

# **INTER AMERICAN UNIVERSITY OF PUERTO RICO**

Inter American University is proud to offer Florida undergraduate students eleven distance education degree programs licensed by the Florida Department of Education's Commission for Independent Education through its Orlando Cyber Study Center, including A.A.S. in Accounting, A.A.S. in Business Administration, A.A.S. in Computer Science, B.S. in Computer Science, B.A. in Education (K-3) and (4-6), B.B.A. in Marketing, B.B.A. in Human Resources Management, B.B.A. in Management, B.B.A. in Operations Management, B.A. in Criminal Justice, B.A. in Office Systems Administration, and B.A. in Religion. Instruction is primarily in Spanish and on-line.

**Orlando Cyber Study Center  
Supplement to the  
General Undergraduate Catalog**

**2015-2016**

**Volume I August, 2015 Number VIII**

*Published by Inter American University of Puerto Rico, PO Box 363255, San Juan, Puerto Rico 00936-3255.*

*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.*

*Graduation requirements, as well as academic curricula and programs may change while students are registered at the University. Normally, these changes will not be applied retroactively, albeit students have the option of completing the new requirements. When professional certifying or licensing agencies require changes for the corresponding certification or license, the necessary changes to the curricula or programs will be applicable immediately. It is the University's policy to guarantee equal opportunity to all in its educational programs, services and benefits. The University does not discriminate against anyone because of race, color, religion, sex, national origin, handicap, age, marital status, physical appearance, political affiliation or any other classification protected by Title IX of the Amendments to the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act or any other applicable federal or state law or regulation.*

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



Inter American University of Puerto Rico is Accredited by  
the Commission of Higher Education of the Middle States Association  
of Colleges and Schools  
3624 Market Street, Philadelphia, PA 19104-2680  
Tel. 215-662-5606 Fax 215-662-5501  
www.msache.org

The Orlando Cyber Study Center licensed by the Commission for Independent Education,  
Florida Department of Education. Additional Information regarding this Center may be obtained  
by contacting the Commission at 325 West Gaines St. Suite 1414, Tallahassee, FL  
32399-0400, toll-free telephone number (888) 224-6684.

A Publication of the Vice Presidency for Academic and Student Affairs  
and Systemic Planning  
February 2015

# Contents

	<b>Page</b>
Directory .....	7
Board of Trustees.....	9
Officers .....	9
Other Members .....	9
Emeriti Trustees.....	10
Office of the Board of Trustees .....	10
Principal Officers of the University.....	10
Central Office .....	10
Administrative Personnel.....	11
Orlando Cyber Study Center .....	11
Aguadilla Campus .....	11
Arecibo Campus .....	12
Barranquitas Campus.....	12
Bayamón Campus.....	13
Fajardo Campus.....	14
Guayama Campus.....	15
Metropolitan Campus .....	15
Ponce Campus .....	17
San Germán Campus .....	18
School of Law.....	19
School of Optometry .....	19
Academic and Administrative Calendars .....	21
Tuition, Fees and Other Charges Applicable to the Orlando Cyber Center.....	26
General Information .....	30
History of the University .....	30
Governance.....	30
Academic Degrees .....	31
Vision .....	31
Goals of the University.....	31
Religious Life Policy .....	32
University Anti-hazing Policy .....	35
Associations.....	36
Service Members Opportunity College (SOC).....	36
Educational Resources.....	36
Information Access Center (Library).....	36
Publications .....	37
Alumni Association .....	37
Accreditation .....	37
Description of the Orlando Cyber Study Center.....	38
Academic Information.....	38
Admission Requirements to Distance Learning Programs .....	38
Admission of Students from the Educational Systems of USA and PR .....	38
Admission by Transfer from Other University-Level Institutions.....	39
Admission of Homeschooled Students .....	39
Admission of Foreign Students Without University Studies .....	39

Other Admissions and Course Credit Opportunities.....	40
Admission of Veterans .....	40
Admission of Special Students .....	40
Readmission to the University.....	40
Intra-University Transfers .....	41
University Credits through Advanced Placement Testing.....	41
Special Admission of Students not Interested in a Degree or Academic Title: .....	42
Distance Learning.....	42
Objectives of Distance Learning.....	42
Technologies and Media Used in Distance Learning .....	43
Proctored Evaluations .....	43
Interactive Videoconference .....	43
Video Courses .....	43
Courses on Line .....	44
Internet Courses.....	44
Combined Study Courses .....	44
Service of the Registrar .....	44
Registration and Program Changes.....	45
University Policy Regarding Student and Alumni Academic Records.....	45
Student Records.....	47
Diplomas.....	47
Change of Address.....	47
Class Attendance .....	47
Declaration of Major (Regular Program).....	48
Withdrawal from the University .....	49
Discontinuation of Academic Offerings.....	49
Withdrawal of a Course from the Schedule .....	48
Course Load.....	48
Repeating Courses .....	49
Auditing Courses .....	50
Study in Other Institutions of Higher Education .....	50
Grading System .....	50
Change of Grades Request.....	51
Administrative Action Symbols .....	51
Satisfactory Academic Progress Requirements .....	52
Dean’s List.....	54
Chancellor’s List.....	54
Academic Excellence in Majors Award .....	55
Inter-Institutional Educational Agreements.....	55
Exchange and International Cooperation Program .....	55
Internship Programs.....	55
Courses Codification System.....	56
Validation of Learning Experiences .....	57
Written Tests for Validation of Learning Experiences .....	57
Proficiency Examinations .....	57
Portfolio.....	58
Grievance Policy.....	59
Student Services and Activities .....	59
Student Financial Aid .....	59

Federal Funds .....	60
Maximum Time Requirements for Federal Financial Aid.....	60
Study Benefit Time Limits for Veterans and Beneficiaries .....	60
Federal Pell Grant.....	60
Federal Supplemental Educational Opportunity Grant (FSEOG).....	62
Perkins Federal Student Loan Program .....	62
Federal Stafford Loans .....	62
Federal Work Study Program .....	63
Institutional Funds .....	63
Institutional Scholarships .....	63
Student Development Scholarship.....	63
Veterans Services .....	63
Graduation Requirements and Information .....	64
Graduation Requirements for Bachelor’s Degrees .....	64
Application for Graduation.....	64
Graduation with Honors .....	65
General Education Program.....	65
Goals and Orientation of the General Education Curriculum.....	65
General Education Requirements for Bachelor’s Degrees .....	66
General Education Categories and Course Descriptions .....	68
Basic Skills .....	68
Philosophic and Aesthetic Thought .....	72
Christian Thought .....	73
Historic and Social Context.....	73
Scientific and Technological Context.....	75
Health, Physical Education and Recreation.....	75
Undergraduate (Associate and Bachelor) Degree Programs.....	76
Accounting (A.A.S.).....	76
Major and Other Course Descriptions and Resources (Accounting).....	77
Computer Science (A.A.S. and B.S.).....	80
Major Course Descriptions, Faculty and Learning Resources (Computer Science).....	83
Criminal Justice (B.A.) (Criminal Investigation) .....	96
Criminal Investigation (Criminal Justice).....	98
Course Descriptions, Faculty and Learning Resources (Criminal Justice).....	98
Early Childhood Education (B.A.) .....	106
Early Childhood Education: Elementary Primary Level (K-3).....	110
Early Childhood Education: Elementary Primary Level (4-6) .....	111
Core Course Descriptions, Faculty and Learning Resources (Early Childhood Ed.) .....	112
Business Administration Programs (A.A.S. and B.B.A.) .....	123
Business Administration (A.A.S.) .....	123
Major and Other Course Descriptions and Resources (Business Administration – A.A.S.)..	124
Business Administration Programs (B.B.A.).....	127
Core Course Descriptions, Faculty and Learning Resources (B.B.A.) .....	128
Human Resources Management (B.B.A.) .....	132
Major and Other Course Descriptions and Resources (Human Resources Management).....	134
Management (B.B.A.) .....	143
Major Course Descriptions, Faculty and Learning Resources (Management) .....	144
Marketing (B.B.A.).....	150
Major Course Descriptions, Faculty and Learning Resources (Marketing).....	151

Operations Management (B.B.A) .....	158
Major Course Descriptions, Faculty and Learning Resources (Operations Management) ....	159
Office System Administration (B.A.) .....	165
Major Course Descriptions, Faculty and Learning Resources (Office System Mgmt.).....	167
Studies in Religion (B.A.) .....	174
Major Course Descriptions, Faculty and Learning Resources (Studies in Religion).....	175
Index .....	182

# Directory

## **CENTRAL OFFICE**

Inter American University  
Urb. Jardines Metropolitanos  
399 Calle Galileo  
San Juan, Puerto Rico 00927-4517  
\*PO Box 363255  
San Juan, Puerto Rico 00936-3255  
Tel. (787) 766-1912  
[www.inter.edu](http://www.inter.edu)

## **Orlando Cyber Study Center**

Inter American University  
\*Orlando Cyber Study Center  
13574 Village Park Dr., Suite 150  
Orlando, FL 32837  
[www.orlando.inter.edu](http://www.orlando.inter.edu)

## **INSTRUCTIONAL UNITS**

### **AGUADILLA CAMPUS**

Inter American University  
Barrio Corrales, Sector Calero  
Aguadilla, Puerto Rico  
\*PO Box 20000  
Aguadilla, Puerto Rico 00605-9001  
Tel. (787) 891-0925  
[www.aguadilla.inter.edu](http://www.aguadilla.inter.edu)

### **ARECIBO CAMPUS**

Inter American University  
Highway #2, Km. 80.4  
Bo. San Daniel, Sector Las Canelas  
Arecibo, Puerto Rico  
\*PO Box 144050  
Arecibo, Puerto Rico 00614-4050  
Tel. (787) 878-5475  
[www.arecibo.inter.edu](http://www.arecibo.inter.edu)

### **BARRANQUITAS CAMPUS**

Inter American University  
Barrio Helechal, Highway 156  
Intersection 719  
Barranquitas, Puerto Rico  
\*PO Box 517  
Barranquitas, Puerto Rico 00794-0517  
Tel. (787) 857-3600  
[www.br.inter.edu](http://www.br.inter.edu)

## **BAYAMON CAMPUS**

Inter American University  
Bo. Cerro Gordo  
\*500 Highway John Will Harris  
Bayamón, Puerto Rico 00957-6257  
Tel. (787) 279-1912  
<http://bc.inter.edu>

### **School of Aeronautics**

Inter American University  
Fernando L. Rivas Dominicci Airport  
Isla Grande, Puerto Rico  
Tel. (787) 724-1912  
<http://bc.inter.edu>

## **FAJARDO CAMPUS**

Inter American University  
Calle Unión-Batey Central  
Highway 195  
Fajardo, Puerto Rico  
\*PO Box 70003  
Fajardo, Puerto Rico 00738-7003  
Tel. (787) 863-2390  
<http://fajardo.inter.edu>

## **GUAYAMA CAMPUS**

Inter American University  
Barrio Machete  
Highway 744, Km. 1.2  
Guayama, Puerto Rico  
\*PO Box 10004  
Guayama, Puerto Rico 00785-4004  
Tel. (787) 864-2222  
<http://guayama.inter.edu>

## **METROPOLITAN CAMPUS**

Inter American University  
Highway 1, Km. 16.3  
Corner Francisco Sein St.  
Río Piedras, Puerto Rico  
\*PO Box 191293  
San Juan, Puerto Rico 00919-1293  
Tel. (787) 250-1912  
[www.metro.inter.edu](http://www.metro.inter.edu)

**Inter American University**  
**Trimester Program in English**  
Highway 1, Km. 16.3  
Corner Francisco Sein St.

Rio Piedras, Puerto Rico  
\*PO Box 191293  
San Juan, Puerto Rico 00919-1293  
Tel. (787) 758-0837  
**www.metro.inter.edu**

**PONCE CAMPUS**  
Inter American University  
Turpo Industrial Park  
Mercedita, Puerto Rico  
\*Turpo Industrial Park  
Mercedita, Puerto Rico 00715-1602  
Tel. (787) 284-1912  
**http://ponce.inter.edu**

**SAN GERMAN CAMPUS**  
Inter American University  
\*PO Box 5100  
San Germán, Puerto Rico 00683-9801  
Tel. (787) 264-1912  
**www.sg.inter.edu**

**SCHOOL OF LAW**  
Inter American University  
170 Federico Costa  
Sector Tres Monjitas  
Hato Rey, Puerto Rico  
\*PO Box 70351  
San Juan, Puerto Rico 00936-8351  
Tel. (787) 751-1912  
**www.derecho.inter.edu**

**SCHOOL OF OPTOMETRY**  
Inter American University  
\*500 Highway John Will Harris  
Bayamón, Puerto Rico 00957  
Tel. (787) 765-1915  
**www.optonet.inter.edu**

\*Mailing address

# Board of Trustees

October, 2014

## Officers

Dennis W. Hernández Santiago, B.S.C.E., M.S.C.E., Chairman, Contract Engineer; Resident of Dorado, Puerto Rico.

Antonio C. Rosario Soto, M.B.A., Vice Chairman, Businessman (Retired); Resident of San Juan, Puerto Rico.

Enrique Sigas Santa Cruz, B.B.A., J.D., Secretary, Attorney; Resident of Bayamón, Puerto Rico.

Aída Nilda Molinary de la Cruz, J.D., Assistant Secretary, Judge of the Ethics Commission of the Supreme Court of Puerto Rico; Resident of San Juan, Puerto Rico.

Antonio R. Pavía Bibiloni, B.B.A., Treasurer, Businessman; Resident of San Juan, Puerto Rico.

José R. Muñoz Ávila, B.B.A., M.B.A., Assistant Treasurer, Senior Vice President of Oriental Bank; Resident of Guaynabo, Puerto Rico.

## Other Members

Ramón Ayala Cuervos, J.D., Attorney and Ordained Minister; (Retired); Resident of San Juan, Puerto Rico.

Aurealis T. Báez Pizarro, Psy.D., M.P.H., Neuropsychologist; Resident of San Juan, Puerto Rico.

Gloria Cordero González, B.A., M.A., Ed.D., Educator (Retired); Resident of Orlando, Florida.

Jorge Farinacci Graziani, B.A., Businessman (Retired); Resident of Guaynabo, Puerto Rico.

Manuel J. Fernós López-Cepero, J.D., LL.M. President of the University; Resident of San Juan, Puerto Rico.

Amadeo I. D. Francis Smith, M.Sc., M.P.A., Public Servant; Resident of San Juan, Puerto Rico.

Jorge L. Fuentes Benejam, B.S.M.E., Contract Engineer; Resident of Dorado, Puerto Rico.

Aníbal González Irizarry, B.B.A., J.D., Professor of Communications (Retired); Resident of Guaynabo, Puerto Rico.

Domingo Más Rivera, B.B.A., Certified Public Accountant; Resident of Mayagüez, Puerto Rico.

Pedro M. Mayol Serrano, M.D., FAAP, FCCP, Pediatric Pulmonologist (Retired); Resident of Guaynabo, Puerto Rico.

Juan José Pérez Alda, B.A., M.Th., Minister (Retired), Resident of Bayamón, Puerto Rico.

Felipe Piazza Vázquez, B.B.A., Minister, Businessman (Retired); Resident of Guaynabo, Puerto Rico.

Víctor Rivera Hernández, M.P.A., J.D., Attorney; Resident of San Juan, Puerto Rico.

Luis A. Rodríguez Pagán, B.B.A., Businessman; Resident of San Juan, Puerto Rico.

Elba Sánchez González, B.B.A., J.D., Attorney and Certified Public Accountant; Resident of San Juan, Puerto Rico.

Gloria Santaella Parés de Figueroa, M.D., Anesthesiologist (Retired); Resident of San Juan, Puerto Rico.

Eneida Sierra Corredor, M.S., Consultant; Resident of Luquillo, Puerto Rico.

## **Emeriti Trustees**

Pedro Javier Boscio, M.P.A., H.D., Educator (Retired); Resident of Cabo Rojo, Puerto Rico  
Francisco A. Colón Cruz, M.S., LL.B., Attorney (Retired); Resident of Alexandria, Virginia.

## **Office of the Board of Trustees**

\* José Luis Colón González, M.P.A., Executive Director of the Office of the Board, San Juan, Puerto Rico.

\*The Executive Director is not a Trustee of the Institution.

# **Principal Officers of the University**

## **Central Office**

MANUEL J. FERNÓS, LL.M., President of the University

AGUSTÍN ECHEVARRÍA SANTIAGO, J.D. Vice President for Academic and Student Affairs and Systemic Planning

LUIS R. ESQUILÍN HERNÁNDEZ, M.B.A., Vice President for Financial Affairs, Administration and Services

NORBERTO DOMÍNGUEZ, M.Div., Vice President for Religious Affairs

TOMÁS M. JIMÉNEZ MÉNDEZ, M.A., Executive Director of Office of the President

DOMINIQUE A. GILORMINI DE GRACIA, J.D., Executive Assistant to the President

ZAIMA Y. NEGRÓN GUZMÁN, B.A., Director of the Office of Public Relations and Communications

LORRAINE JUARBE SANTOS, J.D., Director of the Juridical Adviser's Office

VLADIMIR ROMÁN ROSARIO, J.D., A.S.C. Comparative Law, Executive Director Juridical Adviser and Chief Compliance Officer

ELIZABETH SCALLEY, Ph.D., Executive Director of the Evaluation and Systemic Research Office

JOSSIE SALGUERO PECUNIA, B.S. Executive Director of Information and Telecommunications

MAGGIE COLÓN ORELLANO, M.B.A. Executive Director of Human Resources

## **Administrative Personnel**

### **Orlando Cyber Study Center**

LUIS R. SÁNCHEZ SANTIAGO, M.S., Executive Director

### **Aguadilla Campus**

ELIE AURELIEN AGÉSILAS, Ph.D., Chancellor  
NILSA M. ROMÁN, M.B.A., Dean of Academic Affairs  
ISRAEL AYALA VALENTÍN, M.S., Dean of Administration  
ANA C. MELÓN MAYORAL, M.A., Dean of Students  
LYMARI NEGRÓN VELÁZQUEZ, M.B.A., Associate Dean of Academic Affairs  
NAYDA SOTO VARGAS, M.A., Assistant Dean of Students  
RAÚL J. RIVERA TORRES, M.B.A., Assistant Dean of Administration  
RAÚL MENDOZA SALAMANCA, M.B.A., Executive Assistant to the Chancellor  
MYRIAM MARCIAL FELICIANO, M.B.A., Manager of Registration Services  
LUIS A. ACEVEDO MERCADO, Ed.D., Director of Upward Bound Program (Science and Math)  
MONSERRATE YULFO SOSA, M.S., Director of the Information Access Center  
GLADYS ACEVEDO CARDONA, M.A., Director of the Guidance and Counseling Center  
GLORIA CORTÉS RIVERA, B.A., Financial Aid Director  
YANIRA GONZÁLEZ TORRES, B.B.A., Bursar  
DORIS PÉREZ HERNÁNDEZ, M.B.A., Director of Admissions  
MARÍA PÉREZ MEDINA, M.B.A., Registrar  
NÉSTOR RAMÍREZ SOTO, M.B.A., Director of Promotion and Recruitment  
YAMILETTE PRÓSPER DE LA CRUZ, M.A., Director of Education Program  
FRANCISCO GONZÁLEZ VARGAS, M.A., Director of the Office of University Chaplaincy  
NEREIDA RAMOS MÉNDEZ, M.B.A., Director of the Non University Technical Certificate Program  
JOSÉ R. AREIZAGA GARCÍA, M.B.A., Director of the Human Resources Office  
IVONNE ACEVEDO ECHEVARRÍA, M.A., Director of the Educational Services Program  
MAYRA ROZADA CAPELLA, M.A., Director of the Upward Bound Program  
LISSETTE MORALES GARCÍA, M.A., Director of the Elementary and High School Atolina Vélez  
SACHA RUIZ RODRÍGUEZ, M.Ed., Director of Development

### **Academic Departments of the Aguadilla Campus**

JAPHET RIVERA RODRÍGUEZ, M.S., Director of the Department of Economic and Administration Sciences  
ROSA GONZÁLEZ, RIVERA, M.S., Director of the Department of Science and Technology  
RAMONITA ROSA ROSARIO, M.A., Director of the Department of Education and Humanistic Studies  
LOURDES OLAVARRÍA SOTO, Ph.D., Director of the Department of Health Sciences  
ARIS ROMAN SILVA, Ph.D., Director of the Department of Graduate Studies  
RICARDO BADILLO GRAJALES, M.A., Director of the Department of Social and Behavioral Sciences

## **Arecibo Campus**

RAFAEL RAMÍREZ RIVERA, Ed.D., Chancellor  
ANNETTE VEGA RODRÍGUEZ, Ed.D., Dean of Academic Affairs  
WANDA BALSEIRO CHACÓN, M.A., Associate Dean of Academic Affairs  
WANDA I. PÉREZ RAMÍREZ, B.B.A., Dean of Administration  
ILVIS AGUIRRE FRANCO, M.A., Dean of Student Affairs  
MINERVA RIVERA NIEVES, B.B.A., Assistant Dean of Administration  
ENID ARBELO CRUZ, M.P., Executive Assistant to the Chancellor  
CARMEN COSTA COLMENEROS, M.A.E., Executive Assistant for the Evening and Saturday Program  
SARA ABREU VÉLEZ, M.L.S., Director of the Information Access Center  
NYDIA DELGADO SERRANO, M.A., Director of the Guidance and Counseling Center  
JUAN C. RODRÍGUEZ RODRÍGUEZ, M.B.A., Director of Marketing and Student Promotion  
AMÍLCAR S. SOTO QUIJANO, M.A., Director of the Office of University Chaplaincy  
BRENDA ROMÁN UBIÑAS, M.P.A., Director of the Services Program for Adult (AVANCE) Students

### **Registration Services Management**

CARMEN MONTALVO LÓPEZ, M.B.A., Manager of Student Services  
CARMEN L. RODRÍGUEZ MARTÍNEZ, M.B.A., Registrar  
RAMÓN O. DE JESÚS MARTÍNEZ, B.A., Financial Aid Director  
VÍCTOR MALDONADO DELGADO, B.B.A., Bursar  
PROVI MONTALVO BONILLA, M.A., Director of Admissions

### **Academic Departments of the Arecibo Campus**

ELBA TORO DE DÍAZ, M.B.A., Director of the Department of Economic and Administrative Sciences  
LOURDES CARRIÓN PAGÁN, Ph.D., Director of the Department of Social Sciences  
LIZBETH ROMERO PÉREZ, Ph.D., Director of the Department of Sciences and Technology  
MAGDA VÁZQUEZ BRENES, M.S., Director of the Department of Education  
FRANCES CORTÉS BELLO, Ed.D., M.S.N., Director of the Nursing Department  
MARÍA L. DELGADO FERNÁNDEZ, M.Ed., Director of the Department of Humanistic Studies  
JOSUÉ RAMOS GIRAUD, M.S., CRNA, Director of the Master Degree Program in Anesthesiology Science  
RAMONITA DE LOURDES DÍAZ JIMÉNEZ, Ed.D. Director of the Graduate Program in Education

## **Barranquitas Campus**

IRENE FERNÁNDEZ APONTE, Ph.D., Chancellor  
PATRICIA ÁLVAREZ SWIHART, Ed.D., Dean of Academic Affairs  
ARAMILDA CARTAGENA SANTIAGO, M.A., Dean of Students  
JOSÉ E. ORTIZ ZAYAS, M.S., Dean of Administration  
JOSÉ E. RODRÍGUEZ GARCÍA, M.A. Div., Director of the University Chaplaincy

ANA I. COLÓN ALONSO, B.S., Director of Promotion and Recruitment  
MARIBEL LÓPEZ CARTEGENA, Ed.D., Director of Evaluation and Systemic Planning  
AIXA SERRANO FEBO, M.B.A., Director of the Education Extension Program  
MARÍA DEL C. RIVERA ZAYAS, M.L.S., Director of the Information Access Center  
VÍCTOR SANTIAGO ROSADO, M.B.A., Director of Human Resources and Finance  
ALEX ABRIL TORRES, M.S., Director of the Information System  
ISRAEL RIVERA MONTESINO, M.A. Director of Extracurricular Activities

