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

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

Submitted by
Andrea Carolina Palacios, MBA (Carol Palacios)
Executive Director/Director of Compliance

Statement of Legal Control
Board of Trustees:
Omar Palacios, President
Maria Moreno, Director

ATLANTIS UNIVERSITY – a DBA of Technology Trade Group, Inc., a Florida Corporation – offers accessible, quality education to its students. Atlantis University is a learning-centered, career-oriented University serving the educational needs of its students and industry through undergraduate and graduate programs with growth potential.

Disclosure: ATLANTIS UNIVERSITY reserves the right to change programs, start dates, tuition, or to cancel programs. Any changes will be made in accordance with ACCSC - Accrediting Commission of Career Schools and Colleges standards, and the State Commission for Independent Education rules and regulations and will be attached to this catalog.

Date of Publication:
September 2016

Volume Number:
2017 Volume XVII
# Table of Contents

- **ATSANTIS UNIVERSITY**
  - Mission
  - Educational Philosophy and Objective
  - History

- **Academic Programs**
  - Delivery methods
  - Prefixes
  - Definition of clock hour to credit hour conversion

### Degree Programs
- Degree Programs Admissions Requirements
- Requirements for all Associate Degree Programs
- Requirements for all Bachelor Degree Programs
- Requirements for all Master Degree Programs
- Requirements for all Doctorate Degree Programs

## School of Business:
- Mission, Vision, Programs
- **Doctorate Degree Programs**
  - Doctorate of Business Administration (DBA)

- **Master Degree Programs**
  - Master of Business Administration (MBA)

- **Bachelor of Science Degree Programs**
  - Business Administration
    - Major Concentrations:
      - International Business,
      - Marketing & Public Relations
      - Economics
      - HealthCare Management
      - Project Management
      - Hospitality Management
      - Entrepreneurship

- **Associate of Science Degree Programs**
  - Business Administration
  - Business Marketing
  - International Business
School of Computer Sciences and Technology: Mission, Vision, Programs

Master Degree Programs
- Master of Information Technology

Bachelor of Science Degree Programs
- Management Information Systems

Associate of Science Degree Programs
- Computer Information Technology

Diploma Programs
Diploma Programs Admissions Requirements
Requirements for all Diploma Programs
- Bookkeeping
- Office Administrator
- Computer Network Technician (CNT)
- Microsoft IT Professional
- Systems and Network Administrator (SNA)
- Computer Network Professional (CNP)

* Enrollment Procedures
Language of Programs
Personal Interview
Acceptance by Institution
Policies on Transferring Credit from Other Institutions
Veteran’s Credit for Previous Education or Training
Policy on Transferring Credit to Other Institutions
Policies on Course or Program Cancellation

* Description of Institution
Description
Institution Library
Equipment

* Student Services
Housing, Student Records/Transcripts
Records and Information
Family Educational Rights and Privacy,
Career Placement Services, Support Services-Academic Advising
* **Academic Policies and Standards of Progress** .................................................................60 – 66
  Maximum number of Students per Class
  Syllabi, Registration, Leave of Absence,
  Withdrawals, Failure to Withdraw,
  Attendance Policy, Grading Scale
  Make-Up Work Policy
  Standards of Academic Progress (SAP Policy)
  Repeat Coursework
  Academic Standards for Degree and Diploma Candidates
  Standards of Academic Progress for VA Students
  Categories of Academic Progress:
  Warning, Probation, Academic Suspension
  Conditions for Reinstatement
  Changes Made by Institution
  Academic Probation/Warning
  Graduation Requirements

* **General Information** ........................................................................................................67 – 71
  Student Conduct, Student Obligations,
  Hazing Policy, American with Disabilities Act, Sexual Harassment Policy
  Grievance Procedures
  Drug Free Learning and Working Environment
  Academic Integrity, Courses of Action,
  Academic Freedom

* **Academic Calendar for the Year 2016** ............................................................................72 – 73

* **Financial Services** .........................................................................................................74 – 76
  Financial Aid
  Grants, Loans and Scholarships
  AU Scholarship Programs

* **Tuition and Payment** .........................................................................................................77
  Tuition for Credit Hour Degree Programs
  Application Fee
  Books and Learning Materials
  Costs for Diploma Programs
  Application Fee
  Tuition
  Other Fees

* **Refund Policy** ..................................................................................................................78
  Degree Granting Programs and Diploma/Clock Hours Programs Refund Policy

* **VA Students – Additional Policies for Veteran Students** ..................................................79
  Veteran’s Attendance Policy for Diploma Program (Clock Hour Programs)
  Standards of Academic Progress for VA Students
  Veteran’s Credit for Previous Education or Training

* **Distance Education / Online Division** ...........................................................................80 – 85

* **Faculty and Administration** ..............................................................................................86 – 96
Memberships, approvals and other affiliations

Institutional Approvals and Association Memberships

- US Department of Education to offer Federal Student Aid for those who qualify
- Florida Department of Labor and Employment Security Division of Vocational Rehabilitation
- State Approving Agency (SAA) – Approved for Veterans Training.
- Florida Association of Postsecondary Schools and Colleges
- South Florida Workforce Investment Board (SFWIB)
- U.S. Department of Defense as an authorized CLEP and DANTES Testing Center
- PROMETRIC Testing Center
- CLEP and DANTES Testing Center
- Pearson Vue Testing Center

Articulation Agreements with Other Schools and Universities

- Keiser University
- City College
- Florida National University
- For additional information on these and other articulation agreements with national or international institutions, please contact the AU Business Office at 305 377 8817.
Atlantis University

The name ATLANTIS UNIVERSITY is a recognition and reminder of the trajectory and evocation that the word Atlantis has on its own, which identifies itself with an ideal: Personal self-enrichment through knowledge. This human ideal portrays a series of characteristics which make it inclusive, timeless and pertinent, and that has been, is, and will be shared by all the cultures in the world, regardless of their geographic location, race, gender, languages, beliefs or economic status.

Personal Achievement is the educational model transmitted by ATLANTIS UNIVERSITY in accordance with the mission and vision of this ongoing educational venture.

Mission

ATLANTIS UNIVERSITY’s mission is to prepare graduates and career-minded individuals through quality education, while encouraging student’s personal self-enrichment for their personal and professional development.

The mission of ATLANTIS UNIVERSITY through its Schools of Business and the School of Technology - UNITECH College of Technology is:

To provide quality in higher education by imparting knowledge through teaching, fostering creativity, and encouraging personal and professional discovery. Encouraging the development and value of self-identity; fostering in the student an attitude of personal growth, which facilitates the ethical formation.

To offer accessible, affordable degree and diploma career education to its students by focusing on the learner’s needs, and by working in partnership with the dynamic and multicultural community. Through educational and formative activities, we seek to promote and strengthen values of social and civic responsibility, which encourages our graduates to become committed decision makers with valuable solutions to community problems.

To prepare students to become career-minded qualified professionals, and responsible and accountable individuals, to enter the workforce with strong educational foundations, developed creativity skills, responsibility, principles of moral values and ethics, while promoting tolerance, acceptance, and respect for today’s multicultural professional environment, with its diversity of ideas and beliefs: all these values integrate the Atlantis University Community.

ATLANTIS UNIVERSITY mission statement is made public via our published materials.


**Educational Philosophy and Objective**

As a higher education institution, with the goal of shaping capable professionals willing and able to participate in today’s competitive world, ATLANTIS UNIVERSITY through both its School of Business and its School of Computer Sciences and Technology, is committed to:

Quality Education through the use of modern pedagogic methods that include active class participation in order to foster interaction between faculty and students; enabling learners to manage a variety of business and social issues with creativity, responsibility and commitment.

Integrity, honesty, and principles of equality among its student community

Respect and sensitivity towards cultural differences as well as for groups with special needs

The use of modern technological innovations, critical analysis, creative capacity, and praxis.

**Vision**

Atlantis University strives to be model for international quality education whose graduates are distinguished for their personal and professional accomplishments.
History

ATLANTIS UNIVERSITY has carried on its ideal of “self-enrichment through knowledge” since 1975, when Instituto Universitario de Tecnología Readic - UNIR was founded as a higher education institution in Venezuela by Ms.C. Omar Palacios, and created in compliance with the codes of the (Venezuela) Nation’s Department of Education (decree 1129). Since its opening, this educational venture has expanded an urban, multi-campus college serving the Latin American community.

As the president/founder, Mr. Palacios has remained at the helm of this institution where there are now over 35,000 students in programs designed to educate them in emerging technological, business, and medical and health fields. UNIR first began as an educational and training institute with the objective of preparing the oil industry workforce in technological and scientific fields. Soon, the school was granted approval to establish itself as a higher education institution, expanding its educational offerings and providing training for all industrial sectors. Students may choose from over 50 programs including Technological Degrees, Associate Degrees, Diploma and Certificate Programs, Continuing Education, and Professional Training Programs.

Throughout the years, this educational institution has become an international model for learning and professional development. It continues to serve a massive student body in Latin America with 1,000 full-time faculty, and 20,000 alumni who benefit from quality education at the different campuses, each with modern educational facilities, recreational centers, gymnasiums, study areas, computer labs with the latest technology (including mobile labs to reach rural zones where technology is not commonly accessible), libraries, and other amenities and services to benefit its students. Its rapidly growing and demanding student population motivated UNIR and its governing body to grow and expand to other countries as well.

Committed to shaping successful professionals and responsible individuals for a global community, and with a great educational legacy built throughout the years with UNIR; with the approval granted by the Commission for Independent Education, the new millennium gave birth to UNITECH College of Technology in the gateway of the Americas and the world—Miami, Florida, to serve a multicultural community by offering academic programs in the fields of Business and Technology.
In 2007, UNITECH College of Technology expanded its scope of career education to include Bachelor Degree Programs to offer its students a more rounded educational opportunity within their field of study. Meanwhile, under a memorandum of understanding with UNITECH College of Technology, UNIR in Venezuela has continued preparing global professionals who now have the ability to transfer academic credits to UNITECH in the USA. UNIR has also gained recognition by the nation’s Ministry of Health & Board of Nursing, for the academic distinction of its graduate health professionals and nurses, it has expanded its academic reach with the addition of the Online Division adhering to its firm commitment to offer quality in higher education through the use of the latest technology to fulfill the needs of a multicultural student body and an increasingly demanding workplace.

In 2009, with the addition of the Graduate School along with new Master’s Degree Programs, UNITECH College of Technology became Atlantis University under the approval granted by the Florida Commission for Independent Education.

In 2011, Atlantis University expanded its scope of academic offerings to include Doctorate Degree programs. In 2012, the University was granted institutional accreditation through the Accrediting Commission of Career Schools and Colleges – ACCSC.

Academic program offerings are revised to provide the most up to date information to fulfill the requirements and demands of an ever changing job-market, to provide its students with a unique education based on the foundation of strong academic principles and a modern perspective on the world.

ATLANTIS UNIVERSITY in Miami – Florida, offers its programs in both English and Spanish, and are designed to meet the needs of its in-campus and online students throughout the world.
Academic Programs

There are different levels of programs offered:

1. **Degree Programs:**
   - **School of Business**
     - Doctorate Degree Programs
       - Doctor of Business Administration (DBA)
   
   - Master Degree Program:
     - Master of Business Administration (MBA)

   - Bachelor of Science Degree Program:
     - Business Administration
       - Major Concentrations in:
         - International Business
         - Marketing and Public Relations
         - Business Economics
         - HealthCare Management

   - Associate of Science Degree Programs:
     - Business Administration
     - Business Marketing
     - International Business

   - **School of Computer Sciences and Technology**

     - Master Degree Program:
       - Master of Information Technology (MIT)

     - Bachelor of Science Degree Programs:
       - Management Information Systems

     - Associate of Science Degree Program:
       - Computer Information Technology

2. **Diploma Programs:**

   - Office Administrator
   - Bookkeeping
   - Computer Network Technician (CNT)
   - Microsoft IT Professional (MITP)
   - Systems Network Administrator (SNA)
   - Computer Network Professional (CNP)

Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction. Evidence of English proficiency is required if a student’s primary language is not English and is enrolling in a program taught in English.
The University offers its academic programs (Degree and Non-Degree) in the following delivery methods: campus-based and distance education. Upon enrollment, students select the method of delivery in which they would like to study depending on their personal convenience, physical location, and the availability of programs being offered at a given moment at the University.

★ **Campus-Based:** The curriculum for all programs is taught in-campus, and students are able to select their schedule of preference. Atlantis University offers flexible classes, during the day, evening and weekends for some programs. Program schedules should be checked out at the Office of The Academic Director. Students choosing to take campus-based courses are given the opportunity to work and interact in person with other students, faculty and staff of the University. In order to better support the development of all courses and incorporate the technological culture of the University, all campus-based courses have their own virtual space to support the classes, where students can download the syllabus, course material, readings and assignments, post homework, quizzes, and interact with fellow classmates and faculty outside the scheduled hours in the classrooms.

★ **Distance Education:** In addition to the campus-based delivery method, Atlantis University offers a distance delivery option that enables students from across the world to complete their programs of study from their home country using the University’s online platform – the AU’s World Campus. The distance education courses maintain the same curriculum content, structure, and standards as the campus-based programs. Courses vary only in the method of delivery, and in some cases minimal modifications in assignments are tailored to meet the unique needs of the course. Classes are conducted through the use of the University’s own online platform, to which students can access using their assigned username and password. Distance Education or Online program are taught using synchronous and asynchronous communication tools, where activities and assignments are distributed weekly to achieve the objectives of the course.

Hybrid – A component of our Distance Delivery Education: For some courses, depending on the characteristics of the course being taught, there is a mix of campus-based and online learning strategies, where each course has its own virtual classroom as support to the course. In the hybrid model, students come to campus to receive intensive classroom instruction and also complete and participate in synchronous and asynchronous online strategies. This model allows students to form a bond and build an educational support network with fellow classmates, while receiving course instruction from the instructor not only in campus but also online.

In occasions, students enrolled in campus-based programs may choose to take courses online if/when available and vice-versa upon approval by the Academic Director.
Each clock or credit hour (regardless of the method of delivery) is 50 minutes (Clock hours are for Diploma Programs and Credit Hours are for Associate of Science, Bachelor of Science and Master Degree Programs). The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, ACCTG indicates accounting. The 100 and 200 level courses indicate Associate Degree level courses, 300 and 400 level courses are for Bachelor of Science Degree Programs, 500 and 600 level courses are for Master Degree Programs, and 800 and 900 level courses are for Doctorate Degree Programs.

**Prefixes**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Subject</th>
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<tbody>
<tr>
<td>ACCTG</td>
<td>Accounting</td>
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<tr>
<td>BSC</td>
<td>Biology</td>
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<tr>
<td>CIT</td>
<td>Computers &amp; Information Technology</td>
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<td>HSA</td>
<td>HealthCare Management</td>
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<td>IB</td>
<td>International Business</td>
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<td>MATH</td>
<td>Mathematics</td>
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<td>SLS</td>
<td>Student Success</td>
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<td>PHIL</td>
<td>Philosophy</td>
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<td>SPN</td>
<td>Spanish</td>
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<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
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<tr>
<td>MIT</td>
<td>Master of Information Technology</td>
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<tr>
<td>DBA</td>
<td>Doctorate of Business Administration</td>
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**Definition of clock hour to credit hour conversion**

For the purpose of this catalog, the following apply:

- Academic Year: Minimum of two semesters.
- Semester: A term of instruction is 16 weeks in duration
- Period of Enrollment or Period of Financial Obligation: One semester.
- Semester Credit Hours: Each course equals three (3) credit hours, equivalent to 48 hours of classroom contact.
- A clock Hour: Is defined as a period of 50 minutes of instruction.
- Full-time student: Student enrolled for a minimum of 12 semester credit hours.
- Part-time student: Student who is enrolled in fewer than 9 semester credit hours.
GENERAL ADMISSIONS REQUIREMENTS

★ Must be 18 years or older or have written permission from a parent or legal guardian.
★ Complete in-person interview.
★ Complete enrollment agreement.
★ Provide a copy of high school diploma, or high school transcript, or GED, or similar document if applicant completed secondary education in another country. Documents from non-English speaking countries must be translated into English and evaluated by an approved educational evaluator service attesting that the degree/or credits earned are equivalent to a degree/credits earned at a regionally accredited institution of higher education in the United States. Applicants will not be required to provide proof of high school graduation when they provide the following:
★ 1) Verification (official transcripts) of college credits or an earned degree from an accredited institution recognized by the United States Department of Education;
★ 2) If documents are from another country: An evaluation of an official transcript by an approved educational evaluator service attesting that the degree/or credits earned are equivalent to a degree/credits earned at a regionally accredited institution of higher education in the United States.
★ Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. Documents from non-English speaking countries must be translated into English and evaluated by an approved educational evaluator service attesting that the degree/or credits earned are equivalent to a degree/credits earned at a regionally accredited institution of higher education in the United States
★ Acceptable postsecondary institutions of education include:
★ a) Institutions accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, or
★ b) Institutions recognized by the Department / Ministry of Education of the country where the institution is in operation.
★ Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction.
★ All International students must have earned the following score on the Test of English as a Foreign Language (TOEFL): Paper Based – 500; Computer Based (CBT) – 173.
★ The TOEFL is not required for applicants who:
★ Have graduated from a college or university in the United States accredited in a manner accepted by Atlantis University.
★ Are from one of the following countries: Australia, Bahamas, Barbados, Belize, Canada, Dominica, Ghana, Guyana,
IRELAND, JAMAICA, LIBERIA, NEW ZEALAND, SIERRA LEONE, SOUTH AFRICA, TOBAGO, TRINIDAD, UNITED KINGDOM, UNITED STATES OR ZIMBABWE.

TOEFL Waivers: Atlantis University will consider, on a case-by-case basis, waiver requests from applicants who fall into at least one of the following categories:

- The applicant has completed, with a minimum grade point average of 2.0, at least one year full-time study at a recognized secondary school, college or university whose primary language of instruction is English,
- The applicant has completed a high level of intensive English study,
- The applicant has proof of earning a passing score on an English Proficiency Exam,
- The applicant has three years residency in the US, working in an establishment where all activities are conducted in English.

In addition, all applicants must complete the English Placement Test provided by Atlantis University with a grade of A or B. Otherwise, applicants will have to complete an English course to improve their English proficiency.

- Official transcripts and any other documentation must be forwarded to the University by the granting institution.

DEGREE PROGRAMS Admissions Requirements

DOCTORATE DEGREE ADMISSIONS REQUIREMENTS

Students pursuing a Doctoral Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 60 graduate semester credit hours beyond the Bachelor’s level in specific business graduate level curriculum. Master Degree credits are transferrable towards a Doctorate Degree.

In addition to the General Admissions Requirements, Doctorate Degree Program applicants must:

- Provide a resume indicating education and complete work history.
- Hold an MBA, or a Master Degree, or equivalent credential, conferred by an approved institution of postsecondary education and provide official transcripts. A Master Degree in business is not a requirement; qualified students with Master Degrees from different backgrounds are encouraged to apply. Admission decision is based on a combination of a student’s graduate academic performance, relevant professional experience, and letters of recommendation.
- A minimum of 30 Semester Credit Hours at the graduate level.
∗ Five (5) years full-time relevant work experience recommended.

MASTERS’ DEGREE ADMISSIONS REQUIREMENTS
Students pursuing a Master Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 30 semester credit hours beyond the Bachelor’s level in specific graduate level curriculum.

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

∗ Hold a four-year Bachelor’s Degree or equivalent credential conferred by an approved institution of postsecondary education and provide official transcripts. Applicants who have earned a three year bachelor's degree from the following countries will be considered: Australia, Canada, Bangladesh, New Zealand, Pakistan, Bhutan, Nepal, South Africa, Sri Lanka, India, and European countries that are a part of the Bologna Process. If determined by the Academic Director, applicants may need to complete a Bridge Program at Atlantis University. Such applicants may seek admission by means of the Bridge Program for International Students. The purpose of the program is to provide supplementary coursework to those students with strong academic records who are judged capable of successfully completing a graduate program so that they meet the admission requirement for graduate study. The amount of credits required to complete the Bridge Program will be determined on a case by case basis.

∗ An undergraduate degree in a specific field is not a requirement; qualified students from all backgrounds are encouraged to apply. Admission decision is based on a combination of a student’s undergraduate academic performance, relevant professional experience, and letters of recommendation.

∗ A minimum of 120 Credit Hours minimally at the undergraduate level. Include at least 30 Semester hours of General Education Credit. Bachelor-level, undergraduate degree (or equivalent), or 3+ years of full-time relevant work experience.

