGL 101-102 or ENGL 103-104 or ENGL 105-106**

Basic Level Emphasizes vocabulary development and grammar structures for effective oral and written business communication. Required course for Business Administration students.

### **ENGL 350 - Conversational English**

**Credits - 3**

**Pre-requisite - ENGL 101-102, or ENGL 103-104, or ENGL 105-106 and a 200 level English course**

This course provides practice for the development of oral communication skills to be used in personal and professional settings.

### **FYIS 101 - Induction Seminar to Distance Education College Life**

**Credits - 3**

**Pre-requisite - None**

This course was designed to facilitate the process of student transition to online university life. Its design focuses on developing a critical vision of itself, through the analysis and evaluation of its values, attitudes and prejudices during the process of adaptation to university life and the world of work.



### **HESC 365 - Health Sciences Research**

**Credits - 3**

**Pre-requisite - None**

This core course is aimed to students from the School of Health Sciences to acquire the skills required in the research process, based on ethical and legal principles. Emphasis will be on critical analysis of research articles, discussion of different theoretical frameworks and the importance of health research to implement changes. As part of the course, students will complete the certifications "Information Privacy and Security" (IPS) and "Responsible Conduct of Research" (RCR) to develop a research proposal.

### **HESM 110 - Health Services Management**

**Credits - 3**

**Pre-requisite – None**

Introduction to the fundamental concepts of management of health services facilities. Application of the administrative processes: organization, direction, control and evaluation. Emphasis is placed in public policies, health services management status, trends, organization, practices and issues relative to the delivery of health services in Puerto Rico and in the United States.

### **HESM 560 – Applied Biostatistics**

**Credits - 3**

**Pre-requisite – Undergraduate course in statistics**

Study of the principles and basic concepts of applied statistics and inferential analysis principles in health services. Emphasis is placed on the assessment and analysis of descriptive statistics, hypothesis testing and estimation. It covers the basics of inferential statistics applied to hypothesis testing, mean proportions and variances in the process of health management and evaluation. Identify and recognize the importance of regression and correlation analysis.

### **HIST 101 - Introduction to the Study of History**

**Credits - 3**

**Pre-requisite - None**

The course is an introduction to the study of historical and cultural affairs. Promotes understanding of the importance, meaning and pleasure of the study of history, as well as the knowledge on the process of writing. Empower the university student to learn of the many lessons we can learn from history. It answers the question: What's the story?

### **HUMA 101-102 World Cultures I and II**

**Credits - 3**

**Pre-requisite - HUMA 101 for HUMA 102**

Critical study of human cultural evolution from the origin of the cities and the urban life, until modern society. Special attention is given to critical cultural events. The course promotes understanding of the moral, social and cultural aspects of Puerto Rican society in the global context.

### **MATH 112 - College Algebra**

**Credits - 3**

**Pre-requisite - None**

The College Algebra course includes the following topics: functions and graphs, polynomial and rational functions, functions exponential and logarithmic.

### **NURS 210 - Nursing Informatics**

**Credits - 3**

**Pre-requisite - None**

This course assists students to develop basic competencies in use of computers, data management software, patient care technologies, electronic communication, data gathering devices to deliver quality patient care. Issues and policies related to ethics and privacy regarding the treatment of patient information (HIPAA) and the impact of informatics related to data, technology, privacy, security and systems are addressed.

### **NURS 407 - Knowledge Integration in Nursing**

**Credits - 3**

**Pre-requisite - None**

The focus of this course is the integration of knowledge, skills and attitudes for professional nursing practice. Students have the opportunity to familiarize themselves with the requirements established by law to practice nursing, and to take the "Junta Examinadora de Enfermeras y Enfermeros de Puerto Rico" and the National Council Licensure

Examination- Registered Nurse (NCLEX-RN)" board exams. Students review and practice the essential components included in these tests, required to the nursing profession practice in Puerto Rico and the United States of America.

### **NURS 500 – Nursing Role in Family Care and the Community**

**Credits - 3**

**Pre-requisite - None**

The student will apply the theoretical and empirical knowledge in the use of the nursing process in populations and community environments to promote, maintain, and restore health. The students will examine the roles and various scenarios of professional nursing and public health community during the assessment phase, applying research skills, effective communication, and the satisfaction of health needs of populations and communities.

### **NURS 501 – Diversity in the Nursing Profession**

**Credits - 3**

**Pre-requisite – None**

During this course, the student will examine the influence of cultural diversity in the nursing practice with the patient, individuals, towns, and communities. They will analyze the impact of cultural diversity, beliefs, values, and influence in health care and nursing practice. They will explore their own cultural beliefs related to health care, customer behaviors, cultural perspective, and cross-cultural communication barriers.

### **NURS 503 – Nutrition for Nursing**

**Credits - 3**

**Pre-requisite - None**

In this course, the student will analyze the nurse role and care in the estimate, analysis, and intervention of the nutritional needs at all stages of the life cycle. Emphasis is placed on the discussion of essential nutrients and the importance of the food pyramid for nutritional health maintenance. Also, they will analyze the influence of food in weight control, health problems, and the most common diseases.

### **NURS 600 – Regulation and Healthcare Policy**

**Credits - 3**

**Pre-requisite – None**

The purpose of this course is to examine the fundamentals of health policy, the financial structure of the health systems, and regulatory environments that have an impact on nursing practice and care to the individual, family, and community as patients, while emphasizing on those issues affecting the health policy and the focus on the influence of the nursing profession in policy matters and regulations.