### **Management of Registration Services**

LYDIA ARCE RODRÍGUEZ, M.A., Manager of Registration Services  
SANDRA MORALES RODRÍGUEZ, M.B.A., Registrar  
EDGARDO CINTRÓN VEGA, B.A., Director of Admissions  
EDUARDO FONTÁNEZ COLÓN, M.B.A., Financial Aid Director  
ANTONIO J. ROSARIO RIVERA, B.A., Director of the Bursar's Office

### **Academic Departments of the Barranquitas Campus**

FILOMENA CINTRÓN SERRANO, Ph.D., Director of the Department of Education, Social  
Sciences and Humanistic Studies  
JOSÉ PÉREZ MELÉNDEZ, M.S., Director of the Department of Sciences and Technology  
OMAR GUERRERO DÍAZ, M.D., Acting Director of the Department of Health Sciences  
ALFREDO J. LEBRÓN KURI, Ph.D., Acting Director of the Department of Business  
Administration

### **Bayamón Campus**

JUAN MARTÍNEZ RODRÍGUEZ, M.E., Chancellor  
CARLOS J. OLIVARES PACHECO, Ph.D. Dean of Academic Affairs  
IRMA L. ALVARADO ZAYAS, Ph.D., Associate Dean of Academic Affairs  
GEMA C. TORRES SÁNCHEZ, J.D., Dean of Students  
LUIS MARIO CRUZ, M.B.A., Dean of Administration  
SERAFÍN RIVERA TORRES, M.A., Associate Dean of Administration  
ARMANDO RODRÍGUEZ DURÁN, Ph.D., Dean of Research  
ANTONIO L. PANTOJA SERRANO, M.B.A., Executive Assistant to the Chancellor  
(Director Office of Integrated Communications),  
JAIME COLÓN BARRIOS, M.B.A., Director of Development  
EDWIN RIVERA CORDERO, B.S., Director of the Information and Telecommunications  
Center  
MAGALI PALMER UMPIERRE, M.Ed., Director of the Guidance Program  
SANDRA ROSA GÓMEZ, M.A., Director of the Information Access Center  
CARMEN I. PÉREZ TORRES, M. Th. Div., Director of the Religious Life Office

### **Management of Registration Services**

IVETTE NIEVES AYALA, M.P.A., Manager of Registration Services  
HÉCTOR VARGAS ÁNDUJAR, B.A., Acting Director of Student Services  
EDDIE AYALA MÉNDEZ, M.A., Registrar

EDUARDO BERRÍOS MARTÍNEZ, B.B.A., B.A., Acting Official of the Bursar's Office

## **Schools and Academic Departments of Bayamon Campus**

### **Aeronautics School**

JORGE CALAF CLOUTHIER, M.B.A., Dean

### **Engineering School**

JAVIER QUINTANA MÉNDEZ, Ph.D., Dean

RUBÉN FLORES FLORES, M.S., Director of the Department of Electrical Engineering

HERIBERTO BARRIERA VIRUET, Ph.D., Director of the Department of Industrial Engineering

AMÍLCAR RINCÓN CHARRIS, M.E., Director of the Department of Mechanical Engineering

### **Academic Departments**

JOSÉ A. RODRÍGUEZ ORTEGA, M.S., Director of the Department of Information

FRANCISCO MONTALVO FIOL, D.B.A., Director of the Department of Business Administration

RUTH HERNÁNDEZ RÍOS, M.A. Director of the Department of Communications

OMAR CUETO TORO, Ph.D., Director of the Department of Natural Sciences and Mathematics

LAURA RÍOS RODRÍGUEZ, M.A., Director of the Department of Humanistic Studies

SILVIA ROSADO VÉLEZ, Ed.D., Director of the Department of Health Sciences

## **Fajardo Campus**

ISMAEL SUÁREZ HERRERO, Ed.D., Chancellor

PAULA SAGARDÍA OLIVERAS, Ed.D., Dean of Academic Affairs

LYDIA E. SANTIAGO ROSADO, M.B.A., Dean of Administration

JAVIER MARTÍNEZ ORTIZ, M.A., Dean of Students

SONIA SIERRA TORRES, M.B.A., Assistant Dean of Academic Affairs

ANGIE E. COLÓN PAGÁN, M.L.S., Director of the Information Access Center

HILDA L. ORTIZ BARBOSA, M.A., Director of Planning, Evaluation y External Resources

JOSÉ JAVIER COLÓN BARBOSA, M.B.A., Director of Promotion and Recruitment

RAFAEL HIRALDO, M. Div., Ph.D., Director of Chaplaincy

YOLANDA RAMOS ALVARADO, M.A., Director of the Continuing Education and Postsecondary Certificate Programs

### **Management of Registration Services**

GLENDA DÍAZ, M.A., Manager of Registration Services

ARLENE PARRILLA ORTIZ, B.A., Registrar

ADA CARABALLO CARMONA, B.A., Director of Admissions

MARILYN MARTÍNEZ ALICEA, B.B.A., Financial Aid Director  
PORFIRIO CRUZ CHONG, B.B.A., Bursar

### **Academic Departments of Fajardo Campus**

WILFREDO DEL VALLE, Ph. D., Director of the Department of Business Administration  
IRMA L. MORALES, M.A., Director of the Department of Sciences and Technology  
LOURDES PÉREZ DEL VALLE, M.A., Director of the Department of Humanities  
PORFIRIO MONTES OLMEDA, Ed.D., Director of the Department of Education and Social Sciences

### **Guayama Campus**

CARLOS E. COLÓN RAMOS, M.A., Chancellor  
ÁNGELA DE JESÚS ALICEA, Ph.D., Dean of Academic Affairs  
NÉSTOR A. LEBRON TIRADO, M.A., Dean of Administration  
ROSA J. MARTÍNEZ RAMOS, Psy.D., Dean of Students  
CLARIBEL RODRÍGUEZ, M.B.A., Director of the Office of Evaluation and Strategic Planning  
ARNALDO CINTRÓN MIRANDA, M.Div. Director of the Office of University Chaplaincy  
LUZ A. ORTIZ RAMÍREZ, M.B.A., Director of Marketing and Promotion  
EDNY SANTIAGO FRANCESCHI, M.A. Ed., Director of the Information Access Center  
CARMEN G. RIVERA DE JESÚS, J.D., Director of the Services Program for Adult Students

### **Management of Registration Services**

EILEEN RIVERA RIVERA, M.B.A., Manager of Registration Services  
LUIS A. SOTO RIVERA, B.B.A., Registrar  
LAURA E. FERRER SÁNCHEZ, M.A., Director of Admissions  
JOSÉ A. VECHINI RODRÍGUEZ, M.B.A., Financial Aid Director  
TERESSA MANATU, M.B.A., Bursar

### **Academic Departments of the Guayama Campus**

RAY ROBLES TORRES, Ph.D., Department Chair of Education, Social Sciences and Humanistic Studies  
ROSALÍA MORALES COLÓN, Ed.D., Department Chair of Business Administration  
MINERVA MULERO LÓPEZ, Ed.D., Department Chair of Health Sciences  
CARMEN J. TORRES TORRES, M.S., Department Chair of Natural Sciences and Technology  
YAITZA RIVERA CARRION, M.S.N., Associate Director of Ryder Extension Project.

### **Metropolitan Campus**

MARILINA WAYLAND, M.S., Chancellor  
MIGDALIA M. TEXIDOR, M.A., M.T. (ASCP) Dean of Academic Affairs  
CARMEN A. OQUENDO, Ph.D., Dean of Students  
JIMMY CANCEL, M.B.A., Dean of Administration

EDUARDO ORTIZ, M.S., Director of the Information and Telecommunications Center  
REINALDO ROBLES, M.B.A., Director of Marketing and Student Promotion  
BEATRICE RIVERA, M.A., Director of the University Guidance Program  
MARÍA DE LOURDES RESTO, M.L.S., Director of the Information Access Center  
ARELIS CARDONA, M. Div., Director of the University Chaplaincy Office  
CARLOS J. RAMOS AYES, M.B.A., Director of Continuing Education

### **Registration Services Management**

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

### **Academic Divisions of the Metropolitan Campus**

#### **Division of Science and Technology**

IZANDER ROSADO LOZADA, Ph.D., Dean  
ARMANDO CARDONA, M.S., Director of the Department of Natural Sciences  
MARTA ROSAS DE CANCIO, M.S., Director of the Department of Computer Science and  
Mathematics  
IDA MEJÍAS, Ph.D., MT(ASCP), Director of Medical Technology  
IVETTE CORA GONZÁLEZ, D.N.P., Director of the School of Nursing

#### **Division of Economic and Administrative Sciences**

FREDERIK VEGA, LL.M., Dean  
MYRNA M. REYES, M.B.A., Director of the School of Economics  
MILDRED SOTO, M.A., Director of the School of Management

#### **Division of Humanistic Studies**

OLGA SÁNCHEZ DE VILLAMIL, Ph.D., Dean  
JOSÉ EFRAÍN HERNÁNDEZ ACEVEDO, M.P.A., J.D., Director of the Liberal Arts and  
Social Sciences Department  
PEDRO GONZÁLEZ, Ph.D., Director of the History Department  
MIGUEL CUBANO MERCADO, Ed.D., Director of the Department of Popular Music  
ANGEL VÉLEZ, Ed.D., Ph.D., Director of the School of Theology

#### **Division of Education and Behavioral Professions**

CARMEN COLLAZO, Ph. D., Dean  
MARÍA DELIA RUBERO, Ph.D., Director of the School of Education  
LUIS A ACEVEDO RODRÍGUEZ, J.D., Director of the School of Criminal Justice  
JAIME SANTIAGO, Ph.D., Director of the School of Psychology  
ELIZABETH MIRANDA, Ph.D., Director of the School of Social Work

## **Ponce Campus**

VILMA COLÓN, Ed.D., Chancellor  
JACQUELINE ÁLVAREZ, Ph.D., Dean of Academic Affairs  
VÍCTOR A. FELIBERTY, Ph.D., B.S.I.E., Dean of Administration  
EDDA R. COSTAS VÁZQUEZ, M.A., Dean of Students  
OMAYRA CARABALLO, Ed.D., Associate Dean of Distance Learning  
DIOSDADA COLÓN, M.A., Assistant Dean of Administration  
DILIA RODRÍGUEZ, M.Ed., Assistant Dean to the Dean of Academic Affairs  
MARIA M MUÑOZ, M.B.A. Director of Continuing Education Program  
IVONNE COLLAZO, M.B.A. Director of Human Resources  
ANSELMO ÁLVAREZ, M.P., Director of Evaluation and Strategic Planning  
YINAIRA SANTIAGO, M.B.A., Director of Marketing and Student Promotion  
LUCY I. ROSARIO, M.Div., Director of the Religious Life Office  
HÉCTOR MARTÍNEZ, M.Ed., Director of Guidance Center  
MARÍA M. SILVESTRINI, M.L.S., Director of the Information Access Center  
ALMA I. RÍOS, M.B.A., Assistant Dean to the Dean of Academic Affairs  
EVELYN CASTILLO, M.H.R., Assistant Dean of Acreditaciones and Licensing  
HILDA V. STELLA, J.D., Director of External Resources  
ANTONIO L. RAMOS, M.B.A., Director of the Information and Telecommunications Center  
ISABEL ROSARIO, M.A. Executive Secretary of the Academic Senate

### **Registration Services Management**

MIRIAM MARTÍNEZ CORREA, M.A., Manager of Registration  
FRANCO L. DÍAZ, M.B.A., Director of Admissions  
MARÍA DEL C. PÉREZ, M.A. Registrar  
NILDA RODRÍGUEZ, B.B.A., Bursar  
DEBRA M. MARTÍNEZ, B.S., Financial Aid Director

### **Academic Service Management**

RAFAEL SANTIAGO, M.B.A., Assistant Dean of the Management of Academic Services  
SANTY CORREA BERNIER, M.A., Academic Director of Humanistic and Educational Studies  
LIDIS JUSINO, J.D., Acting Academic Director of Social and Behavioral Sciences  
HÉCTOR W. COLÓN, Ed.D., Acting Academic Director of the Department of Science and Technology  
JOSÉ GARCÉS, Academic Coordinator of Radiological Sciences  
NAHIR E. SOTO, O.D., Academic Coordinator of Health and Optical Sciences  
KATHERINE RIVERA, D.P.T., Academic Coordinator of Speech and Occupational Therapy and Physical Therapy Assistant  
GERARDO RIVERA, M.S.N., Academic Coordinator of Nursing  
LILLIAM LABOY, D.B.A., Academic Coordinator of the Graduate School of Business  
HERMINIO RODRÍGUEZ, D.B.A., Academic Coordinator of Economic Sciences  
MADELINE TORRES, Ed.D.; Academic Coordinator of Entrepreneurial and Managerial Development  
ROLANDO MÉNDEZ, M.A., Academic Coordinator of Communications, Tourism and Marketing

MARÍA A. VÉLEZ, M.A., Director Technical Certificates

## **San Germán Campus**

AGNES MOJICA, M.A., Chancellor  
NYVIA ALVARADO, Ph.D., Dean of Academic Affairs  
FRANCES CARABALLO, M.B.A., Dean of Administration  
RAÚL MEDINA, M.A., Dean of Student Affairs  
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  
MARÍA MORALES, M.B.A., Director of Strategic Planning, Evaluation and Research  
CARMEN I. RODRÍGUEZ, M.A., Director of InterAmerican San German School  
ELBA T. IRIZARRY, Ed.D. , Director of the Graduate Studies Center  
VÍCTOR BONILLA, Director of Security  
DORIS ASENCIO, M.A.L.S., Director of the Information Access Center  
MILDRED ORTIZ, M.A., Director of the Technical Studies Center  
VACANT, Director of the Continuing Education Program  
ENID CRUZ, M.A., Coordinator of the Adult Student Services Program  
MARÍA Y. PÉREZ, M.A., Director of TRIO Programs  
SYLVIA ROBLES, M.A., Director of the High School Equivalency Program (HEP)  
MARÍA INÉS LUGO, B.B.A., Financial Aid Director  
ARLEEN SANTANA, M.A., Registrar  
CARLOS SEGARRA, B.A., Bursar  
DAISY PÉREZ, M.A., Director of the Guidance and Counseling Center  
CELIA GONZÁLEZ, M.B.A., 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  
MARÍA INÉS LUGO, B.B.A., Financial Aid Director  
CARLOS SEGARRA, B.A., Bursar

## **Academic Departments of the San German Campus**

ANGELA M. GONZÁLEZ, Ph.D., Director of the Department of Biology, Chemistry and Environmental Sciences  
YVONNE AVILÉS, M.S.E.E., Director of the Department of Mathematics and Applied Sciences

ILEANA ORTIZ M.S.N., Director of the Department of Health Sciences  
MARITZA VÉLEZ, Ph.D., Director of the Department of Social Sciences and Liberal Arts  
MARÍA D. BODEGA, Ph.D., Director of the Department of Languages and Literature  
SAMUEL ROSADO NAZARIO, M.S., Director of the Department of Fine Arts  
MILSA MORALES, Ph.D., Director of the Department of Entrepreneurial and Management Sciences  
MIRIAM PADILLA, Ed.D., Director of the Education and Physical Education Department

## **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  
HERIBERTO SOTO LÓPEZ, J.D., Dean of Administration  
IRIS M. CAMACHO MELÉNDEZ, Doctor in Law, J.D., Dean of Students  
MARÍA DE LOURDES RIVERA, M.B.A., Registrar  
ROSYVEE GUZMÁN, M.A., Professional Counselor  
SAMUEL SÁNCHEZ ESTRADA, B.B.A., M.B.A., Bursar  
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  
CARMEN PILAR LÓPEZ ARGÜELLES, J.D., Director of the Legal Continuing Education Program  
HECTOR 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  
JORGE E. RIVERA PEÑA, M.Ed., Counselor  
ÁNGEL N. CANDELARIO CÁLIZ, J.D. Director, Academic Support Program

### **School of Optometry**

ANDRÉS PAGÁN FIGUEROA, O.D., M.P.H., Dean  
ÁNGEL ROMERO AYALA, O.D., Dean of Academic Affairs  
IRIS CABELLO RIVAS, O.D., Dean of Student Affairs  
FRANCISCO RIVERA, M.B.A., Dean of Administration  
DAMARIS PAGÁN O.D., M.P.H., Director of Clinical Affairs  
JOSÉ M. DE JESÚS, O.D., M.A., Director of Academic Affairs  
ILEANA VARGAS, M.D., Director of the Religious Life Office  
ARLEEN CORREA, M.B.A., Executive Assistant to the Dean  
VACANT, Executive Assistant to the Dean/Assessment Officer  
WILMA MARRERO ORTIZ, M.L.S., Director of the Information Access Center  
MARÍA JULIA AULET, M.S., Director of Development  
LUZ OCASIO, B.B.A., Registrar  
VACANT, Director of Admissions  
LOURDES M. NIEVES PÉREZ, B.B.A., Director of Financial Aid

DAMARIS SÁNCHEZ, Administrative Affairs Officer  
HÉCTOR SANTIAGO CHAMORRO, O.D., Ph. D., Research Director  
JUAN L. GALARZA, O.D., Director of the Residency Program  
MILAGROS RODRÍGUEZ, B.A., Human Resources Official  
ELÍAS SANTIAGO, B.S.E.E.T., Administrator of the Information and Telecommunications  
System  
DORIS ANTUNEZ O.D., Director of Continuing Education

## 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](http://www.inter.edu).

### FIRST SEMESTER 2015-2016 (2016-10)

July 1–September 10	Disbursement Memo
March 1– August 15	Course selection and registration payment
August 14	Last day for dropping courses (partial withdrawal) with 100% tuition refund (not including fees)
August 14	Last day for dropping all courses (total withdrawal) with 100% tuition refund (including fees)
August 17	Classes begin
August 17-22	Late registration and class changes
August 24	Cancellation of courses for students that have not paid registration
August 24	Last day for dropping courses (partial withdrawal) with 75% tuition refund
September 2	Last day for dropping courses (partial withdrawal) with 50% tuition refund
September 7	Holiday: Labor Day
September 9	Last day for registration changes
September 10	Initial accreditation of aid to students
September 11	Second accreditation and reimbursement
September 14	Third accreditation and reimbursement
September 21-22	Checks delivered to students
October 12	Holiday: Columbus Day
October 15	Midterm, last day for the faculty to report the removal of incompletes from the previous semester or summer sessions
November 6	Last day to apply for graduation at the end of this semester
November 6	Last day for the administration of Graduated Comprehensive Examination
November 11	Holiday: Veterans' Day
November 26-28	Thanksgiving Recess
December 3	Last day to withdraw from individual or all courses with "W" and to report errors in previous term grades
December 4	Last day of class
December 8	Study period
December 7-12	Final examinations
December 15	Last day for faculty to enter final grades in the "Interweb Roll book"
December 18 - January 6	Christmas Recess

## SECOND SEMESTER 2015-2016 (2016-30)

October 1-February 12	Disbursement Memo
October 1-January 18	Course selection and registration payment
January 16	Last day for dropping courses (partial withdrawal) with 100% tuition refund (not including fees)
January 16	Last day for dropping courses (total withdrawal) with 100% tuition refund (including fees)
January 18	Holiday: Martin Luther King's Birthday
January 20	Classes begin
January 20-29	Late registration and class changes
January 29	Cancellation of courses for students that have not paid registration
January 29	Last day for dropping courses (partial withdrawal) with 75% tuition refund
February 4	Last day for dropping courses (partial withdrawal) with 50% tuition refund
February 12	Last day for faculty to enter AW to the "Interweb Rollbook"
February 12	Last day for registration changes
February 12	Initial award of financial aid to students
February 16	Second accreditation
February 15	Holiday: President's day
February 22-23	Check delivery to students and Direct Deposit
March 18	Midterm. Last day for the faculty to report the removal of incompletes from the previous semester or summer sessions
April 22	Last day to apply for graduation at the end of the next semester
April 22	Last day for the administration of Graduated Comprehensive Examination
May 5	Last day to withdraw from individual or all courses with "W" and to report errors in the previous term grades
May 6	Last day of class
May 7-8	Study period
May 9-14	Final examinations
May 18	Last day for the faculty to enter final grades in the "Interweb Roll book"
May 30	Holiday: Memorial Day
June 1-12	Graduation ceremonies. These dates are subject to change.

**TRIMESTER I 2016-13**  
**August-October 2015**

June 1-August 22	Disbursement Memo
March 1-July 31	Registration
July 31	Last day to withdraw from individual courses with a refund of 100% of tuition cost before classes begin (fees not included)
July 31	Last day to withdraw from all courses with a refund of 100% of tuition cost before classes begin (fees included)
August 1	Classes begin
August 1-7	Late registration and class changes
August 7	Cancellation of courses for students who have not paid registration
August 7	Last day to withdraw from individual courses with a refund of 75% of tuition cost (fees not included)
August 14	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 26-27	Checks delivered to students and Direct Deposit
September 2	Last day for the administration of Graduate Comprehensive Examinations
September 4	Last day for faculty to report the removal of incompletes from previous trimester or summer sessions
September 4	Last day to apply for graduation for next trimester
September 7	Holiday: Labor Day
October 12	Holiday: Columbus Day
October 18	Last day of classes. Last day to withdraw from individual or all courses with "W"
October 24-30	Final examinations
October 31	Last day to enter grades in the "Interweb Roll Book"

**TRIMESTER II 2016-23**  
**November 2015 - February 2016**

September 1-December 1	Disbursement Memo
October 1-October 31	Registration
October 31	Last day to withdraw from individual courses with a refund of 100% of tuition cost before classes begin (fees not included)
November 2	Classes begin
November 2-7	Late registration and class changes
November 9	Cancellation of courses for students who have not paid registration
November 9	Last day to withdraw from individual courses with a refund of 75% of tuition cost (fees not included)
November 11	Holiday: Veteran's Day
November 13	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 24	Last day for registration changes
November 26-28	Thanksgiving Recess
December 4	Initial accreditation of aid to student
December 8-9	Check Delivery to student & Direct Deposit
December 11	Last day for the administration of Graduated Comprehensive Examinations
December 18	Christmas Recess begins
January 7	Classes continue
January 18	Holiday: Martin Luther King's Birthday
January 20	Last day for faculty to report the removal of incompletes from previous trimester or summer sections
January 20	Last day to apply for graduation for next trimester
February 5	Last day of classes. Last day to withdraw from individual or all courses with "W"
February 8-12	Final examinations
February 13	Last day the faculty to enter grades to "Interweb Rollbook"

**TRIMESTER III 2016-33**  
**Late February-May 2016**

January 1-March, 17	Disbursement Memo
February 3-12	Registration
February 11	Last day to withdraw from individual courses with a refund of 100% of tuition cost before classes begin (fees not included)
February 11	Last day to withdraw from all courses with a refund of 100% of tuition cost before classes begin (fees included)
February 15	Holiday: President's Day
February 16	Classes begin
February 16-20	Late registration and class changes
February 17	Last day to withdraw from individual courses with a refund of 75% of tuition cost (fees not included)
February 18	Last day to withdraw from individual courses with a refund of 50% of tuition cost (fees not included)
February 22	Cancellation of courses for students who have not paid registration
March 4	Last day for registration changes
March 4	Last day for faculty to enter the AW to the "Interweb Rollbook"
March 28	Initial accreditation of aid to students
March 29	Second accreditation and reimbursement process
March 30-31	Check Delivery to Students and Direct Deposit
April 1	Last day for faculty to report the removal of incompletes from previous trimester or summer sessions
April 1	Last day to apply for graduation for next trimester
April 15	Last day for the administration of Graduated Comprehensive Examinations
May 19	Last day of classes. Last day to withdraw from individual or all courses with "W"
May 23-27	Final examinations
May 30	Holiday: Memorial Day
May 31	Last day to enter grades to the "Interweb Rollbook"

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

### READMISSION APPLICATION

All Students \$13.00 with application

### TUITION

Undergraduate Courses \$178.00 per credit  
Auditing 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 indicate 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 to 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 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

Partial Withdrawal

##### **Per Semester and Trimester:**

100% of the cost of the credits and laboratory fees (not including other fees) that are dropped before classes begin.

75% of the cost of the credits and laboratory fees (not including other fees) dropped during the first week of class.

50% of the cost of the credits and laboratory fees (not including other fees) dropped during the second week of class.