∗ Three (3) years full-time relevant work experience recommended.
BACHELOR OF SCIENCE DEGREES ADMISSIONS REQUIREMENTS

Students pursuing a Bachelor of Science Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 123 semester credit hours. The total credit hours for the Bachelor of Science Degree include: 30 credit hours (mandatory) of prescribed general education courses, and 60 credit hours of prescribed major courses. Credit hours remaining to complete the 123 credit hours shall be drawn from other major courses or major concentration courses.

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

Lower Division General Education Requirements — 15 Credits Required

**Oral Communications** (3.0 Credit hours)
- ENGL 100 Language and Speech Communications 3.0 credit hours
- ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
- SPC 200 Speech and Public Speaking 3.0 credit hours

**Humanities** (3.0 Credit hours)
- PHIL 102 Legal and Ethical Issues 3.0 credit hours
- PHIL 200 Introduction to Philosophy 3.0 credit hours

**Mathematics** (3.0 Credit hours)
- MATH 102 College Algebra 3.0 credit hours

**English** (3.0 Credit hours)
- ENGL 200 English Composition I 3.0 credit hours

**Behavioral Science / Social Environment** (3.0 Credit hours)
- PSY 201 Psychology 3.0 credit hours
- SOC 210 Sociology 3.0 credit hours

Upper Division General Education Requirements — 15 Credits Required

**English** (3.0 Credit hours)
- ENGL 302 English Composition II 3.0 credit hours

**Foreign Language** (3.0 Credit hours)
- SPN 310 Conversational Spanish 3.0 credit hours

**Natural Science** (3.0 Credit hours)
- BSC 310 General Biology 3.0 credit hours

**Economics** (6.0 Credit hours)
ASSOCIATE OF SCIENCE DEGREES ADMISSIONS REQUIREMENTS

Students pursuing an Associate of Science Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 60 semester credit hours. The total credit hours for the Associate of Science Degree include: 15 credit hours (mandatory) of prescribed general education courses, and 45 credit hours of prescribed major courses (including 12 credits of Elective Courses).

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE PROGRAMS
(15 CREDIT HOURS)

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<td>Psychology 3.0 credit hours</td>
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<td>SOC 210</td>
<td>Sociology 3.0 credit hours</td>
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Additional Requirements for all Degree Programs

To be eligible for a Degree at Atlantis University students must:

* Successfully complete a program of study of 60 graduate level semester credit hours for Doctorate Degrees, 30 graduate level semester credit hours for Master Degrees, 123 semester credit hours for Bachelor of Science Degrees, and 60 semester credit hours for Associate of Science Degrees.
* Complete undergraduate degree requirements with a cumulative G.P.A of 2.0 or higher, or for graduate degree programs, complete requirements with a cumulative G.P.A of 3.0.
* For undergraduate degrees: Complete at a minimum 25% of an undergraduate program at Atlantis University. For graduate degrees: Complete at a minimum 50% of a graduate program at Atlantis University.
* Complete all financial obligations with Atlantis University and all required exit paperwork.

Admissions Processes for Degree Programs

Students desiring to enter a Degree Program at Atlantis University should contact the Admissions Office or log onto our website at www.atlantisuniversity.org to submit an application. Students should submit their applications well in advance of the date they desire to enter the University to permit proper scheduling and assure availability.

Local applicants are encouraged to visit the University in person. International and Distance Education applicants may apply online. The University uses a rolling admissions policy.

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

Our Admissions Offices are open throughout the week during the following hours: Monday through Friday, 9:00am to 8:00pm, and Saturday by appointment.

Program Descriptions

Atlantis University offers academic programs leading to the attainment of degrees in a variety of areas related to Business and Technology. The Academic Board of the school is formed by professionals and experts in different fields who develop, review, and update the academic programs. All this, under Atlantis University’s academic structure of its two major schools:
MISSION
The School of Business is committed to provide educational value for its students, professors, and the business and professional communities in general, by preparing students to succeed in a global, multi-cultural business environment.

VISION
To build a solid business school recognized for delivering quality education and for forming knowledgeable and prepared graduates to serve the community.

To become a center for global business education and technology, serving as a link between the business arenas of South Florida, Latin America, and the rest of the world.

DEGREE PROGRAMS
The School of Business offers academic programs leading to the following Degrees:

DOCTORATE DEGREES IN:
- Business Administration (DBA)

MASTER DEGREES IN:
- Business Administration (MBA)

BACHELOR OF SCIENCE DEGREES IN:
- Business Administration
  Major Concentrations in:
  - International Business
  - Marketing & Public Relations
  - Economics
  - HealthCare Management
  - Project Management
  - Hospitality Management
  - Entrepreneurship

ASSOCIATE OF SCIENCE DEGREES IN:
- Business Administration
- Business Marketing
- International Business
Program Description
The goal of the Doctor of Business Administration at Atlantis University, as a coursework based professional doctorate, is to further develop the competencies of practicing management and business professionals and to equip them with the capability to make leadership contributions to their own organizations, wider industries and communities. The DBA will be predominantly offered face-to-face with structured support for all coursework and the dissertation.

The program will enable graduates to develop rigorous, in-depth, analytical and self-reflective skills well beyond the MBA or other Master of Business level. The DBA will also equip business executives with tools to undertake significant applied research in order to perform in an increasingly competitive global business environment. The curriculum offers successful candidates a highly customized program including further advanced postgraduate study beyond that achieved in an MBA.

Atlantis University’s MBA graduates may be able to transfer credits to the DBA program. (Note: To be eligible to apply credit toward these doctoral programs, students must have earned a B or better in the applicable master’s courses within the last 10 years and be in good standing with the university. All transfer of credit is granted after formal review by Atlantis University’s Office of Admissions.)

Program Objective
The Doctor of Business Administration (DBA) program is designed for professionals who want to further their career with the most advanced business degree program Atlantis University offers.

★ To build on students core knowledge of business, acquired through earlier studies and work experience, enabling them to gain knowledge and expertise in new aspects of business.

★ To enable students to acquire skills in research, enabling them to evaluate the research of others in the field and to translate acquired knowledge quickly into practice in ways that facilitate business growth.

★ To enable students, through their applied project dissertation, to acquire new knowledge in a chosen area of business typically relevant to their host firm and their own career objectives, leading to an improved understanding of how to manage an organization effectively in a global and rapidly changing environment.

★ To give students the skills and standing to contribute to the development of the global economy in an ethical, environmentally aware and socially responsible way through their professional practice.

Disclaimer: Although Atlantis University is institutionally accredited, the doctoral program does not fall within the scope of accreditation by ACCSC.
**Doctorate of Business Administration (DBA) Degree**  
(60 Graduate Level Semester Credit Hours – Estimated Completion Time: 48 months)  
*(Select from the following courses, or from course equivalent offerings)*

### Suggested Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDBA801</td>
<td>Quantitative &amp; Qualitative Research Methodologies for</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>Managerial Decision-making</td>
<td></td>
</tr>
<tr>
<td>DDBA810</td>
<td>Multivariate Statistical Analysis</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA820</td>
<td>Global Management Trends</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA830</td>
<td>Strategic Use of Information and Communications</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>Technologies</td>
<td></td>
</tr>
<tr>
<td>DDBA840</td>
<td>Business Development, Entrepreneurship and Innovation</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA850</td>
<td>International Marketing</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA860</td>
<td>Finance</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA881</td>
<td>Internationalization of SMEs</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA882</td>
<td>Global Competitiveness</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA883</td>
<td>Strategy Dynamics</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA891</td>
<td>Comprehensive Examinations</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA892</td>
<td>Actions Research Methods</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA893</td>
<td>Dissertation Research I</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA894</td>
<td>Dissertation Research II</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Major: Family Business**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDBA901</td>
<td>Fundamentals Issues in Family Business</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA902</td>
<td>Corporate Governance and Leadership in Family Business</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA905</td>
<td>Investment Strategies and Family Wealth Management</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**Major: Management of Private Health Care Organizations**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDBA950</td>
<td>Fundamental Issues in Health Management</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA955</td>
<td>Strategizing for Private Health Care Organizations</td>
<td>3.5</td>
</tr>
<tr>
<td>DDBA959</td>
<td>Best Practices &amp; Policies in Private Health Care</td>
<td>3.5</td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td></td>
</tr>
</tbody>
</table>

**Disclaimer:** Although Atlantis University is institutionally accredited, the doctoral program does not fall within the scope of accreditation by ACCSC.
Master of Business Administration (MBA) Degree
(30 Graduate Level Semester Credit Hours – Estimated Completion Time: 20 months)

Program Description

The Master of Business Administration (MBA) at Atlantis University is an intensive graduate degree program designed to instruct students in the theories and practices of the modern business world. The program is designed to prepare students for positions of leadership, and to provide students with a broad comprehensive view of the total business organization. The MBA program aims to improve decision-making capabilities of our students by providing a functional business foundation and enhancing their analytical, communicational, and technological skills, enabling students to contribute intellectually to the business profession.

Program Objective

Upon completion of the Master of Business Administration (MBA) Degree Program, students may seek executive employment in business, government, or a variety of industries where a range of professional business skills are needed. The objectives of Atlantis University’s MBA program are to:

* Integrate managerial competencies, which are essential for effective leadership – by applying business strategies, international business concepts, marketing tools, and critical analysis to manage and solve situations in unpredictable environments.

* Provide students the tools and practical experiences essential to an executive or top management career in business.

* Further develop student’s knowledge of central functions of management, marketing, finance, and information technology in a global economy.

* Enhance student’s appreciation of the ethical and legal environment of business as the context for their own contributions to the economic and social well-being of their communities.

* Enhance student’s understanding of and sensitivity to cultural differences in the workplace as they impact management effectiveness.
### Master of Business Administration (MBA) Degree

(30 Graduate Level Semester Credit Hours – Estimated Completion Time: 20 months)

(Select from the following courses, or from course equivalent offerings)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 501</td>
<td>Society, Politics, Demographics &amp; Business</td>
<td>Understanding the Global context and exponential times of business</td>
</tr>
<tr>
<td>MBA 521</td>
<td>International Strategic Management</td>
<td>The Pursuit of Strategic Competitive Advantage</td>
</tr>
<tr>
<td>MBA 531</td>
<td>HR Fundamentals and Organizational Dynamics</td>
<td>The Human Capital race and development in Organizations</td>
</tr>
<tr>
<td>MBA 541</td>
<td>Quantitative Business Methods</td>
<td>Quantitative Analysis for Decision Making</td>
</tr>
<tr>
<td>MBA 671</td>
<td>Information and Technology Management Systems</td>
<td>The number one decision making enabler for business: Technology and Information Systems</td>
</tr>
<tr>
<td>MBA 681</td>
<td>Markets and Consumers Based Management</td>
<td>Fundamentals of International Marketing Strategies and Consumer Behavior</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Management Financial Accounting and Business Analytics</td>
<td>Understanding the past and present to manage and project effective and efficient business financial performance</td>
</tr>
<tr>
<td>MBA 697</td>
<td>Strategic Management Technology and Innovation</td>
<td>Innovation - The virtuous cycle that drives competitive advantage in business</td>
</tr>
<tr>
<td>MBA 700</td>
<td>Graduate Business Research Project</td>
<td>A hands-on project that will provide decision makers with the unique opportunity to apply the knowledge and insights gained in the MBA into real business challenges faced by their own organizations</td>
</tr>
<tr>
<td>MBA 710</td>
<td>Capstone Field Project: Business Models and Business Plans in Action</td>
<td>The never-ending task of decision makers. A practical hands-on comprehensive course that will help international decision makers to assess and develop Business Models and Business Plans for pressing business challenges and opportunities in their own organizations.</td>
</tr>
</tbody>
</table>

MBA students are normally scheduled for one course at a time. Students are required to successfully complete 30 graduate credit hours.
School of Business
Bachelor of Science Degree Programs

Bachelor of Science Degree in Business Administration
(123 Credit Hours – Estimated Completion Time: 41 months)

Program Description
The Bachelor of Science in Business Administration program prepares qualified students for leadership positions in the 21st century global marketplace. Such leaders will need to balance the goals of economic success with the constraints of greater social and environmental responsibility. Students are instructed by a distinguished faculty and learn to integrate changing human and information resources with continually developing technology, while nurturing the entrepreneurial spirit that has always been the key to successful business and management.

The School of Business offers a Bachelor of Science in Business Administration Degree program that can be obtained by: transferring credits earned in a Business Associate’s Degree (60 credit hours) and completing the remaining prescribed major courses (additional 63 credit hours) for a total of 123 semester credit hours.

Students may complete the total course of 123 semester credit hours in Business Administration, by combining: core courses of Business Administration (105 semester credit hours) and prescribed major courses of a specific business concentration (18 semester credit hours), giving students the opportunity to opt for the following majors of concentration: International Business, Marketing & Public Relations, Economics, HealthCare Management, Project Management, Hospitality Management, and Entrepreneurship.

Students enrolled in the Bachelor of Science in Business Administration Program, after the successful completion of all general education courses (30 credits) and all major courses (lower and upper division), may opt for one of the following majors:

- International Business
- Marketing and Public Relations
- Economics
- HealthCare Management
- Project Management
- Hospitality Management
- Entrepreneurship

Students will acquire the critical knowledge and skills needed to integrate management, marketing, international business, and economic concepts to develop strategies to improve short-, medium-, and long-term organizational performance.

Upon completion of the Business Administration Program, students may seek employment in business, government, or a variety of industries where a range of business skills are needed.
Program Objective
Upon completion of the Business Administration Bachelor Degree Program, students may seek employment in business, government, or a variety of industries where a range of general business skills are needed, and where they will be able to perform the following:

★ Analyze the external and internal influences on business institutions and practices.
★ Identify the structures in business organizations that can be managed for productivity.
★ Differentiate the roles and tasks of business leaders and professionals in business, industry and non-profit organizations.
★ Use technology and resources to remain current in the student’s chosen business field.
★ Make effective business decisions using appropriate analytical and critical thinking processes.
★ Identify and analyze legal or ethical issues that arise in business practices and institutions.
★ Demonstrate effective written communication skills in a business environment.
★ Enter a graduate level program without further academic preparation.

Business Major Concentrations:
The Atlantis University School of Business also offers a Certificate after the successful completion of 12 credits of a major concentration. Therefore, courses within concentrations can be individually taken by students wishing to complete a certificate in a particular area. The following concentrations are available:

The International Business Concentration provides a solid foundation in the theory and practice of modern business organizations in relation to current economic, political, and socio-cultural environments. It prepares students to enter the workplace directly or to go on to graduate study. After the successful completion of 12 credits of this concentration, students will receive a Certificate.

The Marketing and Public Relations Concentration offers students specific tools in managing production and product development, distribution, and all forms of communicating with customers. Every firm, whether a manufacturer, retailer, wholesaler or service provider needs marketing people to discover, measure, and analyze markets; develop and manage products and services; manage sales; establish coherent pricing policies; and maintain positive customer relations. After the successful completion of 12 credits of this concentration, students will receive a Certificate.
The Economics Concentration presents concepts that support the understanding of economic behavior and business decisions. Students learn how individual industries function and gain an understanding of how the market economy functions as a whole. Students learn to evaluate how changes in technology, government regulation, and market circumstances will impact their own lives, organizations of which they are a part, and society.

The HealthCare Management Concentration is designed to integrate a framework of business and general education courses with a health care curriculum that provides graduates with foundational knowledge to enter the health industry. The HealthCare Management concentration develops solid management knowledge and skills combined with a broad overview of issues and challenges specific to the complex field of health care delivery. Emphasis of instruction will be on developing the managerial skills required to work in today’s regulated, complex health care field. Upon completion of the program, graduates will be prepared for supervisory or middle management positions in hospitals, managed care organizations, healthcare facilities, or to advance to a graduate program of study. After the successful completion of 12 credits of this concentration, students will receive a Certificate.

The Project Management Concentration This concentration within the Bachelor in Business Administration provides the knowledge and techniques necessary to operate successfully as an entry project manager. After the successful completion of 12 credits of this concentration, students will receive a Project Management Undergraduate Certificate, and will also be ready for taking the Project Management Certification industry credential exam (CAPM). PMI’s Certified Associate in Project Management (CAPM) ® is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

Hospitality Management Concentration covers the core competencies required for success as hospitality professional. After the successful completion of 12 credits of this concentration, students will receive a Hospitality Management Undergraduate Certificate.

Entrepreneurship Concentration is designed to develop the competencies needed to successfully create and manage new ventures or to be a driver of innovation with an organization. Students will learn the tools to plan for a new business startup, become leaders in growth firms or become entrepreneurs capable of improving the organization’s ability to innovate. The students completing this concentration will eligible to get a certificate from the university. After the successful completion of 12 credits of this concentration, students will receive a Certificate.
Bachelor of Science Degree in Business Administration  
(123 Credit Hours – Estimated Completion Time: 41 months)  
(Select from the following courses, or from course equivalent offerings)

Program Outline
To receive a Bachelor of Science degree in Business Administration, students must earn 123.0 credit hours. Program requirements are indicated below. Credit hours in parentheses indicate the required number of credit hours in each discipline:

General Education Courses (30.0 Credits Required)

Lower Division General Education Courses (15.0 Credits Required)

Oral Communications (3.0 Credit hours)
ENGL 100  Language and Speech Communications  3.0 credit hours
ENGL 115  Fundamentals of Public Speaking  3.0 credit hours
SPC 200  Speech and Public Speaking  3.0 credit hours

Humanities (3.0 Credit hours)
PHIL 102  Legal and Ethical Issues  3.0 credit hours
PHIL 200  Introduction to Philosophy  3.0 credit hours

Mathematics (3.0 Credit hours)
MATH 102  College Algebra  3.0 credit hours

English (3.0 Credit hours)
ENGL 200  English Composition I  3.0 credit hours

Behavioral Science / Social Environment (3.0 Credit hours)
PSY 201  Psychology  3.0 credit hours
SOC 210  Sociology  3.0 credit hours

Upper Division General Education Courses (15.0 Credits Required)

English (3.0 Credit hours)
ENGL 302  English Composition II  3.0 credit hours

Foreign Language (3.0 Credit hours)
SPN 310  Conversational Spanish  3.0 credit hours

Natural Science (3.0 Credit hours)
BSC 310  General Biology  3.0 credit hours

Economics (6.0 Credit hours)
ECON 302  Principles of Economics (Microeconomics)  3.0 credit hours
ECON 303  Macroeconomics  3.0 credit hours
Bachelor of Science Degree in Business Administration
(123 Credit Hours – Estimated Completion Time: 41 months)
(Select from the following courses, or from course equivalent offerings)

Business Administration Core Courses (93.0 Credits Required)

Lower Division Major Courses (45 credits required)

ACCTG 101  Accounting I  3.0 credit hours
BUS 101   Introduction to Business  3.0 credit hours
BUS 102   Principles of Management  3.0 credit hours
IB 100    Introduction to International Business  3.0 credit hours
MRKT 101  Principles of Marketing  3.0 credit hours
BUS 224   Organizational Behavior  3.0 credit hours
CIT 100   Introduction to Computers  3.0 credit hours
IB 205    International Trade Export / Import  3.0 credit hours
CIT 110   Modern Operating Technology  3.0 credit hours
BUS 204   Introduction to Project Management  3.0 credit hours
STAT 200  Statistics  3.0 credit hours
BUS 223   Human Resource Management  3.0 credit hours
BUS 203   Operations Management  3.0 credit hours
BUS 201   Strategy Management and Decision Making  3.0 credit hours
BUS 200   Business Law  3.0 credit hours
SLS 1501  Student Success  3.0 credit hours

Upper Division Major Courses (30 Credits Required)

IB 102    International Management  3.0 credit hours
IB 207    International Banking and Finance  3.0 credit hours
MRKT 200  Marketing II  3.0 credit hours
MRKT 202  Marketing Strategies  3.0 credit hours
MRKT 205  Consumer Behavior  3.0 credit hours
MRKT 207  Market Research  3.0 credit hours
BUS 227   Management and Budgeting  3.0 credit hours
IB 400    International Entrepreneurship  3.0 credit hours
BUS 401   Leadership and Management  3.0 credit hours
BUS 423   E-Commerce Management  3.0 credit hours
EMPL 101  Employment Skills  3.0 credit hours

Major Concentration Courses (18 Credits Required)
Select 18.0 credit hours in upper division major courses as indicated below:
**Major Concentrations Courses**