### **NURS 602 – Management and Leadership Seminar in Nursing**

**Credits - 3**

**Pre-requisite - None**

In this course, the student will analyze the fundamentals of leadership and management in health services. Emphasis is placed on the application of advanced communication skills in collaboration with the multidisciplinary team. The different types of leadership, the characteristics of a leader, and organizational changes for a better teamwork will be discussed. They will also evaluate the leadership theories and models to foster safe environments and effective work. Through the seminar, they will apply the problem-solving step methods to address complex issues within health organizations.

### **PHIL 201 - Introduction to Philosophy**

**Credits - 3**

**Pre-requisite - None**

Study of the nature and development of philosophical thoughts and its problems. Studies the principal philosophers from Greece to the present.

### **PUHE 101 - Introduction to Public Health and Health Education**

**Credits - 3**

**Pre-requisite - None**

Introduction to the different conceptions about health, as well as the basic principal education. Analysis of the relationships that exist among the 4 mayor factors that determine health. Deals with various epidemiologic concepts about health and illness, the natural history of diseases, attention and prevention levels, specific protection measures and health promotion. Emphasis is placed on existing health education models for individual and community intervention.

### **SCIE 111 - Integrated Sciences I**

**Credits - 3**

**Pre-requisite - None**

This course integrates concepts from the different areas of science applying the scientific method. The relationship between science and technology is established. The origin and development of the Universe is studied, particularly the planet Earth, and the origin and evolution of the organisms. The concepts of matter and energy applied to systems are studied. The sources and uses of energy and their impact on the environment are described, incorporating real life situations.

### **SCIE 112 - Integrated Sciences II**

**Credits - 3**

**Pre-requisite - SCIE 111**

This course integrates different science concepts through the scientific method. They will study the origin and evolution of organisms, the interaction among them, with the environment and the importance of conservation of the environment and biodiversity. They will study the human body as a system-emphasizing human and public health, nutrition and sexuality.

### **SOSC 101 - Introduction to Social Sciences I**

**Credits - 3**

**Pre-requisite - None**

Course offers introductory view of general principles and fundamentals of the social sciences, specifically anthropology, sociology and psychology. By way of a guided use of the scientific method, social dynamics are scrutinized with attention to the role and effect of cultural, class, gender, race and ethnic differences as well as that of globalization in the contemporary world.

### **SOSC 102 - Introduction to Social Sciences II**

**Credits - 3**

**Pre-requisite - SOSC 101**

This is the follow up to the introduction to the social sciences course, focusing on political science, economics and demography. This course analyzes the manners in which political systems obtain, maintain and lose power; the shifts and changes in world population; the effects of a globalized economy in Puerto Rico and abroad. Particular attention is placed on important variables such as cultural diversity, social class, gender, race and ethnicity.

### **SPAN 101-102 - Introductory Spanish - Basic Level**

**Credits - 3**

**Pre-requisite - None**

The history and evolution of the Spanish language. Development of reading and writing skills. Vocabulary enrichment. Analysis of basic Spanish grammatical structures, supplementary readings.

### **SPAN 103-104 - Introduction to Spanish Language – Intermediate Level**

**Credits - 3**

**Pre-requisite - SPAN 103 for SPAN 104**

Introduction to linguistics. The historical evolution of the Spanish language in Puerto Rico. Grammar review, vocabulary enrichment and written communication. Latin American Literature.

### **SPAN 105-106 - Introduction to Spanish Language – Advanced Level**

**Credits - 3**

**Pre-requisite - SPAN 105 for SPAN 106**

Written communication. Readings of masterpieces of Hispanic literature. Emphasis on techniques of literary criticism and research.

### **SPAN 215 - Writing Composition**

**Credits - 3**

**Pre-requisite - SPAN 101-102, or SPAN 103-104, or SPAN 105-106**

Develops proficiency in the practical use of written language; current idiomatic Spanish. Provides practice in the more complex problems of sentence structure and usage and in theme writing and analysis.

## Tuition Costs

The UAGM-Online Campus catalog is amended with this document as for a reduction in tuition costs and general fees for United States Residents (continental states only). Also, the graduation fees were revised.

**Effective Date: January 2020**

This bulletin is intended to inform current and prospective students of fiscal policies, tuition fee cost, fees and other charges, as approved for the academic year 2019-2020 This information is available on the website of the institution: <http://agmonline.suagm.edu/>

<b>Charges per Credits</b>	
<b>PUERTO RICO &amp; INTERNATIONAL RESIDENTS</b>	
<b>Undergraduate Programs</b>	
<b>BACHELOR’S:</b> Management, Information Systems, Accounting, Human Resources, Psychology, Criminology, Health Services Management, Public Relations and Advertising, Nursing (RN to BSN)	<b>\$190.00</b>
<b>General Fees</b>	
<b>PUERTO RICO &amp; INTERNATIONAL RESIDENTS</b>	
<b>General Fees</b>	<b>\$260.00</b>

<b>CONTINENTAL UNITED STATES RESIDENTS ONLY</b>	
<b>Undergraduate Programs</b>	
<b>BACHELOR’S:</b> Management, Information Systems, Accounting, Human Resources, Psychology, Criminology, Health Services Management, Public Relations and Advertising, Nursing (RN to BSN)	<b>\$250.00</b>
<b>General Fees:</b>	<b>\$98.00</b>
<b>General Fees: Summer</b>	<b>\$42.50</b>

<b>OTHER FEES AND CHARGES</b>	
<b>Transcript</b>	<b>\$6.00</b>
<b>Graduation Fee</b>	<b>\$185.00</b>
<b>Diploma Duplicate</b>	<b>\$25.00</b>
<b>Degree Certification</b>	<b>\$5.00</b>
<b>Graduation or Administrative Graduation Certification</b>	<b>\$35.00</b>
<b>Apostille Fee</b>	<b>\$40.00</b>
<b>Shipping Fee</b>	<b>Varies by country</b>