

INTER AMERICAN UNIVERSITY OF PUERTO RICO

Inter American University is proud to offer Florida graduate students six distance education degree programs licensed by the Florida Department of Education's Commission for Independent Education through its Orlando Cyber Study Center, including Business Administration with Specialization in (General, Accounting, Finance, Managerial Information Systems and Human Resources), Criminal Justice, Computer Science, Computer Science with Specialization in Networks and Security, Bilingual Education, Educational Management and Leadership, Organizational Change Leadership and Educational Computing. Instruction is primarily in Spanish and on-line.

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The University will make all reasonable efforts to maintain up-to-date information in this Supplement. However, after notice via email to students, the University reserves the right to change rules, revise tuition fees, service charges, requirements for programs of study, the requirements for degrees and academic distinctions, course content and any other arrangements that might affect students whenever it deems necessary or desirable.

Students are responsible for reading and understanding the academic, administrative and disciplinary policies and regulations, as well as the general requirements for the degree they hope to obtain, from the moment they register in the University. They are responsible for meeting the major requirements, once they declare said major including locating and completing internships (if required by the degree program) acceptable to the University. Students deciding to change their major will be responsible for complying with the requirements in effect at the time they declare the new major.

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NECELIE RIVERA CRUZ, M.A., Director of Continuing Education

Registration Services Management

LUIS ENRIQUE RUIZ, B.A., Manager of Registration Services
LISETTE RIVERA, M.A., Registrar
LILLIAM CONCEPCION COTTO, M.A., Financial Aid Director
CARMEN B. RIVERA, M.B.A., Bursar

Academic Division of the Metropolitan Campus

Division of Science and Technology

ARMANDO CARDONA, M.S., Director of the Department of Natural Sciences
JAIME MIRANDA, M.S., Director of the Department of Computer Science and
Mathematics
IDA MEJÍAS, Ph.D., MT(ASCP), Director of Medical Technology
NILDA CARABALLO LOPEZ, M.S.N., Ph.D., Director of the School of Nursing

Division of Business Administration

FREDERIK VEGA, LL.M., Director of the Department of Business Administration
CARLOS ROM GORIS, M.B.A, Associate Director of Department of Business
Administration of Undergraduate Programs
GERARDO GONZALEZ NUNEZ, Ph.D., Associate Director of Department of Business
Administration of Graduate Programs

Division of Humanistic Studies

LYDIA RIVERA BURGOS, M.A., Director of the Department of Modern Languages
JOSE EFRAIN HERNANDEZ ACEVEDO, Ph.D., Director of the Social Sciences
Department

RICARDO PONS DE JESUS, M.A., Director of the Department of Popular Music
OSCAR CRUZ CUEVAS, Ph.D, Director of the School of Theology and History

Division of Education and Behavioral Professions

MARGARITA MARICHAL, M.A., Director of the School of Education
LUIS SOTO, J.D., Director of the School of Criminal Justice
JAIME SANTIAGO PEREZ, Ph.D., Director of the School of Psychology
ALEX CASIANO PAGAN, Ph.D., Director of the School of Social Work

Ponce Campus

VILMA COLÓN ACOSTA, Ed.D., Chancellor
VÍCTOR A. FELIBERTY RUBERTÉ, Ph.D., Dean of Academic Affairs
JULIO CÉSAR MUÑOZ GÓMEZ, M.I.B.A., Dean of Administration
MIRIAM MARTÍNEZ CORREA, M.A., Dean of Students
LUCY I. ROSARIO MEDINA, M.Div., Director of University Chaplaincy
KATHERINE RIVERA GONZÁLEZ, D.P.T., Associated Dean of Academic Affairs
MARYANN RODRÍGUEZ SANTIAGO, M.I.B.A., Associate Dean of Administration
ISABEL ROSARIO TORRES, M.A., Executive Secretary of the Academic Senate
HILDA V. STELLA MUNERA, J.D., Executive Assistant to the Chancellor
YINAIRA SANTIAGO ORTIZ, M.I.B.A., Director of Human Resources
GINADY RIVERA RODRÍGUEZ, M.I.B.A., Director of Marketing and Promotion
ANTONIO L. RAMOS COLÓN, M.B.A., Director of Informatics and
Telecommunications
KARINA TORRES VÁZQUEZ, M.L.S. Director of the Information Access Center
MARILYN OLIVERAS HERNÁNDEZ, M.A., Director of the Adult Student Service
Program (AVANCE)
MARÍA M. MUÑOZ DÁVILA, M.B.A., Director of the Resource Center for Excellence
and
Educational Skills (CRECE) and Honor Program
HÉCTOR MARTÍNEZ ECHEVARRÍA, M.Ed., Director of the Professional and
Psychological Counseling Center
CARLOS MARRERO MARRERO, Interim School Director of Academia Ponce
Interamericana.

Registration Services Management

SHERRYL OLIVERAS VILLARONGA, B.S., Interim Manager of Registration
MARÍA DEL C. PÉREZ RODRÍGUEZ, M.A., Registrar
FRANCO L. DÍAZ VEGA, M.B.A., Director of Admissions
BRIAN HERNÁNDEZ SANTIAGO, B.B.A., Bursar
KAREN M. CAQUÍAS CRUZ, M.I.B.A., Financial Aid Director

Academic Services Management

VIVIAN ARMSTRONG IRIZARRY, M.I.B.A., Assistant Dean of the Management of
Academic Services

LISBEL M. CORREA SUÁREZ, Ed.D., Academic Director of Advanced and Graduate Studies
ORLANDO GONZÁLEZ CHÉVERE, Ed.D., Academic Director of Humanistic and Educational Studies
LIDIS L. JUSINO CRUZ, J.D., Academic Director of Social and Behavioral Sciences
EUNICE CORDERO MORALES, D.B.A., Academic Director of Business Administration
YVETTE RIVERA MARTÍNEZ, Ed.D., Academic Director of the Department of Science and Technology
RAQUEL GONZÁLEZ HURTADO, M.S., Academic Director of Health Sciences
HÉCTOR L. FELICIANO TORRES, Ph.D., Director of Online Learning
DILIA I. RODRÍGUEZ BESOSA, M.Ed., Assistant Dean of the InterTec Technical Careers and Continuing Education
HECTOR L. FELICIANO TORRES, Ph.D., Director Online Learning
MARÍA A. VÉLEZ, M.A., Director Technical Certificates

San Germán Campus

VILMA S. MARTÍNEZ TORO, M.S., M.A., Acting Chancellor
ILEANA ORTIZ RIVERA, Ed.D., Acting Dean of Academic Affairs
FRANCES CARABALLO, M.B.A., Dean of Administration
IDALMY RAMOS, M.B.A., Acting Dean of Student Affairs
MARÍA G. MARTÍNEZ, M.A., Manager of Registration and Student Services
EVELYN TORRES, Human Resources Officer
PABLO CARABALLO, M.Div., Director of Chaplaincy and Spiritual Welfare
ROGELIO TORO, M.B.A., Director of Information and Telecommunications Center
CAROLINE AYALA, Ph.D., Director of Strategic Planning, Evaluation and Research
CARLOS MOLINA, M.S., M.B.A., Director of InterAmerican San German School
CARLOS E. IRIZARRY GUZMÁN D.B.A, Director of Graduate School
FRANCISCO J. BARBOSA, B.B.A., Director of Security
MAYRA RODRÍGUEZ, M.L.S., Director of the Information Access Center
MILDRED ORTIZ, M.A., Director of the Technical Studies Center INTERTEC
CELIA GONZÁLEZ, Ph.D., Director of Admissions
BRUNILDA FERRER, B.B.A., Financial Aid Director
MARLYN MERCADO, M.S., Registrar
CARLOS SEGARRA, B.A., Bursar Director
DAISY PÉREZ, M.A., Director of the Professional Counseling Center
GISLEY RODRÍGUEZ MORALES, Director of Promotion, Recruitment and Marketing

Registration Services Management

MARÍA G. MARTÍNEZ, B.A., Manager of Registration Services
MILDRED CAMACHO, M.A., Director of Admissions
ARLEEN SANTANA, M.A., Registrar
BRUNILDA FERRER, B.B.A., Financial Aid Director
CARLOS SEGARRA, B.A., Bursar

Academic Departments of the San German Campus

JANET LEÓN RODRÍGUEZ, M.F.A., Director of the Department of Arts

LINA S. LLANOS VARGAS, Ph.D., Director of the Department of Sciences and Technology

HÉCTOR MERCADO CANDELARIA, M.D., Director of the School of Nursing and Health

Sciences

AILÍN PADILLA GONZÁLEZ, Ph.D., Director of the Department of Entrepreneurial and Management Sciences

MARY LUZ MARTÍNEZ ALDEBOL, Ed.D., Acting Director of the Department of Social Sciences, Education, and Humanities

INGRID CENTENO MARTELL, Ed.D., Director of the Department of Music

PROFESSIONAL SCHOOLS

School of Law

JULIO E FONTANET MALDONADO, Doctor in Law, LL.M., Dean

YANIRA REYES GIL, Ph.D., J.D. Dean of Academic Affairs

JUAN CARLOS HERNÁNDEZ FERNÁNDEZ, M.B.A. , Dean of Administration

IRIS M. CAMACHO MELÉNDEZ, Doctor in Law, J.D., Dean of Students

JOSÉ A. LÓPEZ RODRÍGUEZ, BA , Registrar

RAFAEL RÍOS ROMÁN , M.R.C, Professional Rehabilitation Counselor

ILEANA PIÑERO GONZÁLEZ, M.B.A., Bursar Director

RICARDO J. CRESPO NEVÁREZ, B.B., Financial Aid Director

ÁNGELA R. TORRES ORTIZ, B.A., Admissions Officer

SHEILA GÓMEZ QUIÑONES, M.B.A., Director of Development

LUIS A. BORRI, M.Div., Director/Chaplain of University Chaplaincy Office

CÉSAR A. ALVARADO TORRES, J.D., Associate Dean of Academic Affairs

LIN COLLAZO-CARRO, LLM, Associate Dean of Students

HÉCTOR RUBÉN SÁNCHEZ FERNÁNDEZ, J.D., Director of the Information Access Center

RAFAEL E. RODRÍGUEZ RIVERA, J.D., Director of the Legal Assistance Clinic

EDITH E. PABÓN RODRÍGUEZ, M.S. Executive Assistant, Office of Planning, Evaluation

and Development

PATRICIA OTÓN-OLIVIERI, J.S.D., Director, Academic Support Program, Adjunct Professor

School of Optometry

ANDRÉS PAGÁN, O.D., M.P.H., Dean
ANGEL F. ROMERO, O.D., Dean of Academic Affairs
IRIS R. CABELLO, O.D., Dean of Students Affairs
FRANCISCO RIVERA, M.B.A., Dean of Administration
DAMARIS PAGÁN, O.D., M.P.H., Dean of Clinical Affairs
JULIO R. VARGAS, B.A., M.Div., Ph.D., Director of Chaplaincy Office
JANNETTE ARROYO FERNÁNDEZ, M.B.A, Executive Assistant of the Dean
GLORIANA SALGADO GANDARA, B.A., Executive Assistant of the Dean
JOHANNA NIEVES VILLA, Assessment Officer
SIRIMARIE MARTÍNEZ, M.B.A., Director of Financial Aid and Student Services
WILMA MARRERO, M.S., Library Director
DORIS M. ANTÚNEZ, O.D., Continuing Education Director
JANICE A. MARTÍNEZ, D.B.A., Human Resources Officer
EDUARDO SALICHS, B.A., Bursar Director
LUZ OCASIO, B.B.A., Registrar
EFRAÍN A. COLÓN SANTIAGO, M.Sc, Administrator of Telecommunication and
Information Systems
MELVIN CASILLAS LUGO – Director of Optics

Academic and Administrative Calendars

The following calendar applies with exceptions not relevant to the Orlando Study Center to all University campuses, schools and centers. These calendars are subject to change if extraordinary situations occur. For news concerning any such circumstances and additional information, students must visit www.inter.edu.

SUMMER 2024 (TERM CODE 2024-56)

May 1–June 2	Disbursement Memo
May 1–June 2	Course selection and tuition and all fees payment
June 3	Classes begin
June 3	Late registration and class changes
June 8	Cancellation of courses for students that have not paid tuition and all fees
June 10	Last day for dropping courses (total withdrawal) with 100% of tuition and all fees
June 10	Last day for dropping courses (partial withdrawal) with 50% tuition refund (fees not included)
June 10	Last day for registration changes
June 11	Initial accreditation of aid to students
June 15-16	Checks delivered to students
June 25	Last day to withdraw from individual or all courses with “W” and to report errors in previous term grades
June 29	Last day of class
July 1	Final examinations
July 2	Last day for faculty to enter final grades in the “Interweb Roll book”

FIRST SEMESTER 2024-2025 (TERM CODE 2025-10)

July 3–September 8	Disbursement Memo
March 1– August 15	Course selection and tuition and all fees payment
August 14	Classes begin
August 14-16	Late registration and class changes
August 21	Cancellation of courses for students that have not paid tuition and all fees
August 21	Last day for dropping courses (total withdrawal) with 100% of tuition and all fees
August 25	Last day for dropping courses (partial withdrawal) with 50% tuition refund (fees not included)
September 2	Holiday: Labor Day
September 5	Last day for registration changes
September 6	Initial accreditation of aid to students
September 6	Second accreditation and reimbursement
September 11	Third accreditation and reimbursement
September 19-20	Checks delivered to students
October 14	Holiday: Columbus Day
October 11	Midterm, last day for the faculty to report the removal of incompletes from the previous semester or summer sessions
November 3	Last day to apply for graduation at the end of this semester
November 3	Last day for the administration of Graduated Comprehensive Examination
November 11	Holiday: Veterans' Day
November 28-30	Thanksgiving Recess
December 4	Last day to withdraw from individual or all courses with "W" and to report errors in previous term grades
December 7	Last day of class
December 8	Study period
December 9-14	Final examinations
December 17	Last day for faculty to enter final grades in the "Interweb Roll book"
December 20 - January 7	Christmas Recess

SECOND SEMESTER 2024-2025 (TERM CODE 2025-30)

October 1-February 12	Disbursement Memo
October 1-January 22	Course selection and tuition and all fees payment
January 20	Holiday: Martin Luther King's Birthday
January 21	Classes begin
January 21-23	Late registration and class changes
January 28	Cancellation of courses for students that have not paid tuition and all fees
January 28	Last day for dropping courses (total withdrawal) with 100% of tuition and all fees
February 3	Last day for dropping courses (total withdrawal) with 50% tuition refund (fees not included)
February 8	Last day for faculty to enter AW to the "Interweb Rollbook"
February 8	Last day for registration changes
February 8	Initial award of financial aid to students
February 11	Second accreditation
February 17	Holiday: President's day
February 20-22	Check delivery to students and Direct Deposit
March 15	Midterm. Last day for the faculty to report the removal of incompletes from the previous semester or summer sessions
April 18	Good Friday
April 23	Last day to apply for graduation at the end of the next semester
April 23	Last day for the administration of Graduated Comprehensive Examination
May 9	Last day to withdraw from individual or all courses with "W" and to report errors in the previous term grades
May 9	Last day of class
May 10-11	Study period
May 12-17	Final examinations
May 20	Last day for the faculty to enter final grades in the "Interweb Roll book"
May 26	Holiday: Memorial Day
June 5-18	Graduation ceremonies. These dates are subject to change.

**TRIMESTER I (TERM CODE 2025-13)
August-October 2024**

June 1-August 22	Disbursement Memo
March 1-July 31	Registration
August 1	Classes begin
August 1-7	Late registration and class changes
August 8	Cancellation of courses for students who have not paid tuition and all fees
August 8	Last day to withdraw from individual courses with a refund of 100% of tuition and all fees
August 12	Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
August 22	Last day for faculty to enter AW to the "Interweb Rollbook"
August 23	Last day for registration changes
August 23	Initial accreditation of aid to students
August 24	Second accreditation of financial aid
August 24	Third award of financial aid and reimbursement
August 25-26	Checks delivered to students and Direct Deposit
September 1	Last day for the administration of Graduate Comprehensive Examinations
September 2	Holiday: Labor Day
September 6	Last day for faculty to report the removal of incompletes from previous trimester or summer sessions
September 6	Last day to apply for graduation for next trimester
October 14	Holiday: Columbus Day
October 21	Last day of classes. Last day to withdraw from individual or all courses with "W"
October 24-30	Final examinations
November 1	Last day to enter grades in the "Interweb Roll Book"

TRIMESTER II (TERM CODE 2025-23)
November 2024 - February 2025

September 1-December 1	Disbursement Memo
October 1-November 5	Registration
November 6	Classes begin
November 7-12	Late registration and class changes
November 11	Holiday: Veteran's Day
November 14	Cancellation of courses for students who have not paid tuition and all fees
November 14	Last day to withdraw from individual courses with a refund of 100% of tuition and all fees
November 15	Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
November 23	Last day for faculty to enter the AW to the "Interweb Rollbook"
November 23	Last day for registration changes
November 28-30	Thanksgiving Recess
December 9	Initial accreditation of aid to student
December 12-13	Check Delivery to student & Direct Deposit
December 14	Last day for the administration of Graduated Comprehensive Examinations
December 20	Christmas Recess begins
January 7	Classes continue
January 20	Holiday: Martin Luther King's Birthday
January 21	Last day for faculty to report the removal of incompletes from previous trimester or summer sections
January 21	Last day to apply for graduation for next trimester
February 16	Last day of classes. Last day to withdraw from individual or all courses with "W"
February 17	Holiday: President's day
February 21-27	Final examinations
February 28	Last day the faculty to enter grades to "Interweb Rollbook"

TRIMESTER III (TERM CODE 2025-33)
March-May 2025

January 1-March, 17	Disbursement Memo
February 3-28	Registration
February 17	Holiday: President's day
March 3	Classes begin
March 3-March 5	Late registration and class changes
March 11	Last day for registration changes
March 11	Last day to withdraw from individual courses with a refund of 100% of tuition and all fees
March 13	Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
March 13	Cancellation of courses for students who have not paid registration
March 18	Last day for faculty to enter the AW to the "Interweb Rollbook"
April 18	Good Friday
April 4	Initial accreditation of aid to students
April 4	Second accreditation and reimbursement process
April 5	Check Delivery to Students and Direct Deposit
April 5	Last day for faculty to report the removal of incompletes from previous trimester or summer sessions
April 5	Last day to apply for graduation for next trimester
April 22	Last day for the administration of Graduated Comprehensive Examinations
May 23	Last day of classes. Last day to withdraw from individual or all courses with "W"
May 24-May 30	Final examinations
May 26	Holiday: Memorial Day
May 31	Last day to enter grades to the "Interweb Rollbook"

SUMMER 2025 (TERM CODE 2025-56)

May 1–June 2	Disbursement Memo
May 1–June 2	Course selection and tuition and all fees payment
June 3	Classes begin
June 3	Late registration and class changes
June 8	Cancellation of courses for students that have not paid tuition and all fees
June 10	Last day for dropping courses (total withdrawal) with 100% of tuition and all fees
June 10	Last day for dropping courses (partial withdrawal) with 50% tuition refund (fees not included)
June 10	Last day for registration changes
June 11	Initial accreditation of aid to students
June 15-16	Checks delivered to students
June 25	Last day to withdraw from individual or all courses with “W” and to report errors in previous term grades
June 29	Last day of class
July 1	Final examinations
July 2	Last day for faculty to enter final grades in the “Interweb Roll book”

Tuition, Fees and Other Charges Applicable to the Orlando Cyber Study Center

ADMISSION APPLICATION

All Students \$31.00 with application

TUITION

Masters Degree Courses \$227.00 per credit
 Auditing without credit 50% of regular cost per credit

GENERAL AND OTHER FEES

Fees Applicable to all Campuses

General and Other Fees	Semester	Trimester	Summer Session
General Fee	\$60.00	\$40.00	\$28.00
Center for Access to Information	\$25.00	\$17.00	\$12.00
Technological Infrastructure	\$64.00	\$47.00	\$40.00

OTHER FEES

Applicable to All Campuses

Late Registration	\$50.00 upon registration
Partial or Total Withdrawal from Courses	\$6.00 upon withdrawal
Additions of courses or changes of one course for another	\$6.00 upon change
Deferred Payments Arrangement	\$6.00 upon arrangement
Late Payment of Deferred Payment	5% of total debt when lateness occurs
Late Final Examination	\$19.00 per examination
Removal of Incomplete	\$19.00 upon application per course
Graduation	\$100.00 all degrees
Transcript of Credits	\$6.00 per transcript
Change of Major	\$13.00 with application starting with second change
Bank Returned Checks	\$25.00 each time
Identification Card Replacement	\$7.00 with each request

Applicable to All Campuses

Internship or Practice Teaching	\$19.00 per credit
Proficiency Examinations	50% of regular cost per credit
Portfolio Evaluation	50% of regular cost of a 3 credit course
Laboratories	\$90.00 per hour laboratory
Open Laboratories	\$30.00 per course

CHANGES IN TUITION AND FEES

The University reserves the right to change tuition fees and other charges when:

1. There is an increase in educational and general fees and/or mandatory transfers.
2. Budget projections require a possible increase in these costs.
3. After careful analysis of any particular situation, the University administration determines that such changes are reasonable and justified.

PAYMENTS

The total cost of tuition fees and other charges is payable at the time of registration.

The difference between the total cost of tuition, fees and other charges and the total amount of financial aid a student receives (except aid received under the Federal Work-Study Program) is payable at the time of registration.

Payments may be made by means of money orders, checks drawn to the order of "Inter American University of Puerto Rico" or in cash. Payment may also be made by MasterCard, Visa, American Express or ATM debit cards. In addition, payments may be made through Banco Popular de Puerto Rico at any of its branches, by mail or electronically.

Deferred Payment Arrangements

The University grants students the privilege of a deferred payment for 50% of the total cost of registration per semester or trimester upon signing a promissory note. To be eligible for deferred payment, students must have liquidated any debts from previous academic terms. In no case shall the total amount deferred exceed the balance of the debt after discounting the financial aid benefits or loans.

The chief executive officers of the academic units may, in exceptional cases, increase the percentage of the deferral if it is understood to be beneficial for the Institution after an analysis that indicates, with a reasonable degree of assurance, that the debt will be paid.

No deferred payment will be given for amounts less than \$50.00.

The payment of the deferred total cost of tuition, fees and other charges becomes due seventy-five (75) days after the first day of class in a semester calendar. The deferred payment under a trimester or bimester calendar becomes due thirty (30) days after the first day of class. The deferred amount for semesters is due in a maximum of three equal installments, and in the case of trimesters and bimesters in one payment at the end of thirty (30) days of the deferral.

The award of a deferred payment carries a fee to cover part of the administrative expenses of this service. There will be a charge of 5% on an installment that is not paid by its due date.

It is the responsibility of each student to know when payments are due and make arrangements accordingly.

Students who do not meet their financial commitments by the due date may be suspended and will not receive a grade in courses in which they have enrolled. Students who have not met their financial commitment will lose their rights to receive University service until their debts are removed in accordance with the Federal, Puerto Rico, and Florida regulations.

THERE IS NO DEFERRED PAYMENT PLAN DURING THE SUMMER SESSIONS except by authorization of the Vice-President for Financial Affairs, Administration and Services. This deferred amount must be paid within thirty (30) days from the last day of classes of the summer session in which the aid was awarded.

Debts for other Reasons

When students or former students of the University are in debt to the University for any cause other than that of a deferred payment as explained in the Catalog, independently of any payment plan granted or any collection procedure that may be initiated or has been initiated, they lose their rights to receive University services until the debt is paid in full.

Students transferred from another educational institution who have debts with any of the federal financial aid programs will not be eligible for financial aid at this University.

ADJUSTMENTS AND REIMBURSEMENTS

Withdrawals

Per Semester and Trimester:

100% return of Tuition and Fees during the first week of class.

50% return of Tuition and Fees during the second week of class.

THERE WILL BE NO RETURN OF FUNDS AFTER THE SECOND WEEK OF CLASS

Per Summer Session:

100% return of Tuition and Fees during the first, second or by the third day of class.

50% return of Tuition and Fees during the third and fourth day of class.

THERE WILL BE NO RETURN OF FUNDS AFTER THE FOURTH DAY OF CLASS

These adjustments will apply to students that pay the total cost of registration in cash.

Institutional Policies and Procedures of Return of Funds Applicable to Students with a Total Withdrawal

The Policy for Return of Funds is applicable to all students who pay their registration in cash, with financial aid from Title IV Programs, or from other state or institutional programs or from health allied programs or with any other payment method and who officially withdraw from all courses, stop attending class, never attended class or are expelled from the University.

Return of Funds to Title IV Programs

Students who officially withdraw: To determine the applicable percentage the last date of withdrawal up to 60% of the term.

Students who stop attending class: The Policy for Return of Funds will be applied up to 60% of the term with a refund equivalent to 50% of the assigned funds.

Students who never attended class: One hundred percent (100%) will be refunded.

Return of Funds to State or Institutional Programs, Health Allied Programs or for Payments made in Cash or any other Method of Payment

For students who officially withdraw from all courses, stop attending class or never attended class, the return of funds previously accredited will be as follows:

Per Semester and Trimester:

100% return of funds during the first week of class.
50% return of funds during the second week of class.

THERE WILL BE NO RETURN OF FUNDS AFTER THE SECOND WEEK OF CLASS

Per Summer Session:

100% return of Tuition and Fees during the first, second or by the third day of class.
50% return of funds during the third and fourth day of class.

THERE WILL BE NO RETURN OF FUNDS AFTER THE FOURTH DAY OF CLASS

Students who pay with financial aid will be responsible for the difference resulting between registration costs and the financial aid award. In case a balance remains, this will be returned to the student.

THE UNIVERSITY AGREES TO REFUND ALL TUITION AND FEES IF THE STUDENT WITHDRAWS DURING THE FIRST WEEK OF CLASS OF A SEMESTER OR TRIMESTER ACADEMIC TERM OR FIRST, SECOND OR BY THE THIRD DAY OF THE SUMMER ACADEMIC TERM.

ALL REFUNDS WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL.

General Information

History of the University

Inter American University of Puerto Rico is a private institution with a Christian heritage and an ecumenical tradition. It is a non-profit organization that provides college instruction to youth of both sexes. It was originally founded in 1912 as the Polytechnic Institute of Puerto Rico by the Reverend J. William Harris and offered elementary and secondary education on the land occupied today by the San Germán Campus. The first college level courses were started in 1921. In 1927, the first group of students graduated with Bachelor's Degrees. In 1944, the Institution was accredited by the Middle States Association of Colleges and Schools. It was the first four-year liberal arts college to be so accredited outside the continental limits of the United States. This accreditation has been maintained since. Approved for the training of students under the various GI Bill® programs. The programs of the University are authorized by the Council on Higher Education of the Commonwealth of Puerto Rico and by the Commonwealth's Department of Education, which certifies teachers for the public school system of Puerto Rico. Inter American University's School of Law is accredited by the American Bar Association and the School of Optometry, inaugurated in 1981, by the Council on Optometric Education. In March 1982, the first doctoral program was initiated.