<table>
<thead>
<tr>
<th>Upper Division Courses</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Pre-Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>International Business</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>MRKT 405</td>
<td>International Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>IB 402</td>
<td>Strategic Mgmt. in the Multicultural Corp.</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>Marketing and Public Relations</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>MRKT 472</td>
<td>E-Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>MRKT 442</td>
<td>Marketing Analytics</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>MRKT 451</td>
<td>International Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 308</td>
<td>Ethics and Social Responsibility</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>Economics</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>BUS 308</td>
<td>Ethics and Social Responsibility</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>ECON 422</td>
<td>Money and Banking</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>ECON 411</td>
<td>Econometrics</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>ECON 405</td>
<td>Monetary Theory</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>ECON 404</td>
<td>Economic Issues</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>Healthcare Management</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>HSA 300</td>
<td>Introduction to Health Services Systems</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>HSA 320</td>
<td>Legal Aspects of Health Care</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>HSA 440</td>
<td>Leadership &amp; Mgmt. for Health Professional</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>HSA 451</td>
<td>Healthcare Organizations &amp; Resources Mgmt.</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>Project Management</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>MRKT 451</td>
<td>International Marketing</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 450</td>
<td>Enterprise Project Management</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 455</td>
<td>Mgmt. Leadership &amp; Team Building in the Project Environment</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 463</td>
<td>Certified Associate in Project Management (CAPM) Certification Exam Preparation</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>Hospitality Management</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>BUS 360</td>
<td>Fundamentals of Hospitality &amp; Tourism Mgmt.</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 365</td>
<td>Hospitality and Tourism Management</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 401</td>
<td>Hotel and Facility Management</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 405</td>
<td>Food and Beverage Operations</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 407</td>
<td>International Travel and Tourism</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
<td></td>
<td><strong>Entrepreneurship</strong></td>
<td>(18 credits required)</td>
<td></td>
</tr>
<tr>
<td>BUS 348</td>
<td>Finance for Entrepreneurs</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 410</td>
<td>E-Commerce Strategies for Entrepreneurs</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 412</td>
<td>Leading Creativity and Innovation</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
<tr>
<td>BUS 415</td>
<td>Franchise, strategic alliances &amp; family bus.</td>
<td>3</td>
<td>Business Upper Div.</td>
<td></td>
</tr>
</tbody>
</table>
**Program Description**

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

**Program Objective**

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

**Program Outline**

To receive an Associate of Science degree in Business Administration, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
(60 Credit Hours – Estimated Completion Time: 20 months)
(Select from the following courses, or from course equivalent offerings)

**General Education Courses (15.0 Credits Required)**

**Oral Communications (3.0 Credit hours)**
- ENGL 100 Language and Speech Communications 3.0 credit hours
- ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
- SPC 200 Speech and Public Speaking 3.0 credit hours

**Humanities (3.0 Credit hours)**
- PHIL 102 Legal and Ethical Issues 3.0 credit hours
- PHIL 200 Introduction to Philosophy 3.0 credit hours

**Mathematics (3.0 Credit hours)**
- MATH 102 College Algebra 3.0 credit hours

**English (3.0 Credit hours)**
- ENGL 200 English Composition I 3.0 credit hours

**Behavioral Science / Social Environment (3.0 Credit hours)**
- PSY 201 Psychology 3.0 credit hours
- SOC 210 Sociology 3.0 credit hours

**Business Administration Major Courses (33.0 Credits Required)**
- ACCTG 101 Accounting I 3.0 credit hours
- BUS 101 Introduction to Business 3.0 credit hours
- BUS 102 Principles of Management 3.0 credit hours
- IB 100 Introduction to International Business 3.0 credit hours
- MRKT 101 Principles of Marketing 3.0 credit hours
- BUS 224 Organizational Behavior 3.0 credit hours
- BUS 223 Human Resource Management 3.0 credit hours
- BUS 203 Operations Management 3.0 credit hours
- BUS 200 Business Law 3.0 credit hours
- ECON 302 Principles of Economics (Microeconomics) 3.0 credit hours
- STAT 200 Statistics 3.0 credit hours
- CIT 100 Introduction to Computers 3.0 credit hours
- CIT 110 Modern Operating Technology 3.0 credit hours

**Elective Courses (12.0 Credits Required)**
- IB 205 International Trade Export / Import 3.0 credit hours
- BUS 204 Introduction to Project Management 3.0 credit hours
- BUS 201 Strategy Management and Decision Making 3.0 credit hours
- MRKT 200 Marketing II 3.0 credit hours
- IB 102 International Management 3.0 credit hours
- EMPL 101 Employment Skills 3.0 credit hours
- SLS 1501 Student Success 3.0 credit hours
Associate of Science Degree in Business Marketing
(60 Credit Hours – Estimated Completion Time: 20 months)

Program Description

The Business Marketing Program is designed to train students for employment in various industries that utilize business marketing skills and knowledge. Students who successfully complete this program will have knowledge and skills in many areas of marketing plus accounting, computer applications, human resources, leadership, management and administration. The program consists of courses that require readings, exams, projects and other learning strategies and outcomes assessments determined by each instructor to meet course objectives.

Program Objective

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

Program Outline

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

**General Education Courses (15.0 Credits Required)**

**Oral Communications** (3.0 Credit hours)
- ENGL 100 Language and Speech Communications 3.0 credit hours
- ENGL 115 Fundamentals of Public Speaking 3.0 credit hours
- SPC 200 Speech and Public Speaking 3.0 credit hours

**Humanities** (3.0 Credit hours)
- PHIL 102 Legal and Ethical Issues 3.0 credit hours
- PHIL 200 Introduction to Philosophy 3.0 credit hours

**Mathematics** (3.0 Credit hours)
- MATH 102 College Algebra 3.0 credit hours

**English** (3.0 Credit hours)
- ENGL 200 English Composition I 3.0 credit hours

**Behavioral Science / Social Environment** (3.0 Credit hours)
- PSY 201 Psychology 3.0 credit hours
- SOC 210 Sociology 3.0 credit hours

**Business Marketing Major Courses (33.0 Credits Required)**
- ACCTG 101 Accounting I 3.0 credit hours
- BUS 101 Introduction to Business 3.0 credit hours
- BUS 102 Principles of Management 3.0 credit hours
- IB 100 Introduction to International Business 3.0 credit hours
- MRKT 101 Principles of Marketing 3.0 credit hours
- MRKT 200 Marketing II 3.0 credit hours
- MRKT 202 Marketing Strategies 3.0 credit hours
- MRKT 205 Consumer Behavior 3.0 credit hours
- MRKT 207 Market Research 3.0 credit hours
- ECON 302 Principles of Economics (Microeconomics) 3.0 credit hours
- STAT 200 Statistics 3.0 credit hours
- CIT 100 Introduction to Computers 3.0 credit hours
- CIT 110 Modern Operating Technology 3.0 credit hours

**Elective Courses (12.0 Credits Required)**
- IB 205 International Trade Export / Import 3.0 credit hours
- BUS 223 Human Resource Management 3.0 credit hours
- BUS 203 Operations Management 3.0 credit hours
- BUS 204 Introduction to Project Management 3.0 credit hours
- IB 102 International Management 3.0 credit hours
- BUS 201 Strategy Management and Decision Making 3.0 credit hours
- EMPL 101 Employment Skills 3.0 credit hours
- SLS 1501 Student Success 3.0 credit hours
Associate of Science Degree in International Business  
(60 Credit Hours – Estimated Completion Time: 20 months)

Program Description

The International Business Program is designed to train students for employment in various industries that utilize international business skills and knowledge. Students who successfully complete this program will have knowledge and skills in several areas of international business plus accounting, computer applications, human resources, leadership, management and administration. The program consists of courses that require readings, exams, projects and other learning strategies and outcomes assessments determined by each instructor to meet course objectives.

Program Objective

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

Program Outline

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

(60 Credit Hours - Estimated Completion Time: 20 months)

*(Select from the following courses, or from course equivalent offerings)*

## General Education Courses (15.0 Credits Required)
### Oral Communications (3.0 Credit hours)
- **ENGL 100** Language and Speech Communications: 3.0 credit hours
- **ENGL 115** Fundamentals of Public Speaking: 3.0 credit hours
- **SPC 200** Speech and Public Speaking: 3.0 credit hours

### Humanities (3.0 Credit hours)
- **PHIL 102** Legal and Ethical Issues: 3.0 credit hours
- **PHIL 200** Introduction to Philosophy: 3.0 credit hours

### Mathematics (3.0 Credit hours)
- **MATH 102** College Algebra: 3.0 credit hours

### English (3.0 Credit hours)
- **ENGL 200** English Composition I: 3.0 credit hours

### Behavioral Science / Social Environment (3.0 Credit hours)
- **PSY 201** Psychology: 3.0 credit hours
- **SOC 210** Sociology: 3.0 credit hours

## International Business Major Courses (33.0 Credits Required)
- **ACCTG 101** Accounting I: 3.0 credit hours
- **BUS 101** Introduction to Business: 3.0 credit hours
- **BUS 102** Principles of Management: 3.0 credit hours
- **IB 100** Introduction to International Business: 3.0 credit hours
- **MRKT 101** Principles of Marketing: 3.0 credit hours
- **IB 205** International Trade Export / Import: 3.0 credit hours
- **IB 102** International Management: 3.0 credit hours
- **IB 207** International Banking and Finance: 3.0 credit hours
- **IB 330** Cultural Environment of International Business: 3.0 credit hours
- **ECON 302** Principles of Economics (Microeconomics): 3.0 credit hours
- **STAT 200** Statistics: 3.0 credit hours
- **CIT 100** Introduction to Computers: 3.0 credit hours
- **CIT 110** Modern Operating Technology: 3.0 credit hours

## Elective Courses (12.0 Credits Required)
- **BUS 223** Human Resource Management: 3.0 credit hours
- **MRKT 200** Marketing II: 3.0 credit hours
- **BUS 204** Introduction to Project Management: 3.0 credit hours
- **BUS 201** Strategy Management and Decision Making: 3.0 credit hours
- **BUS 203** Operations Management: 3.0 credit hours
- **BUS 200** Business Law: 3.0 credit hours
- **EMPL 101** Employment Skills: 3.0 credit hours
- **SLS 1501** Student Success: 3.0 credit hours
MISSION
ATLANTIS University’s School of Computer Sciences and Technology is committed to provide educational value for its students, professors, and the community in general, by preparing students using the latest technology and computer innovations to succeed in a rapidly changing and technology-driven environment.

VISION
To build a School of Computer Sciences and Technology recognized for delivering quality education, implementing technology and innovations, for the development of our students who are well versed in the impact information technology has in the world today.

DEGREE PROGRAMS
Atlantis University offers academic programs leading to the following degrees:

MASTER DEGREES IN:
★ Master of Information Technology

BACHELOR OF SCIENCE DEGREES IN:
★ Management Information Systems
★ Computer Engineering

ASSOCIATE OF SCIENCE DEGREES IN:
★ Computer Information Technology
School of Computer Sciences and Technology
Master Degree Program

Master of Information Technology (MIT) Degree
(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)

Program Description
The Master of Information Technology at Atlantis University is an intensive graduate degree program designed to challenge graduates to be innovators and become top performers in this new millennium of technology. Our degree program aligns with what the global I.T. industry seeks to fuel our digital age. Students learn and prepare themselves for careers in technical or managerial sectors in Cloud Computing, Computer Science, Big Data Analytics, Network/Systems Engineering, Mobile Web Development, IoT Research, etc.

Students will have the ability and confidence to put their skills to the test by working with professors in real world scenarios with corporations at internships, hand-on class projects, and peer review. Our program is supplemented by technical and managerial workshops on a bi-weekly base that focus on the latest technological trends. The Masters of Information Technology at Atlantis University brings tremendous value to graduates as AU’s support and curriculum is second to none!

Program Objective
Upon completion of the Atlantis University Master of Information Technology degree program, students will be prepared and have the hands on I.T. experience to operate efficiently and effectively utilizing industry best practices.

Through our unique mentored learning approach and challenging hands on real world labs created by real world industry experts, students graduate with in demand skills that major global corporations are desperately seeking. Our modern curriculum covers critical subjects such as but not limited to cyber security, data analytics, cloud computing, big data, data center design, IoT, and IT governance, and modern web and mobile programming.

Upon graduation, students will be able to:
☆ Compete at a global scale for high paying stable I.T. Careers
☆ Be able to confidently design, deploy, and maintain critical I.T. infrastructures in the cloud or onsite
☆ Be able to effectively and efficiently work with next generation technologies such as cyber security UTM’s, Cisco Nexus & UCS platforms, Amazon Web Services cloud appliances, Software Defined WAN’s, and so forth.
☆ Design dynamic websites using HTML5/CSS3/JavaScript
☆ Implement automation in the Enterprise through Python programming
☆ Bring insight to the Enterprise with data analytics with Tableau
☆ Have the confidence to lead technical projects that align with business initiative
☆ Bring technological innovation to the Enterprise and be a major contributor to society
**Master of Information Technology (MIT) Degree**  
*(30 Graduate Level Semester Credit Hours – Estimated Completion Time 20 months)*  
*(Select from the following courses, or from course equivalent offerings)*

**Suggested Program Breakdown by Course**

<table>
<thead>
<tr>
<th>Module I</th>
<th>MIT 502 (3.0 credit hours)</th>
<th>E- Commerce Technology &amp; Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module II</td>
<td>MIT 522 (3.0 credit hours)</td>
<td>Data Analytics in Big Data</td>
</tr>
<tr>
<td>Module III</td>
<td>MIT 534 (3.0 credit hours)</td>
<td>IT Governance and Compliance</td>
</tr>
<tr>
<td>Module IV</td>
<td>MIT 548 (3.0 credit hours)</td>
<td>Information Security and Penetration Testing</td>
</tr>
<tr>
<td>Module V</td>
<td>MIT 562 (3.0 credit hours)</td>
<td>Modern C# Programming &amp; Algorithms</td>
</tr>
<tr>
<td>Module VI</td>
<td>MIT 588 (3.0 credit hours)</td>
<td>Software Development and Validation</td>
</tr>
<tr>
<td>Module VII</td>
<td>MIT 601 (3.0 credit hours)</td>
<td>ITIL Service Oriented Architecture</td>
</tr>
<tr>
<td>Module VIII</td>
<td>MIT 621 (3.0 credit hours)</td>
<td>IT Automation with Python</td>
</tr>
<tr>
<td>Module IX</td>
<td>MIT 705 (3.0 credit hours)</td>
<td>Final Research Project</td>
</tr>
<tr>
<td>Module X</td>
<td>MIT 710 (3.0 credit hours)</td>
<td>Final Capstone Project</td>
</tr>
</tbody>
</table>
Bachelor of Science Degree in Management Information Systems
(123 Credit Hours – Estimated Completion Time: 41 months)

Program Description
The Bachelor of Science in Management Information Systems program provides students with a solid foundation in business and technology, developing skills that prepare them to effectively apply information technology to improve business processes across a broad spectrum of disciplines. Through this program, students will be able to effectively demonstrate advanced skills in business application software, current programming languages, and recognize various phases of the software development cycle, and the appropriate management of that developmental cycle in a business environment.

The MIS major gives students an understanding of the importance of information systems as a management tool in the planning, control and decision-making activities of the organization. The program of study introduces students to the concepts and methods of analyzing, designing, planning, and managing simple or complex information systems. It emphasizes the managerial aspects of information systems by providing a solid base of business courses and computer science courses common to the School of Business and Computer Sciences and Technologies.

Atlantis University offers a Bachelor of Science in Management Information Systems Degree program that can be obtained by: transferring credits earned in a Computer Information Technology Associate’s Degree (60 credit hours) or equivalent and completing the remaining prescribed major courses (additional 63 credit hours) for a total of 123 semester credit hours.

Program Objective
Upon completion of the Management Information Systems Bachelor Degree Program, students may seek employment in business, government, or a variety of industries where a combination of general business and information technology skills are needed. In addition to the outcomes listed for the School of Business bachelor-level degree program, upon graduation, Management Information Systems students will be able to:

★ Use information technology to revitalize business and achieve strategic goals
★ Identify the basic elements of business opportunities in electronic commerce
**Bachelor of Science Degree in Management Information Systems**
*(123 Credit Hours – Estimated Completion Time: 41 months)*
*(Select from the following courses, or from course equivalent offerings)*

**Program Outline**
To receive a Bachelor of Science degree in Management Information Systems, students must earn 123.0 credit hours. Program requirements are indicated below. Credit hours in parentheses indicate the required number of credit hours in each discipline:

**General Education Courses (30.0 Credits Required)**

**Lower Division General Education Courses (15.0 Credits Required)**

<table>
<thead>
<tr>
<th><strong>Oral Communications</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100 Language and Speech Communications</td>
</tr>
<tr>
<td>ENGL 115 Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>SPC 200 Speech and Public Speaking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Humanities</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 102 Legal and Ethical Issues</td>
</tr>
<tr>
<td>PHIL 200 Introduction to Philosophy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mathematics</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 102 College Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>English</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 200 English Composition I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Behavioral Science / Social Environment</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201 Psychology</td>
</tr>
<tr>
<td>SOC 210 Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Upper Division General Education Courses (15.0 Credits Required)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong> (3.0 Credit hours)</td>
</tr>
<tr>
<td>ENGL 302 English Composition II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Foreign Language</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPN 310 Conversational Spanish</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Natural Science</strong> (3.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 310 General Biology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Economics</strong> (6.0 Credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 302 Principles of Economics (Microeconomics)</td>
</tr>
<tr>
<td>ECON 303 Macroeconomics</td>
</tr>
</tbody>
</table>
## Bachelor of Science Degree in Management Information Systems

*(123 Credit Hours – Estimated Completion Time: 41 months)*

*(Select from the following courses, or from course equivalent offerings)*

### Management Information Systems Core Courses (93.0 Credits Required)

#### Lower Division Major Courses (45 credits required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 114</td>
<td>Hardware fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Modern Operating Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Computer Networking</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 150</td>
<td>IT Security</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 101</td>
<td>Basic Linux</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 103</td>
<td>IT Service Management I</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 107</td>
<td>Introduction to Computer Forensics</td>
<td>3.0</td>
</tr>
<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Law</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 108</td>
<td>Advanced Computer Forensics</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 109</td>
<td>Introduction to Database</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 200</td>
<td>IT Service Management II</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 202</td>
<td>Advanced Linux</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Introduction to Information Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>SLS 1501</td>
<td>Student Success</td>
<td>3.0</td>
</tr>
<tr>
<td>STAT 200</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
</tbody>
</table>

#### Upper Division Major Courses (30 Credits Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 225</td>
<td>Management Information Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 210</td>
<td>Administrative Computer Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 221</td>
<td>Windows 10 Configuration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Installing &amp; Config. Windows Server 2012</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 300</td>
<td>Administering Windows Server 2012</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 302</td>
<td>Introduction to Modern Web Development</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 303</td>
<td>Database &amp; Security Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 400</td>
<td>Introduction to Routing &amp; Switching</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 401</td>
<td>Implementing Routing Security</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 402</td>
<td>Introduction to Routing &amp; Switching in Enterp.</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 403</td>
<td>Design. &amp; Supporting Computer Net</td>
<td>3.0</td>
</tr>
<tr>
<td>CIT 405</td>
<td>Routing Protocols and Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>MRKT 101</td>
<td>Principles of Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Operations Management</td>
<td>3.0</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>EMPL 101</td>
<td>Employment Skills</td>
<td>3.0</td>
</tr>
</tbody>
</table>
Associate of Science Degree in Computer Information Technology

(60 Credit Hours – Estimated Completion Time: 20 months)

**Program Description**

The Computer Information Technology program is designed to train students for employment in various industries that utilize Computer skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as programming, database management, information systems, telecommunication and electronics. Courses include theory and skill building. Students have access to the computer lab to complete projects.

**Program Objective**

Upon completion of the Computer Information Technology Program, students may seek entry-level employment in business, government, or a variety of industries where computer science skills are needed. Graduates may also seek employment in the technology industry as: computer repair technicians help desk support, networking technicians, Cisco networking technicians, Server administrators, Microsoft specialists, data analysts, internet security, software applications and configurations. Upon completion of the program, students/graduates will be prepared to take certification exams for various industry technology certifications including: CompTIA, Cisco, and Microsoft.