##### **Per Summer Session:**

100% of the cost of the credits and laboratory fees (not including other fees) that dropped before classes begin.

75% of the cost of the credits and laboratory fees (not including other fees) dropped during the first and second day of class.

50% of the cost of the credits and laboratory fees (not including other fees) dropped during the third and fourth day of class.

#### **THERE WILL BE NO REIMBURSEMENT 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 before classes begin.

75% 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 funds before classes begin.

75% return of funds during the first and second 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**

**Per Intensive Session:**

100% return of funds on or before the first day of class.

75% return of funds during the second day of class.

50% return of funds during the third day of class.

**THERE WILL BE NO RETURN OF FUNDS AFTER THE THIRD 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.

# 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. The University is approved to provide educational services to veterans intending to pursue studies under the rules of the Veterans' Administration. 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 twelve undergraduate degree programs licensed by the Florida Department of Education's Commission for Independent Education at the Orlando Cyber Study Center through its Aguadilla, Arecibo, Guayama, Metropolitan and Ponce campuses located in Puerto Rico. Although undergraduate students will receive their distance learning instruction primarily in Spanish. They will matriculate through the Cyber Study Center, but will be deemed regular students of and enrolled in one of these campuses. The degree programs offered at the Orlando Cyber Study Center include: Accounting, Business Administration, Criminal Justice, Computer Science, Human Resources Management, Operations Management, Management, Marketing and Education (K-3) and (4-6), Office System Administration and Religion. The twelve undergraduate degree programs and the graduate degrees programs in Business Administration (Accounting, Finance, Managerial Information Systems and General), Computer Science, Computer Science with Specialization in Networks and Security and Educational Computing 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, Bachelor's, Master's and Doctoral 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 lives 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 for 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, and
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.

## **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.

Inter American University of Puerto Rico also has a site in New York City that does not offer credit-bearing courses or degrees to be awarded in New York State or engage in instruction, advising, mentoring or examination administration. The center is authorized by the New York Department of State and State Education Department to increase knowledge and awareness of the University educational programs through advertising and other means and to promote camaraderie and networking among alumni. Because the center does not engage in instruction, it is not accredited. Students enrolled through the Cyber Study Center located in Orlando, Florida cannot take classes through or from the New York center, but may participate in networking events there at their expense.

## **Description of the Orlando Cyber Study Center**

The Cyber Study Center's floor plan consists of 3,120 square feet of learning space at the Village in Hunter Creek in Orlando. 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 also three additional study areas located toward the rear of the Center where students can study or take their proctored exams. There are three classrooms that accommodate 10 students each. One of the rooms is equipped with 10 computers and a video conferencing system; the other two are equipped with a projector. A nine person seminar/conference room outfitted with a video conferencing system is available where students will have the ability to conduct meetings and virtual classroom interaction with their online instructors. Other amenities include a small library which compliments students' on-line course studies and resources and a Cyber Café offering wireless internet accessible throughout the Center and outside courtyard area where students can relax while conducting learning activities.

## **Academic Information**

### **Admission Requirements to Distance Learning Programs**

The admission requirements for students interested in undergraduate studies totally through distance learning are presented below. The information includes: (a) admission of Students from the Educational System of the United States of America and Puerto Rico, (b) admission by Transfer from Other University Level Institutions, (c) admission of Students from Other Educational Systems, (d) special admission of students not interested in a Degree or Academic Title and (e) conditional admission.

#### **A. Admission of Students from the Educational System of the United States of America and Puerto Rico**

Students from the educational system of the United States of America and Puerto Rico must:

1. Present evidence of graduation from an accredited secondary school or its equivalent with a minimum grade point index of 2.00;
2. Present the scores obtained on one of the following admission tests, or equivalent:
  - a. Test for Evaluation and Admission to University Studies (PEAU) administered by the College Board of Puerto Rico;
  - b. Scholastic Aptitude Test (the SAT) administered by the College Board in the United States of America; or
  - c. American College Test (ACT);
3. Obtain a minimum academic index score calculated as follows: The minimum required average test score on all of the parts of the PEAU is 400, on the SAT is 272, and on the ACT is 6.12. The minimum test score is factored together with the grade point average to develop an academic index score. This is done by adding to the average test score the high school grade average times 200. Using this computation, the minimum acceptable admission index score for the PEAU test takers is 800, for SAT test takers is 672, and for ACT test takers is 406.12.
3. Be interviewed by the means available when deemed necessary.

## **B. Admission by Transfer from Other University-Level Institutions**

Candidates for admission by transfer from other university-level institutions must:

1. Submit the admission application with an official copy of the academic transcript from the university or college of origin. The copy of the transcript must be sent directly from the offices of the registrar of those institutions to the appropriate Admissions Office of Inter American University.
2. Have at least twelve transferable semester credits with a minimum grade of "C" from another accredited institution. When an academic program has different grade requirements, students must meet these minimum grade requirements.
3. Meet the particular admission norms of the academic programs for which admission is requested.
4. Meet the minimum academic index score indicated in Item A above. All courses taken will be considered in determining the fulfillment of this requirement.
5. Not be under suspension for disciplinary reasons by their former institution.
6. Students who have not taken courses in English, must present their College Board results for placement in the different levels of English.

Students who have approved less than twelve transferable credits in the institution of origin, will be evaluated in agreement with the norms applicable to applicants without university studies. If they are admitted, they will receive credit for the transferable academic work of the other institution.

## **C. Admission of Homeschooled Students**

Homeschooled students interested in applying for admission to the University may do so if they meet the following requirements:

1. Meet the minimum academic index score indicated in Item A above. All courses taken will be considered in determining the fulfillment of this requirement.
2. Complete a home education program according to s. 1002.41, Florida Statutes.
3. Present evidence of graduation from an accredited secondary school with equivalency certified by the Puerto Rico Department of Education.

In both cases, if deemed necessary by the University, an interview with the student will be required.

## **D. Admission of Foreign Students Without University Studies**

Students from educational systems outside the United States and Puerto Rico with no prior university studies must present official evidence of having satisfactorily completed, in their country, secondary studies equivalent to graduation from high school in Puerto Rico or Florida and bear the burden to prove that they meet essentially the same admission standards as the University's other students. The official evidence of studies must be submitted in English or Spanish, properly authenticated by the appropriate authorities of the country of origin.

Foreign students interested in entering the University must submit their admission applications through the Cyber Study Center directly to the academic unit to which they wish to be admitted. Inter American University reserves the right to interview the applicants as part of the admission requirements.

## **E. Other Admissions and Course Credit Opportunities**

### **Admission of Veterans**

All programs of the University are authorized by both the Veterans' Administration and the Department of Education of the Commonwealth of Puerto Rico. Veterans intending to enroll and receive VA educational benefits should submit an application through the Cyber Study Center to the Office of the Registrar of the campus in which they intend to pursue studies.

### **Admission of Special Students**

Special students are: (1) students in good standing at another institution of higher learning who, with due authorization of their home institution, wish to study at Inter American University to fulfill requirements of their home institution, (2) people who, for their professional improvement or personal fulfillment, want to take courses, but are not interested in obtaining a degree, or (3) teachers from the Department of Education of Puerto Rico who

want to take courses to satisfy requirements of that department. Students from other institutions of higher education should present an official certification from their home institution, indicating the courses for which they will receive credit at their own institution. Teachers admitted as special students should present a letter from their Superintendent of Schools certifying that they are teachers with university degrees. Special students do not have to submit transcripts of credits to be admitted.

All applicants interested in taking courses, but not in receiving a degree or certificate from this University may be admitted upon meeting admission requirements. Any applicant who later decides to continue studies toward a university degree or certificate must meet all requirements and all steps in the University's admission procedures. Special students are not eligible to receive financial aid under Title IV.

All non-traditional study modalities will be available for students admitted under these criteria.

## **Readmission to the University**

Students who discontinue studies for two semesters or more, four trimesters or more or eight bimesters or more must request readmission at the Office of the Registrar of the campus to which they seek admission. The application may be submitted with the assistance of the Cyber Study Center through traditional means or through electronic media (Web, fax, email, or other available media). The Office of the Registrar, after analyzing the official documents, will determine the students' eligibility for readmission, using the norms established by each campus. All requests should be made at least one month before the following enrollment period. The Dean of Studies will consider exceptions individually.

Students who have passed courses at another institution of higher learning should present an official transcript of the credits taken. This evidence will be submitted to the Admissions Office for evaluation.

Students readmitted will follow the General Catalog and the rules and regulations in effect at the time of their readmission.

Students interested in readmission to the University through the Adult Higher Education Program must comply with the requirements established in that section of the General Catalog.

## **Intra-University Transfers**

Students who want to transfer from one campus to another must meet the admission requirements of the program and campus to which they request admission. Students must request a transfer through the Cyber Study Center from the Office of the Registrar of the campus in which they studied. The application may be submitted through traditional means or through electronic media (Web, fax, email, or other available media) After approval of the transfer, students will be referred to the appropriate academic advisor in agreement with their course of studies.

## **University Credits through Advanced Placement Testing**

Entering students may obtain university credits upon fulfilling the following:

1. Have obtained 3 or more points on a 5 point scale on the College Board Advanced Placement Test. Six university credits will be given for each test.
2. Have obtained scores recommended by the American Council on Education on College Examination Program tests.
3. Have taken in British areas the General Certificate of Education (GCE) Advanced Level Examination and have obtained a grade of “Pass.”

## **F. Special Admission of Students not Interested in a Degree or Academic Title:**

Students interested in taking courses totally through distance learning, but not interested in a degree or university title, must present evidence of having satisfactorily completed the secondary studies equivalent to the high school graduation requirements in Puerto Rico.

### **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. 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 asynchronous 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, video 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, video courses, courses on-line, and Internet courses.

## **Proctored Evaluations**

Proctored evaluations are 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.

## **Video Courses**

Video courses are courses pre-recorded in video for loan, rent or sale to distance learning students. The faculty-student interaction is accomplished by telephone, fax, e-mail or other means designated by the faculty.

### **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 home access.

### **Internet Courses**

Internet courses are courses for which students are given the course syllabus, course materials and an e-mail account. Students have computers with access to the Internet to communicate with the instructor. The communication and interactivity between faculty-student and student-student is attained primarily by e-mail. If students desire to have access to the Internet from outside the University, the Institution guarantees them remote access to information resources from the Cyber Study Center, but it will be the responsibility of the students to have their own computer to gain home access.

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 course 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. By making a request in writing of the file custodian and indicating the file they wish to review. The Executive Director of the Cyber Center, will make the necessary arrangements, so that the student or alumni may review the files within the presence of staff. Except as otherwise stated herein, students may not make copies of the documents contained in their files. The documents received by the University become the exclusive property of the University.
2. Transcripts, study certificates and certification of degrees are available to students from the Office of Registrar. The cost of each transcript is \$6.00. Transcripts requested for transfer to another educational institution, for continuing graduate studies, completing the requirements of certifying agencies or for the purpose of employment are sent directly to the address provided by

the student in the request. In no case will transcripts requested for these purposes be delivered to the student. Requests for transcripts by students whose files are active will be processed within a reasonable time that should not exceed three weeks, under normal circumstances. Requests for transcripts of students whose files are inactive require a longer processing time.

3. 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.
4. Students or alumni have the right to prevent the University from disclosing education records and 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 who, in the regular performance of their functions, have to work with these files "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 unless the University receives a written request from the student. 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 Directory 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. Disclosure of information pursuant to written authorization or court order. The University will release student or alumni information to third parties such as universities with the student's written authorization unless otherwise prohibited by law. The University will also release student or alumni information pursuant to court order or subpoena.
  - d. Disclosure of information to the parents of dependent children. Parents must present evidence of their status as father or mother. The University assumes undergraduate students are economically dependent upon their parents; therefore, in some cases the University may disclose information without the consent of the student to parents who 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 the graduates' consent.

- e. Emergency cases. These are cases in which the health or security of a student, alumni or other person is in danger, necessitating release of student or alumni information.
- f. Immigration and Naturalization Service. The University is obliged to give information to the Immigration Service and some other agencies 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.

## **Declaration of Major (Regular Program)**

Students will declare a major in one of the programs authorized for the campus upon admission to the University. Once they are admitted, students will receive appropriate professional and academic guidance related to the program of their interest from the Cyber Study Center administrative staff with assistance from the campus through which a degree program is offered.

Students who justify a change of major will follow the procedure for declaration of major in the concerned department.

The declaration of major does not imply admission to the program. Admission to a program depends upon satisfying the requirements of that program.

The first change of major will be free of cost; a fee will be charged for each change thereafter.

## **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. For withdrawals from the University by students who are completely distance learning students or for withdrawals not requested in person, students should inform the Registrar of the academic unit in which they are enrolled by regular or electronic mail. When a student withdraws, the criteria that will be used for determining grades are outlined in the section “Registration and Program Changes.”

## **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 program 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 Load**

One credit hour is awarded for every 15 class hours per academic session. In the laboratory, one credit hour is awarded for 30 to 45 hours per session.

A normal course load is 12-18 credit hours per semester, 9-12 per trimester or 6-9 per bimester. Students may not take more than 18 credit hours per semester, more than 12 per trimester or 9 per bimester, unless their overall grade point index is 3.00 or higher. In order to take more than the normal course load, students must have the written consent of their advisor and of the Dean of Studies of their campus. Students on academic probation because of an unsatisfactory grade point index are limited to a program of 12 credit hours per semester, 9 per trimester or 6 per bimester.

During each of the four-week summer sessions, students may enroll for a maximum of two courses, provided that the number of credit hours does not exceed 7 per session.

Students who register without written authorization for credits in excess of the maximum stated above in any academic term shall receive credit only for authorized credits and shall forfeit payment made for unauthorized credits. In such cases, students shall choose the courses for which they wish to receive credit. Students are classified as full-time or part-time according to the number of credits in which they are enrolled. Under the semester and trimester calendars, these classifications are as follows:

- Full-time - twelve or more credits.
- Three-fourth time - from nine to eleven credits.
- Half-time - from six to eight credits.
- Less than half-time - five or less credits.

## **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 Inter American 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

## Satisfactory Academic Progress Requirements

The University requires that all students demonstrate satisfactory academic progress at the end of each academic year by:

1. Achieving a minimum cumulative grade point index until completion of the degree as shown in Item A below;
2. Completing the academic degree within a reasonable time as reflected in Item B below: and
3. Passing the number of credits reflected in Item C below.

### A. Grade Point Index Requirement

<b>Bachelor's Degree</b>		<b>Associate Degree</b>	
Credits Completed	Minimum Index	Credits Completed	Minimum Index
47 or less	1.50	23 or less	1.50
48 – 71	1.75	24-47	1.75
72 – 95	1.90	48 or more	1.90
96 or more	2.00		

Completed credits are taken to mean all those credits for which grades A, B, C, D, F, P, NP or T (credits accepted by this University as transfer credits from other institutions) have been received.

Any student who does not meet the requirement stated in Item A above will be placed on academic probation for two semesters or the equivalent. Students who, by the end of their probationary period, have not raised their academic index to the minimum required for the level of credits completed, have not made satisfactory academic progress and will be suspended from the University for academic deficiency for a period of one semester or its equivalent. However, students who, during the probationary period, pass a minimum of 75 percent of the credits attempted with an average academic index of at least 2.50 in all courses completed during that period, may continue their studies at the University on a probationary status. Once students graduate, their transcripts will not reflect probationary periods or suspensions to which they may have been subject.

### B. Time Period Requirement

#### 1. Requirements Established by the University

Students must complete the Bachelor's Degree within a maximum of ten (10) years of study. The Associate Degree must be completed within a maximum of four and one-half (4 1/2) years of study. Years of study are accumulated as shown in the following table:

<b>Term</b>	<b>Student Classification</b>	<b>Years of Study by Percent</b>
Semester	Full-time	50.0
	Part-time	25.0
Trimester	Full-time	33.3
	Part-time	16.7

Transfer credits also accrue time towards years of study. Such time is accumulated at the rate of one year of study for 24 transfer credits. Students who do not complete their degree within the designated maximum time have not made satisfactory academic progress.

If students exceed established time limits, the Dean of Studies or his representative, upon the recommendation of the appropriate department directors, will evaluate each case to determine the requirements necessary to complete the degree after analyzing the content of the courses.

Students on academic probation retain their eligibility for financial aid, except students who do not comply with the time period requirements established by the University.

## **2. Limited Eligibility to Receive Federal Funds**

In addition to the time limits established by the University, the Government of the United States has established a limit to the period of eligibility to receive federal funds for studies. This limit depends on the duration of the study program selected by the student. For additional information on this topic, the section on "Federal Funds" in this Catalog may be consulted.

Students on academic probation retain their eligibility for financial aid, except students who do not comply with the time period requirements established by the University or Federal government.

### **C. Requirements for Credits Passed in Relation to Credits Attempted**

Students must pass at least 75 percent of the credits attempted. Credits attempted are taken to mean those credits corresponding to courses in which the student has registered and obtained the grade or administrative action symbol of A, B, C, D, F, P, NP AD, I, W, UW, or T (credits transferred from other institutions).

Credits approved are taken to mean those credits corresponding to courses in which the student has received grades of A, B, C, D, P or T (credits transferred from other institutions.)

Students who do not meet the requirements for Item C will be placed on academic probation for two semesters or equivalent. During this period, students must correct their deficiency in credits accumulated in passed courses. Students, who, by the end of their probationary period, have not met these requirements have not made satisfactory academic progress and will be dropped for one semester or equivalent. Nevertheless, students who, during the probationary period, pass a minimum of 75 percent of the credits attempted with an average index of at least 2.50 in the courses completed during that period may continue their studies at the University on a probationary status.

At the end of this suspension, students may be readmitted to the University with academic probationary status for two semesters or equivalent. However, students who have been dropped twice for academic reasons will be suspended from the University for five years.

This norm will be applied upon completion of the second regular semester of each academic year. Students will have ten workdays before the beginning of the course in either the first or second regular semester of the following academic year to appeal the decision. The appeal request should be in writing and should be sent to the Dean of Studies of the Campus. The Dean will convene the Appeals Committee so that it may consider the cases submitted to it.

Student transcripts will reflect the probationary or suspension periods to which students have been subjected due to the application of this norm. Once students have graduated, their transcripts will not reflect these periods.

In each Campus, an Appeals Committee will be appointed which will evaluate the requests for reconsideration made by students regarding the application of the Satisfactory Academic Progress Norm. This Committee will be composed of the Dean of Studies or a representative of this Dean, the Dean of Students or a representative, and a third member designated by the Chancellor. That committee will meet at least once each regular semester to consider the cases that it has received. Once these cases have been studied and analyzed, the committee will submit a report to the chancellor of the campus regarding the decision taken. This report will be submitted no later than five workdays after considering the cases under study. The chancellor will notify the student and the Appeals Committee of the action taken.

When probation is due only to noncompliance with the requirements for Item C, students may take the maximum number of credits allowed each term for regular students.

## **Dean's List**

Announcement is made at the beginning of the academic year by the Dean of Studies of those students who have a cumulative grade point index of at least 3.25 and who have in the previous year achieved an academic index between 3.25 to 3.84.

1. When considering students to be included on the Dean's List, the academic year will be defined as the period from June to December of each calendar year and from January to May of the next calendar year.
2. To be on the Dean's List, students must have passed at least twenty-four (24) credits during the previous academic year.
3. The Registrar will submit the list to the Dean of Studies who will then notify the students who have attained this distinction.

The student transcript will reflect the academic years in which the student was on the Dean's List.

## **Chancellor's List**

At the beginning of the academic year, the Chancellor will announce the names of students who have a cumulative grade point index of at least 3.85 and who have in the previous year achieved an academic index of at least 3.85.

1. When considering students to be included on the Chancellor's List, the academic year will be defined as the period from June to December of each calendar year and from January to May of the next calendar year.
2. To be on the Chancellor's List, students must have passed at least twenty-four (24) credits during the previous academic year.
3. The Registrar will submit the list to the Chancellor who will then notify the students who have attained this distinction.

The student transcript will reflect the academic years in which the student was on the Chancellor's List.

## **Academic Excellence in Majors Award**

Recognition of academic excellence will be given to the student or the students with the highest grade point average in their major if they meet the following criteria:

1. Have a general academic index of 3.50 or more.
2. Have taken at least 30 percent of their major credits at Inter-American University with a grade point index of 3.50 or above.

## **Inter-institutional Educational Agreements**

The University has a series of agreements with educational institutions in and outside of the United States. Students interested in learning about these agreements and in benefiting from them may request information from the Director of the Cyber Study Center or Dean of Studies of any Campus.

## **Exchange and International Cooperation Program**

The University has approximately 90 agreements with universities and organizations of North, Central and South America, Europe and Asia. The Exchange and International Cooperation Programs add new dimensions to the relationship between institutions, professors, researchers and students of the participating countries. It provides the opportunity to participate in a diversity of learning experiences outside the University. The agreements established with other public and private universities, institutions, foundations and national and international organizations include strategic alliances of support and collaboration for mutual benefit. The consortia helps maintain a pertinent academic offering, as well as strengthen and diversify the services and processes related to learning. They also facilitate cultural enrichment and the improvement of the quality of life in the university community.

The cooperative alliances have facilitated the exchange of teaching staff, students, researchers, printed material, bibliographic collections and cultural activities. Scholarships for the University teaching staff and students have been obtained, as well as donations for technological equipment and advice regarding the establishment of programs, councils and institutes. Internship programs have been established for students and faculty with agencies of the federal government, the Puerto Rican Legislature, the Congress of the United States of America and service industries.

Students interested in learning about these agreements and benefiting from them may request information from the Executive Director of the Cyber Study Center.

## **Internship Programs**

Some degree programs may require completion of a supervised internship. Students interested in taking an internship must contact the Executive Director of the Cyber Study Center at least 10 months before registering. The University will make every effort to provide Internship placement to the student in whatever program Internship is required. To receive credit, student must comply with the employer's reasonable requirements, as well degree program requirements. The location of supervised internships must be within 90 miles of the Cyber Study Center. THE UNIVERSITY DOES NOT GUARANTEE INTERSHIP

PLACEMENT WITH AN EMPLOYEE THAT ALLOWS STUDENTS TO COMPLETE REQUIREMENTS IN SPANISH.

## Course Codification System

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

The first digit 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 digits from 0 to 4 are used to identify the complexity of the courses as follows:

- 0 - Preuniversity Certificate Program courses
- 1 - First level undergraduate courses
- 2 - Second level undergraduate courses
- 3 - Third level undergraduate courses
- 4 - Fourth level undergraduate courses

The second and third digits are used to identify courses within the same level.

The fourth digit indicates the course sequence of two courses within the same level or indicates that no sequence exists. Sequence is indicated by the digits 1 and 2.

In addition to the meaning ascribed to individual digits, combinations of the first three digits indicate a special type of course as explained below:

1. The use of zero (0) as the first digit indicates a Pre-university Certificate Program course.
2. The following combinations in the first three digits indicate a special type of course as explained below:

### a) Associate Degrees

1. The combination 197 is used to identify Special Topics in all disciplines.
2. The combination 291 is used to identify supervised practicums or internships.
3. The combination 297 is used to identify seminars whose titles are not specified in the Catalog.

### b) Bachelors' Degrees

1. The combination 397 is used to identify Special Topics in all disciplines.
2. The combination 491 is used to identify supervised practicums or internships.
3. The combination 497 is used to identify seminars whose titles are not specified in the Catalog.

## Validation of Learning Experiences

The University offers students the opportunity to demonstrate mastery of content in many of the courses included in the General Catalog through proficiency examinations. This opportunity will be given, as long as the means and the proper scales exist for verifying the expected performance level and the department concerned has the necessary resources available. Students demonstrating mastery in accordance with the stipulations of this section

will be granted the corresponding academic credits without attending classes. Regular students may approve up to 15 credits through this modality.

## **Written Tests for Validation of Learning Experiences**

Students may take written tests to validate their mastery of the content of select courses. Tests in Spanish may be prepared by the Spanish faculty of the University. The tests in English and mathematics may be prepared and administered by CLEP, the Advanced Placement tests of the College Board or the English and mathematics faculty of the University. Passing scores on the CLEP will be those recommended by the American Council on Education for examinations given in English.