Inter American University is the largest private university in Puerto Rico. Enrollment, in recent years, has been maintained at approximately 43,000 students. At the present time, about 21 percent of all the Island's college students and 35 percent of the students who go to the Island's private colleges attend Inter American University. Inter American University's tradition of public service, the geographical location of its instructional units and its continuing attention to student needs make it especially attractive and accessible to students

Governance

The highest governing body of Inter American University is a self-perpetuating Board of Trustees, whose members are elected by the Board itself without any outside intervention or tutelage of any kind.

The President is the chief executive and academic officer of the Institution. The Managerial Systemic Council is composed of the President of the University, Vice-Presidents, Chancellors, the Deans of the Schools of Law and Optometry, an Executive Secretary appointed by the President, the Executive Director of the Information System, the Director of the Office of the Juridical Advisor and the Director of the Office of Evaluation and Systemic Research. In addition, when affairs relevant to their functions are being considered by the Council, the following persons will attend as advisors: the President of the University Council, the Director of the Human Resources Office, the Director of the Office of Promotion and Recruitment and the Director of Planning and Systemic Development of Physical Plant.

Subject to the approval of the President of the University and of the Board of Trustees, the faculties of the School of Law and of the School of Optometry are responsible for their own academic programs and standards. Nevertheless, in all other respects, these professional schools are also subject to university-wide policies, norms and procedures.

The Academic Senates of the instructional units and the University Council, heirs of the Academic Senate created in 1966, and succeeded by the University Senate in 1973, are primarily concerned with the academic well being of the University through the process of academic articulation among the Campuses. The Academic Senates establish academic norms subject to the ratification of the University Council and the concurrence of the President. Both bodies formulate recommendations on affairs related to educational, administrative and research policy.

Academic Degrees

Inter American University offers various graduate degree programs licensed by the Florida Department of Education's Commission for Independent Education at the Orlando Cyber Study Center through the University's Barranquitas Campus, Fajardo Campus, Guayama Campus, Metropolitan Campus and San German Campus located in Puerto Rico. Although students enrolled in these programs will receive their distance learning instruction primarily in Spanish in Orlando at the Cyber Study Center and at home, they will be deemed regular students of and enrolled in one of these campuses. The graduate programs offered at the Orlando Cyber Study Center include a Master of Science (M.S.) in Computer Science, Master of Science (M.S.) in Computer Science with Specialization in Networks and Security, Master in Arts (M.A.) in Educational Management and Leadership, Master in Arts (M.A.) in Educational Computing, Master in Arts (M.A.) in Criminal Justice and the Master in Business Administration (M.B.A.) (Accounting, Finance, Managerial Information Systems and General). These degree programs are presently the exclusive ones offered at the Orlando Cyber Study Center, notwithstanding that the Inter American University offers other pre-university, undergraduate, graduate, and professional academic programs leading to Associate's, Bachelor's and Master's degrees in Puerto Rico end elsewhere.

Vision

Inter American University of Puerto Rico is a top quality higher education institution in pursuit of academic excellence, with emphasis on the formation of people with democratic and ethical values, framed in an ecumenical Christian context.

Goals of the University

The University faculty and the administration strive to achieve the following institutional goals:

1. To provide and maintain a positive atmosphere in the university community that will foster intellectual, social, and moral development based on the fundamental values of Christianity.
2. To promote a liberal education that will lead to the development of an educated person, well-versed in the different fields of human knowledge through the development of critical thinking, moral and civic responsibility, skills in social

- integration, scientific and mathematical knowledge and a sensibility for the arts that enhance a full life.
3. To succeed in having the student become functionally proficient in the use of Spanish or English and in developing an acceptable level of competency in the other language.
 4. To stimulate student understanding and appreciation of Puerto Rico's cultural heritage, its origins, development, contributions and relations with the Caribbean, the Americas and the rest of the world and to foster the commitment to preserve it.
 5. To offer a non-proselytizing cultural, ecumenical and moral religious education to increase student awareness of the place of religion in all civilizations and their understanding of its relationship to other disciplines.
 6. To offer a variety of programs and services at the undergraduate, graduate, occupational and professional level in accordance with the changing necessities of the student population and of society in its global context.
 7. To foster the ongoing growth and commitment of the faculty in the application of teaching methods, in the mastery of the subject matter and in their personal and professional development.
 8. To foster the continuous development and improvement of the support personnel of the teaching process.
 9. To succeed in having the support programs for the faculty and student services and activities work in harmony with the academic program so as to enhance the total education of the student.
 10. To achieve constant progress, properly planned, in the field of new technology in support of the academic program, educational strategy, teaching, student services and administration.
 11. To stimulate research and creativity in the entire academic community to enrich the Institution's educational endeavors, to increase human understanding of the environment and of the world and to generate new knowledge and technology.
 12. To create an awareness of the social, cultural, economic, environmental, and political problems that confront Puerto Rican society and to stimulate the search for solutions to these problems by defining and discussing them.
 13. To promote maximum coordination and cooperation with educational institutions, professional agencies and institutions in Puerto Rico and abroad that foster educational improvement at all levels.
 14. To stimulate the members of the communities the Institution serves to recognize the value of continuing personal and professional development through a variety of University programs that will enrich their lives and increase their knowledge.
 15. To assume a leadership role in promoting the cultural and social enrichment and the prosperity of the communities the Institution serves.
 16. To develop an educational philosophy based on education for peace.

Religious Life Policy

Inter American University of Puerto Rico is an ecumenically oriented institution, but does not adhere to any one particular theology or ecclesiastical Body. Founded by Dr. John William Harris, a minister of the Presbyterian Church, Inter American University maintains a historic, friendly and enriching association with that communion as well as with other Christian groups in accordance with its ecumenical spirit.

Inter American University of Puerto Rico is a community of higher education dedicated to a comprehensive search for truth within an environment of responsible freedom and through the encouragement of a mature academic life which guarantees true freedom of investigation. Within this context, religion is studied in the University as an academic discipline designed to engage in fruitful dialog with other university disciplines.

In affirming its commitment to the Christian ecumenical ideal, the University dedicates itself to the renewal and reaffirmation not only of its own Christian heritage, but also the culture within which it is situated and which it serves. This does not oblige the acceptance of all the details of our Christian past nor of all the elements of modern Christianity. Nevertheless, the University has fostered and will continue to foster the convergence of all Christians in the one faith centered about the person of Jesus Christ as He is made known to us in the apostolic tradition of the Scriptures as the One whom Christians regard as decisive, definite and normative in man's relations with God and his fellow men and society. The University affirms its conviction that to be a Christian today implies, on the one hand, knowledge of and obedience to the Gospel and, on the other hand, identification with the universal church by means of an individual commitment to a particular Christian communion.

The ecumenical posture of the University involves openness to society, science, technology and a plurality of faiths; it involves an integral education of each individual so he or she may exercise a vocation within his or her community in a responsible and productive way; it involves a commitment to serve though not to dominate society; and it involves the development of friendliness, fellowship and understanding to bridge human barriers.

The University promotes the following Christian-ecumenical principles and values:

WE BELIEVE IN GOD AS A SUPREME BEING

God is the Supreme Being who created all that exists. His power and presence are revealed in the person of his Son Jesus, the Savior, and in the Holy Spirit, that guides the community of faith.

WE BELIEVE IN JESUS

We accept that the apostolic tradition of the Scriptures recognizes and accepts Jesus as decisive, definite and normative for humans' relations with God, their fellow men, family and society. Since He is the Savior and Mediator of Humanity, it is our commitment to continue fostering the convergence of all Christians through the one faith around the person of Jesus.

WE BELIEVE IN LIFE

We affirm that life is a gift of God. We urge that all human beings value their life so they may be able to give their best to the country, family and society. We promote the preservation of life, and therefore promote a Christian consciousness in education.

WE BELIEVE IN THE FAMILY

We believe that the family is the essential social nucleus where the initial values that shape the person are developed. We commit ourselves to reinforce these values, from their Biblical foundation, to help each human being to achieve the complete life and extend it to others.

WE BELIEVE IN SERVICE

We affirm our ecumenical Christian ideal and devote our efforts to renew and reaffirm service to our country, society, family and fellow men.

WE BELIEVE IN THE IDENTITY OF THE CHRISTIAN COMMUNITY OF FAITH

We affirm that the conviction of being Christian implies knowledge of and obedience to the Word of God and, also, identification and commitment to the Church and to the person's particular Christian community.

WE BELIEVE IN INTEGRAL EDUCATION

Our Christian ecumenical position provides openness to society, science and technology, with an integral mentality, an attitude of respect and a moral conduct in harmony with our values.

We promote the integral education of each person for carrying out his vocation in a responsible way and with moral conduct to improve the community.

We are a community of higher education in an integral search of the truth, within an environment of freedom, through the encouragement of a mature academic life that guarantees the true freedom of investigation.

WE BELIEVE IN SERVING OUR FELLOW MEN

We believe that to be Christian it is to have and show a commitment to serve others based on love and not on the dominion of society, but rather on promoting friendship, solidarity, tolerance and understanding to bridge human barrier.

WE BELIEVE IN THE STUDY OF THE CHRISTIAN RELIGION

We promote the study of the Christian religion as an academic discipline in which a fruitful dialog with the other academic disciplines is maintained.

We will continue to strengthen the development of the religion studies program by providing All students the opportunity to acquire an understanding of the Christian faith and its implications for our culture.

To achieve this, Inter American University of Puerto Rico will continue and strengthen the development of its programs of religious studies and will provide to all its students an opportunity to understand the Christian faith and its implications for our culture; the University will furnish information about the most important aspects of the world's major religions to its students and will encourage them to appreciate these religions within their historic, theological and philosophic context. In this way, the search for faith and for the means to humanize mankind may be seen as a relevant option in a world striving for greater understanding and happiness.

The commitment of Inter American University to its Christian Heritage, as well as to its academic mission, will manifest itself through the development of an ecumenical program of religious life.

In accordance with this basic religious philosophy for the academic study of religion and for the development of religious activities, Inter American University, by its act and works, will:

1. Encourage the expression of the Christian principles set forth here,
2. Require the academic study of fundamentals of the Christian faith,
3. Require each instructional unit to establish an Office of Religious Life, which will serve the entire University community.

University Anti-hazing Policy

Inter American University of Puerto Rico is committed to promoting a safe and healthy environment for its students, faculty, staff and visitors. In addition, it is dedicated to promoting an environment that fosters respect for the dignity and rights of the entire University community and the community in general. In harmony with this vision, the University hereby establishes the following anti-hazing policy for its Cyber Study Center located in Orlando, Florida to ensure that the search for knowledge can be carried out in the Center with the highest standards of integrity, free from conduct that could result in harm to any individual of the internal or external communities.

Inter American University will not tolerate hazing activities by any individual, group, team, or recognized student organization. The subjecting of any person to and/or encouraging any person to commit an act that violates human dignity, the General Student Regulations, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

The University will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy. The internal sanctions or remedial actions imposed on offenders will be those established in the policy and will be appropriate to the circumstances. For more information, call the Orlando Cyber Study Center at 407-218-4164.

As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition, Inter American University defines hazing to include any action that intentionally or recklessly causes or poses a substantial risk of harm to the mental or physical health or safety of one or more persons.

Pursuant to s. 1006.63(2), Florida Statutes, a person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes , when he or she intentionally or recklessly commits any act of hazing as defined above upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

Pursuant to s. 1006.63(3), Florida Statutes, a person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes , when he or she intentionally or recklessly commits any act of hazing as defined above upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

To make a report of hazing, or to determine whether a proposed activity constitutes or will constitute hazing, contact the Cyber Study Center at 407-218-4164.

Associations

Inter American University is member of the following professional organizations:

- American Council on Education (ACE)
- American Institute of Certified Public Accountants (AICPA)
- Asociación de Colegios y Universidades Privadas de Puerto Rico (ACUP)
- Asociación de Industriales de Puerto Rico
- Association of American Colleges and Universities (AACU)
- Association of Governing Boards of Universities and Colleges (AGB)
- Association of Presbyterian College and Universities (APCU)
- Broadcast Music, Inc.(BMI)
- College Board
- Council of Graduate Schools (CGS)
- Hispanic Association of Colleges and Universities (HACU)
- Hispanic Educational Telecommunications System (HETS)
- National Association of College and University Attorneys (NACUA)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Student Financial Aid Administrators (NASFAA)
- Inter-American Organization for Higher Education
- Florida Association of Postsecondary Schools and Colleges (FAPSC)

Service Members Opportunity College (SOC)

The University participates in the network of colleges and universities in the United States and abroad known as Service members Opportunity College (SOC). Member institutions are open to men and women on active duty in any of the military services and to their dependents. Information regarding the SOC program at Inter American University may be obtained from the Registrar Office.

Educational Resources

The University stresses the importance of developing educational resources that complement the teaching function. As a result, several programs have been implemented to integrate the latest technological advances to the University's educational services.

Information Access Center (Library)

Each academic unit has an adequately staffed and equipped Information Access Center. These Centers are organized to function as a coordinated system. An on-line catalog provides access to all University bibliographical resources, as well as audiovisual and electronic resources that are made available for computer based research.

The Centers provide remote access to electronic databases through the Internet to students, faculty and administrators of the University. The system collection contains more than one million volumes of printed, audiovisual and electronic resources.

Publications

Inter American University has a variety of publications to facilitate communication within the University community, with alumni and with other academicians and academic communities.

Interamericana is the official publication of Inter American University. It is published four times a year and its approximately 30,000 copies are distributed to students, faculty, administration, alumni and friends of the Institution. This publication covers activities from all instructional units and features special interviews and current events affecting education or the development of the Institution, as well as general information regarding the faculty and administration.

Videoenlace Interactivo is a publication of the Vice-Presidency for Academic and Student Affairs and Systemic Planning. Its objective is to share the experiences of professors and students in the field of distance learning. It serves as a forum for dialog and the exchange of ideas in the use of technology in the educational process.

The *Law Review*, edited by students, is the official publication of the School of Law. Its articles are written by professors and students from the School of Law, judges and practicing lawyers. Because of the careful selection of its articles, the *Law Review* of Inter American University's School of Law is highly esteemed in the field of law.

Homines is published by the Metropolitan Campus. It contains critical analyses of current thoughts and events relevant to national and international affairs in the vast field of the social sciences. It is published twice a year.

Prisma is published annually by the Arecibo Campus. It has an interdisciplinary focus for the purpose of fomenting research and literary creativity in the University community. Essays, critiques, poems and short stories are published.

Surisla is published annually by the Ponce Campus. It transmits the literary works of the University community, as well as the extramural contributions through an interdisciplinary focus.

Alumni Association

The Alumni Association Poly-Inter is an organization of graduates and former students who attended Inter American University or Polytechnic Institute. The Association keeps its members informed of University activities and involves them in its development. The Association is governed by a Board of Directors composed of 29 members, nine of which correspond to the alumni chapters of the different campuses and two members to the professional schools. In addition, the Association is represented on the Board of Trustees

of the University by an Alumni Trustee. Each year the Alumni Association holds two primary activities: the celebration of Founders Day and the honoring of distinguished alumni.

Description of the Orlando Cyber Study Center

The Cyber Study Center's floor plan consists of a total of 4,356 square feet of learning space at the Village in Hunter Creek in Orlando, 3,120 square feet located on 13574 Village Park Drive, Suite 150 serve as the main location and 1,236 square feet located on 13526 Village Park Drive, Suite 222 are used as auxiliary classroom space. Students enter the Center through the reception area and then proceed to the orientation and enrollment section, which consist of four study areas where assistance can be provided and questions answered. There are three classroom areas one of them can accommodate 35 students and two of them 30 students. There are also an additional study area located toward the rear of the Center where students can study. All administrative offices are included on the Center main location. The auxiliary classroom space includes a small library which compliments students' on-line course studies and resources and a proctored exam area that is equipped with 8 computers and a classroom space that is equipped which 15 computers. A nine person seminar/conference room outfitted with a video conferencing room is available where students will have the ability to conduct meetings and virtual classroom interaction with their online instructors. All areas include wireless internet access.

Accreditation

Middle States Association of Colleges and Schools accredits Inter American University of Puerto Rico including its nine undergraduate and graduate campuses located in Puerto Rico in the cities of Aguadilla, Arecibo, Barranquitas, Bayamon, Fajardo, Guayama, Ponce, San Juan (Metropolitan Campus) and San German, as well as (The University School of Law and School of Optometry) located in Puerto Rico. Middle States also recognizes the Cyber Study Center located in Orlando, Florida as an other instructional site for all the undergraduate and graduate campuses that offer degree programs through it (including all but Bayamon Campus). Students enrolled through the Center in one campus may take select classes offered by other campuses at the Center.

Academic Information

Distance Learning

Inter American University of Puerto Rico recognizes that technology and information systems are essential in the transformation of experiences that promote learning. Likewise, they are strategic components of the institutional infrastructure for supporting academic development and facilitating management. In harmony with Vision 2012, Inter American University is moving toward the transformation of the teaching and learning processes by developing new educational emphases through the incorporation of technology. Students will assume more responsibility for their learning, the faculty will become facilitating agents and the curriculum will be made more flexible with multiple modalities.

In this way, the Institution increases the extent of its academic programs, maximizes its resources, reaches beyond the limits of the traditional classroom and promotes and provides new alternatives for continuous education.

Distance learning is conceived as a formal educational process in which the major part of the instruction occurs in Spanish when the student and the instructor are not in the same place at the same time. This is a planned experience in which the variety of synchronic and asynchronic technologies such as Internet, videoconferences, interactive videoconferences in audio and in video, and other modalities are used to promote learning when the student is at a different location from that of the professor. These experiences are designed to stimulate interaction and verification of learning.

Objectives of Distance Learning

1. To utilize technology as an instrument to increase and strengthen the University mission in its global context.
2. To develop new approaches, so that students may assume greater responsibility for their learning and faculty may become better facilitating agents of the learning process.
3. To share and maximize academic programs and institutional resources beyond the limits of the Campuses.
4. To promote equal opportunity for information access beyond the limits of time and space.
5. To increase the student population to which Inter American University offers academic programs.
6. To facilitate the establishment of collaborative agreements and consortia with other educational institutions in and outside Puerto Rico with the purpose of strengthening and sharing academic offerings.
7. To strengthen and enrich developmental and professional programs.
8. To meet the particular needs of students with disabilities.
9. To meet the multiple needs of a heterogeneous student population.
10. To meet the particular needs of the adult population.
11. To extend institutional services beyond geographic frontiers.

Technologies and Media Used in Distance Learning

Distance learning uses diverse technologies for the transmission of video, voice and data; thus, making possible a teaching and learning process beyond the limits of time and space. There are a variety of courses using these technologies as the basis for the learning experience; for example, interactive video conference courses, televised courses, radio courses, online courses, courses recorded on CD-ROM, desktop conferencing and courses on the Internet. All courses differ in the means used to achieve teaching objectives, the teaching process for promoting the development of concepts and skills, the degree of interaction between faculty-student and student-student, and the assessment and certification of learning.

Inter American University has incorporated various technologies and media into its teaching and learning process. These include interactive videoconference, courses on-line, and Internet courses.

Proctored Evaluations

Proctored evaluations are the evaluations administered by authorized personnel other than the course professor in the distance learning modality. The evaluations are administered in a locality accessible to the student. Each campus will establish the rules and procedures for the administration of proctored evaluations in distance courses.

Interactive Videoconference

Interactive videoconference courses are courses offered by the synchronic modality involving interactive transmission of video, voice and data. The course originates in one place with participating students in remote localities. The faculty-student and student-student interaction occurs in a simultaneous or synchronic manner. The instructor may make use of electronic presentations and other computerized materials, as well as segments of video and other educational materials. This implies previous and extensive planning and development of such materials. In addition, the prior sending of materials for each session by means of fax, web, or e-mail is required. Also, the presence of a facilitator or official in charge of the discipline (for example, a teaching assistant or graduate student in an internship) and compatible videoconference equipment are required at the remote sites.

Courses on Line

Courses on-line are offered through the World Wide Web. Students have computers with access to the Internet where they will receive materials and send their assignments and other work. The communication and interactivity between faculty-student and student-student is attained primarily through Internet, e-mail, discussion forums and chats in Spanish. This modality requires the development of all materials and their inclusion in a Web server prior to the initiation of the course offering. If students desire to access the courses from outside the University, the Institution guarantees them remote access to information resources from the Cyber Study Center, but students are responsible for having their own computers to gain access from home.

Internet Courses

Internet courses are online asynchronous courses, meaning students are not required to attend at a set time, but rather at their convenience may access pre-recorded lectures and digital curriculum materials. The communication and interactivity between students and other students or faculty is primarily via e-mail, discussion boards, social networking and collaborative documents at a time of the student's choosing. Faculty must respond to students within 48 hours. Students must have personal computers with access to the Internet to communicate with the instructor or visit the Cyber Study Center to use computers available to students there on a first-come, first-served basis during regular business hours.

In summary, the combination of media and technology and their complementary use in the traditional classroom promise to enrich learning experiences at the University.

Combined Study Courses

Combined study courses are courses in which the student combines the modalities of class attendance and study on-line. The combined study modality offers students the opportunity to take fifty percent of the teaching-learning process through direct contact (faculty-students) and fifty percent of this process through the World Wide Web in each academic term. Each student has access to a computer with connection to the Internet, where the student receives the materials and sends the assignments and other class work. The communication and interaction (faculty-students) take place primarily in the class attendance sessions. For this reason, class attendance is fundamental and obligatory in order to give continuity to the works assigned on the Web.

Service of the Registrar

The Office of the Registrar is responsible for registration, maintenance of all official academic records of students, the issuance of transcripts and certification of studies and certification that students have met graduation requirements. The Office of the Registrar also issues study certification upon student request. There is an Office of the Registrar at each campus of the University. Students at the Cyber Study Center may fill out forms requesting services of the Registrar at one of house Campuses through the Internet.

Registration and Program Changes

Students will register on the day and hour designated for this purpose. After registration, students will be able to make changes to their class programs during the period specified in the Academic Calendar.

1. Program modifications during the period of changes: To add or drop a course or change a course section during the period of change designated on the Academic Calendar, students should complete a change-of-program form or submit their petition for a change through electronic media. This should be presented or sent to the Office of the Registrar to be officially processed.
2. Dropping courses: After the period of program change has ended, a student will be able to drop one or more courses (partial withdrawal or total withdrawal). For partial withdrawal, the student will first consult the professor of the course and will present a completed partial withdrawal form to the Registrar's Office. For total withdrawal from the University, please consult the section "Withdrawal from the University" of this Catalog. Students may drop a class or completely withdraw from the University until the last day of class as established in the Academic Calendar.
3. When a student stops attending a course, and does not qualify for the grade of "Incomplete" or "F," the professor will enter the symbol **UW** in the column "Grade," and will indicate the student's last date of class attendance or the student's last activity related to the course in the column "Last Attend Date", following the format of the BANNER System: DD/MON/YYYY (day, month, year).
4. Students who never participated in the class will receive the administrative symbol **AW**.

University Policy Regarding Student and Alumni Academic Records

The University, in compliance with state and federal law, the "Family Educational Rights and Privacy Act" (FERPA) (20 U.S.C. s.1232g), provides students and alumni access to their academic files, the right to request that the information contained in those files be amended, and the right to exercise certain controls over the disclosure of academic information.

1. Students and alumni have the right to inspect and review their academic files. They may request this in writing to the file custodian and indicate the file they wish to review. The file custodian will make the necessary arrangements so that the student or alumni may review the files within a period of time no greater than 45 days from the date in which the student or alumni presented the written request. If the person receiving the request from the student or alumni does not have the file, this person will indicate the correct place for the request to be presented.
2. Students and alumni have the right to request that incorrect information contained in their academic files be corrected. Interested students or alumni must present a written request to the University official in charge of the file, indicate the part of the file to be corrected and explain the mistake. If the University decides not to correct the file, the student or alumni will be notified of this decision in writing and the person will be informed of the right to request an informal hearing.
3. Students or alumni have the right to prevent the University from disclosing personal information found in the academic files, except in those cases where FERPA authorizes disclosure. These cases include the following:
 - a. Disclosure of information to Institution officials. Institutional officials are taken to mean administrative or teaching employees, persons contacted by the University, members of the Board of Trustees and student members of special committees.
 - b. Disclosure of Directory information. The University has designated the following data as Directory information: student or alumni name, address, major and year of study. Students and alumni have the right to prevent the University from disclosing Directory information to third parties. The disclosure to third parties includes the release of information to the Armed Forces. If students or alumni wish to prevent their information from being disclosed to the United States Armed Forces, it is necessary that they express their desire that no information be disclosed to third parties. To prevent information from being disclosed to third parties, it is necessary that students or alumni submit their request to this effect, in writing, to the Office of the Registrar of their academic unit. In order for the request to be effective for the academic year, it is important that students submit the request in or on September 1st of that year.

- c. Information to other universities. The University will release student or alumni information to those universities to which they request admission.
- d. Exceptional circumstances. The University will disclose student or alumni information if they are economically dependent upon their parents. The University assumes undergraduate students are economically dependent upon their parents; therefore, in some cases it may disclose information without the consent of the student or alumni to parents that request it. Undergraduate students who are not economically dependent upon their parents must present this evidence to the Office of the Registrar to prevent information from being released to their parents. Information on graduate students or alumni will not be given to parents without their consent.
- e. Emergency cases. These are cases in which the health or security of a student, alumni or other person is in danger.
- f. Immigration and Naturalization Service. The University is obliged to give information to Immigration Service regarding certain foreign students or alumni.

If students or alumni believe that the University has not complied with these obligations, they have the right to file a complaint with the Department of Education, Family Policy Compliance Officer, 400 Maryland Avenue SW, Washington D.C. 20202-4605.

Student Records

At the end of each academic term, the Registrars will mail grade reports to their respective students. Students who believe there are errors in these reports should notify the appropriate Registrar, in writing. The deadline to submit these claims is the date established for the removal of grades of “Incomplete” in the following academic term of the same type. A student who does not receive a grade report should contact the corresponding Office of the Registrar.

Upon completion of the degree, the academic transcript will indicate the degree and the major and minor concentrations as certified by the Council on Higher Education.

Diplomas

Diplomas must be claimed by graduates at the Office of the Registrar no later than one year following graduation. The University will not be responsible for diplomas after that date.

Change of Address

When students register, they are required to file their mailing address with the Office of the Registrar. Changes of address should be reported immediately to the Registrar. If this address is not kept up-to-date, the University will not be responsible for notifications sent to the student.

Any notice, official or otherwise, mailed to a student’s address as it appears on the records shall be deemed sufficient notice.

Class Attendance

Meeting the requirements established for courses offered by non-traditional modalities are essential elements of the educational process. In the same manner, the fulfillment of requirements is compulsory for all courses offered by non-traditional modalities. Students are responsible for completing course requirements as stipulated in the course syllabus.

Students, who have not participated in any academically-related activities as defined in the course syllabus during the two weeks of the academic semester or its equivalent, will be dropped administratively from the course. This includes courses offered through nontraditional modalities. The instructor, “after receiving the class lists”, will submit, in writing, the names of all such students to the Office of the Registrar through the Department Chairperson. For administrative purposes, these administrative drops will be considered equal to withdrawals for which the student has applied, as established in the Adjustments and Reimbursements Section.

Also, Inter American University requires its faculty to report in the electronic register the last day of participation in course activities of those students who dropped class without having withdrawn officially from the University. The administrative action symbol UW will be used to identify these students.