**Program Outline**

To receive an Associate of Science degree in Computer Information Technology, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
### Associate of Science Degree in Computer Information Technology

*(60 Credit Hours – Estimated Completion Time: 20 months)*

*(Select from the following courses, or from course equivalent offerings)*

#### General Education Courses (15.0 Credits Required)

**Oral Communications** *(3.0 Credit hours)*
- ENGL 100  Language and Speech Communications  3.0 credit hours
- ENGL 115  Fundamentals of Public Speaking  3.0 credit hours
- SPC 200  Speech and Public Speaking  3.0 credit hours

**Humanities** *(3.0 Credit hours)*
- PHIL 102  Legal and Ethical Issues  3.0 credit hours
- PHIL 200  Introduction to Philosophy  3.0 credit hours

**Mathematics** *(3.0 Credit hours)*
- MATH 102  College Algebra  3.0 credit hours

**English** *(3.0 Credit hours)*
- ENGL 200  English Composition I  3.0 credit hours

**Behavioral Science / Social Environment** *(3.0 Credit hours)*
- PSY 201  Psychology  3.0 credit hours
- SOC 210  Sociology  3.0 credit hours

#### Computer Information Technology Major Courses (33.0 Credits Required)

- BUS 101  Introduction to Business  3.0 credit hours
- CIT 100  Introduction to Computers  3.0 credit hours
- CIT 114  Hardware Fundamentals  3.0 credit hours
- CIT 110  Modern Operating Technology  3.0 credit hours
- CIT 106  Computer Networking  3.0 credit hours
- CIT 150  IT Security  3.0 credit hours
- CIT 221  Windows 10 Configuration  3.0 credit hours
- CIT 222  Installing & Config. Windows Server 2012  3.0 credit hours
- CIT 300  Administering Windows Server 2012  3.0 credit hours
- CIT 301  Conf. Adv. Windows S 2012 Services  3.0 credit hours
- CIT 302  Introduction to Modern Web Development  3.0 credit hours
- CIT 303  Database & Security Administration  3.0 credit hours

#### Elective Courses (12.0 Credits Required)

- CIT 101  Basic Linux  3.0 credit hours
- CIT 400  Introduction to Routing and Switching (CCNA I)  3.0 credit hours
- CIT 401  Implementing Routing Security (CCNA II)  3.0 credit hours
-EMPL 101  Employment Skills  3.0 credit hours
-MRKT 101  Principles of Marketing  3.0 credit hours
- CIT 109  Introduction to Database  3.0 credit hours
-CIT 107  Introduction to Computer Forensics  3.0 credit hours
- CIT 225  Management Information Systems  3.0 credit hours
- IB 100  Introduction to International Business  3.0 credit hours
-SLS 1501  Student Success  3.0 credit hours
DIPLOMA PROGRAMS Admissions Requirements

★ Must be 18 years or older or have written permission from a parent or legal guardian.
★ Complete in-person interview.
★ Complete enrollment agreement.
★ Provide a copy of high school diploma, or high school transcript, or GED, or similar document if they completed secondary education in another country. Documents from non-English speaking countries must be translated into English if the applicant is enrolling in an English speaking program. Applicants will not be required to provide proof of high school graduation when they provide the following:
  ★ Verification (official transcripts) of college credits or an earned degree from an accredited institution recognized by the United States Department of Education,
  ★ If documents are from another country: An evaluation of an official transcript by an approved educational evaluator service attesting that the degree/or credits earned are equivalent to a degree/credits earned at a regionally accredited institution of higher education in the United States.
★ Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. All documents submitted must be in English. Acceptable postsecondary institutions of education include:
  ★ a) Institutions accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, or
  ★ b) Institutions recognized by the Department / Ministry of Education of the country where the institution is in operation.
★ Official transcripts and any other documentation must be forwarded to the University by the granting institution.

Admissions Processes for Diploma Programs

Students desiring to enter a Diploma Program at Atlantis University should contact the Admissions Office or log onto our website at www.atlantisuniversity.org to submit an application. Students should submit their applications well in advance of the date they desire to enter the University to permit proper scheduling and assure availability.

Local applicants are encouraged to visit the University in person. International applicants may apply online. The University uses a rolling admissions policy. Applicants will be notified of their acceptance or rejection by the University within ten days after the application is submitted. All admissions services are conducted on equal opportunity/equal access basis.

Our Admissions Offices are open throughout the week during the following hours: Monday through Friday, 9:00am to 8:00pm, and Saturday by appointment.
Program Description
The Bookkeeping diploma program is designed to train students for employment in various industries that utilize Bookkeeping skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as business math, accounting, computer applications, and bookkeeping. Each course consists of theory and practical application. There are readings, projects, and exams as determined by each instructor to meet course and program objectives.

Program Objective
Upon completion of the Bookkeeping Program, students may seek entry-level employment in business, government, or a variety of industries where basic bookkeeping skills are needed.

Program Outline
To receive a Bookkeeping Diploma, students must complete 192 Clock hours or 12 Credit hours for the program. Program requirements are indicated below:

Suggested Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 110</td>
<td>Introduction to Accounting</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping Basics</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 200</td>
<td>Computerized Accounting Applications (QuickBooks I)</td>
<td>48</td>
</tr>
</tbody>
</table>
Office Administrator Diploma
(336 Clock Hours / 21 Credit Hours – Estimated Completion Time 8 months)

Program Description
The Office Administrator diploma program is designed to train students for employment in various industries that utilize office administrator skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as Bookkeeping, Business Math, Administrative Support, Business Software Applications, Business Writing and Leadership. There are readings, projects, and exams as determined by each instructor to meet course and program objectives.

Program Objective
Upon completion of the Office Administrator Program, students may seek entry-level employment in business, government, or a variety of industries where basic administrative assisting skills are needed.

Program Outline
To receive an Office Administrator Diploma, students must complete 336 Clock hours or 21 Credit hours for the program. Program requirements are indicated below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers</td>
<td>48</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Modern Operating Technology</td>
<td>48</td>
</tr>
<tr>
<td>CIT 125</td>
<td>Introduction to Keyboarding</td>
<td>48</td>
</tr>
<tr>
<td>ACCTG 110</td>
<td>Accounting I</td>
<td>48</td>
</tr>
<tr>
<td>ENG 203 or</td>
<td>Effective Business Writing or English Composition I</td>
<td>48</td>
</tr>
<tr>
<td>ENG 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 223 or</td>
<td>Leadership and Human Resources or Business Major Course</td>
<td>48</td>
</tr>
<tr>
<td>BUS Upper Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 200 or</td>
<td>Business Law or International Entrepreneurship</td>
<td>48</td>
</tr>
<tr>
<td>IB 400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Computer Network Technician Diploma (CNT)
(192 Clock Hours / 12 Credit Hours – Estimated Completion Time 4 months)

Program Description
This program prepares students for a technical career in job fields such as computer network technician or microcomputer service and repair. It is designed to prepare students to operate, install, diagnose, configure, troubleshoot, upgrade, and maintain microcomputers, all while getting an overall understanding of computer networks. Students will learn skills that prepare them to take the A+, Network+, and Security + Certification examinations.

Program Objective
The Computer Network Technician Program is designed to enable graduates to acquire the necessary knowledge, skills and preparedness to take the CompTIA A+, N+ and S+ Certification Exams.

Students get real hands on learning experience directly related to the real world working environment in professional classrooms settings with state-of-the-art technology lead by certified and highly qualified experienced professors.

Upon completion of the Computer Network Technician Program, students may seek entry-level employment in business, government, or a variety of industries where general computer networking and basic technical skills are needed.

Program Outline
To receive a Computer Network Technician Diploma, students must complete 192 Clock hours or 12 Credit hours for the program. Program requirements are indicated below:

Suggested Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 100 or CIT 150</td>
<td>Introduction to Computers or IT Security</td>
<td>48</td>
</tr>
<tr>
<td>CIT 114</td>
<td>Hardware Fundamentals</td>
<td>48</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Modern Operating Technology</td>
<td>48</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Computer Networking</td>
<td>48</td>
</tr>
</tbody>
</table>
Microsoft IT Professional Diploma
(288 Clock Hours / 18 Credit Hours * – Estimated Completion Time 6 months)

Program Description
The Microsoft IT Professional Program is designed for IT professionals who want to demonstrate their in-depth knowledge and technical skills of key Windows Server 2008 technologies: Active Directory Configuration, Network Infrastructure Configuration, and/or Applications Infrastructure Configuration.

The Microsoft IT Professional (MITP) Program’s objective is to have students gain expertise in designing and implementing the infrastructure for business solutions based on the Windows platforms, and Microsoft Windows Server Systems. By completing the program, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the most advanced Windows operating system and Microsoft Windows Server System. Upon successful completion of this vocational technology program, students have the necessary skills to continue their career objectives within their working fields, specifically in IT related careers.

Program Objective
The Microsoft IT Professional Program is designed for the attainment of the necessary skills for students to analyze the business requirements and design and implement the infrastructure for business solutions based on the Microsoft Windows 2008 platform and Microsoft Windows Server System. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

Upon completion of the Microsoft IT Professional Program, students may seek entry-level employment in business, government, or a variety of industries where a combination of basic computer technology solutions, installing, configuring, and troubleshooting skills are needed.

Program Outline
To receive a Microsoft IT Diploma, students must complete 288 Clock hours or 18 Credit hours for the program, as follows: 12 Credit hours in prescribed MITP curriculum, and an additional 6 credit hours in either MITP curriculum or related IT courses (Linux, Computer Forensics, Cisco, CNT, Oracle, other). Program requirements are indicated below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 221</td>
<td>Windows 10 Configuration</td>
<td>48</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012</td>
<td>48</td>
</tr>
<tr>
<td>CIT 300</td>
<td>Administering Windows Server 2012</td>
<td>48</td>
</tr>
<tr>
<td>CIT 301</td>
<td>Configuring Advanced Windows Server 2012 Services</td>
<td>48</td>
</tr>
<tr>
<td>CIT 302 or E</td>
<td>Introduction to Modern Web Development</td>
<td>48</td>
</tr>
<tr>
<td>CIT 303 or E</td>
<td>Database &amp; Security Administration</td>
<td>48</td>
</tr>
</tbody>
</table>
Systems and Network Administrator (SNA)
(192 Clock Hours / 12 Credit Hours – Estimated Completion Time 4 months)

Program Description
The Systems and Network Administrator Program offers a hands-on approach to learning, and uses interactive tools and easy-to-follow labs to help students learn the general theory needed to build networks. The Systems and Network Administrator Program allows for quick application of learned concepts to encourage students to consider additional education in IT, and/or a profession in IT. It uses easy-to-follow, step-by-step labs that provide detailed instructions and feedback to help students reach the final solution. The Program entails highly interactive activities that stimulate learning and improve knowledge retention. The Systems and Network Administrator Program involves rich multimedia, including Flash-based activities, videos, and interactive quizzes that address a variety of learning styles, increase comprehension, and provide a rich learning experience.

Program Objective
The Systems and Network Administrator (SNA) Program provides foundational networking knowledge, practical experience, opportunities for career exploration, and soft-skills development to help students prepare for entry-level careers in IT and networking. Students who enroll in the Systems and Network Administrator Program are not expected to have any previous technical skills or knowledge, aside from basic PC usage skills. The Systems and Network Administrator Program teaches networking based on application covering the types of practical networks students may encounter, from simple home or small office networks to more complex enterprise models. Students learn the technical skills and soft skills needed to succeed in entry-level networking professions such as a network installer, help desk technician, pre-sales support technician, or network technician. The Systems and Network Administrator Program also provides an introduction to advanced technologies such as voice, video, wireless, and security.

Suggested Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 221</td>
<td>Windows 10 Configuration</td>
<td>48</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012</td>
<td>48</td>
</tr>
<tr>
<td>CIT 400</td>
<td>Introduction to Routing and Switching</td>
<td>48</td>
</tr>
<tr>
<td>CIT 401</td>
<td>Implementing Routing Security</td>
<td>48</td>
</tr>
</tbody>
</table>
Program Description
The Computer Network Professional (CNP) program at Atlantis University combines the training for the Computer Network Technician Program, the Microsoft IT Professional Program, and the Systems and Network Administrator (SNA) into one complete IT Professional Program. Therefore, the CNP Program prepares graduates for employment in the computer networking industry with a broad knowledge in Information Technology. The skills developed in the course work lead to successful careers as network administrator, data communication manager, communication specialist, and similar positions. Atlantis University laboratories allow for students to attain hands-on experiences in the design, deployment and management intra/internet client/server networks. Courses within this program can be transferred towards the AS and BS Degree Programs.

Program Objective
The Computer Network Professional (CNP) Program prepares students to become IT Professionals using the latest IT technologies of Industry Leaders such as, CompTIA, Cisco and Microsoft. Students are trained to gain the necessary skills and proven job-role capabilities to effectively work with Microsoft, CompTIA and Cisco technologies, analyze the business requirements, design and implement solutions for clients to be qualified for job opportunities in the IT industry.

Program Outline
To receive a Computer Network Professional Diploma, students must complete 672 Clock hours or 42 Credit hours for the program, as follows: 12 Credit hours in prescribed CNT curriculum, 9 Credit hours in prescribed MITP curriculum, 6 Credit hours in prescribed CCNA curriculum, and an additional 15 credit hours in IT related elective curriculum (Linux, Computer Forensics, Cisco, CNT, Oracle, other) as indicated in the program outline below: Program requirements are indicated below.
## Computer Network Professional Diploma (CNP)
*(672 Clock Hours / 42 Credit Hours – Estimated Completion Time 14 months)*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT TRACK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 100</td>
<td>Introduction to Computers or IT Security</td>
<td>48</td>
</tr>
<tr>
<td>CIT 150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 114</td>
<td>Hardware Fundamentals</td>
<td>48</td>
</tr>
<tr>
<td>CIT 110</td>
<td>Modern Operating Technology</td>
<td>48</td>
</tr>
<tr>
<td>CIT 106</td>
<td>Computer Networking</td>
<td>48</td>
</tr>
<tr>
<td>MITP TRACK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 221</td>
<td>Windows 10 Configuration</td>
<td>48</td>
</tr>
<tr>
<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012</td>
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<tr>
<td>CIT 302 or E</td>
<td>Introduction to Modern Web Development</td>
<td>48</td>
</tr>
<tr>
<td>CIT 303 or E</td>
<td>Database &amp; Security Administration</td>
<td>48</td>
</tr>
<tr>
<td>CCNA TRACK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 400</td>
<td>Introduction to Routing and Switching</td>
<td>48</td>
</tr>
<tr>
<td>CIT 401</td>
<td>Implementing Routing Security</td>
<td>48</td>
</tr>
<tr>
<td>CIT 402 or E</td>
<td>Introduction Routing &amp; Switching in the Enterprise</td>
<td>48</td>
</tr>
<tr>
<td>CIT 403 or E</td>
<td>Designing &amp; Supporting Computer Networks</td>
<td>48</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIT 101</td>
<td>Basic Linux</td>
<td>48</td>
</tr>
<tr>
<td>CIT 202</td>
<td>Advanced Linux</td>
<td>48</td>
</tr>
<tr>
<td>CIT 107</td>
<td>Introduction to Computer Forensics</td>
<td>48</td>
</tr>
<tr>
<td>CIT 108</td>
<td>Advanced Computer Forensics</td>
<td>48</td>
</tr>
<tr>
<td>CIT 109</td>
<td>Introduction to Database</td>
<td>48</td>
</tr>
</tbody>
</table>
Enrollment Procedures

Language of Programs

Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction. Evidence of English proficiency is required if a student’s primary language is not English and is applying for a Degree Program taught in English. The applicant must take the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 must be achieved on the written format, or 173 on the computer version, or 61 on the internet-based. TOEFL scores will be sent from ETS/TOEFL to the campus at the request of the student. Please see the admissions department for more information.

★ The TOEFL is not required for applicants who:

★ Have graduated from a college or university in the United States accredited in a manner accepted by Atlantis University.
★ Are from one of the following countries: Australia, Bahamas, Barbados, Belize, Canada, Dominica, Ghana, Guyana, Ireland, Jamaica, Liberia, New Zealand, Sierra Leone, South Africa, Tobago, Trinidad, United Kingdom, United States or Zimbabwe.

★ TOEFL Waivers: Atlantis University will consider, on a case-by-case basis, waiver requests from applicants who fall into at least one of the following categories:

★ The applicant has completed, with a minimum grade point average of 2.0, at least one year full-time study at a recognized secondary school, college or university whose primary language of instruction is English,
★ The applicant has completed a high level of intensive English study,
★ The applicant has proof of earning a passing score on an English Proficiency Exam,
★ The applicant has three years residency in the US, working in an establishment where all activities are conducted in English.

In addition, all applicants must complete the English Placement Test provided by Atlantis University with a grade of A or B. Otherwise, applicants will have to complete an English course to improve their English proficiency.

★ Official transcripts and any other documentation must be forwarded to the University by the granting institution.

★ Completing a course or program in a language other than English may reduce employability where English is required.

International Students

Atlantis University is proud of the international character and cultural diversity of its student body and welcomes students from other nations. The University accepts F-1 and M Visas based upon a student’s program of study. In addition to the General Admissions Requirements, international student applicants must meet the following requirements:
Certification of financial ability to meet tuition, and other necessary expenses.

International Student Visa requirements

All applications should be submitted at least two (2) months prior to the start of a program.

**Personal Interview**

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

**Enrollment Agreement and Registration**

Prospective students must complete an AU Application which includes an Enrollment Agreement specifying the program, language and delivery method of choice before receiving an acceptance by the institution. To register for classes, students must have academic and administrative clearance, which includes that all tuition and fees are paid by the required dates. Upon review of the application and enrollment documents, the University may determine if the prospective student is accepted in the selected program, and is eligible to register for classes.

*Late Enrollment*

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

**Acceptance by Institution**

The Atlantis University catalog is available online at the University's website [www.atlantisuniversity.edu](http://www.atlantisuniversity.edu) for all applicants to review. Applicants receive catalogs prior to their interview. The catalog is reviewed during the interview with the applicant. The applicant is encouraged to ask questions and is given additional clarification. The applicant signs the enrollment agreement and attests to the fact that s/he understands the terms and conditions of attending Atlantis University. The applicant will be informed of the admissions decision by letter within ten (10) business days of the interview and submission and review of all required documents.

**Policies on Transferring Credit from Other Institutions**

Atlantis University accepts transfer credits applicable to an applicant's program of study from other approved institutions. To apply for transfer credit, students must send an official copy of their transcript to the Academic Department for review and complete the corresponding paperwork for each transfer course. A transfer student's transcript(s) becomes part of the official student permanent record. Atlantis University, upon evaluation, will determine how many credits, if any, will apply toward a degree.
Credit for undergraduate programs may be granted only for courses in which grades of “C” or better have been earned (2.00 GPA or higher). Students must complete at a minimum 25% of an undergraduate program at Atlantis University.

Transfer credits for Graduate programs will be considered on a case by case basis. Credit for undergraduate programs may be granted only for courses in which grades of “B” or better have been earned (3.00 GPA or higher).

Policies on Awarding Credit for IT/Business (or Industry) Certifications earned
If applicable, students may receive credit for already earned IT/Business certifications equivalent to Atlantis University courses. Credit for certifications will only apply for degree programs. To apply for credit, students must send an official copy of their certification to the Registrar Office for review and complete the corresponding paperwork for each transfer certification. A transfer student’s transcript(s) becomes part of the official student permanent record. Atlantis University will determine how many credits, if any, will apply toward a degree. Credit may be granted only for certifications earned within the last six (6) years. Students must complete a minimum of 25% of a program at Atlantis University.

Veteran’s Credit for Previous Education or Training
A Veterans Administration benefit recipient is responsible to report all education and training. The University evaluates and grants credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Atlantis University recognizes and utilizes the American Council of Education (ACE) Guide for the evaluation of educational experiences in the Armed Services. Atlantis University will award college credit for appropriate learning acquired in military service at levels consistent with the ACE Guide recommendations and/or those transcripted by the Community College of the Air Force when applicable to a service member’s program.

Policies on Transferring Credit to Other Institutions
Atlantis University is an accredited institution. The acceptance of transfer credits by another institution is at the sole discretion of the receiving institution. Atlantis University cannot assure transfer of credit; however, Atlantis University has entered into articulation agreements with various regionally and nationally accredited colleges and universities.

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

Atlantis University is located in Downtown Miami at 1442 Biscayne Boulevard, Miami – Florida 33132. The campus facility is made up of fully equipped lecture rooms, computer laboratories, administrative offices, library, restrooms, and a student lounge area occupying approximately 7,000 square feet. Atlantis University has offices for student services and career assistant services. Ample and secure parking is available. Students have access to Atlantis University’s facilities through public transportation.

Disabled parking spaces and paved ramps allow access to the physically disabled. Restrooms are equipped with railings.

Classrooms and Computer labs contain furniture and educational equipment for each student in the class. Students have access to the University’s Library and Resource Center where they can access the Online Library (LIRN) through high-speed Internet connected computers. Atlantis University facility also includes communal areas where students, faculty and staff can interact. Atlantis University is located near shopping malls, financial institutions, and major expressways for easy access.

Atlantis University is located at the center of Miami’s design district in the heart of the cultural, financial and commercial sector. It is located in the most international area of the city with proximity to all major expressways for easy access. For further information, please visit our website at www.atlantisuniversity.edu
Institution Library

The library is the information center of Atlantis University. The mission of the library is to facilitate and expedite access to information using appropriate resources to support the programs offered. In addition to textbooks and other media, the library provides students, faculty, and others with access to resources throughout the world via high-speed Internet connections and on-line and virtual subscriptions to research documents and publications.