Freshman students who have obtained scores above 600 on the College Board Aptitude Test in Mathematics or in the English Achievement Test may take proficiency examinations in the basic courses of those disciplines in which such courses are obtained at least fifteen (15) workdays before the beginning of classes. Each campus will make the necessary arrangements, so that students will be able to take one or more examinations within the specified time.

## **Proficiency Examinations**

Some of the courses in the General Catalog are not suitable for testing by written examinations, as in the case of skills courses that require some type of manual performance or experimentation. In these cases, other means may be provided to measure their skills.

Examples of measurements are typing exercises and supervised activities in art, music, education courses, and laboratory procedures.

The rules governing proficiency examinations are the following:

1. Students should consult the proficiency examination schedule in the respective academic departments for the dates of the examinations.
2. Students desiring to take proficiency examinations must make a request to do so of the Executive Director of the Orlando Cyber Study Center at least three weeks prior to the date officially announced for the examinations.
3. Students shall have access to course syllabi and shall be informed as to the type of examination for which they should prepare.
4. Students shall pay 50 percent of the regular per credit cost for the written and performance tests. This payment must be made at least 10 workdays before the date of the examination. Payment for College Board examinations shall be according to the fees established by the College Board.
5. Students shall present and deliver to the examination proctor a written authorization from the Department Chairperson. This proctor will notify the student and Office of the Registrar of the test results. The Office of the Registrar will enter the course and a corresponding grade of "P" or "NP" on the student's transcript.
6. University-level credit earned through proficiency examinations will appear on the students' academic transcript with the grade of "P". The minimum grade for which credit will be given is that indicated by the letter grade of "C" or its equivalent. In those cases where equivalencies have not been determined by

prior norms or standards, the Vice President for Academic and Student Affairs and Systemic Planning will determine them.

7. Students shall not be permitted to take proficiency examinations for courses in which they are enrolled.
8. Students who have discontinued their studies for a period equal to or greater than one semester must request readmission before the beginning of the academic term in which they expect to take the examination.

## **Portfolio**

The portfolio is a document compiled by the student, which contains information and evidence showing the student's experiences and achievements. In this document, the student's learning experiences and achievements, except those acquired in high school, are identified, organized, developed and carefully evidenced. Students must meet the following requirements: (1) be registered or be an active student of the University, (2) have declared a major and be admitted to a program of studies, and (3) meet the academic progress norms, unless they are newly admitted students. Students studying in a Baccalaureate program may obtain a maximum of 24 credits by portfolio, and those in Associate Degree programs a maximum of 12 credits. A maximum of three university courses may be validated by portfolio. The portfolio should be prepared in harmony with the "Institutional Guide: The Validation of Learning Experiences by Means of the Portfolio."

The academic standards governing portfolio are:

- a) Academic credit is granted only for knowledge acquired and not for experiences.
- b) University credit is granted only for University-level knowledge.
- c) The learning must have the proper balance between the required theory and practical application.
- d) The decision regarding the level of competence and the corresponding credits is made by professors who master the subject matter.
- e) The credits granted and accepted must correspond proportionately to the academic context for which they are awarded.

The process for presenting a portfolio is the following:

1. Interested students must make a request to the Director of the Department asking that their learning experiences be granted academic credits through a portfolio.
2. The Director of the Department will name three faculty members to constitute the Evaluation Committee.
3. The student will meet with the Evaluation Committee to receive orientation regarding the process and the criteria to be utilized to evaluate the student's learning. Once it is determined for which course or courses the portfolio will be presented, the Committee will decide if the student qualifies or not for this modality.
4. If students qualify for a portfolio, they shall pay 50 percent of the regular course tuition cost for the evaluation. After evidence of payment has been presented to the Director of the Department, this person will assign an expert faculty member to evaluate the portfolio.

5. The student will prepare and organize the portfolio in coordination with the expert faculty member, who will determine which documents should be presented and the techniques that should be used to evidence that the student possesses the required knowledge.
6. The faculty member shall determine the date on which the student should turn in the portfolio. The portfolio will be evaluated during the same academic term in which it was handed in to the faculty member.
7. During the evaluation process, the faculty member will make recommendations to the student, if necessary.
8. The faculty member will submit the results of the evaluation to the Director of the Department. If necessary, the faculty member will consult with the Evaluation Committee during this process.
9. When the evaluation of the portfolio is favorable, the Director of the Department will endorse the validation and will submit it to the Office of the Registrar for the corresponding official action.
10. The student will receive the grade of "P" (passed) or "NP" (not passed).
11. When the evaluation of the portfolio is unfavorable, the faculty member will inform the student of the reason for this decision.

## **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 Executive Director's decision is final.

## **Student Services and Activities**

### **Student Financial Aid**

The University awards financial aid, within the limitations of available funds, to students who meet the specific requirements established by those offering the aid. Applicant eligibility for such aid is reviewed each academic year.

The Free Application for Federal Student Aid may be completed via Internet and Application forms may also be obtained from high school principals or counselors or from the Orlando Cyber Study Center.

The University will use the results from the Free Application for Federal Student Aid to award additional federal, state and institutional funds to eligible students.

Military service personnel and other qualified individuals may use their Veterans' benefits under the applicable legislation. Information on these programs may be obtained from the Registrars' Offices in the campuses.

Persons interested in detailed information concerning the eligibility requirements and the evaluation procedures used for applications should refer to the Student Financial Aid Manual and/or contact the Financial Aid Office.

Financial Aid funds originate from different sources such as the United States Government (Federal Funds), University and private entities.

Students who opt for a second major and/or a minor not within their academic program may not use Title IV financial aid to pay the related costs.

THE UNIVERSITY IS NOT CURRENTLY QUALIFIED TO PARTICIPATE IN FLORIDA SCHOLARSHIP AND LOAN PROGRAMS.

## **Federal Funds**

### **Maximum Time Requirements for Federal Financial Aid**

The period of time for which students are eligible to receive financial aid from federal sources depends on the duration of the program of studies as defined by the University. For this purpose, the University has determined the duration of its programs according to the number of credits they require. Students must complete their program of studies within a time period that does not exceed 150% of its duration. The courses considered in this percentage are those required by the selected program. Students accumulate time for transferred credits.

### **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 period of time required for completing their academic degree as established in this Catalog and by applicable legislation and regulations.

Study time required for completing an academic program depends on the number of credits required for the program, the nature of the courses and the number of credits the student takes each term. An estimate of the period of time required may be obtained by dividing the total number of credits required for the program by 15, which is the average number of credits taken by a full-time regular student.

Students accumulate semesters of study as indicated below:

<b>Term</b>	<b>Student Classification</b>	<b>Terms of Study (in percent)</b>
Semester	Full-time	100.0
	Part-time	50.0
Trimester	Full-time	66.7
	Part-time	33.3
Bimester	Full-time	50.0
	Part-time	25.0

Students also accumulate study time at the rate of one (1) semester for every twelve (12) transferred credits.

## **Federal Pell Grant**

This Program was instituted by the United States Government as the basis for student financial aid programs. Interested persons apply by submitting the Federal Student Aid

application form that is distributed by the Financial Aid Office, post offices and high schools or by completing the application via Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Several ways to submit the application follow:

1. The new student completes the application via Internet or submits it to the Financial Aid Office of The University where it will be processed, electronically, to the United States Central Processing Center. The University will receive information concerning the eligibility of the applicant listed on the Student Aid Report (ISIR) and will communicate this to the applicant. The advantage of this method is that it speeds up the process, avoids errors and the applicant does not have to wait to receive the response by mail. Normally, The University receives the response within 72 working hours from the time the application was transmitted. This method speeds up the process because:
  - a. The Free Application for Financial Student Aid (FAFSA) is available on the Internet and may be completed from anywhere at any time.
  - b. Information does not need to go through the mail.
  - c. If the application is not approved or if information was assumed in the approval process, the Financial Aid Director can help and can get in touch with the student. The Financial Aid Office corrects the error electronically.
  - d. If the application is approved, the financial aid offer letter will be prepared when the student selects courses for registration,
  - e. The payment process during enrollment is simplified. It can even be done by mail.
2. Applicants who received Federal Aid at The University the previous year need only to update their application for renewal via Internet by using a personal identification number "PIN number" mailed by the U.S. Department of Education. Students not receiving the "PIN number" may request it at [www.pin.ed.gov](http://www.pin.ed.gov). This form will be electronically processed.
3. Indicate on the application the campus of The University where the student intends to study, authorize said campus to receive the information regarding the applicant's eligibility, and send the application by mail. This method is not as fast as the one described in Item #1, because the application is sent by mail to an intermediary agency, where the data is entered and transmitted to the Central Processing Center. Furthermore, the information is not reviewed by a financial aid official to avoid errors. The response is electronically transmitted to Inter American University.
4. Send the application by mail without authorizing The University to receive the information electronically. This is the slowest method of processing the application, because the University cannot process the application for the grant until the applicant receives it by mail and submits the answer to the Financial Aid Office.

The Financial Aid Officer will determine the amount of aid to be awarded by using the federally approved formula, which takes into account the cost of education, the academic load and the Expected Family Contribution.

Eligibility for the Federal Pell Grant expires when the student completes the academic requirements for a Bachelor's Degree for the first time. Upon completion of the second year of study, students must maintain a minimum grade point index of 1.50 in order to receive federal financial aid.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The University distributes this grant to students who have not completed any Bachelor's Degree. Awards go first to students with exceptional need. Priority is given to Pell Grant recipients.

## **Perkins Federal Student Loan Program**

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 payment on principal and interest six (6) months after the last term in which they studied with an academic loan 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 University funds.

## **Federal Stafford Loans**

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 and 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. Unsubsidized loans may not exceed the family contribution or the cost of education, whichever is less, within the limits established by the Program.

For both subsidized and unsubsidized loans, students should apply directly to the University. After the full Free Application for Federal Student Aid (FAFSA) is reviewed the University will inform students of their loan eligibility. Students must be enrolled in an academic load of at least six credits.

Dependent undergraduate students can borrow up to:

- \* \$3,500.00 if they are first-year students enrolled in a program of study that is at least a full academic year;
- \* \$4,500.00 if they have completed their first year of study and the remainder of their program is at least a full academic year;
- \* \$5,500 a year if they have completed two years of study, and the remainder of their program is at least a full academic year.

Students may choose the lender they understand offers the best benefits.

## **Federal Work Study Program**

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

## **Institutional Funds**

Funds contributed by the University are used to complete or match financial aid from other sources as indicated in this section. The availability of funds depends on the annual budget.

## **Institutional Scholarships**

The University allocates funds for private institutional scholarships each year according to student needs.

## **Student Development Scholarship**

This is an economic incentive established and administered by the Vice-President for Academic and Student Affairs and Systemic Planning to promote at the institutional level student interest in continuous learning and participation in challenging and innovative academic experiences that enrich and strengthen their formation.

University students and graduates may apply annually for this scholarship to participate in professional development projects such as graduate studies, internships, research projects, cooperative education, international exchange projects, study trips, cultural activities and other professional student development activities. The amount of the scholarship depends on the scope of the project and on the funds available to the Vice-President for Academic and Student Affairs and Systemic Planning.

## **Veterans Services**

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 directly.

## **Graduation Requirements and Information**

Students will graduate under the program and regulations stated in the University catalog under which they were admitted or in any single subsequent catalog, but no combination thereof. Readmitted students will graduate under the program and regulations of the catalog in effect at the time of their readmission or under any subsequent catalog. In the event that a required course of the selected catalog is no longer offered by the University, substitutions may be made with the approval of the Department Chairperson. Courses required in more than one program may be credited as such in each program. Courses taken after graduation will not alter the graduation grade point index.

Graduates must meet the current laws and regulations of their profession.

## **Graduation Requirements for Bachelors' Degrees**

In order to fulfill the basic requirements of a Bachelor's Degree from Inter American University, a student must:

1. Complete satisfactorily a minimum of 120 academic credits.
2. Complete a major consisting of the number of credit hours specified in the curriculum of the student's major department. See the section "Undergraduate (Associate and Bachelor) Degree Program and Course Descriptions."
3. Achieve an overall, minimum grade point index of 2.00, except in those programs that require a higher index. Remedial courses will not be counted toward the required academic index.
4. Achieve an overall grade point index of 2.00 or higher in the major field of study.
5. Complete satisfactorily at least 24 credits of those required for the degree at the University.
6. Complete satisfactorily at least 15 credits of the major at the University. (General Education courses and elective courses are not included.)
7. Complete the General Education requirements for a Bachelor's Degree as established in the student's major.

## **Application for Graduation**

Candidates for an Associate or Bachelor's Degree who have completed three-fourths of the required credits should apply for graduation no later than one academic term before the term in which they expect to graduate. Students must graduate from a campus authorized to offer the major and degree to be conferred. If the students are not studying at such a campus at the moment of applying for graduation, they must apply at a campus in which they took residency courses. 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 \$80 has been paid for the Doctor, Master, Bachelor and Associate Degrees. Failure to comply with this procedure may result in the postponement of the granting of the degree.

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.

The payment of graduation fees of any kind, the listing of the student as a candidate 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 nor 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.

Students who have completed the graduate requirements and paid the graduation fee, but interrupt their studies, may request to have their payment considered effective for four regular semesters or two academic years from the date of the last term in which they studied.

## **Graduation with Honors**

The distinctions of Cum Laude, Magna Cum Laude, and Summa Cum Laude are awarded to students who have achieved academic excellence in the Associate and Bachelor Degrees. To be eligible for these honors, the student must have earned an overall average of:

3.25 for Cum Laude (with honors)

3.50 for Magna Cum Laude (with high honors)

3.85 for Summa Cum Laude (with the highest honors)

These distinctions are awarded only to students who have completed satisfactorily at least 30 percent of the credits required for the degree at this University. This same grade point index will be used in granting all other academic honors.

## **General Education Program**

### **Goals and Orientation of the General Education Curriculum**

The University curriculum is composed of three interrelated components: general education, specialization and electives, which address the formation of the student in terms of a comprehensive education.

The University offers a General Education Program that, independent of the area of specialization that the student selects, contributes to the achievement of the following goals:

- Goal I      To develop an educated person through the cultivation of skills, knowledge, values and attitudes that strengthen the student's intellectual and moral formation.
- Goal II     To develop a person interested in improving the personal, family, environmental, economic and political life of the United States and the rest of the world.
- Goal III    To develop a person capable of communicating with propriety in Spanish or English and of using the other language at an acceptable level.
- Goal IV    To develop a person capable of quantitative reasoning and the application of mathematical knowledge to diverse situations.

Goal V	To develop a person with the basic knowledge of the use and function of the computer as a means of self-learning and for access to information.
Goal VI	To develop a person with a critical, analytical and constructive mind, capable of reflecting on human being's vital problems.
Goal VII	To develop a person with an ethical conscience, capable of evaluating and making responsible decisions for his life and that of others.
Goal VIII	To develop a person with an aesthetic sensitivity who appreciates artistic values and contributions.
Goal IX	To develop a person who understands and values the Christian faith from the standpoint of ecumenical openness and awareness of the faith's implications for culture.
Goal X	To develop a person who knows and understands the problems of humanity in its social and historical context.
Goal XI	To develop a person who can comprehend the phenomena of nature and methods to study nature, as well as appreciate the contributions of science to the betterment of mankind.
Goal XII	To develop a person who appreciates and maintains his physical, emotional, spiritual and social health in a way which promotes the individual and collective well being and quality of life.

## General Education Requirements for Bachelors' Degrees

### General Education Requirements for Bachelors' Degrees - 48 credits

#### Basic Skills - 23 credits

##### **Basic Skills: Spanish** **9**

Choose one of two tracks:

Elementary Level:

GESP 1021	Basic Skills in Spanish as a Second Language	3
GESP 1022	Intermediate Spanish as a Second Language	3
GESP 2023	Writing and Composition for Non-Native Spanish Speakers	3

Intermediate Level:

GESP 1101	Literature and Communication: Narrative and Essay	3
GESP 1102	Literature and Communication: Poetry and Theater	3
GESP 2203	World View Through Literature	3

##### **Basic Skills: English** **9**

Choose one of three tracks based on College Board English Examination Score (or its equivalent):

Elementary level (<450):

GEEN 1101	English as a Second Language I	3
-----------	--------------------------------	---

GEEN 1102 English as a Second Language II	3
GEEN 1103 English as a Second Language III	3

Intermediate Level (451-549):

Development of English Through Reading I	3
Development of English Through Reading II	3
Development of English Through Writing	3

Advanced Level (>550):

GEEN 2311 Reading and Writing	3
GEEN 2312 Literature and Writing	3
GEEN 2313 Writing and Research	3

**Basic Skills: Mathematics** 3

Select one course from the following:

GEMA 1000	Quantitative Reasoning	3
GEMA 1200	Fundamentals of Algebra	3

Basic Skills: Access to Information and Computers 3

GEIC 1010	Information and Computer Literacy	3
-----------	-----------------------------------	---

**Philosophical and Esthetic Thought - 6 credits**

GEPE 4040	Ethical Dimensions of Contemporary Affairs	3
-----------	--	---

In addition, select one course from the following:

GEPE 2020	Humanistic Studies	3
GEPE 3010	Art Appreciation	3
GEPE 3020	Music Appreciation	3

**Christian Thought – 3 credits**

GECF 1010	The Christian Faith	3
-----------	---------------------	---

**Historical and Social Context - 9 credits**

GEHS 2010F	Historical Process of Florida	3
------------	-------------------------------	---

Select two courses from the following:

GEHS 2020	Global Vision of Economics	3
GEHS 3020	Global Society	3
GEHS 3030	Human Formation and Contemporary Society	3
GEHS 3040	The Individual, Society and Culture	3
GEHS 4020	Ancient and Medieval Western Civilization	3
GEHS 4030	Modern and Contemporary Western Civilization	3

### **Scientific and Technological Context - 3 credits**

Select one course from the following:

GEST	2020	Science, Technology and Environment	3
GEST	3030	The Individual and the Physical World	3

### **Health, Physical Education and Recreation - 3 credits**

GEHP	3000	Well-being and Quality of Life	3
------	------	--------------------------------	---

## **General Education Categories and Course Descriptions**

The General Education Program emphasizes the development of a personal and social conscience, the refinement of communication skills, quantitative and philosophical thought; the use of technology as a means of access to information, the cultivation of ethical and aesthetic sensitivity; and knowledge of principles of Christian faith and practice.

The General Education Program requires the satisfactory completion of 48 credits for the Bachelor's Degree. It allows students to take courses in sequence, according to years of study. This is accomplished through the codification of each course, where the first number of the course usually responds to the year of study. It is recommended that the student take courses following the established sequence.

## **Basic Skills**

### **Basic Skills - 23 credits**

**Basic Skills:** These courses enable a Spanish or English-speaking person to learn, respectively, English or Spanish as a second language, the skills of mathematical analysis and methods of quantitative and qualitative research, and how to use emerging technology in another language. These courses strengthen the skills necessary for a person's personal and professional life.

### **Basic Skills: Spanish**

Three (3) courses in Spanish in the established sequence are required for a total of nine (9) credits. The courses GESP 1101, 1102, and 2203 will be supported by an open laboratory (virtual). For students whose native language is not Spanish, GESP 1021, GESP 1022, and GESP 2023 are the required courses.

### **Elementary Level (English Speaking Students)**

#### **GESP 1021 BASIC SKILLS IN SPANISH AS A SECOND LANGUAGE**

Intensive development of linguistic skills (understanding, speaking, reading and writing). Study of the lexical and morphosyntactical aspects of Spanish that will prepare students with no prior knowledge of Spanish to perform satisfactorily in that language. Required course.

3 credits

**GESP 1022 INTERMEDIATE SPANISH AS A SECOND LANGUAGE**

A more in-depth study of the lexical, morphological and syntactical aspects of the Spanish language in diverse contexts. Introduction to the reading of texts of intermediate complexity. Writing based on simple and intermediate complex structures. Required course. Prerequisite: GESP 1021.

3 credits

**GESP 2023 WRITING AND COMPOSITION FOR NON-NATIVE SPANISH SPEAKERS**

Study of the oral and written language of Spanish through readings that develop the student's critical and creative capabilities and writing and composition of different types of prose, including descriptive, narrative and expository prose. Required course. Prerequisite: GESP 1022.

3 credits

**Intermediate Level (Spanish Speaking Students)****GESP 1101 LITERATURE AND COMMUNICATION: NARRATIVE AND ESSAY**

Reading and discussion of narrative and essay works of the Spanish, Hispanic-American and Puerto Rican literature for the development of analytical and oral and written communication skills. Systematic practice of the different types of paragraphs and grammatical structures. Required course.

3 credits

**GESP 1102 LITERATURE AND COMMUNICATION: POETRY AND THEATER**

Reading and discussion of poetic and theatric works of the Spanish, Hispanic-American and Puerto Rican literatures for the development of analytical and oral and written communication skills. Systematic practice of the different types of grammatical structures and the different types of elocution with emphasis on exposition and argumentation. Prerequisite: GESP 1101. Required course.

3 credits

**GESP 2203 WORLD VIEW THROUGH LITERATURE**

Study of literature as an artistic expression and as a means for expressing reality with emphasis on refining oral and written communication skills. Includes a selection of universal literary works representative of different themes and epochs. Requires additional time in an open lab. Required course. Prerequisite: GESP 2023.

3 credits

**Basic Skills: English**

Three (3) courses in English in the established sequence and level are required for a total of nine (9) credits. This curriculum is divided into three levels: elementary, intermediate and advanced. Students will be placed in English courses based on their score on the English examination of the College Board (or its equivalent). This placement will be made according to the following scores: elementary level, a score up to 450; intermediate level, scores from 451 to 549; and advanced level, scores of 550 or above. Special cases, such as transfer

students from universities or other higher education systems not requiring the College Board examination, as well as readmitted students who have not taken the basic skills in English requirements, will be required to have an interview with the Director of the English Department or the person designated, for their placement in the corresponding level. The elementary level courses (GEEN 1101, GEEN 1102 and GEEN 1103) and those of the intermediate level (GEEN 1201, GEEN 1202 and GEEN 1203) require additional time in an open laboratory (virtual). The advanced level courses include GEEN 2311, GEEN 2312, and GEEN 2313.

### **Elementary Level**

#### **GEEN 1101 ENGLISH AS A SECOND LANGUAGE I**

Development of English as a second language. Emphasis on auditory comprehension, oral production and vocabulary acquisition in context. Requires additional time in a laboratory. Required course.

3 credits

#### **GEEN 1102 ENGLISH AS A SECOND LANGUAGE II**

Development of English as a second language. Practice in listening, speaking and reading skills. Emphasis on reading skills and vocabulary acquisition in context. Introduction to paragraph writing. Requires additional time in a laboratory. Prerequisite: GEEN 1101. Required course.

3 credits

#### **GEEN 1103 ENGLISH AS A SECOND LANGUAGE III**

Development of English as a second language. Practice in listening, speaking and reading skills. Emphasis on writing process skills, using different formats and vocabulary acquisition in context. Requires additional time in a laboratory. Prerequisite: GEEN 1102. Required course.

3 credits

### **Intermediate Level**

#### **GEEN 1201 DEVELOPMENT OF ENGLISH THROUGH READING I**

Development of reading skills. Refinement of English through oral presentations, paragraph writing, and vocabulary acquisition in context. Requires additional time in a laboratory. Required course.

3 credits

#### **GEEN 1202 DEVELOPMENT OF ENGLISH THROUGH READING II**

Development of reading skills, with emphasis on critical reading. Refinement of the reading process and vocabulary acquisition in context. Requires additional time in a laboratory. Prerequisite: GEEN 1201. Required course.

3 credits

#### **GEEN 1203 DEVELOPMENT OF ENGLISH THROUGH WRITING**

Introduction to essay writing including organization process, revision and editing. Emphasis on the organization, essay paragraph development, refinement of grammar and vocabulary

acquisition in context. Requires additional time in a laboratory. Prerequisite: GEEN 1202. Required course.

3 credits

#### **Advanced Level**

#### **GEEN 2311 READING AND WRITING**

Reading and analysis oriented toward essay writing. Emphasis on organization skills, revision in the writing process and vocabulary acquisition in context. Required course.

3 credits

#### **GEEN 2312 LITERATURE AND WRITING**

Analysis and discussion of literary works. Essay writing on topics related to the readings. Emphasis on vocabulary acquisition in context. Prerequisite: GEEN 2311. Required course.