The last date of class attendance to an academically-related activity will be used to determine the applicable refund for students who withdraw unofficially. This arrangement is established in harmony with University regulations.

The last date of class attendance will be used to determine the applicable refund for students who stop attending class without officially withdrawing. This arrangement is established in harmony with University regulations.

Withdrawal from the University

Students wishing to withdraw from the University may report this to the Executive Director of the Cyber Study Center, a professional advisor, or the person designated by the Chief Executive Office of the academic unit in which the student is enrolled. Students will have to communicate by means of e-mail, to inform their decision to totally withdraw from the University. They will have to indicate their student number, their complete name and the academic term from which they wish to withdraw. The person designated will fill out the form with the information provided by the student and will submit it, along with the copy of the received e-mail, to the Management of Registration Services office. The date of effectiveness of the total withdrawal will be the date on which the student sent the e-mail. When a student withdraws, the criteria that will be used for determining grades are outlined in the section “Registration and Program Changes.”. The University refund policy for students that withdrawal is outlined in the section “Adjustments and Reimbursements”.

Discontinuation of Academic Offerings

The University is committed to the renewal of its academic offerings, which includes the expansion, review, modification or discontinuation of academic programs offerings authorized by the Council on Higher Education of Puerto Rico and Florida Commission for Independent Education. In case any academic unit of the University decides not to

continue offering some academic program or in the event of a licensure or accreditation problem, students will have options available to them to complete the degree requirements. Courses on-line, study by contract, independent study tutoring or other nontraditional modalities may be among the options.

Withdrawal of a Course from the Schedule

The University will make every reasonable effort to offer courses as announced, but it reserves the right to withdraw a course from the schedule when necessary.

Course Codification System

The course codification system (AAAA-9999) consists of a four letter alphabetical section that identifies the discipline, and a four digit numerical that identifies the course level, the course itself and the course sequence if such exists.

The first digit (9999) indicates the level of complexity of the course. This is closely associated with the year of university studies in which students would normally take the course. The numbers from 5 to 6 are used to identify the course level as follows on the first digit:

- 5 - Foundation or introductory courses at the Master's level. (5000 level course)
- 6 - Advanced Master's Degree courses. (6000 level course)

The numerical second and third digits (9999) are used to identify courses within the same level.

The numerical fourth digit (9999) indicates the course sequence of two courses within the same level. Sequence is indicated by the number 1 and 2 on the fourth digit. This sequence is different on Special Topics courses where the fourth digit (9999) on the course code is between 1 and 9, depending on the amount of sections programmed during the academic term. The number 1 is used for the first programmed section, number 2 for the second section and so on.

a. Master's Degree

1. The combination 597 is used to identify Special Topics in all disciplines.
2. The combination 691 is used to identify supervised practicums or internships.
3. The combination 697 is used to identify Seminars whose titles are not specified in the catalog.
4. The combination 699 is used to identify the Thesis in all disciplines.

Course Load

The University uses semester credit hour. One credit hour is awarded for every 15 class hours per academic session.

A normal course load of a regular graduate student is from eight (8) to twelve (12) credits per semester or be registered in a thesis or dissertation course. In order to take more than twelve (12) credits; students must have special permission recommended by the appropriate Department Chairperson and the approval of the Dean of Studies.

In the case of a trimester program a normal course load is from six (6) to nine (9) credits or be registered in a thesis or dissertation course. In order to take more than nine (9) credits; students must have special permission recommended by the appropriate Department Chairperson and the approval of the Dean of Studies.

Students are classified as fulltime or part-time according to the number of credits they are enrolled in. Under the semester, trimester and bimester calendars these classifications are as follows:

- Fulltime - six or more credits
- Three-fourth-time - from four to five credits
- Half-time - from two to three credits
- Less than half-time - one credit

A "semester credit hour" is "a unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects."

Thesis or dissertation courses will be considered as a full-time academic load.

Repeating Courses

Students will have the right to repeat courses when not satisfied with their grades. In case a course is no longer offered at the University, it will be substituted with the new course created in the curricular revision or with an equivalent course approved by the Vice-President for Academic and Student Affairs and Systemic Planning. The highest grade and its corresponding credits will remain on the student's transcript and lower grades will be changed to an "R" (repeated) course. When students repeat a course and obtain the same grade as in the previous term, the grade of the most recent term will appear on the transcript. The administration action symbol "R" and its corresponding credits will not be considered in determining if a student has satisfied the graduation requirements. Courses repeated after graduation are not considered in the computation of the graduation grade point index.

Auditing Courses

Students wishing to enroll in courses for audit must do so during the official registration period of the academic term or during the official period for changing courses. Such students must pay the course fee for auditing. Students who have not applied for admission should do so before registering as audit students.

Study in Other Institutions of Higher Education

Students desiring to take courses in other institutions of higher education either in or outside of the United States and Puerto Rico must obtain previous authorization from the Dean of Studies, who will evaluate the description of the courses to be authorized in the other institution to ascertain their equivalency with the requirements of this University. A maximum of 15 credits may be authorized for a Bachelor's Degree and 9 for an Associate Degree. The authorized credits obtained will be considered as University credits for all purposes. Courses will not be authorized for students who have transferred from other institutions with 90 or more credits.

Grading System

Course grades indicate the degree of student achievement in any given course. The University has established a quality point system to be used in accumulating and summarizing these grades. This quality point system is used to determine the minimum degree of general competence for graduation and for continuing the program at any level and to assign special honors to students who excel. Grades are reported in accordance with the following grading system:

A	Superior attainment; 4 honor points per credit hour.
B	Above-average attainment; 3 honor points per credit hour.
C	Average attainment; 2 honor points per credit hour.
D	Lowest passing grade; 1 honor point per credit hour.
F	Failure; no honor point per credit hour.
P	Passing; this grade is assigned to students satisfying the requirements in courses taken by proficiency examinations and for courses in which such grade is required. This grade is not included in the computation of the grade point index.
NP	Not Passing; this grade is assigned to students who fail in the courses indicated under the grade P. This grade is not included in the computation of the grade point index.

Courses completed at the University and taken in other higher education institutions having previous authorization from the corresponding authorities at The University will be included in the computation of the grade point index. The grade point index is determined by dividing the total number of honor quality points by the total number of credits completed with the grades of A, B, C, D, or F.

All courses that grant academic credit require tests or other grading tools. This includes a final examination or its equivalent. Faculty members will indicate on their class register how the final grade was determined.

Change of Grades Request

Students who believe that their final grade in a course is erroneous must notify the course instructor. This faculty member will be responsible for discussing the evaluations with the student and, if necessary, will submit a grade change.

If students are not satisfied with the attention given to their grade change request, they may resort to the procedure established in Article 2, Part A, number 8, of the General Student Regulations.

The deadline for requesting a change of grade will be the deadline for withdrawal with a grade of W of the academic term following the term of the same type in which the grade was given.

Administrative Action Symbols

The following symbols are used to indicate administrative action taken in regard to student status in courses for which they registered.

W	Course Withdrawal: Assigned when the student withdraws from a course after the end of the period for class changes and no later than the date established on the academic calendar for withdrawals with W.
DC	Course Withdrawal: Assigned when the student withdraws from a course before the end of the period for class changes. The symbol does not appear on the student transcript.
AD	Administrative Drop: Assigned when the University drops the student for reasons such as death, suspension or other situations warranting a drop.
AW	Assigned when the professor informs in the electronic register that the student never attended class.
I	Incomplete: When students have not completed a course requirement and present valid reasons for it, the professor may assign the symbol "I" (Incomplete). Together with the symbol "I", the professor will include a provisional grade after assigning zero for the unfinished work. When faculty members assign an "I", they shall report to their immediate supervisor the grade that the student has earned up to that time, the evaluation criteria and a description of the unfinished work if applicable. A student who receives an "I" must remove it by the date specified on the Academic Calendar. The responsibility for removing the "Incomplete" rests on the student. If the "Incomplete" is not removed within the time specified, the student will receive the informed provisional grade. This policy will apply whether or not the student enrolls again at the University.
AU	Symbol used to indicate on student transcripts that the course was audited. No honor points or University credits are awarded.
R	Symbol used to indicate the course was repeated.
T	Symbol used to indicate the course was transferred from another institution.
UW	Assigned in the electronic register when a student stops attending a course, and does not qualify for a grade of "I" or "F".
MW	Symbol used to indicate total withdrawal for military reasons.

The payment of graduation fees of any kind, the listing of the students as candidates for graduation in any document and/or invitation either to the graduation ceremonies or to any other activity related to graduation exercises shall not be interpreted as an offer to graduate or a covenant to that effect. Only the completion of all requirements listed in this catalog

or in any other official University directive entitles a student to graduation, irrespective of any representation of any kind made by any official of this University.

Candidacy for graduation will be attained by the student after the faculty has determined that the requirements for graduation have been fulfilled. Subsequently, the faculty will present the degree candidates to the President of the University and to the Board of Trustees.

Any alleged error in the evaluation of the application for graduation should be reported to the appropriate Registrar within a week after the receipt of the evaluation.

Candidates for graduation must meet the current regulations and laws to practice their profession.

Grievance Policy

A grievance procedure is available to any student who believes a College decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with the Coordinator of Student Services and complete a written statement. If the grievance is not resolved, then the Executive Director will review it with all parties concerned. The General Student Regulation Handbook will serve as the guideline for the Executive Director during the process. The Executive Director's decision is final.

Student Services and Activities

THE UNIVERSITY IS NOT CURRENTLY QUALIFIED TO PARTICIPATE IN FLORIDA SCHOLARSHIP AND LOAN PROGRAMS OTHER THAN THE FLORIDA PREPAID PROGRAM.

FINANCIAL AID IS AVAILABLE ONLY FOR THOSE STUDENTS WHO QUALIFY.

Perkins Federal Loan (formerly NDSL)

This is a low interest loan available to undergraduate and graduate students whose studies lead to a degree. Students must demonstrate their intention to pay. They are required to sign a promissory note and other documents. Participants will begin payments on principal and interest six (6) months after the last term in which they studied with an academic load of at least six (6) credits.

Students participating in the Program for the first time on or before July 1, 1987 will begin payments nine (9) months after the last term in which they studied with an academic load of at least six (6) credits. Students may apply for deferral and cancellation of installments. The annual interest rate after October 1, 1981 is 5%. These funds are assigned preferably to students with exceptional needs.

These funds are matched with Inter American University funds.

Federal Stafford Loan

This Program offers both subsidized and unsubsidized loans. Subsidized loans are awarded on the basis of financial need and the federal government pays interest on the loan until the borrower begins to pay. The government also pays interest during periods of authorized deferment. Unsubsidized loans are not awarded on the basis of need and interest is charged from the time the loan is disbursed until it is paid in full.

For both subsidized and unsubsidized loans, students should apply directly to the University. After the Free Application for Federal Student Aid (FAFSA) is reviewed the University will inform students of their loan eligibility.

Graduate students may borrow up to \$20,500 each academic year (at least \$12,000 of this loan must be in unsubsidized loans). The total debt that a graduate or professional student may have is \$138,500. (No more than \$65,500 of this amount may be in subsidized loans.)

Federal Work Study Program

The funds provided by the Federal Government to this Program are supplemented by funds contributed by Inter American University. Participants are assigned employment, unless the institution is exempt from this requirement, for which they receive compensation. Employment contributes toward payment of the students' educational expenses. When possible, students are assigned employment related to their field of study.

Study Benefit Time Limits for Veterans and Beneficiaries

The beneficiaries of educational services for veterans, including eligible family relatives, have the right to enjoy these benefits only for the required period of study for completing their academic degree as established in this Catalog and by the applicable legislation and regulations.

Veterans' Service

The University offers recruiting, guidance and referral services to Veterans of the Armed Forces who wish to study at the University. The Guidance and Counseling Office at each campus assists veterans in the solution of their individual problems and serves as liaison with other offices as needed. Students may contact the Executive Director for the Cyber Study Center about this or the Guidance and Counseling Office.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA)

Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Academic Information for Master Degree Programs

Admissions Procedure for Master Degree Programs

Applicants for the Master's in Educational Management and Leadership Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Arecibo Campus
PO Box 4050
Arecibo, Puerto Rico, 00614-4050

Applicants for the Master in Education in Bilingual Education Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Aguadilla Campus
PO Box 20000
Aguadilla, Puerto Rico, 00605

Applicants for the Master's in Sciences in Criminal Justice may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Barranquitas
PO Box 513
Barranquitas, Puerto Rico, 00794

Applicants for the Master's in Sciences in Computer Sciences Degree, Master's of Business Administration Degree (General or Human Resources) may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Fajardo Campus
PO Box 70003,
Fajardo, Puerto Rico, 00738-7003

Applicants for the Master's of Science in Computer Science with Specialization in Networks and Security may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Guayama Campus
PO Box 10004
Guayama, Puerto Rico 00784-4004

Applicants for the Master's of Business Administration Degree (General or Finance) or Educational Computing Degree may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
Metropolitan Campus
PO Box 191293
San Juan, Puerto Rico 00919-1293

Applicants for the Master's of Business Administration Degree (Accounting or Managerial Information Systems) may submit their application to the Cyber Study Center or send application forms directly to the following address:

Director of Admissions
San German Campus
PO Box 5100
San German, Puerto Rico, 00683

Applicants for Master's Degrees should also request that the registrars of colleges previously attended send transcripts directly to the above-referenced Director of Admissions at the Barranquitas Campus, Fajardo Campus, Guayama Campus, Metropolitan Campus or San German Campus. Transcripts and the applications for admission should be received at least one month prior to the applicant's registration date. If a student is also applying for a graduate assistantship, all supporting papers for admission to the University should be received no later than April 30 for the first semester and September 30 for the second semester.

To be considered for admission to the Master's Degree Programs, students must:

1. Have a Bachelor's Degree from an accredited institution.
2. Have a grade point index of 2.50 or above in the last sixty credit hours of academic work (at the undergraduate level or a combination of undergraduate and graduate credits in case the applicant already has a graduate degree from a recognized university.)
3. Present the results of one of the following tests taken within the five year period preceding the date of requested admission: a) Graduate Record Exam (GRE); b) Miller Analogy Test (MAT); c) Examen de Admisión a Estudios de Posgrado (EXADEP); or d) Graduate Management Admission Test (GMAT).
4. Demonstrate, through an examination or other appropriate means as determined by the academic department or division, the ability to interpret professional material, both in Spanish and English, and the ability to express themselves correctly in writing in one of these languages. **CLASSES ARE PRIMARILY TAUGHT IN SPANISH, SO SPANISH PROFICIENCY IS ESSENTIAL.**
5. Request an evaluation of their transcript by a specialized agency (e.g., WES) if there Bachelor's Degree or equivalent from a university of recognized standing uses a grading system different from that University.
6. Meet the admission criteria of the programs to which they are applying. These criteria shall be established by the Department or Graduate Program and have prior approval of the Vice President for Academic and Student Affairs and Systemic Planning.

ALL STAFF WHO RECRUIT PROSPECTIVE STUDENTS OR WHO PARTICIPATE IN THE ADMISSION OF PROSPECTIVE STUDENTS HAVE COMPLETED AN ADMISSIONS TRAINING PROGRAM IN COMPLIANCE WITH RULE 6E-1.0032(12), F.A.C.

Conditional Admission

Students not fulfilling all baccalaureate course requirements for admission to a Master's Degree program may be conditionally admitted. Such students must complete these requirements before or during the term in which they pass their first twelve (12) graduate credits.

Admission of Undergraduates to Master Degree Courses

Undergraduate students at The University who have a grade point index of 3.00 or higher and are within 30 credits of graduation may apply to the appropriate Department Chairperson directly or through the Executive Director of the Cyber Study Center for permission to enroll in Master's level courses. Undergraduate students with such permission are required at the time of enrollment to declare whether the credits obtained in such courses are to be applied toward an undergraduate or a graduate degree. The standard graduate tuition rate for those credits shall apply. Students receiving a grade of A or B in courses designated to be applied toward a graduate degree may request credit for those courses when applying for admission to the graduate program.

Expiration Norm for Graduate Courses

All work with academic credit will be valid for a period of ten (10) years. Courses to which the expiration norm is applied will appear in the student's academic record, but they will not be considered for the general grade point index.

Readmission to Master Degree Programs

Students previously enrolled in Master Degree Programs at this University who have not registered during the previous thirteen months, must apply for readmission through the Office of the Registrar of the campus in which they desire to continue their studies. Every application for readmission must be received at least three weeks before the first day of registration of the term in which students wish to resume their studies. An official transcript of any work taken while students were not enrolled at The University should be submitted. Before being readmitted, students must receive an academic evaluation and orientation by the corresponding Program Director.

Readmitted students will be governed by the Graduate Catalog and other rules and regulations in effect at the time of their readmission.

Maintenance of Active Status in Master Degree Programs

Students, who have completed all requirements for a Master's Degree, except the comprehensive examinations, thesis, or similar program requirement must pay a fee each semester established by the Administration in order to maintain their ties with the University between the completion of course requirements and the awarding of the degree within the established seven-year period.

Admission of Transfer Students to Master Programs

Applicants for admission as transfer students to Master Degree Programs will be considered if they meet the conditions of the program to which they apply as listed in the section entitled "Admission Requirements." Applicants should request that the university where they studied send a copy of a transcript directly to the person or office indicated in the section "Admissions," so that they may receive credit for their studies.

Up to nine (9) credits will be accepted for transfer, if the grades achieved are "A" or "B", and if the courses are comparable to those offered at this University and the courses meet department requirements. Credits from a completed Master's Degree will not be accepted toward a Master's Degree at this University. Credit determinations will be made by the Chairperson of the appropriate department and will be subject to approval by the Dean of Studies of the campus to which the transfer student is admitted. Academic work taken more than ten years prior to admission will not be considered for transfer credit. The expiration norm for courses will apply to these courses.

TRANSFERABILITY OF CREDIT IS AT THE DISCRETION OF THE ACCEPTING INSTITUTION. IT IS THE STUDENT'S RESPONSIBILITY TO CONFIRM WHETHER OR NOT CREDITS WILL BE ACCEPTED BY ANOTHER INSTITUTION OF THE STUDENT'S CHOICE.

FOR A STUDENT TO EARN A DEGREE FROM THE UNIVERSITY AT LEAST 25% OF THE CREDITS HOURS REQUIRED TO SATISFY THE PROGRAM REQUIREMENTS MUST BE COMPLETED AT THE INSTITUTION AWARDDING THE CREDENTIAL.

Requirements for Satisfactory Academic Progress in Master Degree Programs

The University requires that all graduate students demonstrate satisfactory academic progress at the end of each academic year. Such progress will be determined by:

- a. The grade point index;
- b. The relationship between the number of credits attempted and the number of credits passed; and
- c. The maximum time to complete the degree.

A. Grade Point Index Requirements:

Master's level students must maintain a minimum cumulative grade point index of:

- a. 2.50 for the first eleven (11) credits completed, then
- b. 3.00 from twelve (12) credits completed up to the completion of the degree.

B. Requirements of Credit Passed in Relation to Credits Attempted:

All students must pass at least 75 percent of the credits attempted.

Attempted Credits - attempted credits are those credits that correspond to courses in which the grades and/or administrative action symbols of A, B, C, F, P, NP, AD, I, W, or T have been received.

Credits passed - credits passed are those credits that correspond to courses in which the grades of A, B, C, P or T have been received.

Probationary Period

All students whose academic progress is not in accordance with the rules set forth in Items A and B will be placed on academic probation for two semesters or three trimesters. The academic load for students who are on probation because of their grade point index will be limited to nine (9) credits per semester or six (6) credits per trimester.

Students, who are on probation because of the reasons stated in Item B, will be able to take the maximum number of credits permitted for regular students during the next study period.

Students who, by the end of their probationary period, have not attained the requirements stated in Items A and B will be suspended from their academic program because of deficiency for a period of one semester. However, students who, during the probationary period, pass at least 75 percent of the attempted credits with a minimum grade point index of 3.00 in all completed courses will be able to continue their studies on a probationary status.

At the end of the suspension period, students may be readmitted to the University with academic probationary status for two semesters or three trimesters. However, students who have been dropped twice for academic reasons will be permanently suspended from the program in which they were enrolled.

Students who are on probationary status for failing to achieve the requirements stated in Items A and B retain their eligibility for financial aid.

C. Time Period Requirements:

Students in a Master's Degree program will have a maximum of seven (7) consecutive calendar years to complete the degree requirements from the date on which they begin to take their first graduate course after admission to the graduate program.

Students also accrue study time for transfer credits. Such time is accumulated at the rate of one (1) year of study for 16 transfer credits. Students who do not complete their degree within the maximum time period established may be evaluated to determine if they will be permitted to continue their studies. Students granted a time extension to complete their studies will not be eligible for financial aid.

D. Other Provisions of the Satisfactory Academic Progress Norm

Through the Executive Director of the Cyber Study Center, all students who wish to appeal any decision related to the requirements of satisfactory academic progress will have the right to do so pursuant to the appeal process established for students enrolled in the Cyber Study Center.

After graduation, probationary or suspension periods to which students have been subject because of the application of the satisfactory academic progress requirements will not be reflected on their transcripts.

E. Graduation Requirements for Masters Programs

Students will graduate under the program and the rules established in the Graduate Catalog of the University under which they were admitted or any subsequent Graduate Catalog at the student's request, but never a combination of catalogs. Re-admitted students will graduate under the rules of the program in the Graduate Catalog in effect at the time of readmission or under any subsequent Graduate Catalog at the student's request.

F. Graduation Requirements for the Master's Degree

In order to satisfy the Graduation Requirements of the Master's Degree at The University, students must:

1. Be regular students,
2. Have completed the required courses established in the Graduate Catalog,
3. Obtain a general academic index of 3.00 or more, and
4. Obtain an academic index of 3.00 or more in the courses required for their degree.

All students must complete their degree within the period of time established for each academic program. In case the program does not specify this, the maximum time will be that established by the University.

Internship Programs

Eligible students who, from the second year on, are interested in applying and enriching what they have learned in the classroom through real work experiences related to their major may apply to participate in internship programs, after their second year. Some of these internships may be validated for university credits if what has been learned may be evidenced in supervised work.

Information on internship programs may be obtained through the Executive Director of the Cyber Study Center, including such national internship programs as the following: Córdova Congressional, Environmental Hispanic Association of Colleges and Universities, Puerto Rico Legislature, White House, Quality Education for Minorities, Student Conservation Association, and the Harry S. Truman Foundation.

Other Student Services

The Cyber Study Center and Campuses have designated staff to assist students with academic advisement, personal advisement and placement services without additional charge. THE UNIVERSITY MAKES NO GUARANTEE OF EMPLOYMENT, but makes every effort to assist students (*e.g.*, through resume preparation, job interview training, online job search training, contacting prospective employers about job openings, providing official transcripts, etc.).

Application for Graduation

Application for graduation should be made and the graduation fee paid no later than the date specified on the Academic Calendar. Applications may be obtained at the Office of the Registrar and should be returned to that Office after they have been filled out and stamped by the Business Office showing that the non-refundable fee of \$100 has been paid. Failure to comply with this procedure may result in the postponement of the granting of the degree.

Institutional Graduation Requirements for Master Degree Programs

The University establishes as an academic policy that all students demonstrate the capacity to integrate the developed competencies and to apply them to their specialization

area as a requirement to obtain the Master's Degree. The University recognizes different ways through which students can demonstrate the mastery of the competencies of their discipline as part of the graduation requirements: thesis, comprehensive examination, integration seminar, research project, creative work, and graduation average.

For this reason, all candidates for a Master's Degree associated with a program that does not require a thesis, must pass one of the following three (3) modalities, as determined by their academic program: integration seminar, research project and creative work. The options are available only as provided for in the rules in effect for the academic program at issue or, if none, as determined by the academic unit in its exclusive discretion. All applications for one of the options herein described should be made within the time limit stipulated by the academic program to which the student belongs.

1. Integration Seminar

Integration Seminar (SEMI 697_), in the program degree and specialization, in which general and specific material required for the degree will be presented proportionally to their composition of the totality of credits required for the degree. If the academic program has an equivalent Integration Seminar, it may be used instead of SEMI 697_. Students will receive a final grade of Pass (P) or Not Pass (NP).

2. Research Project

Students will take a three (3) credit course in which they will carry out a research project. Through this project, students will demonstrate their capability to interpret and integrate theoretical concepts for the practical solution of problems related to their field of study. Students will have up to one consecutive academic year to complete their Project. The student will receive a final grade of Pass (P) or Not Pass (NP).

3. Creative work

Students will take a three (3) credit course where they will have to complete a creative work that demonstrates their mastery of the competencies developed in their specialization area. They will receive a final grade of Pass (P) or Not Pass (NP).

The options of Integration Seminar, Research Project and Creative Work are equivalent to three (3) additional credits for those students whose academic program does not include such options as part of the courses required for the degree.

All students requesting eligibility to fulfill the requirement for the granting of the Master's Degree must be evaluated before starting the modality required by the program. The number of credits passed as a requisite to become eligible will be established by each specialization.

If students fail in the first attempt to complete this requirement, they will have two (2) additional opportunities to repeat the same option or take another of the available ones. All students interested in more than one specialization within a degree program and who wish that these be certified on their transcript, must take the option chosen in every area for which certification is requested.

Graduate (Master) Degree Programs

Master of Science in Computer Sciences (MS)

The program for this degree has been designed to provide advanced computer science training to professionals who are interested in learning graduate-level programming and networking skills that will enable them to adapt to and adopt emerging technologies in a bilingual environment. It gives students already busy in the job market the flexibility to learn programming at the Master's level with immediate potential application in the workplace.

The degree program is not designed with any particular specialization in programming or networking in mind. The constant technological advances occurring in the field of computer science in hardware, software and systems strongly recommend against this. Nevertheless, students may choose to take a core set of prescribed distributive classes in areas such as multimedia and data base programming.

The degree will allow our students to incorporate themselves in the industrial sector as bilingual professionals capable of promoting the adoption of new technologies and/or developing basic or applied programs with the chance of going on to doctoral studies. Classes are primarily taught in Spanish; therefore, proficiency in the Spanish language is required.

Admission Requirements

In addition to fulfilling the general admission requirements for master's degree studies set forth above, candidates desiring to enter this Program must meet the following requirements:

1. Have completed a bachelor's degree (B.A. or B.S.) from an accredited institution in: (a) Computer Programming, (b) Information Systems including a minimum of 12 credits in computers; or (c) Business Administration including a minimum of 12 credits in computers;
2. Have passed 12 credits (or four out of seven courses) from the following list of courses with a minimum grade of "C":
 - a. C++
 - b. Visual Programming
 - c. Programming Languages
 - d. Discrete Methods
 - e. Operating Systems
 - f. Systems Analysis and Design
 - g. Artificial Intelligence
3. Have obtained a minimum average of 2.80 in the major and 2.50 in the grade point average at the bachelor's level.