Access to many of the Atlantis University library resources is provided through LIRN (Library & Information Resources Network, INC); and to address the needs of the Spanish-speaking student population, Atlantis University subscribes to Fuente Académica. The online library is available to students at any time, via password, with access to an Internet connected computer. This virtual library includes the following specific resources:

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

- **Online Books**: The collection of online books includes more than 23,000 titles. Students and faculty may search the collection, view important resources, and highlight and print pertinent sections. They may also make notations for research purposes and create bookshelves of volumes necessary for current projects.


- **Government Resources**: These include 150,000 full-text government documents.
- **Career Development Resources**
- **General Reference Materials**: These include a comprehensive list of links to almanacs, dictionaries, maps, encyclopedias, and other reference works for swift and easy access to reference resources.
- **Life and Leisure Resources**: These include additional information resources for topics outside the classroom, including eldercare, genealogy, travel, consumer information, food and cooking, health-related issues, and more.

Staffed with a professional librarian, the Atlantis University library is an essential part of our student’s educational success. The mission of the library is to support the curricula offered by the institution.

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

**Student Services**

**Housing**
Atlantis University does not maintain housing for students but does provide resources to find nearby housing and shared accommodations.

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

Requests for copies of transcripts for personal use may be made by contacting the Registrar and paying the appropriate fee. The college will issue official copies to another college, employer, institution, or agency, only at the student’s request. Students and alumni may request copies of their academic records, which will be stamped ‘Student Copy.’ There is a $15 charge for each transcript after the issuance of one upon graduation.

**Records and Information**
Atlantis University maintains accurate academic transcripts for each student including each course in which the student is enrolled, the term, grade, and credit value. These transcripts are available to students upon request. Atlantis University maintains the following: accurate records of academic advisement and a copy of all decisions made in each academic advisement conference, records of personal counseling referrals made to students (which are kept confidential unless released by the student), a policy of non-discrimination based on disability, and other federal requirements for non-discrimination, and records of placement interviews arranged for the student as well as a record of employment decisions.

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

**Career and Placement Services**
Placement services are available at no charge to the student. Atlantis University assists students in identifying career advancement opportunities in the field of study upon graduation, but does not guarantee employment. Graduates of the Spanish speaking programs may encounter employment limitations due to the fact that most businesses in the United States require fluency in the English language.
Support Services – Academic Advising
Atlantis University is committed to helping students achieve their academic and professional goals through academic advising. Academic Advising services provide students with information, guidance, and access to resources in order to obtain the maximum benefit from their educational experience at Atlantis University. Academic advisement is available from the Academic Department upon request from the student. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.
Maximum Number of Students per Class
The maximum number of students per course is established at 25 students to guarantee sufficient time for student/faculty interactions, adequate tutorships and feedback.

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

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

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

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

Failure to Withdraw
Students who discontinue attendance in a course and who fail to withdraw within the designated period will earn the appropriate letter grade, an F.

Attendance Policy
Students are expected to attend classes as scheduled. In the event that a student is forced to be absent for any reason, it is recommended that the student consults with the instructor, in advance if possible, to establish how and when to make up missed coursework. There are no charges to make up work. If absences exceed 20% in a calendar month, the student’s academic advisor will be notified and the student will be subject to administrative review.

The academic advisor will submit recommendations to the Administrative Director. Excused absences will be granted for extenuating circumstances only. In case of special hardship, a student may petition the Administrative Director for suspension of the requirement or permission to withdraw without penalty.

Veteran’s Attendance Policy
Veteran’s Attendance Policy applies only for Veteran students enrolled in Diploma Programs (clock hour programs), and it does not apply for Veteran students enrolled in degree programs:

Early departures, class cuts, tardies, etc, for any portion of a class period, will be counted as 1 (one) absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.
The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Grading Scale**
Atlantis University’s grading scale and academic standards are based on the following grade-point equivalents:

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

**Make-Up Work Policy**
Students who are unable to complete required work by the end of a term may be granted an Incomplete grade (I) with the instructor’s approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame from the end of the course. Failure to make sure arrangements, without administrative approval, will result in a failing grade.

**Standards of Academic Progress Policy (SAP Policy)**
Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma or degree at Atlantis University. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures two factors:

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

2. Quantitative Measure (Credit Hour Progression): Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for 12 term credit hours the student is required to successfully complete a minimum of 8 term credit hours (12 x 67% = 8) for the term.
**Maximum Timeframe to Complete (150%)**

The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

For transfer students, accepted transfer coursework will be counted in the maximum timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe.

Required remedial coursework will not be counted toward the student’s maximum timeframe (up to 30 credits).

**SAP Terminology**

“Attempted” means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

Successful completion of a course is defined as a passing grade. Grades of “W” (withdrawn) and “F” (failing) are not considered successful completion. A grade of “I” (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded within a maximum timeframe of one (1) term.

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

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

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

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

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

**Repeat coursework**

The University allows a student to repeat a failed course. A failed course is a course in which a student received an “F”. The policy does not remove the previous grade, and does not eliminate the effect of that grade on the cumulative GPA computation. The repeated course will be included in the attempted credit hours in calculating maximum timeframe to complete the course.
Academic Standards for Degree and Diploma Candidates
All students in Undergraduate Degree and/or in Diploma programs at the university should maintain at a minimum, a grade-point average of C (2.0) to receive credit. Students in Graduate Degree programs should maintain at a minimum, a grade-point average of 3.0 to receive credit. Successful course completion requires that all courses be successfully completed in order to graduate.

Standards of Academic Progress for VA Students
Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each semester.

A VA student whose CGPA falls below 2.00 at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.00 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.00.
Categories of Academic Progress:

1. SAP Warning - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. A financial aid warning is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for one term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.

2. SAP Probation - A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible for Title IV (financial aid) funds unless a successful appeal is filed with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

3. Academic Suspension - A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation and lose eligibility for Title IV (financial aid) funds as a result.

Conditions for Reinstatement
To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after student returns to satisfactory recalculated qualitative and quantitative standards.
Drop/Add Period

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

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

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

Changes Made by Institution Students and applicants will be notified about any changes made by the institution by affixing the change to the catalog and notifying student via mail.

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

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

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

Student Conduct
Students are expected to conduct themselves in accordance with the university’s goals as an educational institution. This means that students should treat all members of the university community with courtesy, and their behavior should reflect the basic principles of respect for persons and property. In order to maintain a learning environment that is safe and inviting for every member of the university community, instructors may, with the approval of the Administrative Director, exclude from class any student who exhibits unbecoming conduct. Improper conduct includes:

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

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

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

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

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

Americans with Disabilities Act (ADA)
* Atlantis University maintains compliance with the Americans with Disabilities Act by making reasonable accommodation within the scope of compliance of the ADA. Its facilities are outfitted with restroom equipment for the physically disabled, and handicapped parking is available on campus. Requests for additional reasonable accommodations can be made to the Academic Director.

Sexual Harassment Policy
Sexual harassment is unlawful and is unacceptable behavior at Atlantis University. It is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. As part of the University’s overall nondiscrimination policy, prohibits all forms of harassment of others because of race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran or other protected status. In particular, an atmosphere of tension created by inappropriate sexual advances of any kind, discriminatory remarks or discriminatory animosity does not belong at the University and will not be tolerated. Full descriptions of the University’s sexual harassment policy are available from the Director of Student Services.
Grievance Procedures

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. Atlantis University strives to ensure fair and equal treatment for all of its students. For this reason, it insists that full attention be given to any grievance a student may have.

Students who have grievances should address them to the Academic Department or the Student Services Dept. who will give guidance and provide the student with information and direction for pursuing a resolution. Students who are unsure how to utilize the grievance procedures or are uncomfortable addressing issues with the appropriate person should contact Carol Palacios - Compliance Officer at carol.palacios@atlantisuniversity.edu

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

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

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

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

5. All communications must be in writing and on file.
STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Carol Palacios – Compliance Officer at carol.palacios@atlantisuniversity.edu or online at www.accsc.org.

Drug-Free Learning and Working Environment

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

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

Academic Integrity

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

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

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

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

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

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

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

Academic Freedom
Atlantis University is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.
# ACADEMIC CALENDAR 2016

<table>
<thead>
<tr>
<th>Start of a term</th>
<th>End of a term</th>
<th>Holidays</th>
<th>Last day for add-drop courses</th>
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</thead>
</table>

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

## WINTER Semester 2016 (16 weeks)

<table>
<thead>
<tr>
<th>Start of a term</th>
<th>End of a term</th>
<th>Holidays</th>
<th>Last day for add-drop courses</th>
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<tbody>
<tr>
<td>January 4 – April 24, 2016</td>
<td>Winter Semester 2016</td>
<td>Winter 2016 Term A (W16-A)</td>
<td></td>
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<tr>
<td>January 4 – January 31, 2016</td>
<td></td>
<td>Martin Luther King, Jr. Day</td>
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<tr>
<td>January 18, 2016</td>
<td></td>
<td>Winter 2016 Term B (W16-B)</td>
<td></td>
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<tr>
<td>February 1 – February 28, 2016</td>
<td></td>
<td>President’s Day</td>
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<tr>
<td>February 15, 2016</td>
<td></td>
<td>Winter 2016 Term C (W16-C)</td>
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<tr>
<td>February 29 – March 27, 2016</td>
<td></td>
<td>Easter Break</td>
<td></td>
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<tr>
<td>March 25 – March 28, 2016</td>
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<td>Winter 2015 Term D (W16-D)</td>
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<td>March 28 – April 24, 2016</td>
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<td>Spring Break</td>
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<tr>
<td>April 25 – May 1, 2016</td>
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## SUMMER Semester 2016 (16 weeks)

<table>
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<th>Holidays</th>
<th>Last day for add-drop courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2 – August 21, 2016</td>
<td>Summer Semester 2016</td>
<td>Summer 2016 Term A (S16-A)</td>
<td></td>
</tr>
<tr>
<td>May 2 – May 29, 2016</td>
<td></td>
<td>Memorial Day</td>
<td></td>
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<tr>
<td>May 30, 2016</td>
<td></td>
<td>Summer 2016 Term B (S16-B)</td>
<td></td>
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<tr>
<td>May 30 – June 26, 2016</td>
<td></td>
<td>Summer 2016 Term C (S16-C)</td>
<td></td>
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<tr>
<td>June 27 – July 24, 2016</td>
<td></td>
<td>Independence Day</td>
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<td>July 4, 2016</td>
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<td>Summer 2016 Term D (S16-D)</td>
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<tr>
<td>July 25 – August 21, 2016</td>
<td></td>
<td>Summer Break</td>
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<tr>
<td>August 22 – August 28, 2016</td>
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## FALL Semester 2016 (16 weeks)

<table>
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<th>End of a term</th>
<th>Holidays</th>
<th>Last day for add-drop courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29 – December 18, 2016</td>
<td>Fall Semester 2016</td>
<td>Fall 2016 Term A (F16-A)</td>
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<td>August 29 – September 25, 2016</td>
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<td>Labor Day</td>
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<td>September 5, 2016</td>
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<td>Fall 2016 Term B (F16-B)</td>
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<tr>
<td>September 26 – October 23, 2016</td>
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<td>Fall 2016 Term C (F16-C)</td>
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<tr>
<td>October 24 – November 20, 2016</td>
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<td>Fall 2016 Term D (F16-D)</td>
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<tr>
<td>November 21 – December 18, 2016</td>
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<td>Thanksgiving Break</td>
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<td>November 24 – November 27, 2016</td>
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<td>Holiday Break</td>
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<tr>
<td>December 19, 2016 – January 2, 2017</td>
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**Hours of Operations**
Atlantis University’s hours of operations are from Monday through Friday between 9:00am to 8:00pm; except during the observation of National Holidays as indicated in the Academic Calendar.

**Class Schedules**
- **Day Schedule:** Monday through Friday 9:00am – 1:00pm
- **Evening Schedule:** Monday through Friday 6:00pm – 10:00pm
- **Distance Learning:** Online classes are available 24 hours 7 days a week

Note: All students receive a 10 minute break for each class hour of instruction.

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

**Calendar for Master and Doctorate Degree Programs**
Master Degree Programs are offered continuously. Therefore, registration for these Programs is available on a continuous year-round basis. Students can get information about the Master Degree Programs starting dates through the University’s Student Services office or at the information desk.

**Calendar for Diploma Programs**
Diploma Programs are offered continuously. Therefore, registration for these Programs is available on a continuous year-round basis. Students can get information about the Programs’ starting dates through the University’s Student Services Office or at the information desk.
Financial Services

The Financial Aid Department at Atlantis University provides assistance to students who need financial aid in order to pay tuition expenses at the University. The Financial Aid Department at AU has established procedures which assure a fair and consistent treatment of all University applicants.

When applying at Atlantis University, the primary responsibility for educational costs rests with the student and his/her family. However, financial aid is available to meet the difference between a student’s resources and his/her actual needs. Atlantis University examines the total costs associated with attending the University including: tuition and fees, room and board, books and learning resources, personal expenses and allowable travel expenses.

Atlantis University uses the FAFSA - Free Application for Federal Student Aid to document and collect information used in determining a student’s eligibility for financial aid. The information the student supplies on the FAFSA is confidential.

The United States Department of Education has determined that Atlantis University is an institution eligible to participate in Federal Title IV financial aid programs. Atlantis University maintains a Director of Financial Aid to meet student needs. Students are encouraged to make appointments with a FA Director to ensure that they obtain the required funding for their college investment.

Grants, Loans and Scholarships

Atlantis University has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Atlantis University is based on cost of attendance, Expected Family Contribution (EFC), enrollment status and length of attendance within an academic year:

Grants

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Atlantis University Satisfactory Academic Progress Policy.

Federal Pell Grant – is a federal grant awarded to students on the basis of financial need and does not have to be repaid. These grants are considered the foundation of federal financial aid, to which aid from other federal and non-federal sources might be added. Pell Grants are only awarded to undergraduate students who have not yet earned a bachelor’s or a professional degree. In order to apply for a Pell Grant, students must complete a Free Application for Federal Student Aid (FAFSA). The U.S. Department of Education uses a standard formula to evaluate the financial information provided on this application to determine a student’s eligibility for a Pell Grant. Award amounts vary based on a student’s financial need; an institution’s cost of attendance and enrollment status.
Federal Supplemental Educational Opportunity Grant (FSEOG) – is a federal grant awarded to undergraduate students with exceptional financial need and does not have to be repaid. Funds are limited and Federal Pell Grant recipients receive priority. Students do not need to apply for this grant.

Loans

Atantis University participates in the federal student loan program which allows students and their parents to borrow money to help meet their educational costs. Educational loans MUST BE PAID BACK with interest. These loans have low interest rates and offer flexible repayment terms, benefits, and options.

The William D. Ford Federal Direct Loan Program – Atlantis University was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program as one of its initial 104 institutions. Direct Loans are low-interest loans and the lender/servicer is the U.S. Department of Education (the Department).

Subsidized Direct Loan - are loans for undergraduate students with financial need. Repayment begins 6 months after a student graduates or is no longer enrolled at least half time. The interest rate on Federal Direct Subsidized loans borrowed by undergraduate students between July 1, 2013 and June 30, 2014 is 3.86%. If a student qualifies, the maximum amount of a Subsidized Stafford Loan is $3,500 for first-year students, $4,500 for second-year students, and $5,500 for third-year and fourth-year students.

Unsubsidized Direct Loans - are loans for both undergraduate and graduate students that are not based on financial need. Interest is charged during in-school, deferment, and grace periods. The interest rate on Federal Direct Unsubsidized loans borrowed by undergraduate students between July 1, 2013 and June 30, 2014 is 3.86% and the interest rate for graduate/professional students is 5.41%. You are charged interest on this loan from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate, the interest will be added to the principal amount of the loan and increase the amount to be repaid. If a student qualifies, the maximum amount of an Unsubsidized Stafford Loan is $6,000 for first and second year students, $7,000 for third and fourth year students, $20,500 for graduate students. Award amounts are dependent upon a student’s dependency status on the Free Application for Federal Student Aid.

Federal Direct PLUS Loan – are low interest loans available to parents of dependent undergraduate students and graduate and professional students. It is an affordable, low-interest loan designed to help students and parents pay for a college education. The Direct Plus Loan is an unsubsidized loan, meaning that interest accrues while the student is enrolled at least half-time and during deferment periods. A mandatory credit check is completed as eligibility for this loan depends upon the borrower’s credit worthiness. Repayment of principal and interest begins 60 days after the loan is disbursed. The interest rate on Federal Direct PLUS loans borrowed between 2013 and June 30, 2014 is 7.9%.
Federal Work Study (FWS) – The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Atlantis University provides part-time jobs for financially needy students through the FWS program. Generally, students work 15-20 hours per week. Part of this program is community service.

AU Scholarship Programs
Atlantis University offers scholarships - ranging from academic to financial - available to students who meet the criteria set by the University. The University does not advertise scholarships. The scholarship amounts shown below are amounts that are subject to change. These amounts are typically disbursed in one installment per semester. Scholarships are available for all who qualify:

★ Atlantis University Academic Scholarship and Criteria: Funded by Atlantis University and provided for student applicants who have achieved academic excellence. Students must maintain a 3.50 GPA.

★ Atlantis University Financial Scholarship and Criteria: Funded by Atlantis University and provided for student applicants who have an unmet need and do not receive other scholarships that cover some or all the cost of tuition. The Criteria includes an Acceptance by the AU Board of Directors.

★ Asian Graduate Scholarship and Criteria: Funded by Atlantis University and provided for student applicants who have successfully graduated from a recognized higher education institution in the Asian Continent or from an Asian background and are continuing their studies with Atlantis University. An original transcript must be received by the Registrar Office.

★ Atlantis University Graduate Scholarship and Criteria: Funded by Atlantis University and provided for student applicants who have graduated from one of our programs and are continuing their studies with Atlantis University. Students must have earned a Degree program at AU with a minimum GPA of 3.00.

★ Hispanic Graduate Scholarship and Criteria: Funded by Atlantis University and provided for student applicants who have successfully graduated from a recognized higher education institution in Latin America or from a Hispanic background and are continuing their studies with Atlantis University. The Criteria includes an Acceptance by the AU Board of Directors.

Additional Criteria for All Scholarships:
★ Students may only qualify for one type of scholarship.
★ A completed Scholarship Form is required.
★ Amounts may range from $500 to $5,000 per semester.

Information and applications for these scholarships are available through the Financial Assistance Department. To further assist students, the school can also provide students with a listing of websites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information.
Tuition and Payment

★ Tuition for Credit Hour Degree Programs
Tuition will be charged at $299.00 per credit for Associate and Bachelor of Science Degree Programs. Tuition will be charged at $897.00 per credit for Graduate Degree Programs. The tuition rate is subject to change without notice. Tuition is charged by semester depending on the number of credits the student is enrolled in during the semester.

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

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

★ Costs for Diploma Programs
The costs for Diploma Programs are specific to each program. The cost of such programs is subject to change without notice. Other fees for Diploma Programs apply.

**Application Fee**
There is a one-time application fee of $50.00.

**Tuition**

<table>
<thead>
<tr>
<th>Program</th>
<th>Clock Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping</td>
<td>192</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Office Administrator</td>
<td>336</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Computer Network Technician</td>
<td>192</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Microsoft IT Professional</td>
<td>288</td>
<td>$11,250.00</td>
</tr>
<tr>
<td>Systems and Network Administrator</td>
<td>192</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Computer Network Professional</td>
<td>672</td>
<td>$14,650.00</td>
</tr>
</tbody>
</table>

★ Other Fees - Applicable to all Programs
Fee schedules for all courses and programs at Atlantis University, including distance learning programs, have been calculated on a semester basis and are subject to review and modification.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee (One-time Fee)</td>
<td>$50.00 (for undergraduate) or $100 (for graduate programs)</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$400.00</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$140.00</td>
</tr>
<tr>
<td>Online Platform</td>
<td>$400.00</td>
</tr>
<tr>
<td>Graduation (One-time Fee)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
REFUND POLICY

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

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. For Students enrolled in Degree Programs: Courses can be added or dropped from the student’s schedule during the first week of the course without penalties. Withdrawal or termination from the program after completion of the first full week of classes will result in no refund, and student will be responsible for the full cost of the semester.
5. For Students enrolled in Diploma Programs: Courses can be added or dropped from the student’s schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 40% completion of the program will result in a prorated refund of tuition based on the number of days completed divided by the number of days in the program. Cancellation after completing 40% of the program will result in no refund, and student will be responsible for the total cost of the program.
6. Books and materials for degree programs are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the school, books and materials are returnable if they are in good “as new” condition within 20 days of withdrawal.
7. The termination date for refund computation purposes is the last date of actual attendance by the student.
8. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the school.