3 credits

#### **GEEN 2313 WRITING AND RESEARCH**

Planning, research and writing of academic works. Emphasis on skills for searching, comprehension, evaluation, and effective use of information and vocabulary acquisition in context. Required course.

3 credits

#### **Basic Skills: Mathematics**

Three credits in mathematics are required. These courses will be supported by an open laboratory (virtual). There are two alternatives: GEMA 1000 or GEMA 1200. Students in the Education program will take GEMA 1001 and GEMA 1002.

#### **GEMA 1000 QUANTITATIVE REASONING**

The content of this course is developed through problem solving and the integration of available technology as a work tool. Study of sets of real numbers, measuring systems, geometry (length, area and volume), operations with polynomials, equation solving for linear variables that include ratios, proportions, mathematical financial formulas and literal equations. Basic concepts of statistics: frequency distribution and measures of central tendency dispersion. Principles of probability and methods of counting. Requires additional time in an open lab.

3 credits

#### **GEMA 1200 FUNDAMENTALS OF ALGEBRA**

Application of algebra to problem solving, including graphic and symbolic representations. Study of algebraic expressions with whole and rational exponents. Simplification and factorization of algebraic expressions. Binomial expansion. Real and logarithmic exponents. Equations with rational expressions, radicals, exponents or logarithms. Linear and quadratic inequalities. Linear equations in two variables and its graph. Requires additional time in an open lab.

3 credits

### **GEMA 1001 MATHEMATICS FOR TEACHERS I**

Study and application of the fundamental topics of the Theory of Sets, Numeration and Operation and Data Analysis and Probability. Emphasis on the development of content through problem solving. Includes communication in mathematics, mathematical reasoning, representation, the integration of mathematics with other contents, the integration of the cross-sectional topics of the curriculum and the integration of available technology as a work tool. This course is designed for elementary school teachers. A minimum grade of C is required to pass this course. Requires additional time of open laboratory.

3 credits

### **GEMA 1002 MATHEMATICS FOR TEACHERS II**

Study and application of the fundamental topics of Measurement, Geometry and Algebra. Emphasis on the development of content through problem solving. Includes communication in mathematics, mathematical reasoning, representation, the integration of mathematics with other contents, the integration of the cross-sectional topics of the curriculum and the integration of available technology as a work tool. This course is designed for elementary school teachers. A minimum grade of C is required to pass this course. Requires additional time of open laboratory. Prerequisite: GEMA 1001.

3 credits

### **Basic Skills: Access to Information and Computers**

Three credits are required in this category. This course (GEIC 1010) will be supported by an open laboratory (virtual).

### **GEIC 1010 INFORMATION AND COMPUTER LITERACY**

Development of skills in the use of the computer and in search for and the processing of information. Includes general concepts of computer systems and systems for organizing information. Recovery, evaluation, synthesis and presentation of information. Management of software such as operating systems, word processors, presentations, calculation sheets, navigators and information databases. Requires 45 hours of lecture-lab. Requires additional time in an open laboratory. Required course.

3 credits

## **Philosophic and Aesthetic Thought**

**Philosophical and Aesthetic Thought:** The competencies and skills of logical thought, argumentation and rhetoric skills applying to all knowledge (critical, imaginative, contextual, synthetic, and evaluative, among others) and which constitute the principal intellectual repository for learning to learn. The development of fundamental knowledge that propitiates the refinement of musical artistic sensitivity.

Six credits are required in this category. Course GEPE 4040 is required.

**GEPE 2020 HUMANISTIC STUDIES**

Philosophic reflection on language, esthetics, religion, history, society, science and technology. Logical and critical approach to everyday life affairs of the present day world. From the perspective of philosophy, the course adds an integrating method of knowledge to general education. Prescribed distributive course.

3 credits

**GEPE 3010 ART APPRECIATION**

Study of the fundamentals of visual arts and how these form an integral part of life. Study of the historical and aesthetical background in which works of art are produced. Prescribed distributive course.

3 credits

**GEPE 3020 MUSIC APPRECIATION**

Study of the value of music in our society. Stimulate the enjoyment of universal music from a multicultural approach, using methods that develop auditory perception. Emphasis on the elements of music and on basic musical forms. Prescribed distributive course.

3 credits

**GEPE 4040 ETHICAL DIMENSIONS OF CONTEMPORARY MATTERS**

Critical analysis of current principles and problems from the perspective of the past and present ethical systems most relevant for western civilization. Includes a project related to quality of life and community action. Required course.

3 credits

## **Christian Thought**

**Christian Thought:** The development of fundamental knowledge on the history, principles and practice of Christianity and on Jesus as its central figure. From an ecumenical posture, it examines the Christian values of our society, with openness towards other religions.

Three credits are required in this category.

**GECE 1010 THE CHRISTIAN FAITH**

Academic study of the Christian faith with an ecumenical openness in the interdisciplinary dialog. Special attention will be given to the life and teachings of Jesus and their implications for the Christian community and the pluralistic society of today. Required course.

3 credits

## **Historic and Social Context**

**Historical and Social Context:** The fundamental competencies and knowledge of the social sciences and the history of Florida. Included are the economic, political, psychological and cultural analyses that foster the understanding of the performance and behavior of our people and of the global community.

Nine credits are required in this category. GEHS 2011F is a required course.

**GEHS 2011F HISTORICAL PROCESS OF FLORIDA**

Analysis of the historical process of Florida through the study of the economic, political, social and cultural transformations of Florida, with emphasis on the period of its acquisition from Spain in 1821 until the present. Required course.

3 credits

**GEHS 2020 GLOBAL VISION OF ECONOMICS**

A vision of the world economy from the end of the twentieth century to the present is developed. Emphasis on the economic policies of neoliberalism, privatization, stock market, globalization and international economic institutions. Prescribed distributive course.

3 credits

**GEHS 3020 GLOBAL SOCIETY**

Study of the global society and its components from an economic, political and sociological perspective. Emphasis on the analysis of concepts and reasons that foment a better understanding of the challenges and problems of the contemporary world. Prescribed distributive course.

3 credits

**GEHS 3030 HUMAN FORMATION IN CONTEMPORARY SOCIETY**

Study of the factors that intervene in the development and formation of human beings from a biological, psychological, social and existential approach. Analysis and reflection of the biopsychosocial factors that human beings face, as a result of living in a dynamic and complex society. Emphasis on human beings as agents promoting change to improve their quality of life and that of their social environment. Prescribed distributive course.

3 credits

**GEHS 3040 INDIVIDUAL, SOCIETY AND CULTURE**

Analysis of the different processes of organization and cultural adaptation from anthropological and sociological perspectives. Emphasis on the impact on human behavior of evolution, systems, processes and the changes of society and the person. Case studies are integrated for understanding the dynamics of sociocultural systems. Prescribed distributive course.

3 credits

**GEHS 4020 ANCIENT AND MEDIEVAL WESTERN CIVILIZATION**

Analysis of the most outstanding economic, political, social and cultural processes of Western Civilization from the appearance of human beings to the end of the Middle Ages. Prescribed distributive course.

3 credits

**GEHS 4030 MODERN AND CONTEMPORARY WESTERN CIVILIZATION**

Analysis of the most outstanding economic, political, social and cultural processes of modern and contemporary Western Civilization. Prescribed distributive course.

3 credits

## **Scientific and Technological Context**

**Scientific and Technological Context:** Fundamental competencies and knowledge of the natural sciences and the technology that foments the development of a responsible ecological attitude.

Three credits are required in this category.

### **GEST 2020 SCIENCE, TECHNOLOGY AND ENVIRONMENT**

Study of the basic concepts of the Natural Sciences, their impact on technological development, on society and on the environment. Application of these concepts to the discussion of current topics. Emphasis on the importance of the scientific method in the search for and construction of knowledge. Prescribed distributive course.

3 credits

### **GEST 3030 THE PHYSICAL WORLD AND THE INDIVIDUAL**

Study of the physical environment in which human beings function: describing, observing, evaluating and comparing the processes that structure and mold the surface of the earth. The atmosphere and its processes, climate, composition and structure of the lithosphere, hydrosphere, biosphere, effect of rotation and revolution of the planet and the human being as an agent of change on the earth's surface. Presents an interdisciplinary view of the natural sciences that allows the student to integrate theoretical knowledge framed in human reality. Prescribed distributive course.

3 credits

## **Health, Physical Education and Recreation**

**Health, Physical Education and Recreation:** The competencies and skills that contribute to the development of a feeling of the necessary self esteem, confidence and discipline for personal care (physical, emotional and social), which serves as the basis for health and well-being.

Three credits are required in this category. Students of the Nursing Program are exempt from this category.

### **GEHP 3000 WELL-BEING AND QUALITY OF LIFE**

Study of the dimensions of well-being and its effect on the physical and neural muscular parameters. Emphasis on the scientific base of knowledge related to physical aptitude, nutrition and other components that contribute to the quality of life. Emphasis on the individual and community responsibility, adequate life styles for the conservation and promotion of health, and integral well-being. Required course.

3 credits

# Undergraduate (Associate of Applied Sciences and Bachelor) Degree Programs

## Accounting (A.A.S.)

### Associate Program

The Associate of Applied Sciences Degree in Accounting offers students the opportunity to develop the fundamental skills and knowledge in the accounting field. It provides the technical preparation that allows Program graduates to perform basic tasks in the accounting field. This program offers the student the opportunity to continue studies leading to the Bachelors Degree.

Students must pass the required core and major courses with a minimum grade of C. The Guayama campus is authorized to offer this Program through distance learning.

#### REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN ACCOUNTING

General Education Requirements	24 credits
Major Requirements	31 credits
Elective Courses	<u>5 credits</u>
	60

#### General Education Requirements - 24 credits

GESP	Spanish	6
GEEN	English	6
GECF 1010	Introduction to the Christian Faith	3
GEHS 2010F	Historical Process of Florida	3
GEIC 1010	Information and Computer Literacy	3
GEMA 1200	Fundamentals of Algebra	3

#### Major Requirements - 31 credits

ACCT 1161	Introduction to Financial Accounting	4
ACCT 1162	Introduction to Managerial Accounting	4
ACCT 2061	Intermediate Accounting I	4
ACCT 2062	Intermediate Accounting II	4
ACCT 2085	Federal Taxes for Individuals	4
BADM 1900	Fundamentals of Management	3
FINA 2100	Managerial Finance	3
MAEC 2211	Principles of Economics (Micro)	3
MAEC 2221	Basic Statistics	3

### **Elective Requirements - 5 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu)

## **Course Descriptions, Faculty and Learning Resources (Accounting)**

### **ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

DAVILA COLON, RUBEN, Assistant Professor, B.B.A in Accounting, University of Puerto Rico; M.B.A. in Accounting, Inter American University of Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Sons.

### **ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

DAVILA COLON, RUBEN, Assistant Professor, B.B.A in Accounting, University of Puerto Rico; M.B.A. in Accounting, Inter American University of Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Sons.

### **ACCT 2061 INTERMEDIATE ACCOUNTING I**

Application of the accounting cycle. Discussion, analysis, interpretation and application of the national and international accounting conceptual framework. Study and practice of the accounting cycle and the acquisition, classification, valuation and disposition of current and intangible assets. The concepts of professional ethics, international accounting and the use of technology are integrated. Prerequisite: ACCT 1161.

4 credits

DAVILA COLON, RUBEN, Assistant Professor, B.B.A in Accounting, University of Puerto Rico; M.B.A. in Accounting, Inter American University of Puerto Rico.

Keiso, D.E., Weygandt, J.J., Warfield, T.D. (2013). *Intermediate Accounting*. (15<sup>th</sup> ed.). John Wiley & Sons.

**ACCT 2062 INTERMEDIATE ACCOUNTING II**

Discussion, analysis, interpretation and application of the theoretical and practical aspects of accounting for property, physical plant and equipment, natural resources investments and short and long term liabilities, corporate capital and recognition of income from short and long term contracts. The concepts of professional ethics, international accounting and the use of technology are integrated. Prerequisite: ACCT 2061.

4 credits

DAVILA COLON, RUBEN, Assistant Professor, B.B.A in Accounting, University of Puerto Rico; M.B.A. in Accounting, Inter American University of Puerto Rico.

Keiso, D.E., Weygandt, J.J., Warfield, T.D. (2013). *Intermediate Accounting*. (15<sup>th</sup> ed.). John Wiley & Sons.

**ACCT 2085 FEDERAL TAXES FOR INDIVIDUALS**

Discussion of the dispositions of the Federal Internal Revenue Code related to individual income taxes, including the preparation of required forms. Discussion of the special dispositions applicable to the residents of Puerto Rico. The use of technology is integrated. Prerequisite: ACCT 1161.

3 credits

MARTINEZ, JOSE A., Part-Time Professor, B.B.A. in Accounting, University of Puerto Rico; M.B.A. in Finance, Wake Forest University.

Whittenburg, G. E., Altus-Buller, M, & Nobles, T. L. (2012). *Income Tax Fundamentals*. South-Western Cengage Learning.

**BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

COLON ORTIZ, SANDRA I., Part-Time Professor, B.B.A. in Human Resources Management, Inter American University of Puerto Rico; M.B.A. in Marketing, Turabo University.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

**FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

MAIZ VAZQUEZ, EDGAR J., Part-Time Professor, B.B.A in Finance, University of Puerto Rico; M.B.A. in International Business, Catholic University of Puerto Rico; Ph.D in Entrepreneurship and Managerial Development, Inter American University of Puerto Rico.

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

ROMAN RAMOS, CARMEN I., Part-Time Professor, B.B.A in Accounting, University of Puerto Rico; M.B.A. in Human Resources and Marketing, Catholic University of Puerto Rico; Ph.D in Entrepreneurship and Managerial Development; Major in International Business and Minor in Economics, Inter American University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). South-Western College Pub.

**MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.

3 credits

MAIZ VAZQUEZ, EDGAR J., Part-Time Professor, B.B.A in Finance, University of Puerto Rico; M.B.A. in International Business, Catholic University of Puerto Rico; Ph.D in Entrepreneurship and Managerial Development, Inter American University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

## Computer Science (A.A.S. and B.S.)

### Computer Science Associate of Applied Science Program

The Associate of Applied Sciences Degree in Computer Sciences offers an applied theoretical and practical preparation to develop in students basic and current concepts in the field of computation and information.

The Program promotes the development of skills such as logical reasoning, concepts and basic principles of assembly, microcomputer repair and configuration, mastery of at least one programming language, database management, and the basic knowledge of technical writing.

The Program also aims to develop professionals capable of continuing their learning, programming and installing software, and making publications by electronic means, in addition to having the capability of working in teams and possessing knowledge on professional ethics.

The Aguadilla Campus is authorized to offer this Program.

#### REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER SCIENCE

General Education Requirements	24 credits
Major Requirements	<u>36</u> credits
Total	60

#### General Education Requirements - 24 credits

GESP	Spanish	6
GEEN	English	6
GEMA1200	Fundamentals of Algebra	3
GEHS 2010F	Historical Process of Florida	3
GECF 1010	Introduction to the Christian Faith	3
GEIC 1010	Information and Computer Literacy	3

#### Major Requirements - 36 credits

COMP 2015	Web Page Design	3
COMP 2060	Microcomputer Repair and Maintenance	3
COMP 2110	Introduction to Computer Science	3
COMP 2120	Programming Logic	3
COMP 2300	Visual Programming	3
COMP 2315	Structured Programming	3
COMP 2400	Object Oriented Programming	3
COMP 2501	Discrete Computational Structures I	3
COMP 2555	Applications in Relational Databases	3
COMP 2600	Business Programming	3

COMP 2610	WEB Programming	3
COMP 2970	Seminar	3

## Computer Science Bachelor’s Program

The Bachelor of Science Degree in Computer Science offers a theoretical and practical preparation to develop current concepts in the technical and diversified areas of the computer field. The Program fosters the development of skills such as: logical reasoning, developing well-documented structured programs in various programming languages that work efficiently in a reasonable period of time, recognizing which types of problems are susceptible to solution by computer and using the necessary tools to solve problems and measure the implications of the student’s work as an individual, as well as a team member. The Program also includes detailed knowledge of the organization, architecture, operation and limitations of computerized systems and a background that allows students to continue studying and developing themselves in the field of computer sciences.

Practice or internship experience may be credited to students who have had a satisfactory work experience and request such credit in writing to the director of the academic department. This credit will be subject to whether:

1. The student has been working for a minimum period of two years in a company within the five-year period immediately prior to the date of the request.
2. The student presents a certification and letter from the employer or the Human Resources Office of the company that specifies:
  - a. Years of experience
  - b. Period of time employed
  - c. Position (s) occupied
  - d. Description of tasks
  - e. Any other evidence of professional performance during the time of employment.
3. The student pays 50% of the cost of registration for the practice or internship course for which credit is requested.

The Aguadilla Campus is authorized to offer this Program.

### REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE IN COMPUTER SCIENCE

General Education Requirements	48 credits
Major Requirements	71 credits
Prescribed Distributive Requirements	9 credits
Elective Courses	<u>3</u> credits
Total	131

### **General Education Requirements - 48 credits**

Forty-eight (48) credits are required as explained in the section “General Education Requirements for Bachelors’ Degrees.” Students will take the course GEMA 1200 in the Basic Skills in Mathematics category.

### **Major Requirements - 71 credits**

COMP 2110 Introduction to Computer Science	3
COMP 2120 Programming Logic	3
COMP 2300 Visual Programming	3
COMP 2315 Structured Programming	3
COMP 2400 Object Oriented Programming	3
COMP 2501 Discrete Computational Structures I	3
COMP 2502 Discrete Computational Structures II	3
COMP 2900 Data Structures	3
COMP 3200 Assembler Language	3
COMP 3400 Software Engineering	3
COMP 3500 Operating Systems	3
COMP 3600 Computer Graphics	3
COMP 3850 Database Theory	3
COMP 4200 Teleprocessing and Networks	3
COMP 4420 Systems Design and Analysis	3
COMP 4430 Systems Development and Implementation	3
COMP 4600 Computer Architecture	3
COMP 4910 Internship and Professional Ethics	3
MATH 1500 Precalculus	5
MATH 2100 Introduction to Probability and Statistics	3
MATH 2251 Calculus I	5
PHYS 3001 General Physics I	4

### **Prescribed Distributive Requirements - 9 credits**

Select nine (9) credits from the following courses:	
COMP 2550 Logical and Functional Programming	3
COMP 2600 Commercial Programming	3
COMP 3010 File Management and Organization	3
COMP 3410 Computer Security	3
COMP 3800 Programming Languages	3
COMP 3970 Special Topics I	6
COMP 4000 Microprocessors Architecture and Programming	3
COMP 4160 Parallel Processing	3
COMP 4250 Database Development, Implementation and Administration	3
COMP 4270 Automaton Theory	3
COMP 4280 Compilers	3
COMP 4480 Artificial Intelligence	3
COMP 4500 Expert Systems	3
COMP 4580 Introduction to Robotics	3

### **Elective Requirements - 3 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu)

## **Course Descriptions, Faculty and Learning Resources (Computer Science)**

### **MATH 1500 PRECALCULUS**

Study of functions, with emphasis on linear, polynomial, rational, exponential, logarithmic and trigonometric functions. Operations with functions and inverse functions. Study of analytical trigonometry of complex numbers; linear and nonlinear equation systems, inequalities, matrices, determinants and polar coordinates. Prerequisite: GEMA 1200

5 credits

GONZALEZ, ROSA E., Associate Professor. B.A., M.A. in Education in Mathematics, University of Puerto Rico.

Lial, M., Hornsby, J., & Schneider, D. (2009). *Precalculus*. (4 ed.). Boston: Pearson.

### **MATH 2251 CALCULUS I**

Limits of a function, the derivative, Rolle’s theorem and the mean value theorem, application of the derivative. The definite integral and the fundamental theorem of calculus. Derivatives and integrals of trigonometric, exponential and logarithmic functions. Applications of the definite integral. Topics of analytical geometry: the circle, parabola, ellipse, and hyperbola. Prerequisite: MATH 1500.

5 credits

CALDERON, HELMUTH, Assistant Professor. B.A. in Mathematics, Chile University; M.S. in Mathematics, Chile University.

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering; M.S. in Computer Engineering; M.S. in Electrical Engineering.

Lial, M., Hornsby, J., Schneider, D., & Daniels, C. (2012). *Precalculus*. (5<sup>th</sup> ed.). Boston: Pearson.

### **MATH 2100 INTRODUCTION TO PROBABILITY AND STATISTICS**

Experimental and theoretical probability. Emphasis on the relationship between empirical reality and mathematical proof. Elements of probability, probability distributions and elementary theorems of conditional probability. Independent and mutually exclusive events. Measures of central tendency and measures of dispersion. Sampling, frequency distributions, normal distribution, percentiles, scoring and graphs. Confidence intervals. Hypothesis testing, correlation and regression. Use of the graphic calculator and computer software. Prerequisite: MATH 1500.

3 credits

CALDERON, HELMUTH, Assistant Professor. B.A. in Mathematics, Chile University; M.S. in Mathematics, Chile University.

Johnson, R., & Kuby, P. (2011). *Elementary Statistics*. (11<sup>th</sup> ed.). Duxbury Press.

**PHYS 3001 GENERAL PHYSICS I**

Logical and unified presentation of physics at the introductory level, emphasizing the basic ideas constituting its foundations: laws of motion and the conservation and interaction between particles and fields. Students are exposed to different experiences in the fields of mechanics and heat in the teaching-learning process. Emphasis on the integration and application of concepts throughout the experimentation. Requires 45 hours of lecture and 45 hours of lab. Prerequisite: MATH 1500.

4 credits

SANTIAGO, ANTONIO. Part Time Professor. B.S. in Physics, University of Puerto Rico; M.S. in Physics, University of Puerto Rico; M.S. in Computer Science, Evansville University.

Tippens, P.E. (2007). *Física, conceptos y aplicaciones*. (7th ed.). Mexico: Mc Graw Hill.

**COMP 2015 WEB PAGE DESIGN**

Discussion of concepts and strategies for the analysis and design of sites and pages used through Internet. Analysis, design, and programming of interactive pages using code generators for HTML, DHTML and JavaScript. Includes design and adaptation of graphical elements and multimedia for interactive pages. Emphasis on design principles and integration of visual elements that use vectorial animation. Closed laboratory. Requires additional time in an open laboratory. Prerequisite: COMP 1010.

3 credits

CARDONA SOTO, MELVIN J., Part Time Professor. B.A. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

Robbins-Niederst, J. (2012). *Learning Web Design: A Beginner's Guide to HTML, CSS, Javascript and Web Graphics*. O' Reilly Media.

**COMP 2060 MICROCOMPUTER REPAIR AND MAINTENANCE**

Physical and peripheral components of computer systems. Comparative study of different technologies used in the components of computer systems. Installation of application programs. Preventive maintenance of the equipment, hardware configuration and installation of personal computers. Diagnosis and solution of problems related to the operation of hardware. Computer updating. Requires 30 hours of lecture and 30 hours of closed lab.

3 credits

VARGAS-MOYA, EDGARDO, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico, Mayaguez Campus; M.S. in Open Information System, Inter American University, Metropolitan Campus.

Mueller, S.M. (2013). *Upgrading and Repairing PCs*. (21<sup>st</sup> ed.). Que Publishing.

**COMP 2110 INTRODUCTION TO COMPUTER SCIENCE**

Analysis of numerical systems and representation of data, formulation and evaluation of logical functions, arithmetical and logical expressions. Includes an introduction to circuit logic and the basic areas of computer sciences, such as: programming languages, operating systems and data bases. Requires additional time in an open laboratory. Co-requisite GEIC 1010, if it has not been approved previously.

3 credits

SANTIAGO, ELIZABETH, Part Time Professor. B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information System, Inter American University of Puerto Rico,

Vermaat, M. (2013). *Discovering Computers 2014: Complete (Shelly Cashman)*. Boston, MA: Course Technology.

**COMP 2120 PROGRAMMING LOGIC**

Analysis, design, evaluation and representation of algorithms. Includes flow charts and pseudo codes. Introduction to programming. Class design with UML. Emphasis on the basic structures of data, algorithms for searches and ordering. Lecture/Lab. Requires additional time in an open lab.