TOTAL COST OF PROGRAM

Tuition	\$8,399
Fees	\$1,600
Books	\$1,956
Additional Computer Programs	\$1,200
Supplies	<u>\$1,282</u>
Total	\$14,437

REQUIREMENTS FOR THE MASTER IN SCIENCES IN COMPUTER SCIENCES

Specialization Requirements	31 credits
Prescribed Distributive Requirements	<u>6 credits</u>
Total	37

Specialization Requirements - 31 credits

COMP 5100	Algorithm Design	3
COMP 5110	Automata Theory and Formal Languages	3
COMP 5120	Artificial Intelligence	3
COMP 5325	Programming Languages	3
COMP 5510	Software Development and Design	3
COMP 5525	Seminar - I	3
COMP 6300	Networks - I	3
COMP 6315	Operating Systems	3
COMP 6400	Networks - II	3
COMP 6970	Integrated Seminar	4

Prescribed Distributive Requirements

Students should take six (3) credits from the following course 3

COMP 6010	Operations Research	3
COMP 6200	Multimedia and Hypermedia	3
COMP 6250	Communication Protocols	3

Students should take six (3) credits from the following course 3

COMP 6500	Data Base Workshop	3
COMP 6525	Programming Workshop	3
COMP 6615	Seminar II – Computation and Society	3
COMP 6650	Systems Administration	3

The Fajardo Campus is authorized to offer this Program.

Course Descriptions, Faculty and Learning Resources (Computer Sciences)

Note: For description of courses not listed below, go to “Catalogs” under www.inter.edu.

COMP 5100 ALGORITHM DESIGN

Analysis and design of algorithms. Design of structures of data outposts and towards the mathematical analysis of the complexity of problems. Development of methodologies, problems and the structures of data adapted for its solutions. Forty-five hours of conference. Open virtual laboratory.

3 credits

DEL VALLE RIVERA, WILFREDO, Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I., Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR, Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Drake, P. (2006). *Data Structures and Algorithms in Java*.(1st ed.). Prentice Hall.

COMP 5110 AUTOMATA THEORY AND FORMAL LANGUAGES

Design of different types of automata. Use of the denominated approach "learning from examples." Visualization of the different concepts involved in the automata theory. Study of the relations between formal languages and Automata, as well as some of the forms of specification of the languages and their computer properties. Discussion by means of readings and examples of some of the aspects related to the formal Automata and languages. Forty-five hours of conference. Open virtual laboratory.

3 credits

DEL VALLE RIVERA, WILFREDO, Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I., Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR, Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Linz, P., & Rodger, S.H. (2022). *An Introduction to Formal Languages and Automata*. (7th ed.). Jones & Barlett Learning.

COMP 5120 ARTIFICIAL INTELLIGENCE

Handling of the representation of knowledge and use of algorithms for the solution of problems related to artificial intelligence. Analysis of the problems and techniques of artificial intelligence. Simulation of the processes of representation of knowledge, search, control and learning in automatic systems. Introduction to the use of a language specialized for artificial intelligence. Thirty (30) hours of conference. Fifteen (15) hours of closed laboratory.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Russell, S., & Norvig, P. (2021). *Artificial Intelligence: A Modern Approach*. (4th ed.). Prentice Hall.

Heaton, J. (2008). *Introduction to Neural Networks for Java*. (2nd ed.). Heaton Research.

COMP 5325 PROGRAMMING LANGUAGES

Study of the central concepts of programming languages and how they shape themselves in languages that follow certain paradigms. Analysis of semantic models. Introduction of structural operational semantics and the axiomatic approach. Study in detail the nucleus of the standard language ML. Development of programs in that language and some other effective languages (e.g., CaML, Schem, Prolog, BETA, Eiffel, Oberon-2, and Icon). Thirty (30) hours of conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5110.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Pierce, B.C. (2005). *Advanced Topics in Types and Programming Languages*. MIT Press.

COMP 5510 SOFTWARE DEVELOPMENT AND DESIGN

Analysis of the methodology to carry out the activity of design of systems, and to document the decision making. Emphasis on workgroup. Development of prototypes to orient the design activity. Discussion of the methods, techniques and tools to assemble a software product. Forty-five hours of Conference. It requires additional hours in an open virtual laboratory. Requirement: COMP 5110.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Coplien, J. & Harrison, N. (2005). *Organizational Patterns of Agile Software Development*. (1st ed.). Prentice Hall.

COMP 5525 SEMINAR - I

Study, analysis and discussion of practices, present problems and tendencies of computation. Its objective is to provide the student with a balanced integration of specialized courses and general aspects of computation. It is a building activity between professors, students and representatives of the industrial sector, which provides to the student and professor the elements with which to discern forms of applying the theory covered in the courses to the workplace. Forty-five (45) hours of Conference. Requirement: COMP 5120.

3 credits

DEL VALLE RIVERA, WILFREDO. Associate Professor of Marketing and Computerized Management Information System. B.A. in Computer Programming, Inter American University of Puerto Rico; M.B.A. Marketing, Inter American University of Puerto Rico; Ph.D. Specialization in Information in Technology Management, Capella University.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

No textbook.

COMP 6010 OPERATIONS RESEARCH

Comparison of third and fourth generation languages. Learning and practice of a high-level language of visual programming. Development of a Plan of Investigation under the supervision of a Professor in relation to the operations of the design and construction of logic models of programming and implementation to facilitate the process of decision making. Presentation of a Plan to take care of the necessities identified. Three hours of Conference. It requires additional hours in an open virtual laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Heizer, J. & Render, B. (2020). *Operations Management*. (12th ed.). Prentice Hall.

Robbins, S. & DeCenzo, D. (2016). *Fundamentals of Management*. (8th ed.). Prentice Hall.

COMP 6200 MULTIMEDIA AND HYPERMEDIA

Analysis of the fundamental concepts of multimedia and hypermedia, as well as practice in "learning by doing" with the different techniques that the personal computers allow. Studies of the practical aspects of hardware, software, development of systems, the reach of multimedia technology, information systems with multimedia, and object-oriented systems, as well as practical implementation and application. Emphasis on the development of applications is done using "Toolbook." Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Li, Z.N., & Drew, M. (2004). *Fundamentals of Multimedia*. Prentice Hall.

COMP 6250 COMMUNICATION PROTOCOLS

Handling of the necessary tools for the design of data networks and handling of the different communication protocols used by the user. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Mueller, S. & Ogletree, T. (2006). *Upgrading and Repairing Networks*. (5th ed.). Prentice Hall.

COMP 6300 NETWORKS – I

Theoretical and methodological aspects of data transfer. Practice in installation, configuration and operation of an administration local network system of some brand distributed in the present market. Evaluation of the circumstances in which the local networks are viable solutions in data processing. Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5510.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

VÁZQUEZ MELÉNDEZ, OSCAR. Lecturer of Computing and Information Technology. B.A. Foreign Languages, Cameron University; M.A. Public Administration, Technology Component, Troy State University; Ed. D. Computing and Information Technology, Nova Southeastern University.

Tanebaum, A., & Wetherall, D. (2021). *Computer Networks*. (6th ed.). Pearson.

Geier, J. (2010). *Designing and deploying 802.11n wireless networks*. Indianapolis, IN: Cisco Press.

COMP 6315 OPERATING SYSTEMS

Evaluation and handling of the functions of an operating system. Analysis of the different operating systems and present trends in investigation and development. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 5510.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Stalling, W. (2017). *Operating Systems, Internals and Design Principles*. (9th ed.). Prentice Hall.

COMP 6400 NETWORKS - II

Analysis of the problems of computer networks from a design approach. Examine use of networks and handling data. Study implementation of networks. Analysis of the problems of the networks in general and their individual design. Emphasis on technologies compatible with the Internet. Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 6300.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Medhi, D., & Ramasamy, K. (2017). *Network Routing*. (2nd ed.). Morgan Kaufmann.

Geier, J. (2010). *Designing and deploying 802.11n wireless networks*. Indianapolis, IN: Cisco Press.

COMP 6500 DATA BASE WORKSHOP

Study of the methodology of downward design and the organization-relation model for the standardized design of a data bank. Design, development and implementation of a relational data bank. Development of complex data models. Advanced design tools. Thirty (30) hours of Conference. Fifteen (15) hours of closed Laboratory. Requirement: COMP 5325.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Kroenke, D. (2019). *Database Concepts*. (9th ed.). Prentice Hall.

Hoffer, J., Venkataraman, R., & Topi, H. (2018). *Modern Database Management*. (13th ed.). Prentice Hall.

COMP 6525 PROGRAMMING WORKSHOP

Practice in the skills and abilities acquired from the programming languages and the development of programs and applications according to the necessities of the market. Decisions models. Models of investigations of operations. Support systems for decision making (DSS). Thirty (30) hours of Conference. Fifteen (15) hours of closed laboratory. Requirement: COMP 5325.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Pierce, B.C. (2005). *Advanced Topics in Types and Programming Languages*. MIT Press.

Rhodes, B., & Goerzen, J. (2014). *Foundations of Python Network Programming*. Apress.

COMP 6615 SEMINAR II – COMPUTATION AND SOCIETY

Study of the relation and impact that computational technology and its products have had on diverse activities and human disciplines. Emphasis on the analysis of aspects related to ethics and ethical criteria and the relation of genres to effective legislation. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 5525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Picciano, A. (2006). *Educational Leadership and Planning for Technology*. (4th ed.). Prentice Hall.

Morrison, G., & Lowther, D. (2005). *Integrating Computer Technology into the Classroom*. (3rd ed.). Prentice Hall.

COMP 6650 SYSTEMS ADMINISTRATION

Analysis of the functions and processes of the administration, handling and evaluation of existing and external sources of technologies related to information systems. Development of a Strategic Plan that allows for the evolution, handling and evaluation of the technology of information in organizations. Forty-five hours of Conference. Open virtual laboratory. Requirement: COMP 6525.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Martin, E., Brown, C., DeHayes, D. Hoffer, J. and Perkins, W. (2011). *Managing Information Technology*. (7th ed.). Prentice Hall.

COMP 6970 INTEGRATED SEMINAR

Study, analysis and discussion of information systems. Development of an investigation under the supervision of a professor using appropriate ethical criteria of the profession. The student will register in this course while he/she is working with the investigation. Qualification P - NP. Requirement: Approval of the department director.

4 credits

Mano, M., & Kime, C. (2007). *Logic and Computer Design Fundamentals*. (4th ed.). Prentice Hall.

Master of Science (M.S.) in Computer Science with Specialization in Networks and Security

The Masters Program in Computer Sciences with Specialization in Networks and Security aims to prepare professionals in the areas of analysis, design, implementation and development of efficient and secure computer network systems. This Program seeks to have students attain advanced, updated and research knowledge in the new technologies.

As part of the philosophy of the program, it is expected that a professional (graduate) possessing the following competencies and characteristics will be prepared as:

1. An authority in the theories, principles, techniques, methods and technological trends in the area of networks and security of computerized systems;
2. Qualified to apply research methodologies for problem solving;
3. An authority in the problems that will affect the operation of computer networks; and

4. Qualified to apply research methodologies for problem solving and analysis of situations.

Admission Requirements

In order to enter the Masters Program in Computer Science with a Specialization in Networks and Security students must meet the admission requirements of Inter American University of Puerto Rico, as established in the current Graduate Catalog, and in addition, must have passed the following courses or their equivalents:

- a) Information and Computer Literacy
- b) Introduction to Data Communication
- c) Network Administration I and II
- d) Computerized Systems Analysis and Design

Graduation Requirements

In addition to passing a comprehensive examination as established in the current Graduate Catalog, students must:

1. Comply with the of satisfactory academic progress norms at the graduate level.
2. Have completed a minimum of 33 credits of the specialization.
3. Submit a request for the comprehensive examination 30 days before the date on which the examination is administered, together with evidence of having paid the comprehensive examination fee.

The Guayama Campus is authorized to offer this Program through distance learning.

TOTAL COST OF PROGRAM

Tuition	\$8,853
Fees	\$1,600
Books	\$1,998
Additional Computer Programs	\$2,500
Supplies	<u>\$1,332</u>
Total	\$16,283

REQUIREMENTS FOR THE MASTER IN SCIENCES IN COMPUTER SCIENCES WITH SPECIALIZATION IN NETWORKS AND SECURITY

Specialization Requirements	36 credits
Prescribed Distributive Requirements	<u>3 credits</u>
Total	39

Specialization Requirements - 36 credits

CSNS	5100	Network Analysis and Design	3
CSNS	5110	Principles of Research	3
CSNS	5121	Routing Technologies I	3
CSNS	5131	Network Switching Technologies I	3
CSNS	5222	Routing Technologies II	3

CSNS	5232	Network Switching Technologies II	3
CSNS	6100	Firewalls	3
CSNS	6230	Security Design in Networks	3
CSNS	6240	Assessment of Security in Networks	3
CSNS	6110	Security and Forensic Computing	3
CSNS	6220	Intrusion Detection Systems	3
CSNS	6330	Research Project	3

Prescribed Distributive Requirements - 3 credits

CSNS	5210	Internet Protocol Version 6	3
CSNS	5220	Cryptography in Networks	3
CSNS	6120	Remote Access Networks	3
CSNS	6310	Network Troubleshooting Techniques	3
CSNS	6320	Satellite Communications Systems	3

Course Descriptions, Faculty and Learning Resources (Computer Sciences with Specialization in Networks and Security)

CSNS 5100 NETWORK ANALYSIS AND DESIGN

Analysis and design of computer networks. Use of different design methodologies of scalable networks. Emphasis on policies and costs when designing a computer network. Evaluation of the different types of network traffic and their importance when designing.

3 credits

SANCHEZ SANTIAGO, LUIS R. Part-Time Professor of Computer Science. Part-Time (Associate Professor). Cisco Certified Academic Instructor (CCAI); Cisco Certified Network Associate (CCNA); B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information Systems, Inter American University of Puerto Rico; Ph.D. Candidate in Information Systems with concentration in Information Security, Nova Southeastern University.

Oppenheimer, P. (2010). *Top Down Network Design*. (3rd ed.). Cisco Press.

CSNS 5110 PRINCIPLES OF RESEARCH

Application of the scientific method in problem solving. Emphasis on the use of the methodology and terminology of quantitative and qualitative research. Includes the preparation of a research proposal.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

Salkind, J.N. (2011). *Exploring Research*. (8th ed.). Prentice Hall.

CSNS 5121 ROUTING TECHNOLOGIES I

Application of the internal routing methods used in the connections between wide area networks. Emphasis on protocols, routing algorithms, and the identification methodology of three layer packages and their interaction with the other layers of the OSI model.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

McQuerry, S. (2008). *Interconnecting Cisco Network Devices, Part 1 (ICND1)*. (2nd ed.). Cisco Press.

Hucaby, D., McQuerry, S., & Whitaker, A. (2010). *Cisco Router Configuration Handbook*. (2nd ed.). Cisco Press.

CSNS 5131 NETWORK SWITCHING TECHNOLOGIES I

Review of switchboard protocols and standards. Includes the environmental configuration of local area networks and of virtual local networks. Analysis of plot structures. Emphasis on the transmission of point to point plots in a local area network and the administration of switchboards at an operative system level.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

Barnes, D., & Sakandar, B. (2008). *Cisco LAN Switching Fundamentals*. Cisco Press.

CSNS 5210 INTERNET PROTOCOL VERSION 6

Analysis of the architecture, operation, and development of the IP version 6 Protocol. Research on the uses of the IP version 6 protocol in traditional and non traditional network environments. Emphasis on the relation of the IP version 6 protocol with the network services in a client-server environment.

3 credits

GALVIS, JORGE, Part-Time Professor. B.S. in Electrical Engineering, Universidad Francisco Jose de Caldas. Bogota, Colombia; M.S. in Electrical Engineering, University of South Florida; PhD in Electrical Engineering, University of South Florida.

Siil, K.A. (2008). *IPv6 Mandates: Choosing a Transition Strategy, Preparing Transition Plans, and Executing the Migration of a Network to IPv6*. John Wiley and Sons.

CSNS 5220 CRYPTOGRAPHY IN NETWORKS

Evaluation of the methods used by cryptography in the protection of the data and the use of the different coding technologies. Verification of the functionality of the coding in the protection of data integrity.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Stallings, W. (2016). *Cryptography and Network Security: Principles and Practice*. (7th ed.). Pearson.

CSNS 5222 ROUTING TECHNOLOGIES II

Application of exterior routing protocols and planning of scalable networks. Analysis of the routing protocol selection process between independent systems. Emphasis on the correct use of directions concerning local area networks and wide area networks. Prerequisite: CSNS 5121.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

Teare, D. (2015). *Implementing Cisco IP Routing (ROUTE 300-101) Foundations Learning Guide*. Cisco Press.

Hucaby, D., McQuerry, S., & Whitaker, A. (2010). *Cisco Router Configuration Handbook*. (2nd ed.). Cisco Press.

CSNS 5232 NETWORK SWITCHING TECHNOLOGIES II

Application of protocols and standards in multi layer functional switchboards. Emphasis on the configuration of the environment of the local area network and of the local virtual private area network in the diagnosis of operational failures of switchboards, and on the application of audit and security techniques used in the management of switchboard services. Prerequisite: CSNS 5131.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

Froom, R., & Frahim, E. (2015). *Implementing Cisco IP Switched Networks (SWITCH 300-115) Foundation Learning Guide*. Cisco Press.

CSNS 6100 FIREWALLS

Analysis of fundamental elements that make up a Firewall. Application of different design methodologies used in security network systems. Emphasis on the prevention plan for vulnerable situations to a security network system.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Whitman, M.E., Mattord, H.J., Austin, R., & Holden, G. (2008). *Guide to Firewalls and Network Security*. (2nd ed.). Course Technology.

Bishop, M. (2012). *Computer Security: Art and Science*. Addison-Wesley.

CSNS 6110 SECURITY AND FORENSIC COMPUTING

Critical review of the vulnerability of information systems and the hacker profile. Analysis and control of risks. Includes the use of tools of open and commercial code to carry out simulated attacks and to protect information systems. Emphasis on the cryptography on forensic information, and on the characteristics of the specialist.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

SANCHEZ SANTIAGO, LUIS R. Part-Time Professor of Computer Science. Part-Time (Associate Professor). Cisco Certified Academic Instructor (CCAI); Cisco Certified Network Associate (CCNA); B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information Systems, Inter American University of Puerto Rico; Ph.D. Candidate in Information Systems with concentration in Information Security, Nova Southeastern University.

Vacca, J. (2017). *Computer and Information Security Handbook*. (3rd ed.). Morgan Kaufmann.

Viega, J. (2009). *The Myths of Security: What the Computer Security Industry Doesn't Want You To Know*. O'Reilly.

CSNS 6120 REMOTE ACCESS NETWORK

Evaluation of network connection methods using remote access. Emphasis on dedicated, alternate, redundant and broadband methods of connection. Prerequisites: CSNS 5100, 5121.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Dennis, C., & Morgan, B. (2004). *CCNP BCRAN "Building Cisco Remote Access Networks"*. Cisco Press.

Andrews, J.G., Ghosh, A., Muhamed, R. (2007). *Fundamentals of WiMAX: Understanding Broadband Wireless Technologies*; Prentice Hall.

CSNS 6220 INTRUSION DETECTION SYSTEMS

Evaluation of the operation of hacker detection systems in local and wide area network systems. Emphasis on warning configuration through the use of traffic review policy techniques in networks. Prerequisites: CSNS 6100, 6110.

3 credits

SANCHEZ SANTIAGO, LUIS R. Part-Time Professor of Computer Science. Part-Time (Associate Professor). Cisco Certified Academic Instructor (CCAI); Cisco Certified Network Associate (CCNA); B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information Systems, Inter American University of Puerto Rico; Ph.D. Candidate in Information Systems with concentration in Information Security, Nova Southeastern University.

Caswell, B., Beale, J., & Baker, A.R. (2007). *Snort IDS and IPS toolkit*. Syngress Publishing.

Di Pietro, R., & Mancini, L.V. (2010). *Intrusion Detection Systems (Advances in Information Security)*. Springer.

CSNS 6230 SECURITY DESIGN IN NETWORKS

Analysis of the design elements for security in networks and implementation of safety techniques and their tools. Design of safe of remote access, small networks, wireless medians and. Prerequisites: CSNS 5222 and 6110.

3 credits

SANCHEZ SANTIAGO, LUIS R. Part-Time Professor of Computer Science. Part-Time (Associate Professor). Cisco Certified Academic Instructor (CCAI); Cisco Certified Network Associate (CCNA); B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information Systems, Inter American University of Puerto Rico; Ph.D. Candidate in Information Systems with concentration in Information Security, Nova Southeastern University.

Cisco Systems Inc. (2013). *Cisco SAFE Reference Guide*. Cisco Systems Publications.

CSNS 6240 ASSESSMENT OF SECURITY IN NETWORKS

Use of *assessment* techniques to investigate the new trends in security and their application. Design analysis of the methodology of security in networks. Evaluation of the faults in layers 2, 3, 4 and 7 of the *Open System Interconnection* model (OSI). Prerequisite: CSNS 6230.

3 credits

SANCHEZ SANTIAGO, LUIS R. Part-Time Professor of Computer Science. Part-Time (Associate Professor). Cisco Certified Academic Instructor (CCAI); Cisco Certified Network Associate (CCNA); B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information Systems, Inter American University of Puerto Rico; Ph.D. Candidate in Information Systems with concentration in Information Security, Nova Southeastern University.

Wheeler, E. (2011). *Security Risk Management: Building an Information Security Risk Management Program From The Ground Up*. Syngress.

CSNS 6310 NETWORK TROUBLESHOOTING TECHNIQUES

Evaluation of malfunctions in local and wide area networks. Emphasis on the techniques for identification of problems in the network by means of the use of OSI as a reference model. Analysis of common problems that can happen in a local or wide area network and the possible solutions to these problems.

3 credits

GARCÍA RAMÍREZ, CARLOS I. Associate Professor of Computer Science. B.A. in Economy, M.S. Statistics and Computer Science, University of Puerto Rico; Ph.D. in Computer Science, University of Utah.

Ranjbar, A. (2015). *Troubleshoot and Maintaining Cisco IP Networks (TSHOOT 300-135) Foundation Learning Guide*. Cisco Press.

CSNS 6320 SATELLITE COMMUNICATIONS SYSTEMS

Review of the systems of satellite communications and their operation in data transmission. Emphasis on the Earth's orbits and the disruptions that affect the operation of a satellite system. Analysis of the components of a satellite system and their relation to computer networks systems.

3 credits

RIVERA TORRES, ADOLFO, Part-Time Professor. B.S. in Electrical Engineering, University of Puerto Rico; M.B.A. in Management Information Systems, University of Sacred Heart; D.B.A. in Management Information Systems, University of Turabo.

Kumar-Maini, A., & Agrawal, V. (2014). *Satellite Technologies: Principles and Applications*. (3rd ed.) John Wiley and Sons.

CSNS 6330 RESEARCH PROJECT

Identification of a research topic in the field of networks, telecommunications, or in network or information system security. Analysis of literature, selection of the methodology and the development of a research project. Application of research principles and methods. Creation and development of a research project to be evaluated and approved by the advisory professor of the project. The student will register in this course as many times as necessary until the research project is completed. Grade: P/NP. Prerequisites: CSNS 5110, 5222.

3 credits

COLON APONTE, JOSE R., Assistant Professor, B.A. in Electronic Technology, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico; D.B.A. in Information Systems Management, Universidad del Turabo.

SANCHEZ SANTIAGO, LUIS R. Part-Time Professor of Computer Science. Part-Time (Associate Professor). Cisco Certified Academic Instructor (CCAI); Cisco Certified Network Associate (CCNA); B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information Systems, Inter American University of Puerto Rico; Ph.D. Candidate in Information Systems with concentration in Information Security, Nova Southeastern University.

Oates, B.J. (2006). *Researching Information Systems and Computing*. Sage Publications Ltd

Master of Arts (M.A.) in Criminal Justice

The Masters of Arts in Criminal Justice aims to provide an education of excellence to students interested in the field of Criminal Justice, so that they can perform effectively in public, private, state and federal agencies. The Program aims to prepare the student to do research in the field of criminal justice; respond to the need for maintaining highly qualified professionals that master the competencies required in this discipline; and to train professionals to get involved with the different populations and problems that society faces.

Profile of the Competencies of Graduates

The Program is designed to develop the competencies that will permit students to:

Knowledge

1. Know the existing interaction between the state and federal legal systems, and between individuals and society.
2. Know the stages of the penal procedural right and the right of proof related to the Justice System.
3. Know the social and legal aspects of juvenile delinquency.
4. Know the social-scientific research method.

Skills

1. Apply the criminological theories to the comprehensive study of the relation between laws, individuals and society.
2. Analyze the social and legal aspects of juvenile delinquency, as well as the theories, factors and conditions associated with this social problem.
3. Analyze the factors and conditions that lead people to create dependency on psycho addictive or illegal substances and to criminal conduct.
4. Apply the social-scientific research method to the development of research in the area of criminal justice.
5. Evaluate the effectiveness of the prevention, treatment and rehabilitation strategies used with people with deviant behavior.

Attitudes

1. Demonstrate a critical attitude towards the study of the interaction of the legal system, individuals and society.

2. Demonstrate a positive attitude towards the people with deviant behavior who are in the rehabilitation process.
3. Recognize the importance of research as an effective means for the production and construction of knowledge in the area of criminal justice.
4. Recognize the importance of an ethical-legal conduct in the field of criminal justice.

STUDENTS ENROLLED IN THIS PROGRAM WILL COMPLETE COURSES FOCUSED IN THE LAWS OF THE COMMONWEALTH OF PUERTO RICO AND THE UNITED STATES FEDERAL SYSTEM.

Graduation Requirements

1. Have a minimum general average of 3.00.
2. Approve one of the following options, as determined by the campus:
 - a. A comprehensive examination, which those students who have approved 30 credits including the Specialization Requirements, may request. Students will graduate with a total of 33 credits.
 - b. The course CJUS 6970 Integration Seminar results in 3 additional credits, therefore the student will graduate with a total of 36 credits.*

The Barranquitas Campus is authorized to offer the program online.

TOTAL COST OF PROGRAM

Tuition	\$7,491-\$8172
Fees	\$1,600
Books	\$1,875
Supplies	<u>\$1,297</u>
Total	\$12,263-\$12,944

REQUIREMENTS FOR THE MASTER IN ARTS IN CRIMINAL JUSTICE

Specialization Requirements	21 credits
Prescribed Distributive Requirements	9 credits
Elective Courses	<u>3 credits</u>
Total	33-36*

Specialization Requirements - 21 credits

CJUS 5010 Law and Society	3
CJUS 5055 Criminology	3
CJUS 5060 Social Scientific Research Methodology	3
CJUS 5070 Social Scientific Research Applied to Criminal Justice	3
CJUS 5080 Public Policy and State and Federal Justice Systems	3
CJUS 5310 Criminal Procedure and Evidence Law	3

Select one course from the following:

CJUS 5237 Juvenile Justice	3
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CJUS 5613 Addiction, Criminality and Rehabilitation 3

Prescribed Distributive Requirements - 9 credits

Select nine (9) credits from the following courses:

CJUS 5023 Elements of Criminal Justice	3
CJUS 5299 Law and Correction	3
CJUS 5900 Special Assignment	3
CJUS 5970 Special Topics	3

Course Descriptions, Faculty and Learning Resources (Criminal Justice)

CJUS 5010 LAW AND SOCIETY

Analysis of the interaction of the legal system, the individuals and society. Includes the laws, procedural aspects and the deliberate or non-deliberate consequences of the creation and application of the law. Integration of the criminological theories that contribute to the understanding of the dialectic relation between laws, individuals, and society.