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

**Veteran’s Attendance Policy for Diploma Programs (Clock Hour Programs)**

Veteran’s Attendance Policy applies only for Veteran students enrolled in Diploma Programs (clock hour programs), and it does not apply for Veteran students enrolled in degree programs:

Early departures, class cuts, tardies, etc, for any portion of a class period, will be counted as 1 (one) absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each semester.

A VA student whose CGPA falls below 2.00 at the end of any semester, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.00 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.00.

**Veteran’s Credit for Previous Education or Training**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.
Atlantis University understands and supports the educational needs of adult learners and those who cannot attend in-campus classes. Therefore, a Distance Education Division has been developed.

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

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

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

There are different levels of programs offered through the Online Division at Atlantis University. Expected learning outcomes and completion requirements for these programs are identical to those in the in-campus programs.

**Degree Programs:**

★ School of Business
  ★ Doctorate Degree Programs:
    ★ Doctor of Business Administration (DBA)
  ★ Master Degree Program:
    ★ Master of Business Administration (MBA)
  ★ Bachelor of Science Degree Program:
    ★ Business Administration
      ★ Major Concentrations in:
        ★ International Business
        ★ Marketing and Public Relations
        ★ Business Economics
        ★ HealthCare Management
  ★ Associate of Science Degree Programs:
    ★ Business Administration
    ★ Business Marketing
    ★ International Business

★ School of Computer Sciences and Technology
  ★ Master Degree Program:
    ★ Master of Information Technology
  ★ Bachelor of Science Degree Programs:
    ★ Management Information Systems (MIS)
  ★ Associate of Science Degree Program:
    ★ Computer Information Technology

Programs are taught in English or Spanish. Class starts vary depending upon the language of instruction. Evidence of English proficiency is required if a student’s primary language is not English and is enrolling in a program taught in English.
Prerequisites for Admission in Distance Education

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

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

Distance Education Facilities and Equipment

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

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

Operating systems:
- Microsoft Windows: XP, Vista, 7
- Unix/Linux or
- Mac OS X v10.4 or higher

Browser:
- Microsoft Internet Explorer 7 or higher
- Mozilla 3.6 or higher

Hardware:
- Internet connection
- 512 MB RAM or higher
- Sound Card and Speakers
- Pentium III processor, higher or compatible
- Display resolution 800 X 600 pixels (as minimum)
- USB Port

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

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

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

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

Atlantis University Online courses have a variety of constructive interaction activities. Most of them are accomplished through forum discussions and debates as academic activity. Also, most courses use a collaborative approach in developing final projects, so students can interact through the media provided, which is constantly available in the school's online platform. Other interaction activities, such as chat and web meetings are required in every course, especially for online tutorships and real-time examinations.

**Distance Education Services**

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

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

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

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

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

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

**Distance Education Technical and Instructional Support**
For technical and instructional support, AU offers a toll-free help line, which is available for students to use if they run into technical problems while taking an online course. The help desk also assists learners on the use of the virtual campus and the elements available in every online course. Also, asynchronous help is provided via AU’s virtual campus. Students can reach instructional personnel and clear specific doubts about activities inside a course, by publishing a message in the questions and concerns forum.

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

ADMINISTRATION

Chancellor / President

Palacios, Omar
M.Ed. Master in Higher Education Management, Bogotá, Colombia
Magíster Scientiarium en Planificación y Gerencia, Universidad Del Zulia, Venezuela
Master of Science in Engineering, Universidad de Los Andes, Bogotá, Colombia
Bachelor of Arts in Education, Universidad Pedagógica y Tecnológica de Colombia, Tunja, Colombia

Chairman of the Board of Directors

Moreno, Maria Marleny
Master of Arts in Education, Universidad de Los Andes, Bogotá, Colombia
Bachelor of Arts in Education, Universidad Pedagógica y Tecnológica de Colombia

Vice Chancellor of Academic Affairs / Executive Director / Director of Compliance

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

Director of Operations

Administrative Services

Palacios, Omar Andres
MBA Master of Business Administration, Atlantis University, Miami, Florida
B.S Business Administration, Major: Economics - Smeal College of Business, Minor: International Business - The Pennsylvania State University, State College, Pennsylvania

Director of Admissions / AU Veterans Liaison

Cruz Torres, Juan Francisco
MBA Master of Business Administration, Atlantis University, Miami, Florida
Master Sargent/ US Marines Retired
Civil Engineering, Northern Virginia Community College, Virginia
Ingeniería Civil, University of Puerto Rico, Puerto Rico

Academic Director / Director of International Studies

Palacios, Bianca Giselle
Doctor in Education (Candidate), Northeastern University, Boston, Massachusetts
Master of Science in Higher Education Management, Florida International University, Miami, Florida
Bachelor of Arts in Political Sciences, University of Missouri, Columbia, Missouri
Graduate School Director  
**Rocha, Jose**  
Ph.D. in Business Administration, Florida International University, Miami, Florida  
Master of Science in Management of Technology, University of Miami, Miami, Florida  
Master of Business Administration, State University of New York, New York, New York  
Bachelor of Science in Management IT Systems, Tecnológico de Monterrey, Mexico

IT Program Director  
**Hunter, Harry**  
Ph.D. Candidate in Applied Computer Science, Northcentral University, Prescott, Arizona  
MS in Information Assurance, Regis University, Denver, Colorado  
BS in Information Technology, Western Governors University, Salt Lake City, Utah

Online Division Coordinator  
**Inciarte, Mercedes**  
Ph.D. in Education, Maracaibo, Venezuela  
Master of Science in Educational Computing, Maracaibo, Venezuela  
Bachelor of Science in Education, Major: Educational Technologies, Universidad del Zulia, Maracaibo, Venezuela

Financial Services / Financial Aid Director  
**Ayala, Ingrid**  
MBA Master of Business Administration, South University, Savanah, Georgia  
B.S Business Management, Monroe College, Bronx, New York  
A.S Business Administration, Monroe College, Bronx, New York

Academic Administrator  
**Gonzalez, Mara**  
MBA Master of Business Administration, Western Governors University, Salt Lake City, Utah  
B.S Education, Barry University, Miami, Florida

Academic Supervisor  
**Tapia, Juan**  
Ph.D. in Business Administration Candidate, Keiser University, Ft. Lauderdale, Florida  
MBA Master in Business Administration, Metropolitan University, Miramar, Florida  
Ph.D. in Education, Universidad Central de las Villas, Santa Clara, Cuba  
Master in Education, Universidad Central de las Villas, Santa Clara, Cuba

Career Services Coordinator  
**Whitcomb, Kristy**  
Bachelor of Science in Business Management Candidate, University of Phoenix, Bakersfield, California
Faculty Hiring Criteria

ATLANTIS UNIVERSITY has a policy for maintaining a pool of qualified professors able to teach the courses related to the programs offered. Faculty hiring procedures are based on the joint recognition by all members of ATLANTIS UNIVERSITY staff that responsibility for selecting faculty from a pool of qualified applicants is shared cooperatively by the faculty, the administration, and the Board of Trustees participating effectively in all phases of the hiring process. Hiring procedures for full-time and adjunct faculty are designed to insure the hiring of faculty who are:

- Expert in their subject areas,
- Skilled in teaching and serving the needs of a varied student population,
- Capable of enhancing Atlantis University’s overall education effectiveness, and
- Sensitive to and representative of the ethnic and cultural diversity of the student’s population.

Graduate level courses mandate faculty holding doctoral degrees and/or master degrees in the subject matter and at least 5 years of relevant work experience in the field. The following provisions serve to ensure that Atlantis University Graduate courses are instructed by professionals with high levels of education and experience. Graduate faculty members are expected to establish and maintain a record of academic distinction, real-world experience and the ability to work with graduate students. The faculty member’s performance as a member of the graduate faculty is evaluated by the faculty member, department chair and dean during reviews and observations. If the faculty member’s scholarship, teaching or independent work with graduate students does not meet the guidelines or standards established by the department, college and the graduate council, the faculty member, the chair and the dean will develop a plan that they believe will result in the faculty member meeting those guidelines or standards. This plan will include actions to be undertaken by the faculty member, a timeline for those actions, and the support provided by the college for the faculty member’s successful and timely completion of those planned actions. The effectiveness of this plan will be a part of the faculty member’s next annual performance review. The performance of the faculty member as a member of the graduate faculty should have a substantial impact on the faculty member’s annual performance evaluation and on the dean and chair’s recommendation for merit, tenure, or promotion.
**General Guidelines for Hiring Faculty for Master Degree Level Programs**

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

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

The University’s hiring criteria for hiring distance education faculty is exactly the same as the criteria followed for hiring faculty for in-campus programs. In addition, Atlantis University ensures to employ faculty who have the qualifications and the experience to teach using distance education methods. Atlantis University hires competent faculty members qualified to accomplish the mission and goals of the University. Faculty members of Atlantis University for in-campus and online programs, are selected based on their specific academic, industrial, and experiential backgrounds that will enable the University to meet its program objectives.

Additionally, the University ensures to select candidates who demonstrate proficiency in teaching, performing appropriate technological skills, and possess current and accurate knowledge of their discipline. In addition, the school employs faculty who have the qualifications and the experience to teach using distance education methods. Finally, to be considered for a faculty position at Atlantis University, candidates must provide official transcripts, evidence of work and teaching experience, and verifiable references.

The University adheres to the following criteria for faculty teaching both in-campus and online courses:

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

Graduate Division Faculty

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

Carreras, Alvaro
Doctor of Business Administration DBA, Nova Southeastern University, Miami, Florida
Master of Business Administration MBA, University of Miami, Miami, Florida
Bachelor of Science in Industrial Engineering, University of Miami, Miami, Florida

Chavez, Joseph
Doctor of Public Administration, Nova Southeastern University, Fort Lauderdale, Florida
Master of Urban Affairs, Boston University, Boston, Massachusetts
Graduate Certificate of Special Studies in Administration and Management, Harvard University, Cambridge, Massachusetts
Bachelor of Science, University of Massachusetts, Boston, Massachusetts

Diaz, Gustavo
Master of Science in Operations Research, Penn State University, State College, Pennsylvania
Master of Science in Industrial Engineering, Penn State University, State College, Pennsylvania
Master of Science in Applied Mathematics and Statistics, Penn State University, State College, Pennsylvania
Bachelor of Science in Chemical Engineering and Industrial Engineering, Universidad de Costa Rica, Costa Rica

Diaz, Veronica
Doctor of International Business Administration DIBA, Nova Southeastern University, Miami, Florida
Master of International Business Administration MIBA, Nova Southeastern University, Miami, Florida
Bachelor of Business Administration – Marketing Management, University of Puerto Rico, San Juan, Puerto Rico

Doria, Veronica
Master of Science in International Business, Nova Southeastern University, Miami, Florida
Bachelor of Science in Business Professional Management, Nova Southeastern University, Miami, Florida
Associate of Science in Business Administration, Florida National University, Miami, Florida
Molina, Luis
Ph.D. in Business Administration, Specialization in International Management, Nova Southeastern University, Miami, Florida
Master in Business Administration, Specialization in International business and Marketing, Regis University, Denver, Colorado
Bachelor of Science in Business Administration, International Business, Regis University, Denver, Colorado

Rocha, Jose
Ph.D. in Business Administration, Florida International University, Miami, Florida
Master of Science in Management of Technology, University of Miami, Miami, Florida
Master of Business Administration, State University of New York, New York, New York
Bachelor of Science in Management IT Systems, Tecnológico de Monterrey, México

Owusu, Theo
Ph.D. in Information Systems and Communications, Robert Morris University, Pennsylvania
Master of Science in Internet Information Systems, Robert Morris University, Pennsylvania
Bachelor of Science in Information Systems, Robert Morris University, Pennsylvania

Salas, Armando
Ph.D. in Business Administration, Major: Leadership/Management and Organizational Behavior, University of Phoenix, Arizona
Graduate Specialization in Accounting (Graduate Accounting), University of Phoenix, Arizona
Master of Business Administration (Management), St. Thomas University, Miami, Florida

Sarit-Jade, Levy
Ph.D. in Business Administration, Touro University International, Cypress, California
Master of Science in Management Engineering, Long Island University, Long Island, New York
Master of Science in Information Systems, Long Island University, Long Island, New York
Bachelor of Arts in Comparative Literature and History, Binghamton University State University of New York, Binghamton, New York

Similien, Georges
Ph.D. in Education Technology, Walden University, Minneapolis, Minnesota
Master of Science in Education Technology, Walden University, Minneapolis, Minnesota
A.A.S in Computer Information Systems, New York City Tech. College, Brooklyn, New York

Yazbeck, Sal
Ph.D. in Information Systems, Nova Southeastern University, Miami, Florida
Master of Science in Business Administration, Nova Southeastern University, Miami, Florida
General Education Faculty

Cannon, Cherrie
Doctoral Degree Candidate in Higher Education Administration and Leadership, Barry University, Miami, Florida
Master in Communication, Writing and Leadership Coaching, Gonzaga University, Spokane, Washington
Master of Arts in Speed and Communications/Education, University of Miami, Coral Gables, Florida

Crossett, Lucie
Master of Arts in Professional Communication and Public Relations, La Salle University
Bachelor of Science in International and European Economic Studies, University of New York, New York, New York

Fein, Randolph
Juris Doctor, Major: Law, Texas Southern University College of Law, Houston, Texas
B.S. Political Science, Nova Southeastern University, Fort Lauderdale, Florida
A.S. Legal Assisting, Miami-Dade Community College, Miami, Florida
A.S. Biology, Minor: Education, Florida International University, Miami, Florida

Garces, Kelly
Juris Doctor with concentration in International Legal Practice, Nova Southeastern University, Miami, Florida
Bachelor of Arts in Psychology and Certificate in Law, Ethics and Society, Florida International University, Miami, Florida

Reyes, Sandra
Master of Science in Spanish Literature, Florida International University, Miami, Florida
Bachelor of Arts in Spanish and Latin American Studies, Rutgers University, New Jersey

Rosado, James
Ph.D. Counseling Psychology, Columbia University, New York, New York
Master of Philosophy in Counseling Psychology, Columbia University, New York, New York
Specialist in Education, Counselor Education, University of Florida, Florida
B.S. in Psychology, University of Florida, Florida

Shermin, Davis
Master of Science in Mental Health Counseling, Saint Thomas University, Miami, Florida
Bachelor of Science in Psychology, Stetson University, De Land, Florida
**Degree and Non-Degree Programs Faculty**

**Bannister**, Eddie  
Master of Science in Information Systems Management, Keller School of Management, Miami, Florida  
Bachelor of Science in Economics and Finance, Barry University, Miami, Florida

**Brown**, Santarvis  
Doctor of Education, Educational Administration, California Coast University, California, Santa Ana, California  
Graduate Certificate in Educational Leadership, Gulf Coast College, Panama City, Florida  
Master of Arts in Management & Leadership, Liberty University, Lynchburg, Virginia  
Bachelor of Arts in Religion & Philosophy, Florida Memorial University, Miami, Florida

**Buchanan**, John  
Master of Business Administration, Finance, Nova Southeastern University, Miami, Florida  
Bachelor of Business Administration, International Business and Trade, Florida Atlantic University, Fort Lauderdale Florida  
Bachelor of Business Administration – Accounting, Florida Atlantic University, Fort Lauderdale, Florida

**Cavalaris**, James  
Certified Public Accountant, Certificate: Taxation, St. Thomas University, Miami Florida  
Master of Science in Accounting, St. Thomas University, Miami, Florida  
Bachelor of Science in Business Administration – Major: Accounting, University of Colorado, Boulder, Colorado

**Chance**, Richard  
Master of Science in Management Information Systems, Florida International University, Miami, Florida  
Bachelor of Arts in Management Information Systems, Florida International University, Miami, Florida

**Chavez**, Joseph  
Doctor of Public Administration, Nova Southeastern University, Fort Lauderdale, Florida  
Master of Urban Affairs, Boston University, Boston, Massachusetts  
Graduate Certificated of Special Studies in Administration and Management, Harvard University, Cambridge, Massachusetts  
Bachelor of Science, University of Massachusetts, Boston, Massachusetts

**Ferrer**, Randy  
Master of Science in Computer Information Systems, University of Miami, Miami, Florida  
Master of Business Administration, University of Miami, Miami, Florida  
Bachelor of Science in Business Administration, University of Miami, Miami, Florida
Hunter, Harry
Ph.D. in Business Administration (Candidate), Specialization in Applied Computer Science, Regis University, Denver, Colorado
Master of Science in Information Assurance, Regis University, Denver, Colorado
Bachelor of Science in Information Technology, Western Governors University, Salt Lake City, Utah,
MCSE 2003/08/12, CCIE Written, MTA (HTML), Microsoft Certified Trainer (MCT), CompTIA A+, Network+, Security+, Project+, CWNA, CWSP, Sun Certified Java Associate, Six-Sigma Green Belt (FIU), ITIL-F

Kolman, Donna
Master in Human Resource Management, Nova Southeastern University, Miami, Florida
Bachelor Degree in Strategic Human Resources Management, Barry University, Miami, Florida

Lichtman, Randy
Master in Business Administration Degree Candidate, Florida International University, Miami, Florida
Master in Health Services Administration, Florida International University, Miami, Florida
Bachelor of Music, Major: Music Therapy, Minor: English Education/Reading, Minor: Music Theory and Literature, Michigan State University, East Lansing, Michigan

Martinez, Santiago
Master of Science in Management Information Systems, American Intercontinental University, Miami, Florida
Bachelor of Science in Information Technology, American Intercontinental University, Miami, Florida
A+, N+, S+, Linux+ Certified
Microsoft Office User Specialist Master, MCSE, MCDST, MCITP, MCTS

Martin, Lori
Ph.D. in Management, Specialization in Leadership and Organizational Change, Walden University, Minneapolis, Minnesota
Master of Business Administration, specialization in Management and Human Resource Management, St. Thomas University, Miami, Florida
Bachelor of Arts in Sociology and Management, University of Miami, Miami, Florida

Molina, Luis
Ph.D. Business Administration, Specialization in International Management, Nova Southeastern University, Miami, Florida
Master in Business Administration, Specialization in International business and Marketing, Regis University, Denver, Colorado
Bachelor of Science in Business Administration, International Business, Regis University, Denver, Colorado
**Newell, Christopher**  
Master of Accounting, Florida International University, Miami, Florida  
Bachelor of Arts, Major: Accounting and Information Systems, Minor: Economics, Queens College, City University of New York, New York, New York

**Ocasio, Pedro**  
Bachelor of Science in Electrical Engineering, Polytechnic University of Puerto Rico, Puerto Rico  
MCSE, MCSA, MCP, NET+, A+ Certified

**Perez, Carlos**  
Bachelor of Science in Computer Science, St. Thomas University, Miami, Florida  
CCNA, MCSE, Microsoft Exchange, Novell CAN, A+, N+, S+, Linux Certified

**Quintero, Vielka**  
Master of Business Administration, Emphasis: Management, Kaplan University, Fort Lauderdale, Florida  
B.S. Computer Science and Statistics, Major: Computer Science, Santa Maria La Antigua University, Panama

**Reynolds, Felicia**  
Ph.D. in Computer Science (Candidate), Nova Southeastern University, Miami, Florida  
Master of Science in Computer Information Systems, Barry University, Miami, Florida

**Rivas, Raphy**  
Master of Science in Information Technology, Western Governors University, Salt Lake City, Utah  
Bachelor of Science in Information Technology, Western Governors University, Salt Lake City, Utah  
CompTIA A+, Security+, Project+, ITIL Foundation, Oracle OCJA, CIW WebMaster

**Robaina, Juan**  
Master of Arts in Business Administration, Concentration: Marketing, Florida International University, Miami, Florida  
Bachelor of Arts in Political Science, Florida International University, Miami, Florida

**Romero, Mauricio**  
Juris Doctor, Universidad Centro Americana, Managua, Nicaragua  
CompTIA A+, N+ Certified  
Microsoft Certified

**Schoepp, Christian**  
Ph.D. Conflict analysis and Resolution (Candidate), Nova Southeastern University, Miami, Florida  
Master of Arts in Public Administration, Florida International University, Miami, Florida  
Bachelor of Arts in Political Science, Florida International University, Miami, Florida
Similien, Georges
Ph.D. in Education Technology, Walden University, Minneapolis, Minnesota
M.S. in Education Technology, Walden University, Minneapolis, Minnesota
A.A.S in Computer Information Systems, New York City Tech. College, Brooklyn, New York

Toussaint, Jennifer
MBA in General Management, Metropolitan College of New York, New York, New York
Course Descriptions

Each clock or credit hour is 50 minutes (Clock hours are for Diploma Programs and Credit Hours are for Associate of Science, Bachelor of Science and Master Degree Programs). The course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbers include letters that use abbreviations or words to indicate the course subject matter. The numbers indicate the level of the course. For example, ACCTG indicates accounting. The 100 and 200 level courses indicate Associate Degree level courses, 300 and 400 level courses are for Bachelor of Science Degree Programs, 500 and 600 level courses are for Master Degree Programs, and 800 and 900 level courses are for Doctorate Degree Programs.