3 credits

ROSARIO, JOEL, Part Time Professor. B.S. in Computer Science, Inter American University of Puerto Rico; M.S. in Open Information System, Inter American University of Puerto Rico.

Sprankle, M. (2008). *Problem Solving and Programming Concepts*. (8<sup>th</sup> ed.). Upper Saddle River, N.J.: Prentice Hall.

Farrel, J. (2014). *Programming Logic and Design*. (8<sup>th</sup> ed.). Cengage.

**COMP 2300 VISUAL PROGRAMMING**

Analysis, design and implementation of programs through the use of a visual programming language. Includes the administration of objects, their properties, events and methods. Emphasis on the definition of variables, types of data, registers and other programming structures, subprograms, iteration structures, decision, and selection. Closed laboratory. Requires additional time in an open laboratory. Prerequisites: COMP 2110, 2120.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

RIVERA, TERESA, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

Deitel, P., & Deitel, H. (2013). *Visual Basic 2012 How to Program*. (6<sup>th</sup> ed.). Upper Saddle River, N.J.: Prentice Hall

### **COMP 2315 STRUCTURED PROGRAMMING**

Discussion of the fundamentals of programming of data types, declarations, control structures and subprograms. Includes modular programming and data transfer between modules, capability of variables, basic data structures, sets, registries, archives and pointers. Design, coding, verification, debugging errors and documentation. Requires 30 hours of lecture and 30 hours of closed laboratory. Requires additional time of open laboratory. Prerequisites: COMP 2110, 2120.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

RIVERA, TERESA, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

ROSARIO, JOEL, Part Time Professor. B.S. in Computer Science, Inter American University of Puerto Rico; M.S. in Open Information System, Inter American University of Puerto Rico.

Deitel, P., & Deitel, M. (2010). *Visual C++ How to Program*.(7<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

### **COMP 2400 OBJECT ORIENTED PROGRAMMING**

Introduction to object-oriented languages. Includes objects, classes, messages, instances, variables, capsuling, polymorphism, heritage, methods, expressions, blocks, collections, flows, and applications. Requires additional time in an open laboratory. Prerequisite: COMP 2300.

3 credits

NIEVES, MIGUEL, Part Time Professor. B.S. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

LOPEZ, JUAN, Associate Professor. B.S. in Biology, University of Puerto Rico, Mayaguez Campus; M.S. in Computer Science, Evansville University.

Horton, I. (2011). *Beginning Java 7*. Wrox.

### **COMP 2501 DISCRETE COMPUTATIONAL STRUCTURES I**

Theory and algebra of sets. Applications of one set in another, transformations and substitutions. Relations of equivalencies, order and partial order. Propositional logic. Conditionals: condition of sufficiency, necessity and of sufficiency and necessity. Deductive process and inference rules. Boolean, Karnaugh maps and combination circuits. Requires additional time in an open lab. Prerequisite: COMP 2315.

3 credits

CALDERON, HELMUTH, Assistant Professor. B.A. in Mathematics, Chile University; M.S. in Mathematics, Chile University.

Johnsonbaugh, R. (2008). *Discrete Mathematics*. (7<sup>th</sup> ed.). New York: Macmillan

**COMP 2502 DISCRETE COMPUTATIONAL STRUCTURES II**

Theory of graph and trees. Flow webs. Counting and combinatorial analysis. Recurrence relations: Difference equation of first and second order. Algebraic structures of simple and double composition. Scalar and vectorial fields. Lineal transformations. Fine state machines. Requires additional time in an open lab. Prerequisite: COMP 2501.

3 credits

CALDERON, HELMUTH, Assistant Professor. B.A. in Mathematics, Chile University; M.S. in Mathematics, Chile University.

Johnsonbaugh, R. (2008). *Discrete Mathematics*. (7<sup>th</sup> ed.). New York: Macmillan

**COMP 2550 LOGICAL AND FUNCTIONAL PROGRAMMING**

Fundamental concepts: Atoms, lists, expressions, basic functions, logic operations, recursions and iterations, advantages and disadvantages of types. Logic clause and predicates of first order. Creation of knowledge bases and their access. Goals, binding, and backtracking. Cut operation. Requires 30 hours of lecture and 30 hours in a closed lab. Requires additional time in an open lab. Prerequisite: COMP 2501.

3 credits

ROSARIO, JOEL, Part Time Professor. B.S. in Computer Science, Inter American University of Puerto Rico; M.S. in Open Information System, Inter American University of Puerto Rico.

Sprankle, M., & Hubbard, J. (2009). *Problem Solving and Programming Concepts*. (8<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

**COMP 2555 APPLICATIONS IN RELATIONAL DATABASES**

Introduction to relational database programming for solving problems of updating, editing, summaries and reports in enterprises. Includes the necessary skills for installing, configuring and adapting a well-accepted commercial relational database to the user's particular needs. Requires 45 hours of lecture-lab in a closed lab. Requires additional time in an open lab. Prerequisite: COMP 2300.

3 credits

CARDONA SOTO, MELVIN J., Part Time Professor. B.A. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

Churcher, C. (2012). *Beginning Database Design: From Novice to Professional*. (2<sup>nd</sup> ed.). APress.

### **COMP 2600 BUSINESS PROGRAMMING**

Introduction to the data-processing environment. Basic file organization. Master and transaction files. Operations with file creation, update, restoration, merge and back-up copies. Design and generation of reports through a commercially oriented programming language. Requires additional time in an open lab. Prerequisites: COMP 2300, 2315.

3 credits

RIVERA, TERESA, Part Time Professor. B. S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

Tsay. J. (2008). *Visual Basic 2008 Programming Business Applications with a Design Perspective*. [Electronic resource]. Retrieved <http://www.vbprogramming.org>

### **COMP 2610 WEB PROGRAMMING**

Design, development and implementation of commercial applications for the WEB. Use of programming languages for WEB scripting. Programming from the server and client aspects. Includes the design of forms for the capture, validation and presentation of data. Emphasis on transaction processing with data bases in client-servant environments. Closed laboratory. Requires additional time in an open lab. Prerequisites: COMP 2015, 2600.

3 credits

CARDONA SOTO, MELVIN J., Part Time Professor. B.A. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

Deitel, H., & Deitel, A. (2011). *Internet and World Wide Web: How to Program*. (5<sup>th</sup> ed.). Prentice Hall.

### **COMP 2900 DATA STRUCTURES**

Design and implementation of objects from capsulated data and their operations. Includes handling of data in sequential and dynamic structures, solution of problems with basic abstract data types such as, stacks, queues, arrays, trees and graphs. Emphasis on techniques for handling data such as searching and ordering. Implementation of different data structures through the use of recursive and non-recursive processes. Use of an object oriented programming language. Requires additional time in an open lab. Prerequisites: COMP 2400, 2501.

3 credits

RIVERA, JOSE, Part Time Professor. B.S. in Mathematics Computer Programming, Inter American University of Puerto Rico; M.S. in Computing Open Information System, Inter American University of Puerto Rico.

SANTIAGO, ELIZABETH, Part Time Professor. B.S. in Computer Science, University of Puerto Rico; M.S. in Open Information System, Inter American University of Puerto Rico,

Drozdek, A. (2008). *Data Structures and Algorithms in Java*. (3<sup>rd</sup> ed.). Mexico: Thomson Learning.

**COMP 2970 SEMINAR**

Research and study of important topics in computer science. Practice in skills and knowledge developed in the study of the Associate Degree in Applied Science in Computer Science. For Associate Degree candidates only.

3 credits

ROSA-ROSARIO, MARIA G., Associate Professor. B.A. Business Administration, University of Puerto Rico; M.A. in Business Education, New York University; D.B.A. in Information Technology, Aragozy University.

No Textbook

**COMP 3010 FILE MANAGEMENT AND ORGANIZATION**

Characteristics of data files storing devices. Advanced techniques of physical and logical organization of files. File sorting and merging. Introduction to data bank concepts. Applications and development using a business-oriented, high-level language. Requires additional time in an open lab. Prerequisite: COMP 2600.

3 credits

RIVERA, TERESA, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

Deitel, P., & Deitel, H. (2010). *Visual Basic 2010 How to Program*. Upper Saddle River, N.J.: Prentice Hall

Tsay, J. (2008). *Visual Basic 2008 Programming Business Applications with a Design Perspective*. [Electronic resource]. Retrieved <http://www.vbprogramming.org>

**COMP 3200 COMPUTER ORGANIZATION AND ASSEMBLER LANGUAGE**

Digital systems. Organization and structure of main components in computer systems. Representation and manipulation of numerical and non-numerical data at machine level. Comparison between different instruction sets and corresponding directional modes. Fetching and operations execution, depending on architecture. Interruption concepts. Access-and memory management techniques, registers and peripherals. Requires additional time in an open lab. Prerequisite: COMP 2900.

3 credits

VARGAS-MOYA, EDGARDO, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico, Mayaguez Campus; M.S. in Open Information System, Inter American University, Metropolitan Campus.

Irvine, K.R. (2010). *Assembly Language for X86 Processors*. (6<sup>th</sup> ed.). New Jersey: Prentice Hall.

**COMP 3400 SOFTWARE ENGINEERING**

Analysis of the phases in the implementation and development cycle of software: specifications, design, verification, validation, documentation and maintenance. Emphasis on efficiency measures and reengineering techniques. Requires additional time in an open lab. Prerequisite: COMP 2900.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

Sommerville, I. (2007). *Software Engineering*. (8<sup>th</sup> ed.). NY: Addison-Wesley.

**COMP 3410 COMPUTER SECURITY**

Analysis of the fundamentals necessary to understand the risks and threats against computational systems. Includes the study of the vulnerability of possible attacks of computational systems. Emphasis on the use of the controls and protection methods necessary to guarantee the suitable operation of the systems. Prerequisite: COMP 3200.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

Pfleeger, C. (2007). *Security in Computing*. (4<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

**COMP 3500 OPERATING SYSTEMS**

Analysis of the concepts and functions of operating systems. Includes multiprogramming, multithreads, multiprocessing and timesharing. Emphasis on the administration of resources, such as: processors, memory and peripherals. Discussion of the administration of real and virtual memory, file systems, security and protection. Requires additional time in an open lab. Prerequisite: COMP 3200.

3 credits

VARGAS-MOYA, EDGARDO, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico, Mayaguez Campus; M.S. in Open Information System, Inter American University, Metropolitan Campus.

NIEVES, MIGUEL, Part Time Professor. B.S. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

Stallings, W. (2009). *Operating Systems: Internals and Design Principles*. (6<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

### **COMP 3600 COMPUTER GRAPHICS**

Basic principles and techniques of computer graphics: point plotting, clipping, windowing, viewports, polygons and perspectives. Introduction to graphic nucleus. Graphics for data presentation. Linear transformations: rotation, transfer and change of scales. Animation techniques. Deletion of lines and hidden surfaces. Requires additional time in an open lab. Prerequisites: COMP 2502, 2900.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

Hughes, J.F., Van-Dam, A., Mcguire, D.F., Sklar, D.F., Foley, J.D., Feiner, S.K., et al. (2013). *Computer Graphics: Principles and Practice*. (3<sup>rd</sup> ed.). Addison-Wesley.

### **COMP 3800 PROGRAMMING LANGUAGES**

Analysis of the evolution of programming languages: data types, operations, verification of types, control structures, control and access of data, administration of memory, syntax, semantics and content binding. Emphasis on the introduction to alternating paradigms in programming languages. Includes comparison in implementing different concepts among several programming languages. Requires additional time in an open lab. Prerequisite: COMP 3200.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

Pratt, T., & Zelkowitz, M. (2004). *Programming Languages: Design and Implementation*. (4<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

### **COMP 3850 THEORY OF DATABANKS**

Basic objectives, functions, models, components and applications for databank systems. Analysis of the different data models. Considerations on the design and implementation of a databank. Operational requirements: performance, integrity, security, concurrence and retrieval. Requires additional time in an open lab. Prerequisites: COMP 2900.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

CARDONA SOTO, MELVIN J., Part Time Professor. B.A. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

García-Molina, H., Ullman, J.D., & Widom, J. (2008). *Database Systems: The Complete Book*. (2<sup>nd</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

**COMP 3970 SPECIAL TOPICS**

Analysis of current topics relevant to the computer science area. Prerequisite: Authorization from the Director of the Department.

1-6 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

Depends on the selected topic.

**COMP 4000 MICROPROCESSORS ARCHITECTURE AND PROGRAMMING**

Microprocessors of 16, 32 and 64 binary digits. Large scale integrated circuits. Devices, interfacing, interrupt input and output, memory and bus structures. Programming and design of control systems based on microprocessors. Requires additional time in an open lab. Prerequisites: COMP 3200.

3 credits

DIAZ, ANDRES, Professor. B.S. in Electrical Engineering, Universidad Nacional Pedro Henríquez Ureña; M.S. in Electrical Engineering, University of Puerto Rico; Ph.D. in Electronical Engineering, Michigan State University.

Brey, B. (2006). *INTEL Microprocessors 8086/8088, 80186/80188, 80286, 80386, 80486, Pentium, Pentium Preprocessor, Pentium II, III, 4, 7/E*. Upper Saddle River, NJ: Prentice Hall.

**COMP 4160 PARALLEL PROCESSING**

Evolution of parallel processing in computation systems. Parallel-processing architecture. Pipeline principles. Vector and Matrix processing. Techniques for developing control algorithms for concurrent multiple processing. Applications of multi-process systems will be discussed. Requires additional time in an open lab. Prerequisites: COMP 3500, 4000.

3 credits

CARDONA SOTO, MELVIN J., Part Time Professor. B.A. in Computer Science, Inter American University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico.

Wilkinson, B., & Allen, M. (2005). *Parallel Programming: Techniques and Applications Using Networked Workstations and Parallel Computers*; Upper Saddle River, NJ: Prentice Hall.

**COMP 4200 TELEPROCESSING AND NETWORKS**

Fundamental concepts of communication, classification, topology, analysis, design, implementation, data communication network security and communication architecture, including the OSI model. Communication protocols and distributed processing. Hardware equipment evaluation and software programs of high commercial acceptance networks. Requires additional time in an open lab. Prerequisites: COMP 2502, 3500.

3 credits

LOPEZ, JUAN, Associate Professor. B.S. in Biology, University of Puerto Rico, Mayaguez Campus; M.S. in Computer Science, Evansville University.

Stallings, W. (2013). *Data and Computer Communications*. (10<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

**COMP 4250 DATABASE DEVELOPMENT, IMPLEMENTATION AND ADMINISTRATION**

Advanced concepts in the design of databases. Development and implementation of a relational database. Design of Entity-Relation models (E-R). Documentation, evaluation, and optimization. Maintenance and safety. Closed laboratory. Requires additional time in an open lab. Prerequisite: COMP 3850.

3 credits

LOPEZ, JUAN, Associate Professor. B.S. in Biology, University of Puerto Rico, Mayaguez Campus; M.S. in Computer Science, Evansville University.

Kroenke, D. (2010). *Database Processing: Fundamentals, Design, and Implementation*. (11 ed.). Boston: Prentice Hall.

**COMP 4270 AUTOMATON THEORY**

Analysis of automata concepts, finite automata and finite memory, transition tables, Mealy and Moore models, strongly connected machines, reduced diagrams, component of state diagrams and infinite automata. Application of calculable functions by means of Turing. Discussion of the operation of programmable machines, programs, universal machines for a programmable computer and the Post System for the administration of symbols. Prerequisite: COMP 2502.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

Hopcroft, J., Motwani, R., & Ullman, J. (2007). *Introduction to Automata Theory, Languages and Computability*. (3<sup>rd</sup> ed.). Boston: Addison Wesley.

**COMP 4280 COMPILERS**

Design and construction of lexical and syntax analyzers, parsing techniques, intermediate code generation. Management of symbol tables, object code optimization and generation in the design of computers. Requires additional time in an open lab. Prerequisites: COMP 3800, 4270.

3 credits

RIVERA, TERESA, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

Aho, A., Sethi, R., & Ullman, D. (2006). *Compilers: Principles, Techniques and Tools*. (2<sup>nd</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

**COMP 4420 SYSTEMS DESIGN AND ANALYSIS**

Description of systems and systems analysis environment. Basic tools for design and analysis, and applications to the systems life cycle and development. Project-management principles and methods. Prerequisite: COMP 3400.

3 credits

LOPEZ, JUAN, Associate Professor. B.S. in Biology, University of Puerto Rico, Mayaguez Campus; M.S. in Computer Science, Evansville University.

Kendall, K.E., & Kendall, J.E. (2010). *System Analysis and Design Methods*. (8<sup>th</sup> ed.). Prentice Hall.

**COMP 4430 SYSTEMS DEVELOPMENT AND IMPLEMENTATION**

Determination of programming tools. Prototype elaboration, testing, debugging and validation. Processes for change; the techniques used for systems implementation. Systems documentation and users operation manual. Systems evaluation and optimization. Requires additional time in an open lab. Prerequisite: COMP 4420.

3 credits

LOPEZ, JUAN, Associate Professor. B.S. in Biology, University of Puerto Rico, Mayaguez Campus; M.S. in Computer Science, Evansville University.

Valacich, J., George, J., & Hoffer, J. (2011). *Essentials of System Analysis and Design*. (5<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

**COMP 4480 ARTIFICIAL INTELLIGENCE**

History, fundamentals and applications of artificial intelligence. State space, heuristic search strategies and search control (depth first, breadth first). Representation of knowledge. Reasoning strategies (forward, backward). Knowledge engineering: production rules, diffuse logic. Requires additional time in an open laboratory. Requires 30 hours of lecture and 15 hours in a closed lab. Prerequisites: COMP 2550, 2900.

3 credits

RIVERA, TERESA, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

Russell, S., & Norvig, P. (2009). *Artificial Intelligence: A Modern Approach*. (3<sup>rd</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

#### **COMP 4500 EXPERT SYSTEMS**

Analysis of engineering of knowledge and artificial intelligence. Includes the study of forward and backward chaining, systems based on heuristic rules, the connection with data bases, and the use of programming environment. Emphasis on the study of the functions of an expert system: acquisition of knowledge, based on semantic and neural frameworks. Requires additional time in an open lab. Prerequisite: COMP 4480.

3 credits

RIVERA, TERESA, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.B.A. in Computing Engineering Management, University of Puerto Rico; M.S. in Computer in Engineering, University of Puerto Rico.

Giarratano, J., & Riley, G. (2005). *Expert Systems: Principles and Programming*. Australia; Boston, Mass: Thomson Course Technology.

#### **COMP 4580 INTRODUCTION TO ROBOTICS**

History and evolution of automatons (robots). Robotics and applications. Manipulators (arms), actuators, and effectors, controllers, classification of robots. Homogeneous transformations. Direct and inverse kinematics. Dynamic and kinematic modelings. Internal and external sensors. Artificial-vision systems; robotic languages; job planning. Programming techniques of robots. Requires additional time in an open lab. Prerequisite: COMP 3200.

3 credits

DIAZ, ANDRES, Professor. B.S. in Electrical Engineering, Universidad Nacional Pedro Henríquez Ureña; M.S. in Electrical Engineering, University of Puerto Rico; Ph.D. in Electronical Engineering, Michigan State University.

Niku, S.B. (2010). *Introduction to Robotics: Analysis, Systems, Applications*. (2<sup>nd</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

#### **COMP 4600 COMPUTER ARCHITECTURE**

Analysis of memory hierarchy, access strategies, internal and external memories, series and parallel processors, multiprocessing, processors of regular order, analysis of cost and considerations in computer design. Prerequisite: COMP 3200.

3 credits

NAVARRO, JOSE, Assistant Professor. B.S. in Computer Science Engineering, University of Puerto Rico; M.S. in Computer Engineering, University of Puerto Rico; M.S. in Electrical Engineering, University of Puerto Rico.

VARGAS-MOYA, EDGARDO, Part Time Professor. B.S. in Computer Science Engineering, University of Puerto Rico, Mayaguez Campus; M.S. in Open Information System, Inter American University, Metropolitan Campus.

Stallings, W. (2012). *Computer Organization and Architecture: Designing for Performance*. (9<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.

#### **COMP 4910 INTERNSHIP AND PROFESSIONAL ETHICS**

Experience in real-work environment in institutions approved by course supervisor. Development and presentation of project in computer science under the supervision of a faculty member. Seminars on professional ethics. Course requires the students to work for at least 120 hours in internship and attend seminars related to professional ethics. Prerequisites: COMP 4200, 4420.

3 credits

DIAZ, ANDRES, Professor. B.S. in Electrical Engineering, Universidad Nacional Pedro Henríquez Ureña; M.S. in Electrical Engineering, University of Puerto Rico; Ph.D. in Electronical Engineering, Michigan State University.

Johnson, D.G. (2009). *Computer Ethics*. (4<sup>th</sup> ed.). Prentice Hall.

### **Criminal Justice (B.A.) (Criminal Investigation)**

The Bachelor of Arts Degree in Criminal Justice focuses on criminal investigation. The Program's modern curriculum adjusts the knowledge, theory and techniques of the field of Criminal Justice to the demands of a dynamic and changing society. The curriculum is interdisciplinary with branches of knowledge related to human behavior. The Program permits students to acquire personal and professional skills in accord with their interests and aptitudes. It also stresses the importance of the adequate development of attitudes and characteristics of the student's personality, while emphasizing knowledge of the causes and spread of crime, the methods and modern techniques of criminal justice, crime prevention and rehabilitation. The Program is designed to: 1) prepare the student to occupy positions at the operational level in the field of the criminal justice system, both in the private and public sector, 2) upgrade the preparation of personnel offering services in these areas, 3) stimulate students to pursue graduate studies, and 4) permit students to put into practice the theoretical knowledge acquired in their studies through an internship experience in their area of major. All course requirements for a major in penology and criminal justice must be passed with a minimum grade of C.

Students who are candidates for the Internship must meet the requirements established by the University for this Program. They must complete or provide the following: Internship application; Satisfactory Criminal Background investigation; Proof of immunizations; Fingerprints (when required); General Release; Official transcript of credits; Satisfactory official evaluation of the Registrar; Three letters of recommendation; Four pictures 2X2; and a letter from the coordinator of the Program to the Registrar.

In addition, students must meet the requirements stipulated by the practice center.

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

The Bachelor of Arts Degree in Criminal Justice focuses on criminal investigation. The curriculum is inter-disciplinary but emphasizes branches of knowledge related to human behavior. The requirements for the Bachelor of Arts Degree in Criminal Justice include the following: (1) 48 general education credits; (2) 37 core course credits; (3) 6 prescribed distributive (elective concentration) credits; (4) 18 major credits; and (5) 12 elective credits.

The Ponce Campus is authorized to offer this Program on-line.

**REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN CRIMINAL JUSTICE IN CRIMINAL INVESTIGATION**

General Education Requirements	48 credits
Core Course Requirements	40 credits
Major Requirements	21 credits
Prescribed Distributive Requirements	6 credits
Elective Courses	<u>6</u> credits
<b>Total</b>	<b>121</b>

**General Education Requirements - 48 credits**

Forty-eight (48) credits are required, as explained in the section “General Education Requirements for Bachelors’ Degrees.” In addition to the courses GEHS 2010 and GEHS 2011, students of this Program will select two courses, from the following alternatives in the Historic and Social Context Category: GEHS 2020, GEHS 4020, or GEHS 4030.

**Core Course Requirements - 40 credits**

CJUS	1000	Introduction to Criminology	3
CJUS	2050	Victims of Crime	3
CJUS	2090	Juvenile Justice System	3
CJUS	3025	Criminal Law	3
CJUS	3027	White Collar Crimes	3
CJUS	3300	Alternate Methods of Conflict Resolution	3
CJUS	4972	Seminar in Criminal Justice	3
POLS	1011	Introduction to Political Science	3
PSYC	1051	General Psychology I	3
PSYC	3001	Statistical Methods	3
SOCI	1030	Introduction to Sociology	3
SOCI	2080	Criminal Justice System	3
CJUS	4500	Social Scientific Research Techniques	4

**Prescribed Distributive Requirements - 6 credits from the following courses:**

CJUS	2075	Social Deviation	3
CJUS	3015	Women Faced with Crime	3
CJUS	3055	Federal Jurisdiction	3
CJUS	397_	Special Topics*	3
CJUS	4020	Alcoholism and Drug Addiction	3
CJUS	4914	Internship in Criminal Investigation	3
PSYC	4213	Psychopathology	3
PSYC	4520	Crisis Intervention	3
SOCI	2050	Urban Society and its Transformation	3

\*The Special Topics course does not substitute for the Seminar in Criminal Justice.