3 credits

MORALES SANCHEZ, LUIS R. Professor of Education and Social Sciences. B.A. in Social Sciences Education, University of Puerto Rico; M.A. in Management of Educational Systems, University of Puerto Rico; M.A. in Criminal Justice, Inter American University of Puerto Rico; Ed.D. in Curriculum and Teaching, Inter American University of Puerto Rico.

Lippman, M.R. (2020). *Law and Society*. (3rd ed.). Sage.

CJUS 5023 ELEMENTS OF CRIMINAL JUSTICE

Discussion of the principles, theories and problems common to criminal law and of its development through history. Includes the doctrines of criminal responsibility and the legal capacity to commit crimes. Review of the elements of the crimes considering the infractions presented by the several fields of the penal legislation. Emphasis on the analysis and interpretation of legal cases.

3 credits

MORALES SANCHEZ, LUIS R. Professor of Education and Social Sciences. B.A. in Social Sciences Education, University of Puerto Rico; M.A. in Management of Educational Systems, University of Puerto Rico; M.A. in Criminal Justice, Inter American University of Puerto Rico; Ed.D. in Curriculum and Teaching, Inter American University of Puerto Rico.

Nevarez-Muñiz, D. (2010). *Derecho Penal Puertorriqueño*. 6ta Revisión. Instituto para el Desarrollo del Derecho.

Siegel, L.J., & Worrall, J.L. (2018). *Essentials of Criminal Justice*. (11th ed.). Cengage.

CJUS 5055 CRIMINOLOGY

Historical analysis of the scientific and interactive development of criminology and the creation of the formal and informal norms to take care of deviated and criminal behavior. Emphasis on the nature of the crime, the trends and the possible explanations of criminality from a biological, sociological, psychological and economic perspective. Review of social reactions to the social problem of criminality.

3 credits

CONCEPCION MARQUEZ, FRANCISCO J. Assistant Professor of Criminal Justice.

B.A. in Philosophy, Universidad Central de Bayamon; J.D. in Law, University of Puerto Rico; L.L.M. in International Legal Studies, American University, Washington College of Law; L.L.M. in Law and Government, American University, Washington College of Law; Ph.D. in Theology, Inter American University of Puerto Rico.

Alder, F., Laufer, W., & Mueller, G.O. (2012). *Criminology*. (8th ed.). McGraw-Hill.

CJUS 5060 METHODOLOGY OF SOCIAL-SCIENTIFIC RESEARCH

Analysis of the methodology of social-scientific research and its philosophical, theoretical and ethical aspects in the area of criminal justice. Application of the methodology studied in the design of the research proposal.

3 credits

RODRIGUEZ MORALES, ROSA C. Professor of Education. B.A. in Psychology,

University of Puerto Rico; M.A. in Speech and Language Therapy, University of Puerto Rico; M.A. in Special Education Teaching, Inter American University of Puerto Rico; Ed.D. in Curriculum and Teaching, Inter American University of Puerto Rico. 18 credits in Criminal Justice at Master's Degree Level, Inter American University of Puerto Rico.

Babbie, E.R. (2012). *The Practice of Social Research*. (12th ed.). Cengage.

CJUS 5070 SOCIAL-SCIENTIFIC RESEARCH APPLIED TO CRIMINAL JUSTICE

Application of the qualitative or quantitative designs of social-scientific research to a problem in the criminal justice area. Includes the integration of emerging technology in the field of research. Prerequisite: CJUS 5060.

3 credits

MORALES SANCHEZ, LUIS R. Professor of Education and Social Sciences. B.A. in

Social Sciences Education, University of Puerto Rico; M.A. in Management of Educational Systems, University of Puerto Rico; M.A. in Criminal Justice, Inter American University of Puerto Rico; Ed.D. in Curriculum and Teaching, Inter American University of Puerto Rico.

Hernandez, R. (2010). *Manual de la Investigación*. McGraw-Hill-Interamericana.

CJUS 5080 PUBLIC POLICY AND THE STATE AND FEDERAL JUSTICE SYSTEMS

Analysis of the governmental structuring at the federal and state level. Emphasis on the criminological foundations of federal and state public policy in Puerto Rico.

3 credits

OTERO VICENTE, VICTOR. Part Time Professor. Graduated from Puerto Rico Police Academy (Class of 1976). B.A. in Criminal Justice, University of Puerto Rico; M.P.A. in Public Administration, University of Puerto Rico; J.D. in Law, Inter American University of Puerto Rico – Law School.

Chemerenisky, E. (2011). *Federal Jurisdiction*. (6th ed.). Aspen.

Cole, G.F., & Gertz, M.C. (2012). *The Criminal Justice System: Politics and Policies*. Cengage.

CJUS 5237 JUVENILE JUSTICE

Analysis of the historical development of the social and legal aspects and of juvenile delinquency. Review of the theories, factors and conditions associated with this social problem, preventive strategies and modalities of treatment for minors who commit infractions. Emphasis on the procedural aspects.

3 credits

CONCEPCION MARQUEZ, FRANCISCO J. Assistant Professor of Criminal Justice. B.A. in Philosophy, Universidad Central de Bayamon; J.D. in Law, University of Puerto Rico; L.L.M. in International Legal Studies, American University, Washington College of Law; L.L.M. in Law and Government, American University, Washington College of Law; Ph.D. in Theology, Inter American University of Puerto Rico.

Hess, K.M., Orthmann, C.H., & Wright, J.P. (2012). *Juvenile Justice*. Cengage.

CJUS 5299 LAW AND CORRECTION

Analysis of the recent legal developments related to the correctional, institutional and community alternatives. Includes the rights that people under correctional supervision have.

3 credits

CONCEPCION MARQUEZ, FRANCISCO J. Assistant Professor of Criminal Justice. B.A. in Philosophy, Universidad Central de Bayamon; J.D. in Law, University of Puerto Rico; L.L.M. in International Legal Studies, American University, Washington College of Law; L.L.M. in Law and Government, American University, Washington College of Law; Ph.D. in Theology, Inter American University of Puerto Rico.

Agustina, J. (2010). *Tendencias en Prevención del Delito y sus Límites*. España: Edisofer.

Lippman, M.R. (2020). *Law and Society*. (3rd ed.). Sage.

CJUS 5310 CRIMINAL PROCEDURE AND EVIDENCE LAW

Discussion of the principles of procedural and evidentiary law from the criminal or forensic investigator's perspective. Analysis of applicable jurisprudence.

3 credits

CONCEPCION MARQUEZ, FRANCISCO J. Assistant Professor of Criminal Justice.

B.A. in Philosophy, Universidad Central de Bayamon; J.D. in Law, University of Puerto Rico; L.L.M. in International Legal Studies, American University, Washington College of Law; L.L.M. in Law and Government, American University, Washington College of Law; Ph.D. in Theology, Inter American University of Puerto Rico.

Signorelli, W.P. (2011). *Criminal Law, Procedure and Evidence*. CRC Press.

CJUS 5613 ADDICTION, CRIMINALITY AND REHABILITATION

Analysis of the factors and conditions that induce people to depend on psychoactive or illegal substances and criminal behavior. Evaluation of the effectiveness of the prevention, treatment and rehabilitation strategies of persons with deviated behavior.

3 credits

RODRIGUEZ MORALES, ROSA C. Professor of Education. B.A. in Psychology,

University of Puerto Rico; M.A. in Speech and Language Therapy, University of Puerto Rico; M.A. in Special Education Teaching, Inter American University of Puerto Rico; Ed.D. in Curriculum and Teaching, Inter American University of Puerto Rico. 18 credits in Criminal Justice at Master's Degree Level, Inter American University of Puerto Rico.

Narevic, E. (2008). *Social Relations and Motivation for Substance Abuse Treatment Among Prisoners*. New York: LFB Scholarly Pub

CJUS 5900 SPECIAL ASSIGNMENT

Participation in a supervised practice experience in an agency of the State or Federal Criminal Justice System or the completion of an investigation project in areas of criminal justice. The nature of the practice or the investigation will be determined by the Faculty of the Program that will supervise both activities.

3 credits

OTERO VICENTE, VICTOR. Part Time Professor. Graduated from Puerto Rico Police Academy (Class of 1976). B.A. in Criminal Justice, University of Puerto Rico; M.P.A. in Public Administration, University of Puerto Rico; J.D. in Law, Inter American University of Puerto Rico – Law School.

No Textbook.

CJUS 5970 SPECIAL TOPICS

Review of selected areas of contemporary importance in aspects related to criminal justice in regard to new social, legislative and judicial considerations in preventive, investigative, procedural, adjudicative, dispositive, and correctional processes for adults and minors who come in conflict with the law.

3 credits

CONCEPCION MARQUEZ, FRANCISCO J. Assistant Professor of Criminal Justice.

B.A. in Philosophy, Universidad Central de Bayamon; J.D. in Law, University of Puerto Rico; L.L.M. in International Legal Studies, American University, Washington College of Law; L.L.M. in Law and Government, American University, Washington College of Law; Ph.D. in Theology, Inter American University of Puerto Rico.

SANCHEZ VELEZ, MIGUEL A. Part Time Professor. B.A. in Economics, University of Puerto Rico; J.D. in Law, Inter American University of Puerto Rico - Law School; L.L.M. in Constitutional Law, Catholic University of Puerto Rico – Law School.

No Textbook.

CJUS 6970 INTEGRATION SEMINAR

Integrating seminar of an interdisciplinary character with general and specific material proportional to the distribution of these parts in the totality of credits required for the degree. The course will be developed by means of a methodology of readings, lectures, group discussions, case studies and others to address the relevant topics.

3 credits

CONCEPCION MARQUEZ, FRANCISCO J. Assistant Professor of Criminal Justice.

B.A. in Philosophy, Universidad Central de Bayamon; J.D. in Law, University of Puerto Rico; L.L.M. in International Legal Studies, American University, Washington College of Law; L.L.M. in Law and Government, American University, Washington College of Law; Ph.D. in Theology, Inter American University of Puerto Rico.

No textbook.

Master of Arts (M.A.) in Educational Management and Leadership

The Master's Program in Education with specialization in Management and Instructional Leadership aims to form excellent professionals in the field of administration of educational programs. This specialization contributes to the development of educational managers and leaders who demonstrate mastery in the solution of problems inherent to the contemporary professional environment at the different teaching levels. This specialization focuses on the study of theoretical foundations, the use and promotion of scientific research, the integration of technology to practice, the application of the highest ethical principles of the profession and participation in practical experiences in teaching scenarios.

Profile of the Competencies of Graduates

This Program is designed to develop the competencies that will permit students to:

Knowledge

1. Know useful strategies that contribute to improve the management of the fiscal, administrative and human resources operations of the teaching scenario.

2. Know the principles of educational management considering the social changes, recent laws, the rules, the regulations, and the current educational-labor jurisprudence.
3. Know the due process of law applicable to the educational scenarios.

Skills

1. Design plans based on principalship that contributes to the professional development of teaching and non-teaching personnel.
2. Develop teaching environments of quality and excellence for the development of innovating teaching strategies, with a scientific and inclusive base to attend to the diversity of learning styles and needs of the students.
3. Use the information and communications technologies (ICT's) as a means to improve the educational, instructional, administrative and fiscal processes of educational scenarios.
4. Make administrative-participative decisions considering the opinions and suggestions of the parents, students and the teaching personnel in the instructional processes.
5. Apply the scientific method to solve problems inherent to management and educational leadership, and to the teaching strategies.

Attitudes

1. Respect the ethical and moral values related to the good administration of the institution's fiscal, human, technological, and educational management.
2. Promote collaborative environments that contribute to the development of learning communities.
3. Appreciate the development of innovating activities that contribute to the achievement of the educational philosophy, vision, goals, and the objectives of the institution.

To be considered for admission, students must:

1. Have a bachelor's degree from an accredited institution:
 - Bachelor's Degree in Education or a Bachelor's Degree and Teacher Certification from any of the 50 states of the United States of America or its territories or
 - A Bachelor's Degree, three (3) credits in Teaching Methodology and six (6) additional credits in Education Core Courses
 - Three (3) credits in statistics are also required.

For the Master's Program in Education with specialization in Management and Instructional Leadership the program can be completed with 36 credits of which 9 credits are foundation requirements, 27 credits are specialization requirements.

The Arecibo Campus is authorized to offer this Program which can also be offered completely through Internet.

TOTAL COST OF PROGRAM

Tuition	\$8,172
Fees	\$1,600
Books	\$1,952
Additional Computer Programs	\$1,031
Supplies	<u>\$1,308</u>
Total	\$14,603

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE IN EDUCATIONAL COMPUTING

Foundation Requirements	9 credits
Specialization Requirements	<u>27</u> credits
Total	36

Foundation Requirements - 9 credits

EDUC 6004	Information Systems in Educational Management	3
EDUC 6058	Legal Foundations of Education	3

At least one of the following:

EDUC 5111	Educational Research I	3
EDUC 6931	Research Application Project in the Area of Specialization I	3

Specialization Requirements - 27 credits

EDUC 6000	Human Resources Management and Labor Relations in Educational Scenarios	3
EDUC 6001	Fiscal Management	3
EDUC 6013	Organizational Behavior in Educational Institutions	3
EDUC 6046	Curriculum Development	3
EDUC 6057	Teaching Models and Strategies	3
EDUC 6079	Instructional Leadership	3
EDUC 6380	Administration of Special Education Programs	3
EDUC 6915	Practice in Management and Educational Leadership	3
EDUC 697D	Integration Seminar	3

Course Descriptions, Faculty and Learning Resources (Educational Management and Leadership)

EDUC 5111 EDUCATIONAL LEADERSHIP I

Description of the scientific method in the solution of educational problems. Use of the terminology and methodology of quantitative and qualitative research. Includes the writing of a research proposal.

3 credits

ROSADO BATISTA, SAMUEL. Part-Time Professor of Education. B.A. in Elementary Education, Pontifical Catholic University of Puerto Rico; M.A. in Education Administration, Pontifical Catholic University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

VELAZQUEZ BENJAMIN, FRANCIE. Professor of Education. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics Curriculum, University of Massachusetts at Amherst; Ed.D. in Instructional Leadership, University of Massachusetts at Amherst.

Privitera, G.J., Ahlgrim-Delzell, L. (2018). *Research Methods for Education*, (1st ed.). SAGE Publications.

EDUC 6000 HUMAN RESOURCES MANAGEMENT AND LABOR RELATIONS IN EDUCATIONAL SCENARIOS

Analysis of the laws and processes that affect effective human resources administration in the educational scenario. Includes programs of professional development, motivation and satisfaction in the workplace.

3 credits

MONTES DE OCA HERNANDEZ, JULIO. Part-Time Professor of Education. B.A. in Teaching of Mathematics at the Secondary Level, Inter American University of Puerto Rico; M.A. in Administration and Supervision in Education, University of Phoenix; Ed.D. in Education Administration, Escuela Graduada del Sur.

Rebore, R.W. (2014). *Human Resources Administration in Education*. (10th ed.). Pearson.

EDUC 6001 FISCAL MANAGEMENT

Analysis of the fundamental elements of budgeting and finance in educational scenarios. Includes the preparation and control of budget in educational institutions.

3 credits

MONTES DE OCA HERNANDEZ, JULIO. Part-Time Professor of Education. B.A. in Teaching of Mathematics at the Secondary Level, Inter American University of Puerto Rico; M.A. in Administration and Supervision in Education, University of Phoenix; Ed.D. in Education Administration, Escuela Graduada del Sur.

ROSADO BATISTA, SAMUEL. Part-Time Professor of Education. B.A. in Elementary Education, Pontifical Catholic University of Puerto Rico; M.A. in Education Administration, Pontifical Catholic University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

Schilling, C.A., & Tomal, D.R. (2013). *Resource Management for School Administrators: Optimizing Fiscal, Facility and Faculty*. Rowman and Littlefield.

EDUC 6004 INFORMATION SYSTEMS IN EDUCATIONAL MANAGEMENT

Application of existing technology and cybernetic information to administrative processes; logical functional design for processing, use of networks and their application and storage of information. Analysis and use of different useful computerized programs in educational management.

3 credits

CARTAGENA, PEDRO L. Part-Time Professor of Education. M.A. in Technology and Education; Dowling College, Ph.D. in Information Systems, Madison University; Ed.D. in Administration and Supervision, University of Puerto Rico.

Roblyer, M.D., & Hughes, J.E. (2018). *Integrating Educational Technology into Teaching*. (8th ed.). Pearson.

EDUC 6013 ORGANIZATIONAL BEHAVIOR IN EDUCATIONAL INSTITUTIONS

Analysis of individual, interpersonal and group behavior in the context of educational organizations, by using different models and theories. Includes the development and evolution of organizational theory. Application of the theories to the sociocultural setting in which educational management and instructional supervision occur.

3 credits

VELAZQUEZ BENJAMIN, FRANCIE. Professor of Education. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics Curriculum, University of Massachusetts at Amherst; Ed.D. in Instructional Leadership, University of Massachusetts at Amherst.

Owens, R.E., & Valesky, T.C. (2014). *Organizational Behavior in Education: Leadership and School Reform*, (11th ed.). Allyn & Bacon.

Velazquez, F. (2018). *Conducta Organizacional en Instituciones Eucativas: Un Enfoque Distinto*. San Juan, PR: Bibliograficas.

EDUC 6046 CURRICULUM DEVELOPMENT

Study of the foundations of the curriculum and their application to curriculum development. Includes different models of curriculum design, the study of the development of curriculum as a system; needs, content and strategies for teaching, implementation, evaluation and improvement of curriculum and the design of a curricular segment.

3 credits

CONCEPCION SANTIAGO, VICTOR M. Professor of Education. B.A. in Psychology, University of Puerto Rico; M.A. in Labor Relations, American University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

DIAZ JIMENEZ, RAMONITA DE L. Full-Time Professor of Education. B.A., Elementary Education, University of Puerto Rico; M.A. Counseling and Advising, Inter American University of Puerto Rico; M.S. in Psychology, Inter American University of Puerto Rico; Ed.D. Counseling and Advising, University of Puerto Rico.

Diamond, R. (2008). *Designing and Assessing Courses and Curricula*, (3rd ed.). Jossey-Bass.

EDUC 6057 TEACHING MODELS AND STRATEGIES

Analysis and assessment of teaching models and the selection of instructional strategies applicable to different disciplines and levels.

3 credits

CONCEPCION SANTIAGO, VICTOR M. Professor of Education. B.A. in Psychology, University of Puerto Rico; M.A. in Labor Relations, American University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

FLORES RIOS, RAUL. Part-Time Professor of Education. B.A. Psychology, Turabo University; M.C. in Counseling, University of Phoenix; Ed.D. in Counseling, Inter American University of Puerto Rico.

DIAZ JIMENEZ, RAMONITA DE L. Full-Time Professor of Education. B.A., Elementary Education, University of Puerto Rico; M.A. Counseling and Advising, Inter American University of Puerto Rico; M.S. in Psychology, Inter American University of Puerto Rico; Ed.D. Counseling and Advising, University of Puerto Rico.

SOTO, NILSA I. Part-Time Professor of Education. B.A. in Elementary Education with Major in Special Education; M.A. in Special Education and Supervision, Inter American University of Puerto Rico; Ed.D. in Special Education Management, Inter American University of Puerto Rico.

Diaz-Barriga Arceo, F. (2010). *Estrategias Docentes para un aprendizaje significativo: Una interpretacion constructivista*. (3rd ed.). McGraw-Hill.

Eggen, P., & Kauchak, D. (2011). *Strategies and Models for Teachers: Teaching Content and Thinking Skills*, (6th ed.). Pearson.

EDUC 6058 LEGAL FOUNDATIONS OF EDUCATION

Analysis and evaluation of the laws and regulations that govern education in Puerto Rico. Study of the local and federal courts decisions and their implications in education.

3 credits

MONTES DE OCA HERNANDEZ, JULIO. Part-Time Professor of Education. B.A. in Teaching of Mathematics at the Secondary Level, Inter American University of Puerto Rico; M.A. in Administration and Supervision in Education, University of Phoenix; Ed.D. in Education Administration, Escuela Graduada del Sur.

ROSADO BATISTA, SAMUEL. Part-Time Professor of Education. B.A. in Elementary Education, Pontifical Catholic University of Puerto Rico; M.A. in Education Administration, Pontifical Catholic University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

Bradley, L.H. (2017). *School Law for Public, Private and Parochial Educators*. (2nd ed.). Rowman & Littlefield Publishers.

EDUC 6079 INSTRUCTIONAL LEADERSHIP

Analysis of the competencies related to the application of supervision and instructional leadership to improve the teaching-learning process and other services related to teaching. Practical experiences in the educational scenario are required.

3 credits

VELAZQUEZ BENJAMIN, FRANCIE. Professor of Education. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics Curriculum, University of Massachusetts at Amherst; Ed.D. in Instructional Leadership, University of Massachusetts at Amherst.

Woolfolk, A., & Kolter-Hoy, W. (2012). *Instructional Leadership: A Research-Based Guide to Learning in Schools*, (4th ed.). McGraw-Hill Co.

EDUC 6380 ADMINISTRATION OF SPECIAL EDUCATION PROGRAMS

Principles of special education administration. Analysis of administrative problems inherent with the compliance of the requirements established by state and federal laws governing service and providing protection to the public. Discussion of the principles of professional ethics and value conflicts in providing special education services.

3 credits

SOTO, NILSA I. Part-Time Professor of Education. B.A. in Elementary Education with Major in Special Education; M.A. in Special Education and Supervision, Inter American University of Puerto Rico; Ed.D. in Special Education Management, Inter American University of Puerto Rico.

Bateman, D. (2019). *Special Education Leadership*. (1st ed.) Routledge.

Howe, C.E. (1981). *Administration of Special Education*. Denver, Col., Love Publishing.

EDUC 6915 INTERNSHIP IN MANAGEMENT AND EDUCATIONAL LEADERSHIP

Supervised practice in management related tasks. This will be performed under the supervision of a faculty member and will consist of a minimum of 135 hours of managerial experiences. Includes periodic meetings and seminars with the faculty member.

3 credits

CONCEPCION SANTIAGO, VICTOR M. Professor of Education. B.A. in Psychology, University of Puerto Rico; M.A. in Labor Relations, American University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

ROSADO BATISTA, SAMUEL. Part-Time Professor of Education. B.A. in Elementary Education, Pontifical Catholic University of Puerto Rico; M.A. in Education Administration, Pontifical Catholic University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

VELAZQUEZ BENJAMIN, FRANCIE. Professor of Education. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics Curriculum, University of Massachusetts at Amherst; Ed.D. in Instructional Leadership, University of Massachusetts at Amherst.

No Textbook

EDUC 6931 RESEARCH OR APPLICATION PROJECT IN THE AREA OF SPECIALIZATION I

Analysis of the theoretical, historical, ethical, moral and political bases of the field of the scientific and educational research. Analysis of the design for a research or application project in the field of the selected specialization. The course will be governed by the guide: General Considerations for the Elaboration of Research or Application Projects. An oral and written presentation of the project. Grade: P/NP.

3 credits

CONCEPCION SANTIAGO, VICTOR M. Professor of Education. B.A. in Psychology, University of Puerto Rico; M.A. in Labor Relations, American University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

ROSADO BATISTA, SAMUEL. Part-Time Professor of Education. B.A. in Elementary Education, Pontifical Catholic University of Puerto Rico; M.A. in Education Administration, Pontifical Catholic University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

Hernandez, R. (2010). *Metodologia de Investigacion*. (5th ed.). McGraw-Hill Co.

Ladd, H.F., & Goertz, M.E. (2015). *Handbook of Research in Education Finance and Policy*. (2nd ed.). Routledge.

EDUC 697D INTEGRATION SEMINAR

Evaluation of theories, concepts and principles that support the practice of educational management and leadership. Includes research analysis and special projects.

3 credits

CONCEPCION SANTIAGO, VICTOR M. Professor of Education. B.A. in Psychology, University of Puerto Rico; M.A. in Labor Relations, American University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

ROSADO BATISTA, SAMUEL. Part-Time Professor of Education. B.A. in Elementary Education, Pontifical Catholic University of Puerto Rico; M.A. in Education Administration, Pontifical Catholic University of Puerto Rico; Ed.D. in Education Administration, Inter American University of Puerto Rico.

No Textbook

Master of Arts (M.A.) in Educational Computing

The Master of Arts Degree in Educational Computing has the goal of preparing specialized professionals for integrating computing in education with an interdisciplinary approach. This Program aspires to develop leadership in graduates to promote significant educational changes and in addition, it provides the conceptual, technical and research competencies for the use of computational means in an effective manner in educational scenarios. In addition to meeting the general requirements established by the University for admission to master degree studies, students must:

1. Have approved the following courses or their equivalent:

- a) COMP 2110 Introduction to Computer Science
- b) COMP 2120 Programming Logic
- c) COMP 2300 Visual Programming
- d) A course in Basic Statistics at the undergraduate level from a recognized university
- e) A course in Educational Psychology at the undergraduate level from a recognized university

2. Demonstrate proficiency in the English language through reading and comprehension or have passed the Test of English as a Foreign Language (TOEFL).

Cases for transfer, equivalencies and validations, etc. will be considered by the Admissions Committee or by the Program Coordinator.

To obtain the Master of Arts Degree in Educational Computing, candidates must:

- 1. maintain a 3.00 academic index
- 2. defend and pass before the Program Committee, the project developed in the course ECMP 6980 Project Development in Educational Computing.

The Metropolitan Campus is authorized to offer this Program which can also be offered completely through Internet.

TOTAL COST OF PROGRAM

Tuition	\$8,853
Fees	\$1,600
Books	\$1,916
Additional Computer Programs	\$993
Supplies	<u>\$1,303</u>
Total	\$14,665

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE IN EDUCATIONAL COMPUTING

Specialization Requirements	30 credits
Prescribed Distributive Requirements	<u>9</u> credits
Total	39

Specialization Requirements - 30 credits

ECMP	5100	Future and Leadership of Computer Changes in Education	3
ECMP	5105	Design and Evaluation of Educational Software	3
ECMP	5130	Computer Assisted Educational Management	3
ECMP	5200	Authoring Languages	3
ECMP	5240	Special Peripherals, Telecommunications and Networks	3
ECMP	5245	Computer Programming	3
ECMP	6160	Computer Assisted Instruction	3
ECMP	6170	Training and Design of Computerized Practice	3
ECMP	6975	Research Seminar in Educational Computing	3
ECMP	6980	Project Development in Educational Computing	3

Prescribed Distributive Requirements - 9 credits

Students will select 9 credits from the following courses:

ECMP	5250	Knowledge Banks and Expert Systems	3
ECMP	6300	Interaction between the User and the Computer	3
ECMP	6310	Graphics Systems and Animations	3
ECMP	6320	Advanced Programming for Internet	3
ECMP	6350	Artificial Intelligence and Knowledge	3
ECMP	6355	Knowledge Acquisition and Intelligent Tutors	3
ECMP	6400	Distance Learning	3
ECMP	6970	Advanced Seminar Topics in Educational Computing	3
ECMP	6990	Thesis in Educational Computing	3
COIS	5100	Relational Data Banks	3
COIS	5120	Client-Server Networks and Architecture	3
COIS	5130	Design Methodology and Advanced Tools	3
COIS	5220	Reengineering Processes	3
COIS	6250	Multimedia and Interface	3
COIS	6360	Social Impact of Computers	3
COIS	6370	Geographic Information Systems	3
EDUC	5133	Statistics	3
EDUC	6013	Organizational Behavior in Educational Institutions	3
EDUC	6046	Curriculum Development	3

Course Descriptions, Faculty and Learning Resources (Educational Computing)

ECMP 5100 FUTURE AND LEADERSHIP OF COMPUTER CHANGES IN EDUCATION

Analysis of the historical development and future trends, the forecast of computerized technological changes and their implications in educational computing. Includes general concepts about cognition and artificial intelligence, constructivism and the learning paradigm in education. Review of the philosophy of educational computing within the legal, educational, and social framework. Emphasis on the basic concepts of assistive technology, motivational principles and techniques, human relations, leadership and collaborative learning.