Prefixes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Subject/Program</th>
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<tbody>
<tr>
<td>ACCTG</td>
<td>Accounting</td>
</tr>
<tr>
<td>BSC</td>
<td>Biology</td>
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<tr>
<td>CIT</td>
<td>Computers &amp; Information Technology</td>
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<tr>
<td>HSA</td>
<td>HealthCare Management</td>
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<tr>
<td>IB</td>
<td>International Business</td>
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<tr>
<td>MATH</td>
<td>Mathematics</td>
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<td>PHIL</td>
<td>Philosophy</td>
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<td>SPC</td>
<td>Speech</td>
</tr>
<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
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<tr>
<td>MIT</td>
<td>Master of Information Technology</td>
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<tr>
<td>DBA</td>
<td>Doctorate of Business Administration</td>
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<td>BUS</td>
<td>General Business</td>
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<tr>
<td>ECON</td>
<td>Economics</td>
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<td>ENGL</td>
<td>English</td>
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<td>EMPL</td>
<td>Employment Skills</td>
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<td>MRKT</td>
<td>Marketing</td>
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<td>PSY</td>
<td>Psychology</td>
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<td>STAT</td>
<td>Statistics</td>
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<td>SPN</td>
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<tr>
<td>ACCTG 101</td>
<td>Bookkeeping Basics</td>
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<tr>
<td>ACCTG 102</td>
<td>Intermediate Bookkeeping</td>
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<td>ACCTG 110</td>
<td>Accounting I</td>
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<tr>
<td>ACCTG 210</td>
<td>Accounting II</td>
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<td>BSC 310</td>
<td>General Biology</td>
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<td>BUS 101</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS 102</td>
<td>Principles of Management</td>
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<tr>
<td>BUS 104</td>
<td>Leadership and Supervisory Skills</td>
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<tr>
<td>BUS 105</td>
<td>Workplace Performance</td>
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<tr>
<td>BUS 106</td>
<td>Effective Administrative Support</td>
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<tr>
<td>BUS 107</td>
<td>Introduction to the Workplace</td>
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<tr>
<td>BUS 108</td>
<td>Administration of Sales and Inventories</td>
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<td>BUS 200</td>
<td>Business Law</td>
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<tr>
<td>BUS 201</td>
<td>Strategy Management and Decision Making</td>
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<td>BUS 203</td>
<td>Operations Management</td>
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<td>BUS 223</td>
<td>Human Resource Management</td>
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<td>BUS 225</td>
<td>Social and Cultural Business Practices</td>
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<td>BUS 227</td>
<td>Project Management</td>
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<tr>
<td>BUS 308</td>
<td>Ethics and Social Responsibility</td>
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<tr>
<td>BUS 330</td>
<td>Cultural Environment of International Business</td>
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<tr>
<td>BUS 204</td>
<td>Introduction to Project Management</td>
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<tr>
<td>BUS 423</td>
<td>E-Commerce Management</td>
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<td>CAP 300</td>
<td>2-D Illustration and Image Editing I</td>
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<tr>
<td>CAP 301</td>
<td>Multimedia Production I</td>
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<tr>
<td>CAP 400</td>
<td>2-D Illustration and Image Editing I</td>
</tr>
<tr>
<td>CAP 401</td>
<td>Multimedia Production II</td>
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<tr>
<td>CGS 303</td>
<td>Layout and Composition for Print Publication I</td>
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<td>Layout and Composition for Print Publication II</td>
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<td>CGS 304</td>
<td>Delivery Systems for Electronic Publication I</td>
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<td>CGS 404</td>
<td>Delivery Systems for Electronic Publication II</td>
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<td>CIT 100</td>
<td>Introduction to Computers (CNT I)</td>
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<td>CIT 101</td>
<td>Basic Linux</td>
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<td>CIT 103</td>
<td>Information Systems I</td>
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<td>CIT 104</td>
<td>Internet Basics</td>
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<td>CIT 106</td>
<td>Networking Essentials (CNT IV)</td>
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<td>CIT 109</td>
<td>Oracle Database Administration</td>
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<td>CIT 110</td>
<td>Basic Operating Systems (CNT III)</td>
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<td>CIT 112</td>
<td>Electronics I</td>
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<td>CIT 111</td>
<td>Introduction to Information Technology</td>
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<td>CIT 114</td>
<td>Hardware Fundamentals (CNT II)</td>
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<td>CIT 200</td>
<td>Information Systems II</td>
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<td>CIT 202</td>
<td>Advanced Linux</td>
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<tr>
<td>CIT 113</td>
<td>Operating Systems I</td>
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<tr>
<td>CIT 107</td>
<td>Introduction to Computers Forensics</td>
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<tr>
<td>CIT 108</td>
<td>Advanced Computer Forensics</td>
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<tr>
<td>CIT 150</td>
<td>Security +</td>
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<tr>
<td>CIT 210</td>
<td>Administrative Computer Systems</td>
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<tr>
<td>CIT 221</td>
<td>Windows 7 Configuration (MCITP I)</td>
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<tr>
<td>CIT 222</td>
<td>Installing and Configuring Windows Server 2012 (MCITP II)</td>
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<td>CIT 225</td>
<td>Management Information Systems</td>
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<tr>
<td>CIT 230</td>
<td>Introduction to Computer Information Systems</td>
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<tr>
<td>CIT 300</td>
<td>Administering Windows Server 2012 (MCITP III)</td>
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<tr>
<td>CIT 301</td>
<td>Configuring Advanced Windows Server 2012 Services (MCITP IV)</td>
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<tr>
<td>CIT 302</td>
<td>HTML5 and Web Development Fundamentals (MCITP V)</td>
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<tr>
<td>CIT 303</td>
<td>Database and Security Administration (MCITP VI)</td>
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<tr>
<td>CIT 400</td>
<td>Introduction to Routing and Switching (CCNA I)</td>
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<tr>
<td>CIT 401</td>
<td>Implementing Routing Security (CCNA II)</td>
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<tr>
<td>CIT 402</td>
<td>Introducing Routing and Switching in the Enterprise (CCNA III)</td>
</tr>
<tr>
<td>CIT 403</td>
<td>Designing and Supporting Computer Networks (CCNA IV)</td>
</tr>
<tr>
<td>DDBA 801</td>
<td>Quantitative and qualitative Research Methodologies for Managerial Decision Making</td>
</tr>
</tbody>
</table>
methodologies will be explored. A wide array of methods will be examined with attention being paid to the strengths and weaknesses of a variety of data collection methodologies to descriptive research are introduced, and upon completion participants will be able to formulate a research question, compile a comprehensive literature review, collect requisite data, and analyze and interpret with select statistical packages. The value of this course to participants will be realized in the DBA program and in any other research undertaking. This component has an examination.

Part B Grounded in theoretical frames, we introduce the practical techniques for writing solid proposals for three critical and diverse audiences: a) Academic research papers, b) Investment proposals, c) Government/ International Agency funding proposal. Guidance on selecting and refining the appropriate research methodology to suit the intended audience will be provided. Critical to this segment will be an understanding of the ethics of research, the evaluation of research and the conceptualization of a research paper. The output from this segment will be the development of one of each of the proposals covered.

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<th>Number</th>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>DDBA 810</td>
<td><strong>Multivariate Statistical Analysis</strong></td>
<td>Multivariate statistical methods has increasingly influenced both the analytical aspects of research and the design and approach to data collection for decision making and problem solving. This course emphasizes the use and application of multivariate data analysis for analyzing problems involving multiple variables. The course introduces students to an overall understanding of multivariate statistical methods and guides them through the application of these methods for analyzing typical data sets that may be encountered in the dissertation phase of the program, subsequent research undertakings, and for solving practical problems in business management. Students will be taught the appropriate use and application of the following statistical analytical techniques: Multiple Regression Analysis; Logistic Regression; Multiple Discriminant Analysis; Factor Analysis; Multivariate Analysis of Variance (MANOVA); Canonical Correlation Analysis; Cluster Analysis, Multidimensional Scaling; Introduction to Structural equation modeling (SEM). Students will be required to use popular statistical packages, such as SPSS, SASS, STATATA, or E-Views to do the required statistical computing.</td>
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<tr>
<td>DDBA 820</td>
<td>Global Management Trends</td>
<td>Predominantly using case studies, participants will examine the experiences of the last three decades to analyze emerging management mega trends and key variables on managerial practice. The course will focus on the impact of society on management, the impact of culture, values and ethics on customers, organizations, employees and society. Additionally, the course will examine among other things, the extra regional thrust towards mergers and acquisitions, spin offs, and its implications for corporate governance, nation building and achieving financial results.</td>
</tr>
<tr>
<td>DDBA 830</td>
<td>Strategic Use of Information and Communications Technologies</td>
<td>The course seeks to equip participants with the knowledge to bridge concepts and practice in order to respond to the challenges and opportunities facing Caribbean organizations in the adoption and diffusion of ICT, for strategic enablement and increased global competitive positioning in the information revolution. It provides insights into the key managerial issues surrounding management and use of ICT and other linked technologies in organizations as a strategic corporate resource. Participants will gain an awareness of approaches for appropriating ICT to enhance organizational competency and competitive advantage from a Caribbean perspective.</td>
</tr>
<tr>
<td>DDBA 840</td>
<td>Business Development, Entrepreneurship and Innovation</td>
<td>This course explores the critical success factors of the contemporary firm, given the reality that firms, regardless of size, geographic location and apparent financial strength have no guarantees of survival in today's environment. It covers some of the basics of business development and innovation management and focuses on redefining business practices and nurturing and harnessing innovation within the Caribbean context with the use of research and development. Topics to be covered include innovation of products and processes for customer value, new product development process, commercializing innovations, business intelligence, risk identification and negotiation skills, among others. It should be emphasized that a great part of the course focuses on managing new product development (NPD) processes in business organizations.</td>
</tr>
<tr>
<td>DDBA 850</td>
<td>International Marketing</td>
<td>Under the overall theme of &quot;business and marketing across national boundaries&quot;, this course focuses on examining the notion of the 'global village' and related issues. We will explore the implications of homogenization of consumer tastes within this global village, as well as assess future trends and their potential impact on international business and marketing strategy. The course focuses on both regional and global issues and encompasses both larger and smaller firms. It is structured so as to</td>
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</table>
| DDBA 860 | Finance                  | Finance focuses on the financial structure and problems of corporations, as well as the organization and operation of markets and financial institutions within the ambits of the domestic and international political economy. It deals with the development and maintenance of sound financial policies, the organization and behavior of financial markets and investors, and the influence of public policies and investor psychology on financial markets and on corporate finance. The Concept of sustainable growth will also be introduced as it is an important organizing framework when working with financial statements. Relatively new, especially to the Caribbean markets, are certain innovative financial products, especially derivatives, which will also be explored.  
* The Corporate Finance component will have specific reference to three (3) important questions faced by financial managers:  
  * What long term investment should the firm take on? This is the capital budgeting decision and the valuation of securities.  
  * How can cash be raised for the required investment? These are the financing, the capital structure and cash determination decisions.  
  * How to structure incentive and control systems to manage firms and optimize performance and value?  
* Among the topics to be included are:  
  * Financial Incentives and Corporate Control  
  * Valuation of Projects, Financial Assets and the Firm  
  * Sourcing Financial Resources, Capital Structure & Payout Policy  
  * Behavioral Finance  
  * Financial Risk Management and Derivatives  
  * Financial Markets and Institutions  
  * Taxation and Financial Decision making  
  * Exchange Rate Determination | 3       |
| DDBA 881 | Internationalization of SMEs | Using case studies and building upon stage model theory, network theory and organization capabilities perspective of internationalization, this course examines the factors that are encouraging the rapid internationalization of SMEs and seeks to identify factors critical to the success of the internationalization process given the dynamics of international trade systems, which impacts the | 3       |
business environment. Contemporary coping strategies such as alliances, and utilizing the diasporas will also be examined.

A heavy reliance will be placed on the operational data of regional SMEs and access by candidates to this data therefore becomes critical. Candidates will also be exposed to proposal writing techniques relevant to the International arena.

**DDBA 882 Global Competitiveness**

Central to the teaching of this course is promotion of the understanding that it is firms and not countries that compete. Within this context the course will focus on the competitive pressures from increasing trade openness and globalization and how it forces domestic firms to upgrade their techniques and technologies in order to compete with imports and internationally through exports. The course will also demonstrate that there is the need for the macroeconomic framework and the institutional environment to foster and promote innovation as important within the context of building globally competitive firms and by extension a competitive economy. The course will also stress that firms seeking to upgrade, often do so incrementally, and require a continuous stream of information, technical and business development services (BDS).

A key component of this course will be the examination of Country Case Studies. The focus will include case studies of small open economies that have succeeded in fostering a high level of competitiveness, carving out high value-added niches in the global economy. The cases should briefly review the technological performance of the firms in these countries and describe the main policies and programs. In particular, the study should highlight how the firms with or without government support programs have overcome the barriers in terms of size of the domestic market, technology transfer from abroad and low domestic capacity.

**DDBA 883 Strategy Dynamics**

Given volatility within the business environment, success largely depend on precise anticipation of market trend, quick responses to customer needs, indicative of finely honed creative and strategic thinking. With the use of cases, this course seeks to identify fluid strategies for dealing with complex, volatile and uncertain environments.

The course will show that for a company to succeed it must weave its key business processes into hard-to-imitate strategic capabilities and distinguish it from its competitors. Capability will be presented as a set of business processes strategically understood. The course will demonstrate that such capabilities are collective and cross-functional – a small part of many
people’s jobs, not a large part of a few people’s job. With the use of case studies we will undertake a comparative analysis of strategies employed by successful and unsuccessful companies. The focus will be on the four key principles of capabilities-based competition. These principles are: * Business Processes; * Transforming a company’s key processes into strategic capabilities that consistently provide superior value to the customer; * The key role of making strategic investment in support infrastructure that links together all business units and functions; and * Presenting the CEO as the champion of capabilities-based strategy.