**Major Requirements - 21 credits**

**Criminal Investigation (Criminal Justice)**

**Criminal Investigation - 21 credits**

CJUS	2070	Human and Civil Rights	3
CJUS	3030	Interviews and Interrogation	3
CJUS	3035	Special Criminal Laws	3
CJUS	3250	Criminal Investigation	3
CJUS	4035	Modern Technology in Investigation	3
CJUS	4040	Evidence Management	3
CJUS	4060	Fraud Detection and Management	3

Students may substitute an Internship in Criminal Investigation with research work in the fields of penology or criminology in those cases where students present evidence of experience in the areas of criminal justice. The substitution will be subject to the following: a) students must have worked full-time for a period of two years within five years immediately preceding the application; b) the experience to be validated must correspond to an internship in the student's specialization and must be in agreement with the criteria established by the University for this internship; and c) students must present evidence of their work experience and this must be certified by their immediate supervisor and approved by the Chief Executive Officer of the institution where they were employed.

**Elective Requirements - 6 credits**

For a full list of elective credits, go to "Catalogs" under [www.inter.edu](http://www.inter.edu)

**Course Descriptions, Faculty and Learning Resources  
(Criminal Justice)**

**CJUS 1000 INTRODUCTION TO CRIMINOLOGY**

Discussion of the principles and foundation of the etiology of crime and the criminological theories from a biopsychosocial context. Includes intervention and prevention strategies.

3 credits

VEGA GARCÍA, ELIA. Assistant Professor of Criminal Justice. B.A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Villa, J. (2006). *Crimen & Criminalidad en PR*. Puerto Rico: Ediciones Situm, Inc.

**CJUS 2050 VICTIMS OF CRIME**

Discussion of the victims of crime from a social, political and legal approach. Analysis of programs, services, support groups and their implications for the victims and their families.

3 credits

JUSINO CRUZ, LIDIS L. Assistant Professor of Criminal Justice. M. Ed. in Counseling, Pontificia Universidad Católica de Puerto Rico; J.D. Pontificia Universidad Católica de Puerto Rico.

Neuman, E. (2001). *Victimología*. Puerto Rico: Compañía Caribeña de Libros.

**CJUS 2070 HUMAN AND CIVIL RIGHTS**

Discussion of the principles and contemporary foundations of human and civil rights. Prerequisite: POLS 1011.

3 credits

JUSINO CRUZ, LIDIS L. Assistant Professor of Criminal Justice. M. Ed. in Counseling, Pontificia Universidad Católica de Puerto Rico; J.D. Pontificia Universidad Católica de Puerto Rico.

Jackson T. (2006). *From Civil Right to Human Martin Luther King Jr. and the Struggle for Economic Justice*. Philadelphia, PA: University of Pennsylvania Press.

**CJUS 2075 SOCIAL DEVIATION**

Discussion of the theoretical foundations of social deviation. Emphasis on the identification of the biopsychosocial factors that influence altered conduct and social reaction.

3 credits

VILLA RODRÍGUEZ, JOEL. Associate Professor of Criminal Justice. B.A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Sociology, Universidad de Puerto Rico; Ph.D. in Sociology, Universidad Complutense de Madrid.

Thio, A., Taylor, J.D., & Schwartz, M.D. (2012). *Deviant Behavior*. (11<sup>th</sup> ed.) Boston: Pearson.

**CJUS 2090 JUVENILE JUSTICE SYSTEM**

Discussion of the origin, philosophy and development of the Juvenile Justice System and its substantive and procedural aspects. Emphasis on the System's response to juvenile delinquency, its course, development and analysis.

3 credits

CEPEDA BORRERO, JOSÉ R. Assistant Professor of Criminal Justice. B.A. in Political Science and Sociology, Pontificia Universidad Católica de Puerto Rico; J.D. Pontificia Universidad Católica de Puerto Rico.

Champion, D.J., Merlo, A.V., & Benekos, P.J. (2012). *The Juvenile Justice System: Delinquency, Processing and the Law*. (7<sup>th</sup> ed.). Prentice Hall.

**CJUS 3015 WOMEN FACED WITH CRIME**

Analysis of the contemporary vision of women facing crime and the justice system. Emphasis on the theories regarding women in relation to sex, gender, crime and the criminal process.

3 credits

CEPEDA BORRERO, JOSÉ R. Assistant Professor of Criminal Justice. B.A. in Political Science and Sociology, Pontificia Universidad Católica de Puerto Rico; J.D. Pontificia Universidad Católica de Puerto Rico.

Renzetti, C.M., & Edleson, J.L., Kennedy-Bergen, R. (2010). *Sourcebook on Violence Against Women*. SAGE Publications.

**CJUS 3025 CRIMINAL LAW**

Application of the basic principles of Criminal Law and interpretation rules. Crimes with greatest social impact and applicable legislation.

3 credits

JUSINO CRUZ, LIDIS L. Assistant Professor of Criminal Justice. M. Ed. in Counseling, Pontificia Universidad Católica de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Samaha, J. (2013). *Criminal Law*. (11<sup>th</sup> ed.). Cengage Learning.

**CJUS 3027 WHITE COLLAR CRIME**

Analysis of the sociological and legal aspects of white-collar crime and its corporative and individual manifestations. Emphasis on the social, economic and ethical cost of this behavior. Discussion of cases and applicable jurisprudence.

3 credits

JUSINO CRUZ, LIDIS L. Assistant Professor of Criminal Justice. M. Ed. in Counseling, Pontificia Universidad Católica de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Payne, B.K. (2012). *White Collar Crime: The Essentials*. SAGE Publications.

**CJUS 3030 INTERVIEWS AND INTERROGATION**

Analysis of interviewing and interrogation techniques as sources of primary information in criminal investigation. Emphasis on these techniques and report preparation and procedures for presentation.

3 credits

RODRÍGUEZ SOTO, FELIPE. Professor of Criminal Justice. B. A. in Social Work, Universidad Interamericana de Puerto Rico; M. A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Ruíz, F. (2004). *Entrevista e Interrogatorio*. (5th ed.). Puerto Rico: Ediciones Situm, Inc.

### **CJUS 3300 ALTERNATE METHODS IN THE RESOLUTION OF CONFLICTS**

Analysis of alternate methods in the resolution of conflicts. Study of the negotiation techniques necessary to solve legal problems.

3 credits

VEGA GARCÍA, ELIA. Assistant Professor of Criminal Justice. B.A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Deutsch, M., Coleman, P.T., & Marcus, E.C. (2006). *The Handbook of Conflict Resolution: Theory and Practice*. Jossey-Bass.

### **CJUS 3035 SPECIAL CRIMINAL LAWS**

Analysis of criteria for interpretation, application and discussion of Special Criminal Laws in Criminal Justice. Study of applicable legislation. Prerequisite: CJUS 3025.

3 credits

JUSINO CRUZ, LIDIS L. Assistant Professor of Criminal Justice. M. Ed. in Counseling, Pontificia Universidad Católica de Puerto Rico; J.D. Pontificia Universidad Católica de Puerto Rico.

Samaha, J. (2013). *Criminal Law*. (11<sup>th</sup> ed.). Cengage Learning.

### **CJUS 3055 FEDERAL JURISDICTION**

Analysis of the functions and duties of the agencies that compose the Federal Criminal Justice System. Emphasis on the substantive and procedural aspects of federal criminal legislation.

3 credits

JUSINO CRUZ, LIDIS L. Assistant Professor of Criminal Justice. M. Ed. in Counseling, Pontificia Universidad Católica de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Greenburg J. C. (2008). *Supreme Conflict: The Insider Story of the Struggle for Control of the United States Supreme Court*. USA: Penguin Press.

Bowman, A. (1993). *State and Local Government*. Houghton Mifflin College Div.

### **CJUS 3250 CRIMINAL INVESTIGATION**

Analysis of general concepts of modern techniques for investigating crimes. Application of the scientific method and auxiliary sciences to the study of cases in criminal investigation.

Prerequisites: CJUS 3025, 3030. Simulated practical experiences. Prerequisites: CJUS 3025, 3030.

3 credits

ROSARIO TORRES, ISABEL. Assistant Professor of Criminal Justice. B.A. in Political Science and History, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Kvitko, L.A. (2006). *Escenas del Crimen*. Puerto Rico: Compañía Caribeña de Libros.

### **CJUS 397- SPECIAL TOPICS**

According to the topic to be discussed.

1-6 credits

### **CJUS 4020 ALCOHOLISM AND DRUG ADDICTION**

Analysis of the physiological, psychological and sociological factors that motivate the use and abuse of alcohol and controlled substances; legal aspects. Emphasis on the behavior of the drug addict and the alcoholic, prevention and rehabilitation programs.

3 credits

VEGA GARCÍA, ELIA. Assistant Professor of Criminal Justice. B.A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Hanson, G.R., Venturelli, P.J., & Fleckensteinm A.E. (2011). *Drugs and Society*. (11<sup>th</sup> ed.). Boston: Jones & Bartlet Publishers.

### **CJUS 4035 MODERN TECHNOLOGY IN INVESTIGATION**

Study on modern technology advances in the field of the criminal investigation. Emphasis on the application of technology to aspects of forensic sciences. Visits and activities in centers and specialized laboratories. Prerequisite: CJUS 4030.

3 credits

ROSARIO TORRES, ISABEL. Assistant Professor of Criminal Justice. B.A. in Political Science and History, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Murray, R. (2004). *Evidence from the Earth: Forensic Geology and Criminal Investigation*. Mountain Press Publishing Company.

### **CJUS 4040 EVIDENCE MANAGEMENT**

Analysis and management of rules of evidence and criminal procedure applicable to investigation. Study of cases and applicable jurisprudence. Prerequisite: CJUS 4030.

3 credits

ROSARIO TORRES, ISABEL. Assistant Professor of Criminal Justice. B.A. in Political

Science and History, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Díaz, R. (2001). *Evidencia Criminal*. Caguas, PR: First Book Publisher.

### **CJUS 4060 FRAUD DETECTION AND MANAGEMENT**

Analysis of the concept of fraud and its different manifestations in public and private institutions. Discussion of alternatives for prevention and applicable legislation. Prerequisites: CJUS 3025, 4030.

3 credits

CEPEDA BORRERO, JOSÉ R. Assistant Professor of Criminal Justice. B.A. in Political Science and Sociology, Pontificia Universidad Católica de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Silverstone, H, & Davia, H.R. (2005). *Techniques and Strategies for Detection*. (2<sup>nd</sup> ed.). John Wiley.

### **CJUS 4500 SOCIAL-SCIENTIFIC RESEARCH METHODOLOGY**

Study of the nature, scope, methods, and designs of research and the steps to follow in social-scientific research and its application to the discipline. Analysis of research projects performed in the field of social sciences for the identification of the different research components, such as the topic, the problem, the method and the design used, the instruments and the techniques for data collection, data analysis, and interpretation of the results. Includes the discussion of a responsible conduct in research. Prerequisite: PSYC 3001.

4 credits

VEGA GARCÍA, ELIA. Assistant Professor of Criminal Justice. B. A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Augusto, C. (2009). *Metodología de la Investigación*. México: Pearson Education.

### **CJUS 4914 INTERNSHIP IN CRIMINAL INVESTIGATION**

Integration of knowledge, skills and attitudes in the work scenario in the area of criminal investigation, supervised by a professor. One hundred hours are required: 90 hours of practical experience and 10 lecture hours. Prerequisites: A minimum of 90 approved credits, including 12 credits in the major and all requirements established in the Internship Handbook.

3 credits

VEGA GARCÍA, ELIA. Assistant Professor of Criminal Justice. B.A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Internship Handbook.

**CJUS 4972 SEMINAR IN CRIMINAL JUSTICE**

Application of the knowledge, skills and attitudes of the discipline to situations related to the criminal justice system. Prerequisites: CJUS 2090, 3025, SOCI 2080.

3 credits

VEGA GARCÍA, ELIA. Assistant Professor of Criminal Justice. B.A. in Criminal Justice, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Ponce, O. (2001). *Redacción de Informes de Investigación. Puerto Rico: Publicaciones Puertorriqueñas.*

**POLS 1011 INTRODUCTION TO POLITICAL SCIENCE**

Introduction to basic concepts, institutions and processes of political science.

3 credits

ROSARIO TORRES, ISABEL. Assistant Professor of Criminal Justice. B.A. in Political Science and History, Pontificia Universidad Católica de Puerto Rico; M.A. in Criminal Justice, Universidad Interamericana de Puerto Rico.

Grigsby, E. (2011). *Analyzing Politics: An Introduction to Political Science.*(5<sup>th</sup> ed.). Wadsworth.

**PSYC 1051 GENERAL PSYCHOLOGY I**

The historical origins of psychology. Topics surveyed include research methods, basics of psychology, human growth and development, personality, frustration and conflict, psychotherapy and social psychology.

3 credits

BAHAMONDE RODRÍGUEZ, MANUEL. Associate Professor of Psychology and Religion. B.A. in Psychology, Universidad de Puerto Rico; M. Div.in Theology, Seminario Evangélico de Puerto Rico; M.A. in Psychology, Universidad Interamericana de Puerto Rico; Ph.D. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico.

Morris, C. & Maisto, A. (2009). *Psicología.* Mexico: Pearson.

**PSYC 4213 PSYCHOPATHOLOGY**

The psychology of deviant behavior. Analysis of problems of the various forms of behavior disorders. Varieties of disordered experiences and conduct; their contribution to an understanding of more effective personal and social adjustment. Specific disorders include neurosis and psychosis as well as psychosomatic and conduct disturbances.

3 credits

BAHAMONDE RODRÍGUEZ, MANUEL. Associate Professor of Psychology and Religion. B.A. in Psychology, Universidad de Puerto Rico; M. Div.in Theology, Seminario Evangélico de Puerto Rico; M.A. in Psychology, Universidad Interamericana de Puerto Rico; Ph.D. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico.

Maddux, J.E., & Winstead, B.A. (2012). *Psychopathology: Foundations for a Contemporary Understanding*. Routledge.

**PSYC 3001 STATISTICAL METHODS I**

Statistical techniques and their practical application as used in the field of the behavioral sciences. Special emphasis given to descriptive statistics. Prerequisite: GEMA 1000.

3 credits

VERA VÉLEZ, LAMBERTO. Professor of Education. B. A. in Political Science, Universidad de Puerto Rico; M.A. in Education Guidance and Counseling, Montclair State College; Ed.D. in Curriculum and Teaching, Universidad Interamericana de Puerto Rico.

Vera-Vélez, L. (2003). *Manual Básico de Estadística Descriptiva para la Educación y las Ciencias Sociales*. Puerto Rico: Publicaciones Puertorriqueñas.

**PSYC 4520 CRISIS INTERVENTION**

Discussion and application of models and techniques for intervention in crisis. Exposure to simulated practical experience in which psychotherapeutic methods are used. Prerequisite: PSYC 1051.

3 credits

SANTIAGO RIVERA, ANA LUISA. Psychology Instructor. B. A. in Business Administration, Pontificia Universidad Católica de Puerto Rico; M.A. in Organizational Industrial Psychology, Universidad Interamericana de Puerto Rico; Ph.D. in Organizational Industrial Psychology, Pontificia Universidad Católica de Puerto Rico.

James, R.K., & Gilliland, B.E. (2012). *Crisis Intervention Strategies*. Brooks Cole.

**SOCI 1030 INTRODUCTION TO SOCIOLOGY**

Fundamental principles and facts concerning society.

3 credits

VILLA RODRÍGUEZ, JOEL. Associate Professor of Criminal Justice. B.A. in Criminology, Pontificia Universidad Católica de Puerto Rico; M.A. in Sociology, Universidad de Puerto Rico; Ph.D. in Sociology, Universidad Complutense de Madrid.

Shaefer, R. (2006). *Introducción a la Sociología*. México: McGraw Hill.

**SOCI 2080 CRIMINAL JUSTICE SYSTEM**

Discussion of the Criminal Justice System with emphasis on its components: community, legislative bodies, police, investigation and prosecution, courts and penal institutions.

3 credits

VILLA RODRÍGUEZ, JOEL. Associate Professor of Criminal Justice. B.A. in Criminology, Pontificia Universidad Católica de Puerto Rico; M.A. in Sociology, Universidad de Puerto Rico; Ph.D. in Sociology, Universidad Complutense de Madrid.

Cole, G. I., & Smith, C. (2012). *The American System of Criminal Justice*. (13<sup>th</sup> ed.). Cengage Learning.

### **SOCI 2050 URBAN SOCIETY AND ITS TRANSFORMATION**

Study of metropolitan areas, their social structures, recent changes, problems, institutions and potentials.

3 credits

NAVIA ANTEZANA, BEATRIZ. Assistant Professor of Education. B. A. in Sociology, Universidad de Oriente, Venezuela; M.A. in Investigation and Teaching in the Urbanism field; Universidad Nacional Autónoma de México.

Lyon, L., & Driskell, R. (2011). *The Community in Urban Society* (2<sup>nd</sup> ed.). Waveland Press.

## **Early Childhood Education (B.A.)**

The Teacher Education Program is an answer to the needs and aspirations of a society in constant change. The mission and goals of Inter American University of Puerto Rico, the Teacher Education Program provides a framework of integrated educational experiences. The Program is directed toward the professional formation of a teacher of excellent quality; *i.e.*, one who can contribute in an effective manner to produce the changes deemed desirable in students, knowledgeable about the problems confronting education, and capable of collaborating in the process of change to improve the quality of both the teacher's life and that of others. The Program, therefore, seeks to achieve a greater integration of its components: professional courses, major courses and general education courses.

Teacher preparation emphasizes the development of those skills and attitudes that allow for the formation of a critical, flexible and creative mind that by using educational theories as the starting point is capable of identifying and posing problems, of carrying out research to find solutions and proposing adequate answers which can be verified through experimentation.

The new vision of teacher preparation requires a program of studies that provides a great number of related experiences that enables the construction of pedagogical knowledge and content. These experiences are characterized by continuous reflection, practice in real settings, research, and collaboration. The Program studies the relevance of content, the pedagogical model and tools that permit the solution of problems inherent in the teaching and learning processes in different contexts. In this Program of study, the general education, major, and core course components will be integrated.

Graduates of the Teacher Education Program should:

1. Be committed to the professionalization of their chosen field and help dignify the teaching profession with their performance.
2. Use critical reflection as a tool in pedagogical practice.
3. Recognize and use the classroom as a laboratory of human experiences that will increase and enrich the teaching-learning endeavor.
4. Utilize research as a resource for enriching and expanding knowledge and improving pedagogical practice.
5. Perform a pedagogical practice founded on the mastery of knowledge.
6. Be a leader in promoting change and innovation.
7. Conceive of education as a human process.

8. Understand how formal and informal education contribute to the development of the humanistic and scientific culture of society.
9. Be aware of the need for collaborative work as an essential component of their pedagogical practice.
10. Conceive of the oral and written language in their vernacular and second language as essential instruments for the teaching and learning process.
  
11. Be aware of their ethical and legal responsibilities to take positions and to contribute to the solution of problems.
12. Make effective use of technology.
13. Have a clear vision of the diverse ways in which populations are distributed.
14. Be committed to the practice and promotion of a better quality of life.

The Cyber Study Center offers study programs for the Bachelor of Arts degree in the Early Childhood Education in Elementary Primary Level (K-3) and Elementary Primary Level (4-6). The University's B.A. in Early Childhood Education: Elementary Level Education (K-3) and (4-6) qualifies eligible students to apply for a valid standard teaching certificate issued by the Commonwealth of Puerto Rico. Eligibility is subject to change by the Puerto Rico Department of Education, but presently requires that students be at least 18, maintain an overall GPA and major GPA of 3.00 (if graduating on or after 2010), pass the *Pruebas de Certificación de Maestros*, and provide personal and professional documentation.

THE UNIVERSITY DOES NOT WARRANT, REPRESENT, OR GUARANTEE THAT GRADUATES WILL RECEIVE ANY TEACHING CERTIFICATE OR BE LICENSED TO TEACH. Students with a valid standard teaching certificate issued by Puerto Rico may apply for reciprocal treatment in Florida. This requires completing the Florida Bureau of Teacher Certification's CG-10 application form and submitting a processing fee, official transcripts showing all degrees and credits, copies of the teaching certificate issued in Puerto Rico, and fingerprints. Students without a valid standard teaching certificate issued by Puerto Rico may qualify for a Temporary Certificate from Florida, but must also pass the Florida Teacher Certification Exam (FTCE). Students wishing to teach outside their areas of specialization may also be required to take additional courses. For purposes of specialization, the Florida Bureau of Teacher Certification treats (K-3) and (4-6) as (K-6). For more information on teacher certification requirements, visit on-line the Florida Bureau of Teacher Certification website. In the event of a conflict between the terms of the website and this handbook, the website's terms will govern.

The Teacher Education Program requires completion of a variety of field placements, as well as a supervised internship. To receive credit, students interested in the teaching internship must apply for and comply with the practice location requirements and application deadlines, as well as the University's degree program requirements. Students interested in applying for an internship must contact the Executive Director of the Cyber Study Center at least one semester before the student is qualified for and would like placement.

Students who have had previous satisfactory teaching experience may apply for an exemption from the teaching internship requirement from the University; however, said exception may not be acceptable to the particular state or territory teacher certification program to which the student wants to apply. This exemption will be subject to the following conditions:

1. The student has been teaching full-time for two academic years within the last four years as verified by the principal of the school.
2. The student pays 50% of the registration cost of the courses EDUC 3015 and EDUC 4013 for the final validation of the credits.
3. The experience to be credited by the University corresponds to the requirements for the degree that the student hopes to obtain from the University.

### **Admission Requirements for the Teacher Education Program**

All students admitted to the University who seek admission to the Teacher Education Program will be classified under the PRE-PEM until they are officially admitted to the PEM major of their interest.

When requesting admission and readmission to the Teacher Education Program, students must meet the following additional admission requirements:

1. Have a minimum general point average of 2.50 at the university level.
2. Have earned a minimum of 18 university credits in, among other courses, these courses:
  - a. EDUC 1080 (Field Experiences in the Educational Scenario I), or EDUC 2890 (Field Experiences in Educational Scenario II), with a minimum grade of "B".\*
  - b. EDUC 2021 (History and Philosophy of Education) or EDUC 2022 (Society and Education) or EDUC 2031 (Developmental Psychology), with a minimum grade of "B".
  - c. GESP 1101 (Literature and Communication: Narrative and Essay) and GESP1102 (Literature and Communication: Poetry and Theater), with a minimum grade of "B".
  - d. GEEN 1101 and GEEN 1102 (English as a Second Language I and II) or GEEN 1201 and GEEN 1202 (Development of English through Reading I and II) or GEEN 2311 (Reading and Writing) and GEEN 2312 (Literature and Writing) with a minimum grade of "B".
3. Submit, in the corresponding academic department, the Application for Admission to the Teacher Education Program.
4. Students will have three (3) semesters or four (4) trimesters to complete the admission requirements. If they do not complete these requirements in the required time, they must choose another field of study.

\*Students presenting official evidence of having worked under a teacher during a semester or more may apply for an exemption from taking the course EDUC 1080 – Field Experiences in Educational Scenario I.

### **Satisfactory Academic Progress Requirements for the Teacher Education Program**

1. To remain in the Teacher Education Program, students must finish the academic year with a minimum general grade index as indicated below:
  - a. 47 credits or less: 2.50
  - b. 48-71 credits: 2.75
  - c. 72-95 credits: 2.90
  - d. 96 or more credits: 3.00

2. Student must comply with the institutional norm of credits attempted and approved.
3. Students that do not meet the required grade point index to remain in the Program will be placed on probation for a period no greater than two academic semesters or three trimesters.
4. Students that do not reach the required grade point index during the probationary period will be dropped from the Teacher Education Program.
5. Students dropped from the Teacher Education Program may request admission to or change their major to another field of study.