3 credits

RAMOS, YOLANDA, Instructor of Education. B.A. in French and Theatre, Marymount Manhattan College; M. Ed. in Bilingual/Bicultural Education Penn State University; Ph.D. in Intercultural Studies, The Pennsylvania State University.

Ford, N. (2008). *Web-Based Learning through Educational Informatics: Information Science Meets Educational Computing*. IGI Global Inc.

Roblyer, M., & Hughes, J. (2018). *Integrating Educational Technology into Teaching*. (8th ed.). Pearson.

ECMP 5105 DESIGN AND EVALUATION OF EDUCATIONAL SOFTWARE

Application of fundamentals of instructional design and their application to the development and evaluation of computerized educational materials and comparison of different design models. Includes techniques for the evaluation of programs and computerized equipment. Review of recent research that helps promote modern design techniques and evaluation of educational software.

3 credits

ALVAREZ, IRMA G., Associate Professor of Educational Computing. B.S. Biology, Minor in Chemistry, University of Puerto Rico; M.S. Curriculum and Instruction, The Pennsylvania State University; Doctoral Candidate at "Universitat Oberta de Catalunya" in Barcelona, Spain. Doctoral Studies in The Information Society and Learning Program (E-Learning).

Gagné, R. M., Wager, W.W., Golas, K. C., & Keller, J. M. (2004). *Principles of Instructional Design*. (5th ed.). Belmont, CA: Wadsworth/Thomson.

Kalmpourtzis, G. (2018). *Educational Game Design Fundamentals: A Journey to Creating Intrinsically Motivating Learning Experiences*. CRC Press.

ECMP 5130 COMPUTER ASSISTED EDUCATIONAL MANAGEMENT

Analysis of the use of computers in academic administration. Study of techniques that may be used in the integration of computers for the academic task of evaluation. The use of software for performing administrative tasks. Includes logistics and implementation of a management information system and networking within an educational environment. Requires additional time in an open lab.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Picciano, A. G. (2010). *Educational Leadership and Planning for Technology*. (5th ed.). Upper Saddle River, NJ: Prentice Hall.

ECMP 5200 AUTHORIZING LANGUAGES

Application of an authoring language program. Requires additional time in an open lab. Prerequisites: ECMP 5100, 5105.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Maivald, J. (2021). *Adobe Dreamweaver Classroom in a Book*. Adobe Inc.

Adobe Inc. (2003). *Using Authorware 7*. Adobe Inc.

ECMP 5240 SPECIAL PERIPHERALS, TELECOMMUNICATIONS AND NETWORKS

Application of basic concepts of telecommunications, devices, local networks and other networks. Use of communication software. Includes techniques of teleconferencing, distant learning, external database query and electronic mail. Management of some peripherals and computerized media such as videodisc, video camera, projectors, scanners, voice and music synthesizers. Emphasis on projects for handicapped persons and special education with computers. Requires additional time in an open lab. Prerequisite: ECMP 5100.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Stallings, W. (2010). *Data & Computer Communications*. (9th ed.). Prentice Hall.

ECMP 5245 COMPUTER PROGRAMMING

Application of a high-level structured programming language, programming oriented to the object and its fundamental principles. Use of subroutines using visual or object programming for the development of quality applications. Requires additional time in an open lab. Prerequisite: ECMP 5200.

3 credits

VALLES SIFRE, JOSE R., Assistant Professor of Computer Science. B.S. in Statistics, West Virginia University; M.A. in Educational Computing, Inter American University of Puerto Rico; Ph.D. in Information Technology, Capella University.

Gaddis, T., & Irvine, K. (2019). *Starting Out With Visual Basic*. (8th ed.). Pearson.

ECMP 5250 KNOWLEDGE BASES AND EXPERT SYSTEMS

Discussion of Artificial Intelligence (AI) and Expert Systems (ES). Includes historical aspects of AI and ES, as special types of software that try to emulate problem solving, rational decisions making, agents, search methods, and the construction and maintenance of the ES structure. Emphasis on the main structures for the representation of the knowledge: trios OAV (Objects, Attributes and Values), semantic networks, frames, rules and logical representation. Requires additional time in an open lab. Prerequisite: ECMP 5245.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

O'Keefe, R. (2009). *The Craft of Prolog (Logic Programming)*. MIT Press.

ECMP 6160 COMPUTER ASSISTED INSTRUCTION

Application of methods and techniques of computer assisted instruction: tutorials, drill and practice, simulation and discovery games. Integration of computerized topics in the curriculum. Practices with authoring languages, programming languages and software packages. Review of some examples of courseware. Requires additional time in an open lab. Prerequisite: ECMP 5245.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Bernardez, M. (2007). *Diseño, Producción e Implementación de E-Learning: Metodología, Herramientas y Modelos*. AuthorHouse.

ECMP 6170 TRAINING AND COMPUTERIZED PRACTICE

Analysis of problems and personnel training tasks in a business environment. Design programming and evaluation of training courses with computers and audiovisual materials. Personnel training in a business environment. Creation of user manuals and tutorials for self-learning. Use of simulations in personnel training. Requires additional time in an open lab. Prerequisite: ECMP 5200.

3 credits

ALVAREZ, IRMA G., Associate Professor of Educational Computing. B.S. Biology, Minor in Chemistry, University of Puerto Rico; M.S. Curriculum and Instruction, The Pennsylvania State University; Doctoral Candidate at "Universitat Oberta de Catalunya" in Barcelona, Spain. Doctoral Studies in The Information Society and Learning Program (E-Learning).

Beebe, S. A., Mottet, T. P. & Roach, D. K. (2004). *Training and Development: Enhancing Communication and Leadership Skills*. Pearson Educational.

Kroehnert, G. (2000). *Basic Training for Trainers: A Handbook for New Trainers*. (3rd ed.). McGraw-Hill.

Noe, R. (2017). *Employee Training & Development*. (7th ed.). McGraw-Hill/Irwin.

ECMP 6300 INTERACTION BETWEEN THE USER AND THE COMPUTER

Critical analysis of the interaction of users with the computer taking into account the program design strategies, the users level of experience, interaction styles and the use of engineering. Formal evaluation of the software and of its utility. Review of recent research that helps to promote the effective use of new technologies of information and communication in educational environments. Requires additional hours in an open lab. Prerequisite: ECMP 5105.

3 credits

VALLES SIFRE, JOSE R., Assistant Professor of Computer Science. B.S. in Statistics, West Virginia University; M.A. in Educational Computing, Inter American University of Puerto Rico; Ph.D. in Information Technology, Capella University.

Shneiderman, B., Plaisant, C., Cohen, M., & Jacobs, S. (2016). *Designing the User Interface: Strategies for Effective Human Computer Interaction*. (6th ed.). Pearson.

ECMP 6310 GRAPHICS SYSTEMS AND ANIMATIONS

Application of the principles of assisted graphics design, data flowcharts and design supported by computer. Implementing graphics, drawing and animation with high resolution and color in the computer. Interactivity management of graphics. Use of painting packages, pad and the combination with video images. Includes rotation, hidden lines, shading, fading and texture. Requires additional time in an open lab. Prerequisite: ECMP 5200.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Shirley, P., & Marschner, S. (2021). *Fundamentals of Computer Graphics*. (5rd ed.). AK Peters Ltd.

ECMP 6320 ADVANCED PROGRAMMING FOR INTERNET

Analysis of languages, methodologies and advanced programming techniques for Internet. Application of new trends in programming: object oriented, logical and concurrent. Review of techniques in software engineering. Requires additional time in an open lab. Prerequisite: ECMP 5245.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Flanagan, D. (2020). *JavaScript: The Definitive Guide*. (7th ed.). Cambridge, MA: O'Reilly & Associates.

ECMP 6350 ARTIFICIAL INTELLIGENCE

Analysis of the principles and techniques of artificial intelligence. Includes the spaces of states and search processes, the representation of knowledge, automated inference: Boolean and diffused. Emphasis on the main applications: expert systems, natural language processing, vision, speech recognition, machine learning, and robotics. Requires additional time in an open lab. Prerequisite: ECMP 5250.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Russell, S., & Norvig, P. (2021). *Artificial Intelligence: A Modern Approach*. (4th ed.). Prentice Hall.

ECMP 6355 KNOWLEDGE ACQUISITION AND INTELLIGENT TUTORS

Techniques for knowledge acquisition, domain mapping, and knowledge structuring. Induction methods, statistical applications and decision trees. Test analysis, evaluation and debugging of a knowledge base. Application of an intelligent tutor within a group design. Review of problems associated with intelligent tutors. Requires additional time in a computer laboratory. Prerequisite: ECMP 5250.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Park-Woolf, B. (2008). *Building Intelligent Interactive Tutors: Student Centered Strategies for Revolutionizing E-Learning*. Morgan Kauffman.

ECMP 6400 DISTANCE LEARNING

Application, planning, evaluation and management of technological system and human resource in distance learning. Includes practical experience related to the creation and administration of a course on line and a videoconference course by using the platforms for managing distance education courses available at the Institution. Analysis of recent research that helps promote student learning in a distant educational environment. Requires additional hours in an open lab. Prerequisites: ECMP 5130, 5200.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Simonson, M. R, Smaldino, S. E., & Zvacek, S. (2019). *Teaching and Learning at a Distance: Foundations of Distance Education*. (7th ed.). Upper Saddle River, NJ: Prentice Hall.

ECMP 6970 SEMINAR: ADVANCED TOPICS IN EDUCATIONAL COMPUTING

In-depth study of a problem associated with the field of educational computing. Prerequisite: ECMP 6260 or approval from the Program Director.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Richardson W. (2006). *Blogs, Wikis, Podcasts, and Other Powerful Web Tools for Classrooms*. Thousand Oaks, CA: Corwin Press.

ECMP 6975 RESEARCH SEMINAR IN EDUCATIONAL COMPUTING

Analysis of the procedure to follow in educational research. Identification of a research topic in the field of the educational computing. Use of computerized tools for research, revision of literature, selection of methodology and preparation of a research proposal. Prerequisites: ECMP 5100, 5105, 5130. Corequisite: ECMP 6160.

3 credits

ALVAREZ, IRMA G., Associate Professor of Educational Computing. B.S. Biology, Minor in Chemistry, University of Puerto Rico; M.S. Curriculum and Instruction, The Pennsylvania State University; Doctoral Candidate at "Universitat Oberta de Catalunya" in Barcelona, Spain. Doctoral Studies in The Information Society and Learning Program (E-Learning).

Hernandez-Sampieri, R., Fernandez-Col, C. & Bright-Baptist, P. (2007). *Foundations of Methodology of the Investigation*. Mexico: Mc-Graw-Hill/Publishers.

ECMP 6980 PROJECT DEVELOPMENT FOR EDUCATIONAL COMPUTING

Analysis, design, development and implementation of a computerized project with educational applications. Includes the theoretical frame, storyboard, flowcharts, validation, references, conclusions and recommendations. Prerequisites: ECMP 6975 and authorization of the department director. Grade: P/NP.

3 credits

ALVAREZ, IRMA G., Associate Professor of Educational Computing. B.S. Biology, Minor in Chemistry, University of Puerto Rico; M.S. Curriculum and Instruction, The Pennsylvania State University; Doctoral Candidate at "Universitat Oberta de Catalunya" in Barcelona, Spain. Doctoral Studies in The Information Society and Learning Program (E-Learning).

American Psychological Association. (2009). *Publication Manual of the American Psychological Association*. (6th ed.). APA.

ECMP 6990 THESIS IN EDUCATIONAL COMPUTING

Development of a research theme or implementation of an original practical complex project in the area of educational computing. The theme as well as the thesis advisor should be approved by the department chairperson. Prerequisite: ECMP 6975. Grade: P/NP.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

No Textbook.

COIS 5100 RELATIONAL DATA BASES

Analysis of databases. Includes a general view and cost-benefit. Emphasis on Codd's relational model, its implications in the development of the of Database Management Systems (DBMS) and the SQL language. Creation and maintenance of a data bank in standard SQL. Requires additional time in an open lab.

3 credits

VALLES SIFRE, JOSE R., Assistant Professor of Computer Science. B.S. in Statistics, West Virginia University; M.A. in Educational Computing, Inter American University of Puerto Rico; Ph.D. in Information Technology, Capella University.

Date, C.J. (2015). *SQL and Relational Theory: How to Write Accurate SQL Code*. (3rd ed.). O'Reilly.

COIS 5120 CLIENT-SERVER NETWORKS AND ARCHITECTURE

Discussion of the basic concepts of telecommunications and local networks. Includes the different connection architectures and open systems. Emphasis on client-server architectures, technologies, middleware and clients. Analysis of benefits, costs and risks, communication between processes, remote processes, cooperative environments, distributed architectures and future trends. Requires additional time in an open lab.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Orfali, R., Harkey, D., & Edwards, J. (1999). *Client/Server Survival Guide*. (3rd ed.). John Wiley and Sons.

Donahoo, M.J., & Calvert, K.L. (2009). *TCP/IP Socket in C Bundle: TCP/IP Sockets in C*. (2nd ed.). Morgan Kauffman.

COIS 5130 DESIGN METHODOLOGY AND ADVANCED TOOLS

Application of the top down design methodology and the entity-relation model for the standardized design of a database. Design, development and implementation of a relational central bank. Development of complex data models. Includes advanced design tools. Requires additional time in an open lab.

3 credits

VALLES SIFRE, JOSE R., Assistant Professor of Computer Science. B.S. in Statistics, West Virginia University; M.A. in Educational Computing, Inter American University of Puerto Rico; Ph.D. in Information Technology, Capella University.

Bagui, S. & Earp, R. (2011). *Database Design Using Entity-Relationship Diagrams*. (2nd ed.). CRC Press.

COIS 5220 REENGINEERING PROCESSES

Solution for data requirements in organizations. Crisis and identifying opportunities. Reengineering process in organizations (BPR). Redesigning processes, The role of information technologies. Leadership. Handling projects on a computer. Migration towards open and distributed settings. Case studies. Requires additional time in an open laboratory. Prerequisite: COIS 5120.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Fish, A.N., & Taylor, J. (2012). *Knowledge Automation: How to Implement Decision Management in Business Processes*. Wiley.

Sethi, V., & King, W. (1997). *Organizational Transformation Through Business Process Reengineering: Applying Lessons Learned*. Prentice Hall.

COIS 6250 MULTIMEDIA AND INTERFACE

Creation, copying and managing images and sounds. Includes animation, storage, compression, integration of videos and other means. Interface design. Emphasis on person-computer dialogue, windows, integration of multimedia into a database. Requires additional time in an open lab.

3 credits

VALLES SIFRE, JOSE R., Assistant Professor of Computer Science. B.S. in Statistics, West Virginia University; M.A. in Educational Computing, Inter American University of Puerto Rico; Ph.D. in Information Technology, Capella University.

Frain, B. (2020). *Responsive Web Design with HTML5 and CSS*. (3rd ed.). Packt Publishing.

COIS 6360 SOCIAL IMPACT OF COMPUTERS

Professional ethics. The risk of technology. Critical systems. Technology and work. Accessibility of information. Privacy. Computer crimes. Copyright and pirating. Other social problems.

3 credits

VALLES SIFRE, JOSE R., Assistant Professor of Computer Science. B.S. in Statistics, West Virginia University; M.A. in Educational Computing, Inter American University of Puerto Rico; Ph.D. in Information Technology, Capella University.

Migga-Kizza, J. (2010). *Ethical and Social Issues in the Information Age*. Springer.

COIS 6370 GEOGRAPHIC INFORMATION SYSTEMS

Computerized application of Geographic Information Systems (GIS). Analysis of types of maps and graphic representations. Review of the impact of GIS in planning. Requires additional time in an open lab.

3 credits

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Kennedy, M. (2009). *Introduction Geographic Information Systems with ArcGIS: A Workbook Approach to Learning GIS*. Wiley.

EDUC 5133 STATISTICS

Statistical methods applied to educational research. Application of descriptive and inferential statistics to data interpretation. Use of the computer in statistical analysis. Requires additional time in an open laboratory.

3 credits

CARABALLO RIOS, ANGEL L. Professor of Educational Computing. B.S. in Mathematics, University of Puerto Rico; M.A. in Mathematics, University of Massachusetts; Ph. D. in Curriculum and Instruction, The Pennsylvania State University.

Abbott, M.L. (2010). *Understanding Educational Statistics Using Microsoft Excel and SPSS*. Wiley.

EDUC 6013 ORGANIZATIONAL BEHAVIOR IN EDUCATIONAL INSTITUTIONS

Analysis of individual, interpersonal and group behavior in the context of educational organizations, by using different models and theories. Includes the development and evolution of organizational theory. Application of the theories to the sociocultural setting in which educational management and instructional supervision occur.

3 credits

ROMAN, ANA L., Professor of Business Administration and Commercial Education. B.A. in Office Systems Administration, University of Puerto Rico; M.A. in Business Education, New York University; MA with Majors in Counseling and Educational Supervision; Ed.D. in Education with a Major in Educational Administration and Supervision, Universidad Interamericana de Puerto Rico.

Robbins, S.P., & Judge, T.A. (2010). *Organizational Behavior*. (14th ed.). Prentice Hall.

EDUC 6046 CURRICULUM DEVELOPMENT

Principles of the curriculum and their application to curriculum development. Includes different models of curriculum design, the study of the development of curriculum as a system; needs, content and strategies for teaching, implementation and evaluation of curriculum and the design of a curricular segment.

3 credits

ALVAREZ, IRMA G., Associate Professor of Educational Computing. B.S. Biology, Minor in Chemistry, University of Puerto Rico; M.S. Curriculum and Instruction, The Pennsylvania State University; Doctoral Candidate at "Universitat Oberta de Catalunya" in Barcelona, Spain. Doctoral Studies in The Information Society and Learning Program (E-Learning).

Wiles, J.W., & Bondi, J.C. (2019). *Curriculum Development*. (9th ed.). Prentice Hall.

Master's Degree in Business Administration (MBA)

The curriculum for the Master's Degree in Business Administration aims to provide a broad base and a solid preparation in management and organization of business activities. In addition, the Program gives students an opportunity to specialize in one of the many functional areas of this discipline. The core courses required of all students stresses the general principles and training applicable to all organizations. They cover a wide spectrum of disciplines such as decision theory, management processes, application of quantitative analysis to management problems, contributions of the behavioral sciences to functional areas of business management, and relations of business organizations to socio-economic and political environments.

Students enrolled in the General Program must take 24 core course credits in Business Administration and eighteen (18) credits from other Business Administration courses at the BADM 5000 or 6000 level. The University has approved six specialization courses specifically for the General Program; however, students who have satisfied the prerequisites may also choose specialization courses from an FCIE-licensed MBA

specialization. Students should speak to their academic advisor about whether they meet the course prerequisites.

Classes are primarily taught in Spanish; therefore, proficiency in the Spanish language is required.

Admission Requirements

In addition to fulfilling the general admission requirements for master's degree studies set forth above, candidates desiring to enter this Program must meet the following requirements:

1. Have a grade point index of 2.50 or above in the last sixty credit hours of academic work (at the undergraduate level or a combination of undergraduate and graduate credits in case the applicant already has a graduate degree from a recognized university.)
2. Present the results of one of the following tests taken within the five year period preceding the date of requested admission: a. Graduate Record Exam (GRE); b. Miller Analogy Test (MAT); c. Examen de Admisión a Estudios de Posgrado (EXADEP); and d. Graduate Management Admission Test (GMAT).
3. Demonstrate, through an examination or other appropriate means as determined by the academic department or division, the ability to interpret professional material, both in Spanish and English, and the ability to express themselves correctly in writing in one of these languages.
4. Request an evaluation of their transcript by a specialized agency (e.g., WES) if their bachelor's degree or equivalent from a university of recognized standing uses a grading system different from that used in this University.
5. Present evidence of having passed the following courses at the Bachelor's level with a minimum grade of "C":
 - i. Economics (Micro and Macro) 6 credits
 - ii. Statistics (descriptive and inferential) 6 credits
 - iii. Accounting I and II 6-8 credits

In addition to the requirements listed above, students who choose any of the following specializations must have passed the following courses at the baccalaureate level with a minimum grade of C:

- Accounting
 - Intermediate Accounting I and II (or its equivalent)
- Managerial Information Systems
 - Introductory course in the area of computers (or its equivalent)
 - A course in computer programming (or its equivalent)

TOTAL COST OF PROGRAM

Tuition	\$9,534
Fees	\$1,600
Books	\$2,600
Supplies	<u>\$1,305</u>
Total	\$15,039

Master's Degree in Business Administration (General)

REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION DEGREE (General)

Core Course Requirements	24 credits
Specialization Requirements	<u>18</u> credits
Total	42

Core Course Requirements - 24 credits

BADM	5010	Quantitative Methods for Decision Making	3
BADM	5020	Managerial Economics	3
BADM	5040	Accounting for Managers	3
BADM	5070	Public Policy towards Business	3
BADM	5090	Marketing Management	3
BADM	5100	Organizational Theory and Behavior	3
BADM	5190	Managerial Finance I	3
BADM	6500	Integration Seminar in Entrepreneurial Strategies	3

Specialization Course Requirements- 18 credits

Students should take six (6) courses from the following recommended courses or contact the program academic advisor to determine if the Student qualifies based on course prerequisites to take any additional specialization course (BADM courses at level 5000 or 6000) listed in an FCIE-licensed MBA specialization:

BADM	6090	Supervision and Leadership	3
BADM	6190	Managerial Finance II	3
BADM	6200	International Business Finance	3
BADM	6230	Investments	3
BADM	6390	Global Marketing	3
BADM	6945	Small Business Institute Seminar	3
BADM	6160	Marketing Research	3
BADM	6060	Banking Administration	3
BADM	6020	Training, Development and Administration of Human Resources	3

Master's Degree in Business Administration (Accounting)

REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION DEGREE (Specialization in Accounting)

Core Course Requirements	24 credits
Specialization Requirements	15 credits
Prescribed Distribute Requirements	<u>3</u> credits
Total	42

Core Course Requirements - 24 credits

BADM	5010	Quantitative Methods for Decision Making	3
BADM	5020	Managerial Economics	3
BADM	5040	Accounting for Managers	3
BADM	5070	Public Policy towards Business	3
BADM	5090	Marketing Management	3
BADM	5100	Organizational Theory and Behavior	3
BADM	5190	Managerial Finance I	3
BADM	6500	Integration Seminar in Entrepreneurial Strategies	3

Specialization Course Requirements- 15 credits

BADM	697A	Integration Seminar in Accounting	3
BADM	6180	Advanced Cost Accounting	3
BADM	6300	Advanced Auditing	3
BADM	6310	Contemporary Aspects of Accounting	3
BADM	6320	Advanced Federal Taxes	3

Prescribed Distributive Requirements - 3 credits

Students are required to select one (1) course from the following:

BADM	5030	Entrepreneurial Research Methodology	3
BADM	5060	Management Information Systems	3
BADM	6060	Banking Administration	3
BADM	6210	Financial Administration of Retirement Plans	3
BADM	6700	Global Business	3
BADM	6945	Small Business Institute Integration Seminar	3

Master's Degree in Business Administration (Finance)

REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION DEGREE (Specialization in Finance)

Core Course Requirements	24 credits
Specialization Requirements	15 credits
Prescribed Distribute Requirements	<u>3</u> credits
Total	42

Core Course Requirements - 24 credits

BADM	5010	Quantitative Methods for Decision Making	3
BADM	5020	Managerial Economics	3
BADM	5040	Accounting for Managers	3
BADM	5070	Public Policy towards Business	3
BADM	5090	Marketing Management	3
BADM	5100	Organizational Theory and Behavior	3
BADM	5190	Managerial Finance I	3
BADM	6500	Integration Seminar in Entrepreneurial Strategies	3

Specialization Course Requirements- 15 credits

BADM	6190	Managerial Finance II	3
BADM	6230	Investments	3
BADM	697B	Integration Seminar in Finance	3

Students are required to select two (2) courses from the following:

BADM	6150	Public Finance and Fiscal Policy	3
BADM	6200	International Business Finance	3
BADM	6220	Monetary Theory and Policy	3
BADM	6240	Financial Markets	3

Prescribed Distributive Requirements - 3 credits

Students are required to select one (1) course from the following:

BADM	5030	Entrepreneurial Research Methodology	3
BADM	5060	Management Information Systems	3
BADM	6060	Banking Administration	3
BADM	6210	Financial Administration of Retirement Plans	3
BADM	6700	Global Business	3
BADM	6945	Small Business Institute Integration Seminar	3

Master's Degree in Business Administration (Managerial Information Systems)

REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION DEGREE
(Specialization in Managerial Information Systems)

Core Course Requirements	24 credits
Specialization Requirements	15 credits
Prescribed Distribute Requirements	<u>3</u> credits
Total	42

Core Course Requirements - 24 credits

BADM	5010	Quantitative Methods for Decision Making	3
BADM	5020	Managerial Economics	3
BADM	5040	Accounting for Managers	3
BADM	5070	Public Policy towards Business	3
BADM	5090	Marketing Management	3
BADM	5100	Organizational Theory and Behavior	3
BADM	5190	Managerial Finance I	3
BADM	6500	Integration Seminar in Entrepreneurial Strategies	3

Specialization Course Requirements- 15 credits

BADM	5060	Management Information Systems	3
BADM	6030	Database Systems	3
BADM	6040	System Analysis and Design	3
BADM	6050	Internet: Superhighway of Information	3
BADM	6957	Integration Seminar in Information Systems	3

Prescribed Distributive Requirements - 3 credits

Students are required to select one (1) course from the following:

BADM	6250	Telecommunications and Networks	3
BADM	6260	Advanced Programming	3
BADM	6270	Decision Support and Expert Systems	3
BADM	6280	Management of Information Technology	3

Master's Degree in Business Administration (Human Resources)

REQUIREMENTS FOR THE MASTER OF BUSINESS ADMINISTRATION DEGREE (Specialization in Human Resources)

Core Course Requirements	24 credits
Specialization Requirements	15 credits
Prescribed Distribute Requirements	<u>3</u> credits
Total	42

Core Course Requirements - 24 credits

BADM 5010	Quantitative Methods for Decision Making	3
BADM 5020	Managerial Economics	3
BADM 5040	Accounting for Managers	3
BADM 5070	Public Policy towards Business	3
BADM 5090	Marketing Management	3
BADM 5100	Organizational Theory and Behavior	3
BADM 5190	Managerial Finance I	3
BADM 6500	Integration Seminar in Entrepreneurial Strategies	3

Specialization Course Requirements- 15 credits

BADM 6070	Human Resources Management	3
BADM 697C	Integration Seminar in Human Resources	3

Students are required to select three (3) courses from the following:

BADM 6020	Training, Development and Administration of Human Resources	3
BADM 6080	Salary Administration	3
BADM 6090	Supervisor and Leadership	3
BADM 6910	Practice in Human Resources	3
LARE 5010	Collective Bargaining in the Public and Private Sector	3
LARE 5400	Labor Legislation	3

Prescribed Distributive Requirements - 3 credits

Students are required to select one (1) course from the following:

BADM 5030	Entrepreneurial Research Methodology	3
BADM 5060	Management Information Systems	3
BADM 6060	Banking Administration	3
BADM 6210	Financial Administration of Retirement Plans	3
BADM 6700	Global Business	3
BADM 6945	Small Business Institute Integration Seminar	3

Course Descriptions, Faculty and Learning Resources (Business Administration)

BADM 5010 QUANTITATIVE METHODS FOR DECISION MAKING

Study of the quantitative methods for decision making – in particular, the application of mathematical and statistical models in the analysis of problems related to economic and administrative sciences. The main topics include probability and decision making analysis, game theory, analysis under uncertain conditions, and network analysis. Includes simulations.