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DDBA 891</td>
<td>Comprehensive Examinations</td>
<td>Critical for learning assessment, the comprehensive examination is a practice that will allow the institution to evaluate the extent of command of fundamental topics and issues of the DBA students in many levels. The comprehensive exam will take about 8 hours and will include critical content of the core curriculum and of the specialization courses. Once the student shows proficiency in the comprehensive examinations he/she has the right to move to the dissertation stage.</td>
<td>3</td>
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<tr>
<td>DDBA 892</td>
<td>Actions Research Methods</td>
<td>Students will apply to a real research project a multi-method approach combining inductive and deductive approaches with qualitative and quantitative research methods.</td>
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<tr>
<td>DDBA 893</td>
<td>Dissertation Research I</td>
<td>Students will elaborate and present to the faculty with the guidance of an assigned supervisor a research proposal the will describe both the content and research methodology of the dissertation, as well as justify its relevance and contribution to the field. A member of the faculty will coordinate the presentation of the research proposal to an academic council.</td>
<td>3</td>
</tr>
<tr>
<td>DDBA 894</td>
<td>Dissertation Research II</td>
<td>Students will elaborate their dissertation with the guidance of a supervisor and of a thesis committee with 2 more faculty member. This process will be overseen by a faculty member.</td>
<td>3</td>
</tr>
<tr>
<td>GRA 101</td>
<td>Introduction to Graphic Arts</td>
<td>Introduces computer graphics and design principles. Topics include drawing skills, design theory, general career standards and introduction to basic computer applications used to create visual communications graphics. Pre-Requisite: Graphic Design Major.</td>
<td>3</td>
</tr>
<tr>
<td>GRA 310</td>
<td>3-D Modeling and Animation for Graphics Design I</td>
<td>Three Dimensional Computer graphics for image creation with emphasis on depth and volume for print and electronic publications. 3-D Advanced model creation and editing techniques. Pre-requisite: Junior Year Standing – Graphic Design Major.</td>
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<tr>
<td>GRA 410</td>
<td>3-D Modeling and Animation for Graphics Design II</td>
<td>Continues CAP 301. Complex three-dimensional model spaces are created, rendered and animated. 3-D animation special effects including object morphing and explosions are introduced. Pre-requisite: CAP 301</td>
<td>3</td>
</tr>
<tr>
<td>ECON 302</td>
<td>Principles of Economics (Microeconomics)</td>
<td>Introduction to microeconomic analysis and policy. Exploration of economic analysis methodology in terms of price determination, analysis of demand, supply theory of the firm, and distribution. This course is designed to help students understand basic economic problems, the role of markets and how they work, the internal conditions of cost and revenue that determine company profitability and the external conditions of the industry that influence the company’s working environment. It also gives students an introduction to the relationship between the government and the market. Pre-Requisite: 2nd Year Standing</td>
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<tr>
<td>ECON 303</td>
<td>Macroeconomics</td>
<td>Basic economic concepts emphasizing the part the United States plays in a global economy. Economic Theory, using topics from TV News and mass media. Topics: GDP, National Income Accounting, US fiscal policy.</td>
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<tr>
<td>ECON 422</td>
<td>Money and Banking</td>
<td>Roles of money and credit in the American Economy, impact of monetary factors on income and prices. Topics: money, interest rates, foreign exchange, international finance system, bank management, Federal Reserve System Pre-Requisite: Economics Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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</tr>
<tr>
<td>ECON 411</td>
<td>Econometrics</td>
<td>Introduction to the concept of econometrics: Developing and applying quantitative or statistical methods to the study of economic principles. Combining economic theory with statistics to analyze and test economic relationships. Pre-Requisite: Economics Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
<td>3</td>
</tr>
<tr>
<td>ECON 307</td>
<td>International Economics</td>
<td>Study of International Trade, Monetary Economics and International Finance. Pre-Requisite: Economics Business Major – Business Administration Bachelor's Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>ECON 405</td>
<td>Monetary Theory</td>
<td>Continues from Macroeconomics. Framework for examining money in its functions as a medium of exchange, monetary unit, etc. Pre-Requisite: Economics Business Major – Business Bachelor’s Degree Program* Upper Level Division</td>
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<tr>
<td>ECON 404</td>
<td>Economic Issues</td>
<td>Study of current economic events in the United States. Topics include: Federal Reserve, Wall Street, and economic factors influencing society. Pre-Requisite: Economics Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>EMPL 101</td>
<td>Employment Skills</td>
<td>Identification of the skills necessary for future employment and potential career opportunities. Develop job search, networking, and career management skills including business etiquette, salary negotiations, interviewing, and career management. Students will understand the concept of a personal brand, and develop resumes and cover letters to help meet career objectives. Required course for all majors.</td>
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<tr>
<td>ENGL 100</td>
<td>Language and Speech Communication</td>
<td>Principles of communication with attention to formal speaking and group discussion. * General Education Requirement</td>
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<tr>
<td>ENGL 200</td>
<td>English Composition I</td>
<td>Instruction and practice in writing expository prose that shows sensitivity to audience and purpose. Student must have English proficiency.* General Education Requirement Pre-Requisite: 2nd Year Standing</td>
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<tr>
<td>ENGL 302</td>
<td>English Composition II</td>
<td>Provides instruction and practice in the writing of formal, analytical essays, at least one of which is a research project using outside sources and/or reference effectively and legally. This course provides instruction in the development of analytical and critical reading skills in the composition process.</td>
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<tr>
<td>ENGL 203</td>
<td>Effective Business Writing</td>
<td>Writing reports and other common forms of business communications. Pre-Requisite: ENGL 100 or ENGL 200</td>
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<tr>
<td>IB 100</td>
<td>Introduction to International Business</td>
<td>An overview of the international business environment including economic, political, legal, and cultural aspects, and the institutions that affect a global firm (economic blocs, world banks, the United Nations, etc.). This course surveys managerial techniques used by multinational corporations. Issues related to foreign direct investment, especially financial and accounting implications are also presented, as is the particular impact of globalization on smaller firms. Case studies.</td>
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<tr>
<td>IB 102</td>
<td>International Management</td>
<td>Focuses upon the globalization of markets, technologies and business practices and how organizational leaders and managers deal with these changing forces. Issues related to Management in International firms: leadership, motivation, communication, human resource development, and other managerial practices. Topics include managing international trade, foreign manufacturing and global service industries such as transportation and mass communications. Pre-Requisite: BUS 102</td>
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<tr>
<td>IB 202</td>
<td>Customs Legislation</td>
<td>Exploration of customs related laws concerning Customs administration, procedures, and applications of import and export duties, taxes, and offences. The course introduces students to the basic legal principles and issues commonly encountered in the international regulation of trade and investment. Course focuses on the regulation of trade both by nations and international organizations such as the World Trade Organization. Students will gain an understanding of how the international community attempts to control government restrictions on trade by creating international legal regimes that focus on planning, cooperation and dispute resolution. Pre-Requisite: IB 100</td>
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<tr>
<td>IB 203</td>
<td>Fundamentals of Foreign Trade</td>
<td>The aim of this course is to provide students with an understanding of the principles and applications of international trade, so that students will be prepared to face the future complexities of the world economy. Exploration of the basic rules and institutions of international trade focusing on the World Trade Organization. Discussion of influential trade theories, the effect of trade on income distribution, the implications of imposing tariffs and the economic mechanisms and the policy issues that usually arise in world trade. The political economy and controversies in trade theory are also discussed. Trade issues in developing countries are highlighted. Pre-Requisite: ECON 202</td>
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<tr>
<td>IB 204</td>
<td>International Law and Economics</td>
<td>After a brief introduction to the methodology of law and economics, this course utilizes the standard tools of economic analysis for the study of law, legal institutions, and international law as it relates to economics; with special focus on: (i) economics of property; (ii) economics of contracts; (iii) economics of tort law, and (iv) economics of lawmaking. Discussion of the law of treaties, jurisdiction and immunity, human rights, international economic law, peaceful</td>
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<tr>
<td>IB 207</td>
<td>International Banking and Finance</td>
<td>Exploration of the tools necessary to analyze multinational business and finance problems. Topics include: the foreign exchange market, balance of payments, international investment and banking, monetary and fiscal policy in an open economy, economic integration and monetary unification and the international monetary system. Pre-Requisite: MATH 102 and ECON 202</td>
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<tr>
<td>IB 400</td>
<td>International Entrepreneurship</td>
<td>Harvard Business Review Study Cases Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>IB 402</td>
<td>Strategic Management in the Multinational Corporation</td>
<td>Harvard Business Review Study Cases Pre-Requisite: International Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MATH 102</td>
<td>College Algebra</td>
<td>An overview of the fundamental concepts of algebra. Topics include linear and quadratic equations and inequalities; the Cartesian plane and graphing; using a graphing utility; functions; graphs, and models; polynomial and rational functions; exponential and logarithmic functions; systems of equations, inequalities, and matrices. * General Education Requirement.</td>
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<tr>
<td>MATH 110</td>
<td>Business Math</td>
<td>Introduction to the mathematics of business. Course topics include discounts, markdowns, sales tax, property tax, federal income tax, daily and compound interest.</td>
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<tr>
<td>MATH 220</td>
<td>Calculus</td>
<td>Functions, graphs, derivatives, integrals, techniques of differentiation and integration, exponentials, improper integrals and applications. Pre-Requisite: MATH 102</td>
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<tr>
<td>MBA 501</td>
<td>Society, Politics, Demographics and Business</td>
<td>The 21st Century has so far experienced economic cycles of both financial exuberance and financial crisis. Brazil, China, India and Russia are taking over the role of global growth engines from the developed world, changing the global dynamics at all levels. It's imperative for students to command a deep understanding of the patterns and trends that will drastically change consumer behaviors and preferences, international trade, technologies and socio-demographics. This course will develop for the student the ability to identify, visualize, and reflect on the current and future state of affairs of the world and in the region that will affect the way of conducting</td>
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<tr>
<td>MBA 521</td>
<td>International Strategic Management</td>
<td>Setting the course of a business, and managing the process of how to get there is a fundamental ability for any professional coming out from an MBA. Designing business models that are flexible, innovative, and allow firms to expand across locations are the main topics addressed in this course. As well, students will sketch, revise, specify, reflect, and analyze patterns of decisions in a stream of actions leading to generate value propositions that are unique, different, singular while at the same time relevant and attractive to different markets.</td>
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<tr>
<td>MBA 531</td>
<td>HR Fundamentals and Organizational Dynamics</td>
<td>The growth capacity of any business is not defined by its financial position, infrastructure, or products, but by the potential of its human capital. The attraction, retention, and deployment of talent have remained the biggest and most formidable challenge of any C-Suite Executive, Manager, or Supervisor. This course will provide the student with an understanding of the basic HR processes and practices, leading to the development of an HR Function in charge not just of managing the labor transactions but to excel in building positive and productive relationships all across the organization. Policies, processes, rules, and regulations are not enough to guide, change, and monitor the behavior of employees and associates. Every organization builds a particular culture, composed by a bundle of collective believes, attitudes, and behaviors. It is critical for anyone responsible of managing people to recognize the different phenomena that emerge from the interaction of people with other people. This course will expose students to topics such as how to deal with deviant personalities, the formation psychological contracts, and how to build advanced collaborative systems. As well, students will be exposed to the different models and frameworks of organizational development (OD), especially in terms of building career paths and training programs. In other words, OD is about building the human capabilities that the direction of firm’s demands in order to secure a successful future competitive position.</td>
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<tr>
<td>MBA 541</td>
<td>Quantitative Business Methods</td>
<td>This course aims to provide a survey of quantitative techniques commonly used to provide insight into business and management decisions. Particularly important, is the understanding of the assumptions and limitations of quantitative techniques and how these techniques can be used to facilitate practical decisions in a business context.</td>
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<tr>
<td>MBA 671</td>
<td>Management Information Systems</td>
<td>Information systems have become the enabling technology for business. Businesses and organizations that are not exposed, aware, or do not use the latest applications, solutions, and IT infrastructure are compromising their current and future competitive position. This course balances theory with applications through case studies and projects that emphasize the effectiveness of organizational information systems in achieving the objectives for which the systems are designed. Factors such as the organizational structure and information requirements are studied within the context of ethical, economic, and socio-technical factors that affect the design of systems and the processes of converting data to information, information to knowledge, and knowledge to intelligence.</td>
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<tr>
<td>MBA 681</td>
<td>Fundamentals of International Marketing Strategies and Consumer Behavior</td>
<td>The science of understanding how customers act, react, think and feel have evolved dramatically in the last decade. Nowadays, consumer behavior has become more a human science than just a branch of marketing. This course will enable students to understand the different processes, decision drivers, values and levels of focus that buyers, consumers, and users utilize in building their own “shopping personality” across cultures, geographies, products and services. In addition, students will put in practice the insights learned in the course to increase the effectiveness of their salesmanship leading to develop a better connection and empathy with customers; cognizant of their own personal potential and limitations.</td>
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<tr>
<td>MBA 691</td>
<td>Management Accounting and Business Analytics I</td>
<td>Accounting is not just about keeping the books in order, or registering financial transactions and preparing reports based in internationally accepted standards and regulations. The establishment of a management accounting system will provide businesses with critical performance information leading to using facts, data, information and intelligence for decision-making. This course analyzes decision-making. Consequently emphasis would be placed on formulation, model building, and interpretation of results rather than theory. The course is decision and action oriented, not technique and numbers driven hence the role of the computer and application software, and the use of case studies will be emphasized. Topics covered within the sessions include the following: Describing Data: Graphs and Tables, Summary Measures, Probability concepts and Applications, Decision Analysis, Time Series Analysis and Forecasting, Simulation Models and Game Theory applied to business.</td>
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the different dimensions, challenges, methods and tools used in management accounting as a critical support system of a performance management system. In addition to the study and practice of accounting, students will be exposed to basic financial indexes, performance indicators, and basic statistics that will enhance their command of numbers in order to turn data into articulate and structured information for control and management purposes.

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

**MBA 697 Customer Centric and Driven Innovation**

Innovation is the most important core competence a business must develop in order not just to grow, but to survive. Innovation becomes over time the most sustainable growth engine in organizations, if it becomes a routine and not just an event. This course will teach students a fundamental skill: how to innovate. In order to learn to innovate, students will be exposed to human behavior observation techniques, methods in how to design business experiments, a method of product development, prototyping and creation of consumer experiences.

Practice is the main method of how learning takes place in business. This course is about practicing what you have learned, and discover new insights while conducting a guided intervention in a business or an organization. Using management consulting methods, students in teams will be responsible to tackle an important challenge or solve a significant problem for the assigned business. In this way, students will be exposed to real-life real-time problems, stretching and leveraging their analytical and communication skills, as well as strategic and critical thinking abilities while innovative solutions that will actually add significant value to the business and to students.
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<tr>
<td>MBA 700</td>
<td>Final Research Project</td>
<td>The International Business Research Project aims for students to: * Conduct environmental scanning activities (e.g., cultural, political, social, legal and economic factors) on chosen international markets for evaluation of potential business opportunities. * Perform secondary market research to obtain market intelligence on an international level. * Select, analyze, and define international target markets for selected products or services. * Design international distribution systems and implementation strategies for selected products or services. * Develop proposals for international promotional strategy given selected products or services using a combination of international business and marketing strategies. * Determine international pricing options for selected products or services. * Demonstrate an integrated understanding of international markets by analyzing business and marketing challenges and providing detailed solution alternatives.</td>
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<tr>
<td>MBA 710</td>
<td>Capstone Field Project</td>
<td>The Capstone Field Project provides students with the opportunity to complete their academic curriculum through the real life business application of best practices learned through courses taken in the program. The main objective of the Capstone Field Project is to strengthen the students’ capacities to explore, conceptualize, analyze, explicate, interpret, and provide suggested solutions to companies and organizations facing critical business challenges. In addition, the Capstone Field Project requires from students to write a detailed set of recommendations addressing the business challenges cited above where students demonstrate their knowledge and competencies gained through their course of study in specific areas such as: finance, accounting, marketing, strategic management, and operations. The organizations benefited from the Capstone Field Project are selected by the students with a final approval of the Graduate Academic Director.</td>
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<tr>
<td>MIT 501</td>
<td>E-Commerce Technology and Management</td>
<td>Technology is perhaps the greatest agent for change in the modern world. The global economy now heavily relies on ecommerce. But what does it really take to plan, build, deploy, and maintain a digital commerce infrastructure. This course will provide students with an exciting opportunity to learn through CIW best practices on planning, deploying, an an e-commerce site ready for profit.</td>
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<tr>
<td>MIT 522</td>
<td>Data Analytics in Big Data</td>
<td>This course provides a comprehensive understanding to the world of big data and analytics. Big data is now a reality, the volume, variety and velocity of data coming into the enterprise continues at an unprecedented level. Data analytics is the process of</td>
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examining data to uncover hidden patterns, unknown correlations and other useful information that can be used to make better decisions. In this course, students will learn how to connect and visualize complex data by utilizing techniques such as aggregators, timeseries, dashboard customization, storytelling, metadata grids, dual axis charts, etc. Basic statistical methods will be used such as regression, central tendency, and dispersion.

### MIT 534 IT Governance and Compliance

This course lets the student comprehend the criticality and urgency of corporate compliance and governance. I.T. governance and compliance requirements of an enterprise can widely vary. For large corporations and enterprises, IT governance is a framework — a significant set of policies, procedures, and controls that is applied to technology across an organization to enforce corporate standards and assure regulatory compliance and mandates. Students will leave this course with the “know how” knowledge of working and maintaining an I.T. division that is under strict regulatory compliance such as Sarbanes-Oxley, HIPAA, Gramm-Leach-Bliley, PCI, FISMA, and SSAE 16.

### MIT 548 Information Security and Penetration Testing

Information Security is at the center stage of the world. This course provides an exciting opportunity to study the psychology and technical tools/techniques that hackers utilize to infiltrate networks. The goal of this course is to know how to identify and document real world legal and ethical penetration test for an organization. We will look at the full life cycle of a corporate sponsored penetration test. You will work with peer reviewed case studies and hands on tools such as Nmap, Nessus, Wireshark, Cain & Abel, Hydra, Pineapple, etc. This course ends with a final student report that a corporation can use as a guiding factor to immediately mitigate known vulnerabilities.

### MIT 562 Modern C# Programming and Algorithm

This course challenges the student to think outside the box by building applications in C# with Microsoft Visual Studios 2015. C# is a powerful, general purpose programming language that allows one to build desktop, Windows store, windows phone, and web applications. C# provides all the tools needed to build a variety of applications such as databases, point of sale systems, 2/3D games, hardware control systems, and much more. This course is hands on project base. You will learning and programming subjects like controls, events, standards and customized dialogs, debugging, enumeration and structures, arrays and collections, fine tuning classes, overloading operators. You will also be familiar with algorithms and how critical they are in the
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<tr>
<td>MIT 588</td>
<td>Software Development and Validation</td>
<td>Software development has tremendously evolved over the years thanks to modern IDEs. A key area of software development is the testing and validation stages that many developers still struggle with. This course covers the ins and outs of testing and validating development projects as its done by efficient running organizations. Students will work on building a product and answer questions such as “Does this project complies with the stated requirements and performs functions for which it was intended”. Students will utilize several tools for analysis of code and project.</td>
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<tr>
<td>MIT 602</td>
<td>ITIL Service Oriented Architecture</td>
<td>This course provides an in depth study and hands on practice of an industry best practice designed to standardize the selection, planning, delivery and support of IT services to enterprises. In a global competitive market, it is critical to comprehend how I.T. can be the value and business driver towards efficiency and predictable service levels. ITIL is a collection of five core (SS, SD, ST, SO, CSI) publications that have been designed and implemented in the United Kingdom’s technology infrastructure. Ever since, it has been adopted and diligently practiced in global fortune corporations.</td>
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<tr>
<td>MIT 622</td>
<td>IT Automation with Python</td>
<td>This course lays down the foundations of I.T. automation through the programming of Python language. Software is at the core of so many tools we use today. Nearly everyone uses social networks to communicate, many use internet connected devices to get the job done. The main objective of this course is to learn how to be efficient in the workplace by automating operational repetitive tasks in the enterprise. Individuals will learn modern object oriented programming and scripting techniques through Python. Python is now a sought after skill in the industry worldwide. This class works upon building weekly projects that the student builds. By the end of the course, students will have the experience of automating simple to intermediate programs in an enterprise.</td>
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<td>MIT 700</td>
<td>Final Research Project</td>
<td>As a graduate student, a certain level of expertise is expected. In the course, you will learn how to conduct graduate level research on a faculty approved subject of interest. Different research methodology. After the completion of this research course, students will be ready to transition into the Capstone Final Project.</td>
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### MIT 710  Capstone Field Project

The Capstone Field Project provides students with the opportunity to complete their academic curriculum through the real life application of best practices learned through courses taken in the program. The main objective of the Capstone Field Project is to strengthen the students’ capacities to explore, conceptualize, analyze, explicate, interpret, and provide suggested solutions to companies and organizations facing critical computer engineering challenges.

In this course, learners integrate the foundational knowledge and skills gained during the Master of Science in Computer Engineering program in an application-based engineering project. Learners propose, plan, and implement a major project that allows them to demonstrate competencies in ethics, leadership and all computer engineering topics covered throughout the program. Their final projects allow learners to demonstrate their overall ability to identify and recommend evidence based solutions to Computer Engineering challenges and opportunities.

### MRKT 101  Principles of Marketing

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

### MRKT 200  Marketing II

Marketing II expands upon how marketing impacts the American economic system as well as the international economy. Exploration of market-oriented problems, market opportunities, competitive strategies, marketing policies and programs. Marketing II students will also study special markets, marketing research, credit as a customer service, packaging and labeling, marketing of services, product promotion, and marketing management.

Pre-Requisite: MRKT 101
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<tr>
<td>MRKT 202</td>
<td>Marketing Strategies</td>
<td>Merchandising and marketing as a strategy for motivating consumers to purchase products and services. This course discusses the place of the Marketing Plan in the Overall Business Plan. It focuses on identifying opportunities, product/service positioning and segmentation in the ever-changing external environment and competitive markets. Pre-requisite: MRKT 200</td>
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<tr>
<td>MRKT 205</td>
<td>Consumer Behavior</td>
<td>This course provides students with an understanding of consumer purchasing behavior. Theories of buyer behavior and research findings as they apply to sales. This course uses the marketing segmentation approach to explain that consumer behavior is a professional endeavor and to link psychological, socio-cultural and decision-making aspects. Pre-Requisite: MRKT 101</td>
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<tr>
<td>MRKT 207</td>
<td>Market Research</td>
<td>This course provides the students with the necessary knowledge and insight into the key marketing research concepts. The objective of the course is that the students will be able to understand how market research is performed, how different questionnaires are elaborated and how to communicate the findings to managers. Exploration of research for marketing decisions. Concepts and applications for gathering, processing, and interpreting primary and secondary data in identifying the needs and wants of prospective consumers. Pre-Requisite: MRKT 101</td>
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<tr>
<td>MRKT 210</td>
<td>Principles of Advertising and Public Relations</td>
<td>Exploration of advertising management. Discussion of marketing, creative elements, media, effectiveness, integration within the marketing plan, quantitative approaches, agency organization and management. This course is designed to give the student a comprehensive view of the fundamentals of advertising. It considers advertising from a client agency point of view. Material covered includes areas such as agencies, budget and media introduction and advertising’s role with regard to laws, society and economics. Pre-Requisite: MRKT 101</td>
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<tr>
<td>MRKT 302</td>
<td>Marketing Management</td>
<td>A Descriptive Study Emphasizing The Functions And Institutions Common To Marketing Systems Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<td>MRKT 420</td>
<td>Marketing Channels</td>
<td>Course Focuses Upon Institutions, Functions, And Flows Within Channels Of Distribution; And Their Integration Into Channels Systems. Wholesaling And Physical Activity Are Emphasized. Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MRKT 440</td>
<td>Personal Selling</td>
<td>The Development Of Effective Salesmen/Customer Relationships Is Emphasized. Selection, Training, And Motivation Of The Sales Force, And The Relationship Between Personal Selling And The Other Elements Of Marketing Strategy Are Analyzed. Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>MRKT 472</td>
<td>E-Marketing</td>
<td>This Introductory Course In Electronic Marketing Explores How The Internet Has Revolutionized The Buying And Selling Of Goods And Services In The Marketplace. Topics Covered Include B2b And B2c Electronic Commerce, Internet User Characteristics, Net Pro-Duct, Pricing, And Distribution, Relation-Ship Marketing Through Online Strategies, And The Legal And Ethical Challenges Of E-Marketing. This Course Emphasizes Hands-On Learning. Pre-Requisite: Marketing Business Major – Business Administration Bachelor’s Degree Program * Upper Level Division Business Admin.</td>
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<tr>
<td>PHIL 102</td>
<td>Legal and Ethical Issues</td>
<td>Introduction to ethics. Exploration of ethics as it relates to virtue, duty, autonomy, and life quality applied to moral problems. This course studies the ethical, legal, and social responsibilities of business, particularly in the product, resource, and labor markets. Principles of moral philosophy are applied to the analysis of corporate conduct and decision making in the United States and elsewhere. Case studies are used in the discussion of social responsibility and the respect for human dignity in organizations driven by the profit motive and competition. * General Education Requirements</td>
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<td>PSY 201</td>
<td>Psychology</td>
<td>Introduction to general psychology; principles of human behavior and their applications. Introduces the history of psychology, human development, personality, abnormal behavior, social psychology, feelings and emotions, research methodologies, experimental psychology, psychophysiology, learning and memory, altered states of awareness, sleep and dreams, and industrial and organizational psychology. * General Education Requirements</td>
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<tr>
<td>SPC 200</td>
<td>Speech and Public Speaking</td>
<td>Courses that prepare students to present effective public speeches to persuade, debate or argue in a clear, concise and logical manner. Emphasis on organization and delivery of public speeches. By the end of the course you will understand how to choose topics according to the type of speech you are giving, how to construct a speech, and, of course, how to present an effective speech. This course will also meet the current state guidelines for Gordon Rule written assignments.</td>
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<tr>
<td>SPN 310</td>
<td>Conversational Spanish</td>
<td>Explores conversation skills in Spanish with emphasis on developing vocabulary, cultural immersion, and proper pronunciation. The course focuses on language literacy for daily conversation.</td>
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<tr>
<td>STAT 200</td>
<td>Statistics</td>
<td>Introduction to statistical concepts and reasoning. Topics: Graphical and numerical representation of information, measures of location, dispersion, position and dependence, exploratory data analysis. Introductory Statistics introduces students to the major concepts, logic, and issues in statistical reasoning and to the tools involved in collecting, analyzing and drawing conclusions from data. Four broad conceptual themes are explored: 1. Exploring Data: Observing patterns and departures from patterns, 2. Planning a Study: Deciding what and how to measure, 3. Anticipating Patterns: Producing models using probability and simulation, 4. Statistical Inference: Confirming models.</td>
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