3 credits

VARAS-LÓPEZ, MILAGROS. Associate Professor of Mathematics. B.S. in Mathematics, Tulane University; M. Ed. in Administration, Tulane University; Ed. D. in Planning and Evaluation, Inter American University of Puerto Rico.

ZORNOZA, LUIS. Associate Professor of Business Administration. B.S. in Industrial Engineering, University of Los Andes, Bogota, Colombia; M.S. in Manufacturing Engineering, Boston University; 48 approved credits towards a Ph.D in Computer Information Systems, Nova Southeastern University.

Render, B., Hanna, M.E. & Stair, R.M.. (2017). *Quantitative Analysis for Management*. (13th ed.). Prentice Hall.

BADM 5020 MANAGERIAL ECONOMICS

Nature of demand and economic aspects of production in firms. Optimization techniques and the use of analytical economic methods in the managerial decision-making process. Analysis of risk and decision-making under conditions of uncertainty.

3 credits

MARTÍNEZ-CALIMANO, ENRIQUE. Associate Professor of Accounting. B.B.A. in Accounting University of Puerto Rico; M.B.A. in Accounting, Metropolitan University; D.B.A. in International Business, Argosy University.

KING, JONATHAN. Professor of Economics. B.A. in Economics, University of California at Berkeley; M.A. in Economics, University of California at Berkeley; Ph.D. in Economics, University of California, Los Angeles (UCLA).

Hirschey, M. & Bentzen, E. (2019). *Managerial Economics*. (15th ed.). Cengage Learning.

Besanko, D., Dranove, D., Shanley, M. & Schaefer, S. (2017). *Economics of Strategy*. (7th ed.). Wiley.

BADM 5040 ACCOUNTING FOR MANAGERS

Analysis of financial accounting as a managerial tool; the role of the accounting executive in the company or firm and financial statements interpretation. Use of cost accounting information as a managerial tool.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

MARTÍNEZ-CALIMANO, ENRIQUE. Associate Professor of Accounting. B.B.A. in Accounting University of Puerto Rico; M.B.A. in Accounting, Metropolitan University; D.B.A. in International Business, Argosy University.

ROMEU-POLANCO, ELIEZER. Associate Professor of Business Administration. B.B.A. in Economics and Administrative Sciences, Inter American University of Puerto Rico; M.B.A. in Accounting, Catholic University of Puerto Rico; Ph.D. in Entrepreneurial Management Sciences, Inter American University of Puerto Rico.

Jiambalvo, J. (2020). *Managerial Accounting*. (7th ed.). Wiley.

BADM 5070 PUBLIC POLICY TOWARDS BUSINESS

Analysis of the government's monetary, fiscal and regulatory policies regarding business cycles and their impact on firms. Study of current trends in these areas at the local, national and international government levels.

3 credits

FLORES MARTÍNEZ, LUIS A. Associate Professor of Education. M.A in Administration and Supervision, Inter American University of Puerto Rico; M.L.S. in Information Specialist, University of Puerto Rico; J.D. in General Law, Inter American University of Puerto Rico; Ph. D. in Administration-Management, Walden University.

KING, JONATHAN. Professor of Economics. B.A. in Economics, University of California at Berkeley; M.A. in Economics, University of California at Berkeley; Ph.D. in Economics, University of California, Los Angeles (UCLA).

RODRIGUEZ RIVERA, SONIA. Part-Time Professor of Human Resources Management. B.S. in Natural Sciences, University of Puerto Rico –Cayey; Master Degree in Business Administration, Universidad del Turabo (SUAGM); Ph.D. in Management, Inter-American University of Puerto Rico.

Miller, R.L., Benjamin, D.K. & North, D.C. (2017). *The Economics of Public Issues*. (20th ed.). Boston, MA: Addison Wesley.

Lawrence, A.T., & Weber, J. (2019). *Business & Society: Stakeholders; Ethics, Public Policy*. (16th ed.). New York: McGraw- Hill.

BADM 5090 MARKETING MANAGEMENT

Marketing from the individual firm viewpoint. Interaction between the company, the market and the environment. Managerial marketing functions and their integration in conjunction with models of planning and decision-making.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

GUTIERREZ, ANDRES J. Associate Professor of Business Administration. B.A. in Social Sciences, Universidad de Puerto Rico; M.B.A. in Management, University of Puerto Rico; Ph.D. in Management, Walden University.

Kotler, P. & Keller, K.L. (2017). *Marketing Management*. (15th ed.). Prentice Hall.

BADM 5100 ORGANIZATIONAL THEORY AND BEHAVIOR

Review of the major approaches to the study of organizations from a psychosocial point of view. Topics include small group behavior, system of power and influence, interpersonal conflict, individual motivation, organizational structure, dynamics and change and their implications for management, social welfare systems and the social and personal needs of the group and the individual.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

FLORES MARTÍNEZ, LUIS A. Associate Professor of Education. M.A in Administration and Supervision, Inter American University of Puerto Rico; M.L.S. in Information Specialist, University of Puerto Rico; J.D. in General Law, Inter American University of Puerto Rico; Ph. D. in Administration-Management, Walden University.

VEGA-ROSARIO, LUZ L. Associate Professor of Business Administration. B.A. in Secretarial Sciences, University of Puerto Rico; M.B.A. in Management, University of Puerto Rico; Ph.D. in Business Administration, University of Puerto Rico.

Robbins, S. & Judge, T. (2018). *Organizational Behavior*. (18th ed.). NJ: Upper Saddle River: Prentice Hall.

BADM 5190 MANAGERIAL FINANCE I

Review of the fundamental aspects of financial decision-making in its theoretical, technical and practical dimensions. Study of investment decision-making in working capital and short and long term financing.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration. B.B.A. in Accounting, Inter American; M.B.A. in Accounting. Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Brigham, E. F. & Earhardt, M.C. (2019). *Financial Management Theory & Practice*. (16th ed.). Cengage.

BADM 6500 INTEGRATION SEMINAR IN ENTREPRENEURIAL STRATEGIES

Analysis of the factors to be considered in the formulation and selection of strategies and policies for the development and operations of companies in local and international competitive markets. Prerequisite: Have completed all core courses. Grade P/NP.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

MILÁN-OLIVIERI, ARLINE. Professor of Human Resources. M.A. in Administration and Supervision, Inter American University of Puerto Rico; M.A. in Business and Higher Education, New York University; Ph. D. in Business Administration and Education, Walden University.

FLORES MARTÍNEZ, LUIS A. Associate Professor of Education. M.A. in Administration and Supervision, Inter American University of Puerto Rico; M.L.S. in Information Specialist, University of Puerto Rico; J.D. in General Law, Inter American University of Puerto Rico; Ph. D. in Administration-Management, Walden University.

VELEZ, WALDEMAR. Professor of Business Administration. B.A. in Economics, Inter American University of Puerto Rico; M.B.A. in Industrial Relations, Inter American University of Puerto Rico; D.B.A. in Management, University of Sarasota.

Hill, C., Schilling, M. & Jones, G. (2019). *Strategic Management: An Integrated Approach*. (13th ed.). Cengage.

BADM 6020 TRAINING, DEVELOPMENT AND ADMINISTRATION OF HUMAN RESOURCES

Development of skills to design training programs at the managerial level, relating theory to life experiences in each specific situation.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

PADIN ZAMOT, GERARDO, Adjunct Professor of Human Resources Management. B.B.A. in Business Administration, Inter-American University of Puerto Rico; M.A. in Labor Relations, Inter-American University of Puerto Rico; Ph.D. in Entrepreneurship Development with a concentration in Human Resources, Inter-American University of Puerto Rico.

Noe, R. A. (2019). *Employee Training & Development*. (8th ed.). McGraw-Hill.

BADM 6070 HUMAN RESOURCE ADMINISTRATION

Analysis of the philosophy, techniques and policies in the administration of human resources. Application of behavioral sciences to personnel problems.

3 credits

RODRIGUEZ RIVERA, SONIA. Part-Time Professor of Human Resources Management.

B.S. in Natural Sciences, University of Puerto Rico –Cayey; Master Degree in Business Administration, Universidad del Turabo (SUAGM); Ph.D. in Management, Inter-American University of Puerto Rico.

Mathis, R.L., Jackson, J.H., Valentine, S.R. (2019). *Human Resources Management*. (16th ed). Cengage.

BADM 6080 SALARY ADMINISTRATION

Economic aspects in wage determination. Emphasis of job evaluation, incentive systems and the classification of activities related to the remuneration of employees for work performed.

3 credits

PADIN ZAMOT, GERARDO, Adjunct Professor of Human Resources Management.

B.B.A. in Business Administration, Inter-American University of Puerto Rico; M.A. in Labor Relations, Inter-American University of Puerto Rico; Ph.D. in Entrepreneurship Development with a concentration in Human Resources, Inter-American University of Puerto Rico.

Martocchio, J.J. (2020). *Strategic Compensation: A Human Resource Management Approach*. (10th ed.). Pearson.

BADM 6090 SUPERVISION AND LEADERSHIP

Behavioral science research related to the functions and duties of management personnel with emphasis on line supervision. Role playing in supervisory problems.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

PADIN ZAMOT, GERARDO, Adjunct Professor of Human Resources Management.

B.B.A. in Business Administration, Inter-American University of Puerto Rico; M.A. in Labor Relations, Inter-American University of Puerto Rico; Ph.D. in Entrepreneurship Development with a concentration in Human Resources, Inter-American University of Puerto Rico.

Certo, S. (2018). *Supervision: Concepts & Skill Building*. (10th ed.) NY: McGraw-Hill/Irwin.

BADM 6190 MANAGERIAL FINANCE II

Analysis of the company's financial administration. Emphasis on valuation concepts and approaches, factors and variables on decision making of investment in assets and capital structure and dividend policy. Study of portfolio investment theory and valuation of capital asset models. Prerequisite: BADM 5190.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration. B.B.A. in Accounting, Inter American; M.B.A. in Accounting, Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Brigham, E. F. & Earhardt, M.C. (2019). *Financial Management Theory & Practice*. (16th ed.). Cengage.

BADM 6200 INTERNATIONAL BUSINESS FINANCE

Study of the structure and functioning of foreign currency markets and of the factors that determine the exchange rates of currencies. Analysis of investment decision-making and the financing of companies and institutions from a global perspective.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Shapiro, A. C. (2019). *Multinational Financial Management*. (11th ed.). Wiley.

BADM 6230 INVESTMENTS

Analysis of the factors and variables on decision making of financial instrument investment. Emphasis on the understanding of techniques and models of capital assets valuation, individually as well as in the context of instruments portfolios and of valuation relative to the market. Study of the different types of patrimony, debt and derivative financial instruments, as well as of their respective markets. Prerequisite: BADM 5190.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Reilly, F.K., & Brown, K.C. (2018). *Investments Analysis & Portfolio Management*. (11th ed.). Cengage.

BADM 6390 GLOBAL MARKETING

Analysis of the world-wide markets of comparative systems and the process of marketing across political boundaries. Both macro and micro approaches are used in dealing with the interaction between international marketing and the cultural, geographic, economic and political features of major world regions. Emphasis on Latin America.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

Johansson, J. K., & Furick, M.T. (2017). *The New Global Marketing*. (2nd ed.). Cognella Academic Publishing.

BADM 6945 SMALL BUSINESS INSTITUTE SEMINAR

Designed to give the graduate student the opportunity to provide consulting services to clients of the Small Business Administration. Class work, field research, business analysis and report writing with recommendations and conclusions are integrated into the course.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

VELEZ, WALDEMAR. Professor of Business Administration. B.A. in Economics, Inter American University of Puerto Rico; M.B.A. in Industrial Relations, Inter American University of Puerto Rico; D.B.A. in Management, University of Sarasota.

Scarborough, N. M. (2014). *Entrepreneurship and Effective Small Business Management*. (11th ed.). Prentice Hall.

BADM 6160 MARKETING RESEARCH

Application of research methods to marketing problems. Emphasis on the decision, sampling and information analysis theory for the solution of problems. Prerequisite: BADM 5090.

3 credits

MALDONADO-MOLL, OLGA. Professor of Office System Administration. B.A. in Secretarial Sciences, Universidad de Puerto Rico; M.A. in Administration in Higher Education, New York University; D.B.A. in Management, University of Sarasota.

Malhorta, N.K. (2016). *Marketing Research: A New Orientation*. (7th ed.). Prentice Hall.

BADM 6060 BANKING ADMINISTRATION

Analysis of the principles and managerial processes required for the administration of commercial banks.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration. B.B.A. in Accounting, Inter American; M.B.A. in Accounting. Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Hull, J. (2018). *Risk Management and Financial Institutions*. (5th ed.). Wiley.

Gardner, M.J., Mills, D.L., & Cooperman, E.S. (2005). *Managing Financial Institutions*. (5th ed.). Dryden Press.

BADM 5030 ENTREPRENEURIAL RESEARCH METHODOLOGY

Application of the scientific method in the solution of enterprise problems. The quantitative and qualitative research methodology and terminology will be used. Study of the research process, methodology, techniques and statistical analysis. Includes the preparation of a research proposal.

3 credits

MILÁN-OLIVIERI, ARLINE. Professor of Human Resources. M.A. in Administration and Supervision, Inter American University of Puerto Rico; M.A. in Business and Higher Education, New York University; Ph. D. in Business Administration and Education, Walden University.

GUTIERREZ, ANDRES J. Associate Professor of Business Administration. B.A. in Social Sciences, Universidad de Puerto Rico; M.B.A. in Management, University of Puerto Rico; Ph.D. in Management, Walden University.

Cooper, D.R., & Schindler, P.S. (2013). *Business Research Methods*. (12th ed.). Mc-Graw-Hill.

BADM 5060 MANAGEMENT INFORMATION SYSTEMS

Management information systems and their impact on management problems as well as their effect on the organization. Development of analytical skills for selecting information systems based on electronic computers and their relationship to the managerial decision-making process.

3 credits

TORRES-RIVERA, LESTER. Assistant Professor of Business Administration. B.B.A. in Management Information Systems, Inter American University of Puerto Rico; M.B.A. in Management Information Systems, Inter American University of Puerto Rico; 32 approved credits towards a Ph.D. in Information and Knowledge Society, Universitat Oberta de Catalunya, Barcelona, Spain.

DIAZ, CARLOS, Associate Professor of Computer Science. B.A. in Computer Engineering, University of Turabo; M.A. in Educational Computing, University of Turabo; D.B.A. in Management Information System, University of Turabo.

Sousa, K.J. & Oz, E. (2014). *Management Information Systems*. (7th ed.). Cengage.

BADM 6030 DATABASE SYSTEMS

Fundamental concepts for the design and implementation of database systems from the perspective of different levels of abstraction and data models: conceptual, logical and physical. Algebraic and relational calculus operations, Structured Query language (SQL), Data Definition Language (DDL) and Data Manipulation Language (DML). Trends, technologies and most influential current models of databases, including object oriented, semantic and deductive models. Prerequisite: BADM 5060.

3 credits

REYES, JORGE A. Associate Professor of Management. B.S. in Information Systems Engineering, INCCA University, Bogota, Colombia; M.B.A. in Marketing, Inter American University of Puerto Rico; Ph.D Candidate (ABD) in Computer Information Systems, Nova Southeastern University.

Elmasri, R., & Navathe, S.B. (2015). *Fundamentals of Database Systems*. (7th ed.). Person

BADM 6040 SYSTEM ANALYSIS AND DESIGN

Techniques and methodologies used to develop information systems in the organization, including steps and procedures to follow from the initiation of a new system until its implementation in the enterprise. Application of computerized tools that facilitate the analysis and design of an information system. Prerequisite: BADM 6030.

3 credits

ZORNOZA, LUIS. Associate Professor of Business Administration. B.S. in Industrial Engineering, University of Los Andes, Bogota, Colombia; M.S. in Manufacturing Engineering, Boston University; 48 approved credits towards a Ph.D in Computer Information Systems, Nova Southeastern University.

Kendall, K.E., & Kendall, J.E. (2020). *System Analysis and Design*. (10th ed.). Person.

BADM 6050 INTERNET: SUPERHIGHWAY FOR INFORMATION

World Wide Web (WWW) as the fundamental platform, its essential characteristics, tools and languages. Electronic business and recent developments in information services, including new work strategies, structural organizations and creative ways to reach customers. Challenges facing individuals, organizations and society due to the development of the superhighway for information. Prerequisite: BADM 5060.

3 credits

TORRES-RIVERA, LESTER. Assistant Professor of Business Administration. B.B.A. in Management Information Systems, Inter American University of Puerto Rico; M.B.A. in Management Information Systems, Inter American University of Puerto Rico; 32 approved credits towards a Ph.D. in Information and Knowledge Society, Universitat Oberta de Catalunya, Barcelona, Spain.

Comer, D.E. (2013). *Internetworking with TCP/IP. Volume 1.* (6th ed.). Reading, MA: Addison-Wesley.

BADM 6150 PUBLIC FINANCE AND FISCAL POLICY

Use of public finance to analyze the decision making process in the public sector. Analysis of the economic effects of government activity; tax expenses and income. Discussion of current fiscal policy problems.

3 credits

MARTÍNEZ-CALIMANO, ENRIQUE. Associate Professor of Accounting. B.B.A. in Accounting University of Puerto Rico; M.B.A. in Accounting, Metropolitan University; D.B.A. in International Business, Argosy University.

Johnson, C.L., Luby, M.J., & Moldagaziev, T.T. (2021). *State and Local Financial Instruments: Policy Changes and Management.* (2nd ed.). Edward Elgar Pub.

BADM 6180 ADVANCED COST ACCOUNTING

Financial information analysis, planning, budget and other related aspects as instruments for managerial and production decision making. Emphasis on cost allocation, its distribution and breakeven analysis.

3 credits

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration. B.B.A. in Accounting, Inter American; M.B.A. in Accounting. Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Homgren, C.T., Datar, S.M., & Rajan, M. (2017). *Cost Accounting: A Managerial Emphasis.* (16th ed.). Prentice Hall.

BADM 6210 FINANCIAL ADMINISTRATION OF RETIREMENT PLANS

Study of the characteristics and operations of defined benefits and tax plans. The processes of investment and financial administration are analyzed in detail from the point of view of duty and of the fiduciary process provided by the *Employee Retirement Income Security Act* (ERISA) and applicable norms.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration. B.B.A. in Accounting, Inter American; M.B.A. in Accounting. Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Humphrey, C.G., & Harvey, L.S. (2014). *A Guide to ERISA Fiduciary Responsibilities: For Advisors and Sponsors of 401(k), 403(b), and Profit Sharing Plans*. FPG Publications.

BADM 6220 MONETARY THEORY AND POLICY

Analysis of the economic interrelations between the monetary supply and demand and the influence of these on the general level of economic activity. Study of the formulation and implementation of today's monetary policies.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Mishkin, F.S. (2018). *Economics of Money, Banking and Financial Markets*. (12th ed.). Pearson.

BADM 6240 FINANCIAL MARKETS

Study of the processes of change and innovations, instruments of value of public and private institutions in financial markets and the regulations to which they are subject. Emphasis on understanding the behavior of interest rates in the market, monetary policy and the financial administration of financial intermediaries.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Mishkin, F.S., & Eakins, S. (2017). *Financial Markets and Institutions*. (9th ed.). Upper Saddle River, N.J.: Prentice Hall.

BADM 6250 TELECOMMUNICATIONS AND NETWORKS

Technologies, architectures, protocols and characteristics of network performance. Strategies, tools and techniques for planning, implementation, management, maintenance and security of networks. Recent developments and applications in the field of telecommunications and computerized networks. Prerequisite: BADM 5060.

3 credits

ZORNOZA, LUIS. Associate Professor of Business Administration. B.S. in Industrial Engineering, University of Los Andes, Bogota, Colombia; M.S. in Manufacturing Engineering, Boston University; 48 approved credits towards a Ph.D in Computer Information Systems, Nova Southeastern University.

Stallings, W., & Case, T. (2013). *Business Data Communications-Infrastructure, Networking and Security*. (7th ed.). Upper Saddle River, N.J.: Prentice Hall.

BADM 6260 ADVANCED PROGRAMMING

Advanced concepts in computer programming. Use, handling and practical application of a selected programming language and its impact within businesses and organizations. Prerequisites: BADM 5060, 6030, 6040.

3 credits

ZORNOZA, LUIS. Associate Professor of Business Administration. B.S. in Industrial Engineering, University of Los Andes, Bogota, Colombia; M.S. in Manufacturing Engineering, Boston University; 48 approved credits towards a Ph.D in Computer Information Systems, Nova Southeastern University.

Schildt, H. (2014). *Java: The Complete Reference*. McGraw-Hill Osborne Media.

Stroustrup, B. (2013). *The C++ Programming Language*. (4th ed.). Addison-Wesley Professional.

Stephens, R. (2012). *Visual Basic 2012 Programmer's Reference*. Wrox.

BADM 6270 DECISION SUPPORT AND EXPERT SYSTEMS

Techniques and modalities for the design and implementation of Decision Support Systems, Expert Systems, Group Support Systems, Executive Information Systems, Artificial Neural Networks and Diffuse Logic. Combination of these systems and their application in enterprises. Prerequisite: BADM 5060.

3 credits

ZORNOZA, LUIS. Associate Professor of Business Administration. B.S. in Industrial Engineering, University of Los Andes, Bogota, Colombia; M.S. in Manufacturing Engineering, Boston University; 48 approved credits towards a Ph.D in Computer Information Systems, Nova Southeastern University.

Turban, E., Ramesh, S., & Dursun, D. (2010). *Decision Support Systems and Business Intelligence Systems*. (9th ed.). Upper Saddle River, N.J.: Prentice Hall.

BADM 6280 MANAGEMENT OF INFORMATION TECHNOLOGY

Information as a corporate resource. Relations between information, information technology, business strategies, and organizational design. Impact of the innovations in information technology and in organizations. Prerequisite: BADM 6040.

3 credits

TORRES-RIVERA, LESTER. Assistant Professor of Business Administration. B.B.A. in Management Information Systems, Inter American University of Puerto Rico; M.B.A. in Management Information Systems, Inter American University of Puerto Rico; 32 approved credits towards a Ph.D. in Information and Knowledge Society, Universitat Oberta de Catalunya, Barcelona, Spain.

Betz, F. (2011). *Managing Technological Innovation: Competitive Advantage from Change*. (3rd ed.). Wiley.

BADM 6300 ADVANCED AUDITING

Evaluation and application of the Generally Accepted Auditing Standards (GAAS). Analysis of trends in the practice of the profession. Study of the auditing process and other related services. Analysis of the external auditor's role in agreement with the norms and laws that regulate the practice of the profession.

3 credits

ROMEUPOLANCO, ELIEZER. Associate Professor of Business Administration. B.B.A. in Economics and Administrative Sciences, Inter American University of Puerto Rico; M.B.A. in Accounting, Catholic University of Puerto Rico; Ph.D. in Entrepreneurial Management Sciences, Inter American University of Puerto Rico.

Arens, A.A., Elder, R.J., & Beasley, M.S. (2013). *Auditing and Assurance Services*. (15th ed.). Upper Saddle River, N.J.: Prentice Hall.

BADM 6310 CONTEMPORARY ASPECTS OF ACCOUNTING

Evaluation and application of the Generally Accepted Accounting Principles. Analysis of the declarations emitted by the Financial Accounting Standards Board (FASB).

3 credits

ROMEUPOLANCO, ELIEZER. Associate Professor of Business Administration. B.B.A. in Economics and Administrative Sciences, Inter American University of Puerto Rico; M.B.A. in Accounting, Catholic University of Puerto Rico; Ph.D. in Entrepreneurial Management Sciences, Inter American University of Puerto Rico.

Schroeder, R.G., Clark, M.W., & Cathey, J.M. (2019). *Financial Accounting Theory and Analysis*. (13th ed.). Wiley.

BADM 6320 ADVANCED FEDERAL TAXES

Study of the Federal Tax Law, based on the analysis and handling of cases, research, alternatives to file returns and readings on current tax practices.

3 credits

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration.
B.B.A. in Accounting, Inter American; M.B.A. in Accounting. Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Rupert, T.J., & Anderson, K.E. (2020). *Federal Taxation 2021*. (34th ed.). Pearson.

BADM 6700 GLOBAL BUSINESS

Analysis of global business and investments with emphasis on the Caribbean and Latin American regions. Comparative management approaches and business behavior in these areas. Prerequisite: BADM 5090.

3 credits

KING, JONATHAN. Professor of Economics. B.A. in Economics, University of California at Berkeley; M.A. in Economics, University of California at Berkeley; Ph.D. in Economics, University of California, Los Angeles (UCLA).

MARTÍNEZ-CALIMANO, ENRIQUE. Associate Professor of Accounting. B.B.A. in Accounting University of Puerto Rico; M.B.A. in Accounting, Metropolitan University; D.B.A. in International Business, Argosy University.

Ball, D., & Geringer, M. (2012). *International Business: The Challenge of Global Competition*. (13th ed.). McGraw-Hill/Irwin.

BADM 6910 PRACTICE IN HUMAN RESOURCES

Supervised practice in the tasks appropriate for human resource supervisors. Practice will be under the supervision of a faculty member and will consist of a minimum of 120 hours of practice. Includes periodic meetings and visits to a practice center with a faculty member. Prerequisites: Have passed three courses of the specialization and have the authorization of the Department Director.

3 credits

RODRIGUEZ RIVERA, SONIA. Part-Time Professor of Human Resources Management.
B.S. in Natural Sciences, University of Puerto Rico –Cayey; Master Degree in Business Administration, Universidad del Turabo (SUAGM); Ph.D. in Management, Inter-American University of Puerto Rico.

No Textbook.

BADM 6957 INTEGRATION SEMINAR IN INFORMATION SYSTEMS

Research on topics related to the latest advances and developments in information systems, and on general information technology to integrate knowledge in this field and in related areas. Analysis of the impact of such advances in the management of information resources and the ethical implications within the organization. Prerequisite: Have completed all specialization courses. Grade P/NP.

3 credits

ZORNOZA, LUIS. Associate Professor of Business Administration. B.S. in Industrial Engineering, University of Los Andes, Bogota, Colombia; M.S. in Manufacturing Engineering, Boston University; 48 approved credits towards a Ph.D in Computer Information Systems, Nova Southeastern University.

No textbook.

BADM 697A INTEGRATION SEMINAR IN ACCOUNTING

Application of the knowledge acquired in the different specialization courses. Includes aspects related to financial accounting, cost accounting, auditing and other related topics. Prerequisite: Have completed all specialization courses. Grade: P/NP.

3 credits

IRIZARRY-GUZMAN, CARLOS E. Associate Professor of Business Administration. B.B.A. in Accounting, Inter American; M.B.A. in Accounting. Catholic University of Puerto Rico; D.B.A. in Accounting (Minor in Finance), Nova Southeastern University.

Weirich, T.R., Pearson, T.C., & Churyk, N.T. (2013). *Accounting and Auditing Research: Tools and Strategies*. Wiley.

BADM 697B INTEGRATING SEMINAR IN FINANCE

Analysis of the financial decision making in the contemporary company. The financial decisions will be examined from an integrating perspective of the variables that affect them and that are included in the specialization courses: corporate finance, international finance, financial markets, public finances and fiscal policy, monetary theory and policy. Prerequisite: Have completed all specialization courses. Grade: P/NP.

3 credits

JUMAH, AHMAD. Professor of Finance and Accounting. B.A. Accounting, B.S in Mathematics; Inter American University of Puerto Rico; M.B.A. in Accounting and Finance, Inter American University of Puerto Rico; Ph. D. in Finance, Manchester Business School.

Van Horne, J.C. (2012). *Financial Management and Policy*. (12th ed.). Upper Saddle River, N.J.: Prentice Hall.

BADM 697C INTEGRATING SEMINAR IN HUMAN RESOURCES

Academic experience directed to students' mastery of the knowledge inherent to their specialization and their capacity to integrate it and to apply it to the solution of complex problems. Prerequisite: Have completed all specialization courses. Grade: P/NP.

3 credits

RODRIGUEZ RIVERA, SONIA. Part-Time Professor of Human Resources Management. B.S. in Natural Sciences, University of Puerto Rico –Cayey; Master Degree in Business Administration, Universidad del Turabo (SUAGM); Ph.D. in Management, Inter-American University of Puerto Rico.

No Textbook.

LARE 5010 COLLECTIVE BARGAINING IN THE PUBLIC AND PRIVATE SECTOR

Theory and techniques of collective bargaining in the public and private sector. Analysis of substantive aspects, collective bargaining procedures, content and administration of contracts and legislation governing labor relations.

3 credits

PADIN ZAMOT, GERARDO, Adjunct Professor of Human Resources Management.
B.B.A. in Business Administration, Inter-American University of Puerto Rico; M.A. in Labor Relations, Inter-American University of Puerto Rico; Ph.D. in Entrepreneurship Development with a concentration in Human Resources, Inter-American University of Puerto Rico.

Carrell, M.R., & Heavrin, C. (2012). *Labor Relations and Collective Bargaining: Private and Public Sector*. 10th ed. Pearson.

LARE 5400 LABOR LEGISLATION

Review of the local and federal labor laws regulating the labor relations in unionized companies. Emphasis on the constitutional rights of workers to organize themselves in unions of their selection. Evaluation of the mechanisms of the different labor forums that administer the labor laws.

3 credits

PADIN ZAMOT, GERARDO, Adjunct Professor of Human Resources Management.
B.B.A. in Business Administration, Inter-American University of Puerto Rico; M.A. in Labor Relations, Inter-American University of Puerto Rico; Ph.D. in Entrepreneurship Development with a concentration in Human Resources, Inter-American University of Puerto Rico.

Cihon, P.J., & Castagnera, J.O. (2019). *Employment and Labor Law*. (10th ed.). Cengage.

Master in Education (M. Ed) in Bilingual Education

The Master of Education degree with specialization in Bilingual Education aims to prepare professionals with the theoretical and practical knowledge to teach bilingually. The professionals will stand out for their language skills; understanding of socio-cultural, linguistic, psycholinguistic and sociolinguistic theories of bilingual education; and teaching methodology.

The program goals are the following:

1. Understand the historical, political and legal foundations of bilingual education, as well as its sociocultural implications.
2. Relate the theoretical and curricular foundations of bilingual education to the acquisition of a first and second language in a multicultural environment.
3. Understand the application of curriculum in the multicultural and bilingual educational environment.
4. Promote learning in a bilingual setting through the use of varied teaching techniques and conventional and technological resources.

The program objectives are the following:

Knowledge:

1. Know the historical, political and legal foundations of bilingual education programs.
2. Compare different teaching methods in bilingual education.
3. Consider the sociocultural aspects of bilingual education.
4. Analyze the theories of linguistics, psycholinguistics, and sociolinguistics in the bilingual teaching process.

Skills

1. Apply linguistic, psycholinguistic and sociolinguistic concepts in the school setting.
2. Develop innovative teaching strategies appropriate for bilingual education that includes the use of technology.
3. Design learning units for bilingual education programs.
4. Apply a variety of assessment methods, strategies and techniques in the classroom.

Attitudes

1. Show sensitivity to the ethical, legal and cultural values of the student population in a bilingual setting.
2. Appreciate sociolinguistic diversity in the school setting.
3. Demonstrate commitment to the education profession, knowledge and society.

The graduate profile is the following:

Knowledge

1. Know the historical, political and legal foundations of bilingual education.
2. Understand the legislation that applies to bilingual education programs.
3. Distinguish the different methods of bilingual education and their use in a multicultural setting.
4. Recognize the sociocultural aspects of bilingual education and its impact on the educational process.
5. Differentiate the theories of linguistics, psycholinguistics and sociolinguistics in the bilingual teaching process.

Skills

1. Apply linguistic, psycholinguistic and sociolinguistic concepts in the school setting.
2. Use innovative teaching strategies appropriate for a bilingual setting.
3. Incorporate the use of technology in the educational process.
4. Design learning units for the bilingual education program.
5. Use a variety of assessment methods, strategies and techniques in the classroom.

Attitudes

1. Show sensitivity to the ethical, legal and cultural values of the student population in a bilingual setting

2. Appreciate the sociolinguistic diversity in the school setting.
3. Commitment to your profession, knowledge and society.

Graduation Requirements

In order to obtain the Master of Education Degree in Bilingual Education students must have approved the 36 credits requirements with a minimum grade point index of 3.00.

TOTAL COST OF PROGRAM

Tuition	\$8,172
Fees	\$1,600
Books	\$1,884
Supplies	<u>\$1,307</u>
Total	\$12,963

REQUIREMENTS FOR THE MASTER IN EDUCATION IN BILINGUAL EDUCATION

Core Course Requirements	12 credits
Specialization Requirements	<u>24</u> credits
Total	36

Core Course Requirements - 12 credits

BLED	5020	Sociocultural Aspects in Bilingual Teaching	3
ENGL	6130	Fundamentals of Bilingual Education	3
ENGL	6530	Research Methods	3
EDUC	6046	Curriculum Development	3

Specialization Course Requirements- 24 credits

BLED	5040	Materials and Technology in the Bilingual Classroom	3
BLED	5050	Bilingual Education for Diverse and Exceptional Students	3
BLED	6020	Methods of Bilingual Teaching in K-12	3
BLED	6040	Contemporary Topics in Bilingual Education	3
BLED	6510	Assessment in the Bilingual Education Scenario	3
ENGL	6100	Theories and Principles of TESL	3
ENGL	6904	Applied Linguistics in the TESL	3
EDUC	697A	Integration Seminar	3

The Aguadilla Campus is authorized to offer this Program.

Course Descriptions, Faculty and Learning Resources (Bilingual Education)

BLED 5020 SOCIOCULTURAL ASPECTS IN BILINGUAL TEACHING

Analysis of the factors that influence in the concept of multicultural and bilingual education. Emphasis on the selection and integration of teaching strategies, assessment and curriculum that reflect language, ethnic group, gender and other components of cultural diversity.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

MEDINA-AMADOR, MARIA I., Part-Time Instructor. B.A. in Special Education with Specialization in Hearing Impairments, University of Puerto Rico; M.A. in Bilingual Education, City University of New York; Ed.D. (ABD) in Curriculum Development, Inter American University of Puerto Rico.

García, L. R. (2011). *Teaching for Diversity. A Guide to Greater Understanding*. (3rd. ed.). Bloomington, IN: Solution Tree Press.

ENGL 6130 FUNDAMENTALS OF BILINGUAL EDUCATION

Fundamentals of bilingual education in Puerto Rico and the United States. Curriculum development for bilingual education.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

Baker, C. & Wright, W. E. (2017). *Foundations of Bilingual Education and Bilingualism*. (6th ed.). Blue Ridge Summit, PA: Multilingual Matters.

ENGL 6530 RESEARCH METHODS

Analysis of the basic methods of research in the teaching of English as a second language, using up-to-date topics and pertinent approaches to research in this field. Application of knowledge in the writing of a proposal for an original research project or a review of literature.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

PEREZ, ANA M., Associate Professor of Education. B.A. in Education with Specialization in Special Education, Inter American University of Puerto Rico; M.A. in Education with Specialization in Special Education, Inter American University of Puerto Rico; M.A. in Education in Primary Education, Pontifical Catholic University of Puerto Rico; Ed.D. in Special Education Programs Administration, Inter American University of Puerto Rico.

Borich, G. D. (2011). *Effective Teaching Methods: Research-Based Practice*. Boston: Pearson/Allyn & Bacon.

Hernández, R.H, Fernández, C y Baptista, P. (2013). *Metodología de la Investigación*, (6th ed.) México: McGraw Hill.

American Psychological Association (2010). *Manual of the American Psychological Association* (6th ed.) Washington D.C.: American Psychological Association.

EDUC 6046 CURRICULUM DEVELOPMENT

Study of the foundations of the curriculum and their application to curriculum development. Includes different models of curriculum design, the study of the development of curriculum as a system; needs, content and strategies for teaching, implementation, evaluation and improvement of curriculum and the design of a curricular segment.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

MEDINA-AMADOR, MARIA I., Part-Time Instructor. B.A. in Special Education with Specialization in Hearing Impairments, University of Puerto Rico; M.A. in Bilingual Education, City University of New York; Ed.D. (ABD) in Curriculum Development, Inter American University of Puerto Rico.

PEREZ, ANA M., Associate Professor of Education. B.A. in Education with Specialization in Special Education, Inter American University of Puerto Rico; M.A. in Education with Specialization in Special Education, Inter American University of Puerto Rico; M.A. in Education in Primary Education, Pontifical Catholic University of Puerto Rico; Ed.D. in Special Education Programs Administration, Inter American University of Puerto Rico.

Wiles, J.W., & Bondi, J.C. (2019). *Curriculum Development*. (9th ed.). Prentice Hall.

BLD 5040 MATERIALS AND TECHNOLOGY IN THE BILINGUAL CLASSROOM

Evaluation and preparation of resources for teaching in a bilingual and multicultural scene. Use of technology in teaching in a multicultural society and analysis of its implications for the teaching and learning process.

3 credits

CARTAGENA, PEDRO L. Part-Time Professor of Education. M.A. in Technology and Education; Dowling College, Ph.D. in Information Systems, Madison University; Ed.D. in Administration and Supervision, University of Puerto Rico.

S. Li & Swanson, P. (2014). *Engaging Language Learners through Technology Integration: Theory, Applications, and Outcomes*. Hershey, PA: IGI Global.

Roblyer, M.D., & Hughes, J.E. (2018). *Integrating Educational Technology into Teaching*. (8th ed.). Pearson.

BLED 5050 BILINGUAL EDUCATION FOR DIVERSE AND EXCEPTIONAL STUDENTS

Application of research findings in teaching emergent and fully bilingual students. Analysis of the teaching methods for culturally and linguistically diverse and exceptional learners.

3 credits

MEDINA-AMADOR, MARIA I., Part-Time Instructor. B.A. in Special Education with Specialization in Hearing Impairments, University of Puerto Rico; M.A. in Bilingual Education, City University of New York; Ed.D. (ABD) in Curriculum Development, Inter American University of Puerto Rico.

Vaughn, S.R., Bos, C.S., & Schumm, J.S. (2018). *Teaching Students Who Are Exceptional, Diverse, and at Risk in the General Education Classroom* (7th ed.). New York, NY: Pearson.

BLED 6020 METHODS OF BILINGUAL TEACHING IN K-12

Analysis of models and strategies of teaching in a bilingual environment. Demonstration of teaching techniques. Evaluation of materials and resources available on the market.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

MEDINA-AMADOR, MARIA I., Part-Time Instructor. B.A. in Special Education with Specialization in Hearing Impairments, University of Puerto Rico; M.A. in Bilingual Education, City University of New York; Ed.D. (ABD) in Curriculum Development, Inter American University of Puerto Rico.

Adelman S. & Kleyn, T. (2010). *Teaching in Two Languages: A Guide for K-12 Bilingual Educators*. Thousand Oak, CA: SAGE.

BLED 6040 CONTEMPORARY TOPICS IN BILINGUAL EDUCATION

Exploration and discussion of contemporary topics in the field of the bilingual education.

3 credits

MEDINA-AMADOR, MARIA I., Part-Time Instructor. B.A. in Special Education with Specialization in Hearing Impairments, University of Puerto Rico; M.A. in Bilingual Education, City University of New York; Ed.D. (ABD) in Curriculum Development, Inter American University of Puerto Rico.

Abello-Contese, C., Chandler, P.M., López-Jiménez, M. D., & Chacón-Beltrán, R. (Eds.). (2013). *Bilingual and Multilingual Education in the 21st Century*. NY: Multilingual Matters.

BLED 6510 ASSESSMENT IN THE BILINGUAL EDUCATIONAL SCENARIO

Study of the basic principles and the innovating approaches to evaluation in bilingual education. Selection, adaptation, development and administration of a variety of evaluation techniques.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

Florin M. M. (2017). *Assessing English Learners in the Content Areas. A Research-to-Practice Guide for Educators*. MI: University of Michigan Press.

ENGL 6100 THEORIES AND PRINCIPLES OF TESL

Analysis of the traditional and innovating approaches, methodologies and trends in the teaching of English as a second language. Analysis of how these agree with recent findings on the nature of language and with language teaching and learning, specifically when learning English as a second language.

3 credits

AGESILAS, MARIE J., Professor of Education. B.A. Office Administration, Antillean Adventist University; M.A. in Foreign Language Acquisition, University of Tennessee at Knoxville; Ph.D. in Curriculum and Instruction, Andrews University.

Brown, H. D. (2014). *Principles of Language Learning and Teaching* (6th ed.) New York: Pearson Education.

ENGL 6904 APPLIED LINGUISTICS IN THE TESL

Analysis of the applications of the disciplines of linguistics, psycholinguistics and sociolinguistics in the process of teaching a first and second language. The course includes the study of contributions these fields have made to the understanding of how language functions in the classroom setting and how language develops in children. Emphasis on the study of the non-English speaker's linguistic behavior. Development of a curricular segment.

3 credits

MEDINA-AMADOR, MARIA I., Part-Time Instructor. B.A. in Special Education with Specialization in Hearing Impairments, University of Puerto Rico; M.A. in Bilingual Education, City University of New York; Ed.D. (ABD) in Curriculum Development, Inter American University of Puerto Rico.

Kaplan, R. B. (2010). *Oxford Handbook of Applied Linguistics*. (2nd ed.). USA: Oxford University Press.

Akmajian, A. et al. (2001). *Linguistics: An Introduction to Language and Communication*. (5th Ed.). Cambridge, Mass: IT Press.

EDUC 697A INTEGRATION SEMINAR

Evaluation of theories, concepts and principles that support the practice of bilingual education. Includes research analysis and special projects.

3 credits

PEREZ, ANA M., Associate Professor of Education. B.A. in Education with Specialization in Special Education, Inter American University of Puerto Rico; M.A. in Education with Specialization in Special Education, Inter American University of Puerto Rico; M.A. in Education in Primary Education, Pontifical Catholic University of Puerto Rico; Ed.D. in Special Education Programs Administration, Inter American University of Puerto Rico.

No Textbook

Master of Science (M.S.) in Organizational Change Leadership

The Master of Science in Organizational Change Leadership (OCLE) encourages the development of transformational agents within organizations or in self-owned companies. The program explores the human aspect of the organization, focusing on the application of effective leadership strategies that promote innovation. The program places emphasis in three core areas: self-leadership and transformation; team leadership; and organizational leadership. The degree contributes to the achievement of competencies in emotional intelligence, ethics, motivation, innovation, communication, conflict management and respect for diversity.

The program goals are the following:

1. Develop leaders who adapt their leadership skills to improve the performance of the corporation's personnel.
2. Train facilitators in the company's change process to establish competitive strategies.
3. Develop leaders that promote collaboration in the workplace to boost innovation in the face of institutional challenges.

The program objectives are the following:

1. Prepare thoughtful leaders that can reconcile their leadership styles with the institutional culture.
2. Apply changing leadership strategies to help identify competitive advantages in the company.
3. Promote a collaborative and inclusive work environment to promote transformations in the organization.

The graduate profile is the following:

Knowledge:

1. Identify the appropriate leadership style for managing human talent.
2. Recognize opportunities of continuous improvement for the development of personal leadership skills.
3. Relate the process of change in planning the growth and sustainability strategies of the corporation.

Skills

1. Practice effective communication to optimize interpersonal and collaborative relationships.
2. Create a work environment that fosters a flexible and innovative organizational culture.
3. Lead the design of strategic plans that integrate change in the operation of the company.

Attitudes

1. Respect the diversity of ideas and ethical values within the leadership process.
2. Demonstrate responsibility for personal professional development.

Graduation Requirements

In order to obtain the Master of Science Degree in Organizational Change Leadership students must have approved the 30 credits requirements with a minimum grade point index of 3.00.

TOTAL COST OF PROGRAM

Tuition	\$6,810
Fees	\$1,600
Books	\$2,075
Supplies	<u>\$1,309</u>
Total	\$11,794

REQUIREMENTS FOR THE MASTER OF SCIENCE IN ORGANIZATIONAL CHANGE LEADERSHIP

Core Course Requirements	6 credits
Specialization Requirements	<u>24</u> credits
Total	30

Core Course Requirements - 6 credits

OCLE	5000	Leadership Foundations	3
OCLE	5010	Emotional Intelligence and Leadership	3

Specialization Requirements - 24 credits

OCLE	5020	Ethical Leadership	3
OCLE	5030	Communication in Leadership	3
OCLE	5040	Conflict Management in Leadership	3
OCLE	6010	Developing Highly Effective Teams	3
OCLE	6020	Decision Making and Leadership	3
OCLE	6030	Strategic Planning	3
OCLE	6040	Change Leadership	3
OCLE	6050	Organizational Change Leadership Project	3

The Aguadilla Campus is authorized to offer this Program.

Course Descriptions, Faculty and Learning Resources (Organizational Change Leadership)

OCLE 5000 FOUNDATIONS OF LEADERSHIP

Analysis of the fundamental terms and concepts of leadership. Comparison of different leadership styles and theories. Interpretation of the essential behaviors of a leader within the context of a company.

3 credits

CASTILLO SORRENTINI, EVELYN, Part-Time Professor of Organizational Change Leadership. B.A. Organizational Behavior, Rollings College; M.A. in Human Resource Management, Rollings College; Ed.D. in Organizational Leadership, Argosy University.

Northouse, P.G. (2019). *Leadership Theory and Practice*, 8th ed. Sage.

OCLE 5010 EMOTIONAL INTELLIGENCE AND LEADERSHIP

Discussion of emotional intelligence as a basis for leadership. Consideration of the effect of emotions on the behavior of the individual and on interpersonal relationships. Relationship between emotional intelligence and feedback communication skills to improve leader performance and abilities.

3 credits

AQUINO CRUZ, IRIS N., Professor of Psychology. B.A. in Social Sciences, University of Puerto Rico; M.A. in Counseling and Guidance, Inter American University of Puerto Rico; Ph.D. in Industrial Organizational Psychology, Catholic University of Puerto Rico.

Bradberry, T. & Greaves, J. (2009). *Emotional Intelligence 2.0*. California: TalentSmart.

OCLE 5020 ETHICAL LEADERSHIP

Integration of ethical values in leadership to promote a collaborative environment. Development of positive relationships to promote a culture that values change in the evolution of the organization. Awareness towards respect for diversity, social responsibility, the implications of power and influence in the transformation of the institution.

3 credits

ROMAN SILVA, ARIS A., Professor of Psychology. B.A. in Psychology, University of Puerto Rico - Mayaguez; M.B.A. in Business Administration, University of Puerto Rico - Mayaguez; Ph.D. in Industrial Psychology, University of Puerto Rico.

AQUINO CRUZ, IRIS N., Professor of Psychology. B.A. in Social Sciences, University of Puerto Rico; M.A. in Counseling and Guidance, Inter American University of Puerto Rico; Ph.D. in Industrial Organizational Psychology, Catholic University of Puerto Rico.

Johnson, C.E. (2018). *Organizational Ethics: A Practical Approach*. 4th ed. Sage.

OCLE 5030 COMMUNICATION AND LEADERSHIP

Analysis of effective communication in leadership to influence others to achieve the goals of the organization. Development of skills and abilities to communicate ideas and establish collaboration links. Use of active listening, verbal and non-verbal communication to communicate a clear message.

3 credits

OLAVARRIA SOTO, LOURDES, Associate Professor of Health Sciences. B.S.N. in Nursing, University of Puerto Rico; M.S.N. in Nursing with Specialization in Mental Health and Psychiatric, Catholic University of Puerto Rico; Ph.D. in Industrial Organizational Psychology, Catholic University of Puerto Rico.

Beebe, S.A. (2013). *Business and Professional Communication: Principles and Skills for Leadership*. 2nd ed. Pearson.

OCLE 5040 ORGANIZATIONAL CONFLICT AND LEADERSHIP

Evaluation of conflicts that affect the leader's performance and efficiency in the organization. Differentiation of constructive and destructive conflicts in work teams and their effect on goal achievement. Conflict management to foster creativity and innovation.

3 credits

ROMAN SILVA, ARIS A., Professor of Psychology. B.A. in Psychology, University of Puerto Rico - Mayaguez; M.B.A. in Business Administration, University of Puerto Rico - Mayaguez; Ph.D. in Industrial Psychology, University of Puerto Rico.

Griffith, D. & Goodwin, C. (2013). *Conflict Survival Kit*, 2nd ed. Pearson.

OCLE 6010 DEVELOPING HIGHLY EFFECTIVE TEAMS

Training in the leadership of high-performance teams to achieve goals in the organization. Application of motivational and collaborative strategies to promote empowerment as well as individual and group responsibility. Evaluation of the factors that affect the team's performance in the institution. Pre-requisite: OCLE 5020.

3 credits

OLAVARRIA SOTO, LOURDES, Associate Professor of Health Sciences. B.S.N. in Nursing, University of Puerto Rico; M.S.N. in Nursing with Specialization in Mental Health and Psychiatric, Catholic University of Puerto Rico; Ph.D. in Industrial Organizational Psychology, Catholic University of Puerto Rico.

Griffith, B. A. & Dunham, E. (2014), *Working in Teams: Moving from High Potential to High Performance*. SAGE.

OCLE 6020 DECISION MAKING AND LEADERSHIP

Evaluation of decision-making models and their effect on the leadership of a company. Relationship of internal and external factors with individual and group decisions within the company. Determine decisional strategies for the fulfillment of the goals and objectives of the organization. Selection of the decisional alternatives that best fit the interests of the organization. Pre-requisite: OCLE 5020 and OCLE 6010.

3 credits

CABRERO TORRES, RAQUEL, Associate Professor of Business Administration. B.B.A. in Business Administration, University of Puerto Rico; M.B.A. in Industrial Management and Human Resources, Inter American University of Puerto Rico; D.B.A. in Business Administration, Catholic University of Puerto Rico.

Bazerman, Max H. & Moore D. (2012). *Judgment in Managerial Decision Making*, 8th ed, Wiley.

OCLE 6030 LEADERSHIP IN STRATEGIC PLANNING

Train leaders in the development of strategic planning in the organization. Encourage commitment and collaboration for the implementation of management strategies aligned with the context of the institution. Design plans that guarantee communication, coordination and effective integration of human capital. Pre-requisite: OCLE 6020.

3 credits

PEREZ RIVERA, GRICELDA, Part-Time Professor of Business Administration. B.B.A. in Business Administration, Catholic University of Puerto Rico; M.B.A. in Human Resources and Marketing, Inter American University of Puerto Rico; D.B.A. in Business Administration, Catholic University of Puerto Rico.

Bryson, J. M. (2018). *Strategic planning for public and nonprofit organizations: A guide to strengthening and sustaining organizational achievement*, 5th ed, John Wiley & Sons.

OCLE 6040 CHANGE LEADERSHIP

Analysis of the indicators that influence the success of change management. Evaluation of the organizational culture for the promotion of effective activities and initiatives for change. Creation of strategies that contribute to promoting the participation of human capital in the transformation of the organization. Pre-requisite: Have approved 21 credits of the program and OCLE 5040 and OCLE 6030.

3 credits

CASTILLO SORRENTINI, EVELYN, Part-Time Professor of Organizational Change Leadership. B.A. Organizational Behavior, Rollings College; M.A. in Human Resource Management, Rollings College; Ed.D. in Organizational Leadership, Argosy University.

Anderson, L. & Anderson D. (2010). *The change leader's roadmap: How to navigate your organization's transformation*, 2nd ed. Pfeiffer Publisher.

Kirtman, L. & Fullan, M. (2016). *Leadership key competencies for a whole system change*. Solution Tree Press.

OCLE 6050 ORGANIZATIONAL CHANGE LEADERSHIP PROJECT

Integration of knowledge, skills and leadership abilities in a change management project. Design of a change plan focused on the components of the organizational culture and aligned with the mission and vision of the institution. Implementation of strategies for the coordination of actions that contribute to the efficiency and success of the organization. Pre-requisite: Have approved all the courses of the Program and have the authorization of the Director of the Department. P / NP Rating

3 credits

CASTILLO SORRENTINI, EVELYN, Part-Time Professor of Organizational Change Leadership. B.A. Organizational Behavior, Rollings College; M.A. in Human Resource Management, Rollings College; Ed.D. in Organizational Leadership, Argosy University.

PEREZ RIVERA, GRICELDA, Part-Time Professor of Business Administration. B.B.A. in Business Administration, Catholic University of Puerto Rico; M.B.A. in Human Resources and Marketing, Inter American University of Puerto Rico; D.B.A. in Business Administration, Catholic University of Puerto Rico.

OLAVARRIA SOTO, LOURDES, Associate Professor of Health Sciences. B.S.N. in Nursing, University of Puerto Rico; M.S.N. in Nursing with Specialization in Mental Health and Psychiatric, Catholic University of Puerto Rico; Ph.D. in Industrial Organizational Psychology, Catholic University of Puerto Rico.

ROMAN SILVA, ARIS A., Professor of Psychology. B.A. in Psychology, University of Puerto Rico - Mayaguez; M.B.A. in Business Administration, University of Puerto Rico - Mayaguez; Ph.D. in Industrial Psychology, University of Puerto Rico.

CABRERO TORRES, RAQUEL, Associate Professor of Business Administration. B.B.A. in Business Administration, University of Puerto Rico; M.B.A. in Industrial Management and Human Resources, Inter American University of Puerto Rico; D.B.A. in Business Administration, Catholic University of Puerto Rico.

No Textbook

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