### **Admission Requirements for the Course Clinical Experiences in the Educational Scenario II (EDUC 4013) or Practice Teaching**

For students admitted after August 2009, the admission requirements for the Course *Clinical Experiences in the Educational Scenario II* (EDUC 4013) include the following: students must have:

1. Passed the Core Course Requirements of the Program, except EDUC 4551 and EDUC 4552.
2. Passed the Major Requirements.
3. Earned a minimum grade point average of 3.00.
4. Earned a minimum grade point average of 3.00 in the Core Course Requirements, in the Major Requirements and in the Specialization Requirements.
5. Submit the Application for Admission and have the approval of the Practice Teaching Coordinator or Supervisor.

All qualified students must also contact the Director of the Cyber Study Center at least one semester before the student desires internship placement.

### **Graduation Requirements of the Teacher Education Program**

Every student that is a candidate for graduation from any of the majors of the Teacher Education Programs, who have been admitted or readmitted since August of 2009, must:

1. Have obtained a minimum general grade point average of 3.00.
2. Have obtained a minimum grade point average of 3.00 in the core course requirements.
3. Have obtained a minimum grade point average of 3.00 in the major and specialization.
4. Have earned a minimum grade of B in the course EDUC 4013, Clinical Experience in Educational Scenario II).

### **Graduation Grade Point Indexes for Students Admitted or Re-admitted to the Teacher Education Program before August of 2009**

Academic Year of Graduation	General Index, in Core, Major and Specialization Courses
2009-2011	2.50
2011-2013	2.80

2013-2014 and beyond	3.00
----------------------	------

## Early Childhood Education (B.A.)

### REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN EARLY CHILDHOOD EDUCATION

General Education Requirements	54 credits
Core Course Requirements	41 credits
Major Requirements	29 or 30 credits
Elective Courses	<u>3 credits</u>
	Total 127 or 128

#### General Education Requirements - 54 credits

Fifty four (54) credits are required in General Education for this Program. In addition to GEHS 2010, students will take GEHS 3020, 4020 and 4030 in the Historic and Social Context category. Students will take courses GEPE 4040 and GEPE 3010 or 3020 to fulfill the six credits required in the Philosophical and Esthetic Thought category. Students of this Program are exempt from taking the course GEMA 1000 from the Basic Skills in Mathematics category. Instead they will take GEMA 1001 and GEMA 1002.

#### Core Course Requirements - 41 credits

EDUC	1080	Field Experiences in the Educational Scenario I	1
EDUC	2021	History and Philosophy of Education	3
EDUC	2022	Society and Education	3
EDUC	2031	Developmental Psychology	3
EDUC	2032	Learning Psychology	3
EDUC	4050	Curriculum Design	2
EDUC	2060	Use of Technology in Education	2
EDUC	2870	The Exceptional Student Population	4
EDUC	2890	Field Experiences in the Educational Scenario II	2
EDUC	3013	Teaching Strategies	2
EDUC	3015	Clinical Experiences in the Educational Scenario I	2
EDUC	4011	Evaluation and Assessment	3
EDUC	4012	Classroom Research	2
EDUC	4013	Clinical Experiences in the Educational Scenario II	4
EDUC	4551	Integration of Basic Knowledge and Communication Skills	1
EDUC	4552	Integration of Professional Skills	1
HIST	3010	Historical Process of the United States of America	3

#### Early Childhood Education: Elementary Primary Level (K-3)

The Arecibo Campus is authorized to offer this Major by means of distance learning.

**Major Requirements - 29 credits**

EDUC	2020	Health, Nutrition and First Aid	3
EDUC	3075	Mathematics Curriculum, Teaching and Assessment in the Primary Grades (K-3)	2
EDUC	3083	Social Studies Curriculum, Teaching and Assessment in the Primary Grades (K-3)	2
EDUC	3090	Children's Literature	3
EDUC	3130	Fine Arts in the Educational Process	3
EDUC	3150	The Kindergarten in the School Program	3
EDUC	3170	Parents as Educators	3
EDUC	3185	English Curriculum, Teaching and Assessment in the Primary Grades (K-3)	2
EDUC	3235	Reading and Writing in the Primary Grades	3
EDUC	3265	Natural Sciences Curriculum, Teaching and Assessment in the Primary Grades (K-3)	2
EDUC	4110	Children's Play as a Learning Process	3

**Early Childhood Education: Elementary Level (4-6)**

The Arecibo Campus is authorized to offer this Major by means of distance learning.

**Major Requirements - 30 credits**

EDUC	2020	Health, Nutrition and First Aid	3
EDUC	3076	Mathematics Curriculum, Teaching and Assessment in the Primary Grades (4-6)	3
EDUC	3084	Social Studies Curriculum, Teaching and Assessment in the Primary Grades (4-6)	3
EDUC	3090	Children's Literature	3
EDUC	3130	Fine Arts in the Educational Process	3
EDUC	3170	Parents as Educators	3
EDUC	3186	English Curriculum, Teaching and Assessment in the Primary Grades (4-6)	3
EDUC	3232	Language Arts Curriculum, Teaching and Assessment in the Primary Grades (4-6)	3
EDUC	3266	Natural Sciences Curriculum, Teaching and Assessment in the Primary Grades (4-6)	3
EDUC	4110	Children's Play as a Learning Process	3

**Elective Requirements - 3 credits**

For a full list of elective credits, go to "Catalogs" under [www.inter.edu](http://www.inter.edu).

## **Core Course Descriptions, Faculty and Learning Resources (Early Childhood Education)**

### **EDUC 1080 FIELD EXPERIENCE IN THE EDUCATIONAL SCENARIO I**

Field experiences through the exposure of the student to diverse educational scenarios in order to observe, analyze and reflect on the school environment, the function of the teacher and another educational and nonteaching personnel. Requires 10 hours in the classroom, a minimum of 10 hours in the field and a minimum grade of "B" in the course.

1 credit

CORDERO NIEVES, IRIS. Professor of Education. B.A. in History, Universidad de Puerto Rico; M. A. in Counseling, Universidad de Puerto Rico; Ed. D. in Instruction and Curriculum, Universidad Interamericana de Puerto Rico.

Bransford, J.D., Brown, A.L. and Cocking, R.R. (2000). *How People Learn. Brain Mind and Experience*; Washington National Academy Press.

### **EDUC 2021 HISTORY AND PHILOSOPHY OF EDUCATION**

Critical analysis of the philosophical and historical development of education and its objectives. Consideration of educational practice in light of historical developments in the Western World.

3 credits

MARTÍNEZ GUEVARA, AURIS M. Associate Professor of Education. B.A. in Elementary Education, Universidad de Puerto Rico; M. A. in School Administration and Supervision, Universidad Interamericana de Puerto Rico; Ph. D. in Curriculum and Instruction, Pennsylvania State University.

Osmond, H and Craner, S. (2003). *Philosophical Foundations of Education*. (7<sup>th</sup> ed.). Columbus. Merrill Publishing Company.

### **EDUC 2022 SOCIETY AND EDUCATION**

Critical analysis of social, cultural and educational situations and the educational and societal alternatives to these situations. Emphasis on problems and ethical and legal aspects confronting schools.

3 credits

GARCÍA ROSALY, LETICIA. Associate Professor of Education. B. A. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico; M. A. in Counseling, Universidad Interamericana de Puerto Rico; Ed. D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Cáceres, J. (1991). *Sociología y Educación*. Universidad de Puerto Rico.

**EDUC 2031 DEVELOPMENTAL PSYCHOLOGY**

Processes of development during the human life cycle from birth to death and their effect on behavior. Identification and analysis of developmental problems and their repercussions on the teaching-learning process and on students' future development.

3 credits

GARCÍA ROSALY, LETICIA. Associate Professor of Education. B. A. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico; M. A. in Counseling, Universidad Interamericana de Puerto Rico; Ed. D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Papalia, D.E.,(2010). *Desarrollo Humano*. Mc Graw Hill.

**EDUC 2032 LEARNING PSYCHOLOGY**

The different approaches and theories of learning and their application to teaching in the classroom, in particular, in those cases that promote independent, interdependent, constructive, reflective and critical learning. Analysis and evaluation of the strategies and techniques of teaching derived from these different approaches and theories and their relationship with the general goals of formal education. Prerequisites: EDUC 2021, 2031.

3 credits

VÉLEZ SANTIAGO, BENJAMÍN. Assistant Professor of Education. B. A. in Elementary Education, Universidad Interamericana de Puerto Rico; M. A. in Supervision and Administration, Universidad Interamericana de Puerto Rico; Ed. D. in School Administration, Universidad Interamericana de Puerto Rico.

Woolfolk, A.E.,(2010). *Psicología Educativa*; Prentice Hall.

**EDUC 2060 USE OF TECHNOLOGY IN EDUCATION**

Administration of different computerized educational programs, including the search for information and the use of multimedia for conducting the educational process. Will be offered in a computer and multimedia laboratory. Prerequisite: GEIC 1010.

2 credits

MARTÍNEZ GUEVARA, AURIS M. Associate Professor of Education. B.A. in Elementary Education, Universidad de Puerto Rico; M.A. in School Administration and Supervision, Universidad Interamericana de Puerto Rico; Ph. D. in Curriculum and Instruction, Pennsylvania State University.

VEGA RUIZ, DIANA. Instructor of Education. B.A. in Special Education, Universidad Interamericana de Puerto Rico; M.A. in System and Educational Technology, Universidad del Sagrado Corazón; Ed.D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Littleton, K., and Light, P. (1999). *Learning with Computers: Analyzing Productive Interaction*; London and New York: Routledge.

**EDUC 2870 THE EXCEPTIONAL STUDENT POPULATION**

Discussion of the general characteristics presented by the different groups that comprise the exceptional student population, as well as the strategies and procedures for working with these groups in the regular classroom. Includes the use of technological assistance. Identification of educational services offered to this population and the analysis of laws that guarantee their right to education, especially the exceptional student population under 21 years of age.

4 credits

VÁZQUEZ BRENES, MAGDA. Associate Professor of Special Education. B. A. in Elementary Education, Universidad de Puerto Rico; M.S. in Speech Pathology and Special Education, Universidad de Puerto Rico.

Taylor, R. & Smiley, L. (2009). *Estudiantes Excepcionales y Formación de Maestros para el Siglo XXI*. Mc Graw Hill.

**EDUC 2890 FIELD EXPERIENCE IN THE EDUCATIONAL SCENARIO II**

Field experiences through visits to classrooms at the level in which the future teacher is going to specialize in order to observe, analyze and reflect on the environment in the classroom, the handling of the classroom, the tasks, the daily participation and the control of time, considering the paradigms of teaching. Emphasis on the teacher-student and student-teacher relationships. Requires 15 hours in the classroom, a minimum of 15 hours in the field and a minimum grade of "B" in the course. Prerequisites: EDUC 1080, 2022 and 2031.

2 credits

GARCÍA ROSALY, LETICIA. Associate Professor of Education. B. A. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico; M. A. in Counseling, Universidad Interamericana de Puerto Rico; Ed. D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

MARTÍNEZ DE BONNET, CARMEN ILIA. Professor of Education. B. A. in Teaching Spanish, Universidad de Puerto Rico; M. Ed. in Counseling, Universidad de Puerto Rico; Ed. D in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Atkinson, T. & Claxton G. (2000). *The Intuitive Practitioner: On the Value of Not Always Knowing What One is Doing*; Buckingham, UK: Open University Press.

**EDUC 3013 TEACHING STRATEGIES**

Careful examination of the strategies used by teachers to establish a favorable learning climate. Study of the most effective teaching methods, including those that promote the development of values and their application in the classroom. Utilization of educational technology as a resource aid in class design. Emphasis on the formulation of questions, the problematization of learning and on activities which lead students to meet and build their own understanding. Use of collaborative work (in teams) as a teaching technique.

2 credits

VÁZQUEZ BRENES, MAGDA. Associate Professor of Special Education. B. A. in Elementary Education, Universidad de Puerto Rico; M. S. in Speech Pathology and Special Education, Universidad de Puerto Rico.

Maldonado-Villamil, F. (2008). *Estrategias, Métodos y Técnicas de Enseñanza para Maestros*. Publicaciones Puertorriqueñas.

### **EDUC 3015 CLINICAL EXPERIENCES IN THE EDUCATIONAL SCENARIO I**

Clinical experiences as a student-teacher in a school at the level and in the subject matter of the student's specialty. Emphasis on the student's professional development and the use of effective educational strategies to work with small groups and later with the whole group. Requires 15 hours in the classroom, a minimum of 25 hours in the educational scenario and a minimum grade of "B" in the course. Prerequisites: EDUC 2890 and the authorization of the Coordinator or Supervisor of Clinical Experiences.

2 credits

CORDERO NIEVES, IRIS. Professor of Education. B.A. in History, Universidad de Puerto Rico; M. A. in Counseling, Universidad de Puerto Rico; Ed. D. in Instruction and Curriculum, Universidad Interamericana de Puerto Rico.

Campbell, L., Campbell, B., & Dickinson. D. (2003). *Teaching and Learning Through Multiple Intelligences*. (3rd ed.). Allyn & Bacon/Pearson Education.

### **EDUC 4011 EVALUATION AND ASSESSMENT**

Theories, techniques and means used by teachers for evaluation and assessment. Analysis of these techniques by comparing the subject content with the instrument used. Preparation, administration, correction and interpretation of tests and other evaluation and assessment techniques. Emphasis on the use of results as a means to improve the teaching-learning process. Prerequisite: EDUC 2032.

3 credits

VÉLEZ SANTIAGO, BENJAMÍN. Assistant Professor of Education. B. A. in Elementary Education, Universidad Interamericana de Puerto Rico; M. A. in Supervision and Administration, Universidad Interamericana de Puerto Rico; Ed. D. in School Administration, Universidad Interamericana de Puerto Rico.

Vera-Vélez, L. (2005). *Medición, Assessment y Evaluación del Aprendizaje*. Publicaciones Puertorriqueñas.

### **EDUC 4012 CLASSROOM RESEARCH**

Introduction to research that can be carried out by the teacher in the classroom using applied quantitative and qualitative methods. Study and analysis of research carried out by teachers in the classroom.

2 credits

GARCÍA ROSALY, LETICIA. Associate Professor of Education. B. A. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico; M. A. in Counseling, Universidad Interamericana de Puerto Rico; Ed. D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Hernández-Sampieri, R. (2010). *Metodología de la Investigación*. Mc Graw Hill, Interamericana.

**EDUC 4013 CLINICAL EXPERIENCES IN THE EDUCATIONAL SCENARIO II**

Clinical experiences as a student-teacher under the direct supervision of a cooperating teacher in the classroom and a university supervisor. The student-teacher has the responsibility to plan and offer at least one class daily during the school semester. If the educational scenario permits it, at the elementary level the student can gradually teach two subjects in one grade or one subject in two grades, and at the secondary level the student must teach in the student's discipline with two different groups or grades. Requires a minimum of three (3) hours daily in the educational scenario and a minimum grade of "B" in the course. Prerequisites: 1) have passed the Core and Major Requirements, 2) have a minimum general average of 2.50 in the Core, Major and Specialization Requirements; and 3) have the authorization of the Coordinator or Supervisor of Clinical Experiences.

4 credits

MERCADO MORA, MIGUEL A. Associate Professor of Education. B. A. in Biology, Universidad de Puerto Rico; M.S. in Speech Pathology, Universidad de Puerto Rico.

VÁZQUEZ BRENES, MAGDA. Associate Professor of Special Education. B. A. in Elementary Education, Universidad de Puerto Rico; M.S. in Speech Pathology and Special Education, Universidad de Puerto Rico.

This course has no text learning resources. The course is an internship.

**EDUC 4050 CURRICULUM DESIGN**

The principles for the design of educational courses and programs. The relationship between curriculum and instruction. Experiences are provided for developing skills in the design, selection and modification of teaching units, courses and programs. In addition, the criteria for the selection of texts and educational materials are studied. Prerequisites: EDUC 3013, 4011.

2 credits

DEIDA MAISONNET, NORBERTO. Lecturer of Administration and Supervision. B.A. in Teaching History, Universidad de Puerto Rico; M.A. in Teaching History and Social Science, Universidad de Puerto Rico.

Ortiz-García, A. (2007). *Diseño y Evaluación Curricular*. Editorial Edil, Inc.

**HIST 3010 HISTORICAL PROCESS OF THE UNITED STATES OF AMERICA**

Survey of political, social, economic and cultural events; institutions and movements of significance in the development of the United States.

3 credits

ANDERSON, CHARNEL. Professor of History. B.A. in History and English, McNeese State College; M.A. in Government, George Washington University; Ph. D. in Latin American History, George Washington University.

Brinkley, A. (2003). *American History*. McGraw-Hill Humanities.

**EDUC 2020 HEALTH, NUTRITION AND FIRST-AID**

Discussion of concepts and principles related to health, nutrition and first-aid. Prevention as a concept and mental attitude. Includes the study of infectious diseases and other common childhood conditions. Emphasis on the immunization schedule. Relationship between health and nutrition. Importance of breast feeding and good nutrition. Planning a menu that responds to the nutritional needs of children. The appropriate first aid practices to treat common accidents. Emphasis put on emergency plans and simulations and the function of the teacher in planning a safe and healthy environment inside and outside the school.

3 credits

GIL NAVEDO, VÍCTOR. Assistant Professor of Physical Education. B. A. in Teaching Physical Education at the Elementary Level, Pontificia Universidad Católica de Puerto Rico; M.A. in Physical Education, Universidad Interamericana de Puerto Rico.

Donatelle, R.J. (2004). *Health: The Basics*. San Francisco, CA: Pearson/Benjamin Cummings.

**EDUC 3075 MATHEMATICS CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (K-3)**

Analysis and discussion of the mathematics curriculum with emphasis on the mastery, interpretation and understanding of curricular content in the primary grades. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching and learning process, taking into account individual differences. Emphasis on the standards for the mathematics program. Critical analysis of computerized programs appropriate for teaching mathematics at this level.

2 credits

VÉLEZ SANTIAGO, BENJAMÍN. Assistant Professor of Education. B. A. in Elementary Education, Universidad Interamericana de Puerto Rico; M.A. in Supervision and Administration, Universidad Interamericana de Puerto Rico; Ed. D. in School Administration, Universidad Interamericana de Puerto Rico.

Vélez-Santiago, B. (2010). *Metodología de la Enseñanza de las Matemáticas (K-12)*. Publicaciones Puertorriqueñas.

**EDUC 3083 SOCIAL STUDIES CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (K-3)**

Analysis and discussion of the social sciences curriculum with emphasis on the mastery, interpretation and understanding of curricular content in the primary grades. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching and learning process, taking into account individual differences. Emphasis on the standards for the social studies program. Critical analysis of computerized programs appropriate for teaching social studies at this level.

2 credits

DEIDA MAISONNET, NORBERTO. Lecturer of Administration and Supervision. B. A. in Teaching History, Universidad de Puerto Rico; M.A in Teaching History and Social Science, Universidad de Puerto Rico.

Social Studies Curriculum available from the Department of Education of Puerto Rico.

**EDUC 3090 CHILDREN'S LITERATURE**

Evaluative and critical study of the literary forms and content for children from the most ancient folkloric forms through modern forms. Critical selection of a representative literary anthology for each teaching level. Problems, creative projects and laboratory, including the production of a creative literary work, reading, reports, practical observations, discussion and demonstrations of the effective use of children's literature from a non-discriminatory perspective.

3 credits

GARCÍA ROSALY, LETICIA. Associate Professor of Education. B. A. in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico; M. A. in Counseling, Universidad Interamericana de Puerto Rico; Ed. D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Sánchez, A. (2003). *Literatura Infantil: Un Tesoro de Estrategias y Actividades*. Norberto González.

**EDUC 3130 FINE ARTS IN THE EDUCATIONAL PROCESS**

Teaching fundamentals in the visual arts, drama and music. Use of painting, modeling, simple puppet construction and mobile and stationary art to stimulate artistic creativity in children. Auditory, rhythmic and instrumental experience of a creative nature. Songs, simple games and organization of arrangements for orchestras and drama.

3 credits

SOTO GONZÁLEZ, ALBERTO. Lecturer of Music. B.M. in Music Education, Universidad de Puerto Rico; M.M. in Music Education, University of Southern Mississippi.

Hume, H. D. (1998). *The Art Teacher's Book of Lists*. Paramus, NJ: Prentice Hall.

**EDUC 3150 THE KINDERGARTEN IN THE SCHOOL PROGRAM**

This course presents a global vision of preschool-age children. The course discusses a curriculum for their personal and academic preparation and for mastery of the necessary skills that will promote self-management and satisfy their needs. Lectures, discussions, preparation of materials and observation of classes at the early childhood level. Study of the most important works in this field. Prerequisite: EDUC 2031.

3 credits

URBAEZ TORRES, JOHANNA M. Part-Time Professor. B.A. in Education, Universidad Interamericana de Puerto Rico; M.A. in Preschool Education, Universidad Central de Bayamón.

Dogde, D.T. (2004). *El Currículo Creativo para la Educación Preescolar*. Edit Teaching Strategies.

**EDUC 3170 PARENTS AS EDUCATORS**

Analysis and study of the means and/or programs to achieve active parent participation in the educational process of the child. Techniques for promoting effective relations between family, school and community. Discussion of the practices and/or styles of rearing favorable to complete development during childhood. Program designs for educating parents as models, leaders and participants in the complete development of their children. Focus on the traditional and nontraditional structure of the family.

3 credits

CORDERO NIEVES, IRIS. Professor of Education. B.A. in History, Universidad de Puerto Rico; M. A. in Counseling, Universidad de Puerto Rico; Ed. D. in Instruction and Curriculum, Universidad Interamericana de Puerto Rico.

Berger, E.H. (2004). *Parents as Partners in Education: Families and Schools Working Together*. (6<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice-Hall Inc., Publishing Co.

**EDUC 3185 ENGLISH CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (K-3)**

Analysis and discussion of the English curriculum with emphasis on mastery, interpretation and understanding of curricular content in the primary grades. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching learning process taking into account individual differences. Critical analysis of computerized programs appropriate for the teaching of English at this level.

2 credits

GONZÁLEZ GONZÁLEZ, JEAN M. Professor of English. B.A. in Teaching English as a Second Language, Universidad de Puerto Rico; M.S. in Administration and Supervision, University of Bridgeport; Ed.D. in Teaching English as a Second Language, Universidad Interamericana de Puerto Rico.

English Language Arts Curriculum available from the Department of Education of Puerto Rico.

**EDUC 3235 READING AND WRITING IN THE PRIMARY GRADES**

Study and analysis of different stages in the development of reading and writing. Discussion and application of different techniques, methods and strategies for the teaching of reading and writing. Design of an environment that promotes the development and learning of reading and writing skills in the home and at school. Use of the computer in the process of teaching reading and writing. Evaluation and assessment of reading and writing skills. Development of favorable habits and attitudes towards reading and writing.

3 credits

VEGA RUIZ, DIANA. Instructor of Education. B.A. in Special Education, Universidad Interamericana de Puerto Rico; M.A. in System and Educational Technology, Universidad del Sagrado Corazón; Ed.D. in Curriculum and Instruction, Universidad Interamericana de Puerto Rico.

Acosta, M.M. (2006). *Nuevos Enfoques en la Enseñanza de Lecto-escritura en la Escuela Elemental*. McGraw Hill, Interamericana.

**EDUC 3265 NATURAL SCIENCES CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (K-3)**

Analysis and discussion of the natural sciences curriculum with emphasis on the mastery, interpretation and understanding of curricular content in the primary grades. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching learning process, taking into account individual differences. Critical analysis of computerized programs appropriate for teaching natural sciences at this level.

2 credits

RODRÍGUEZ COLÓN, EVELYN. Lecturer of Education. B. A. in Teaching Biology, University of Phoenix; M. A. in Biology, University of Phoenix; M. S. in School Administration and Supervision, University of Bridgeport.

Natural Science Curriculum available from the Department of Education of Puerto Rico.

**EDUC 4110 CHILDREN'S PLAY AS A LEARNING PROCESS**

The theory of play in relation to the total development and educational process of the young child. The planning of play activities within and outside the classroom, giving attention to the cognitive, socio-emotional and kinesthetic aspects. Movement patterns characteristic of children for self-discovery. Critical analysis of commercial games emphasizing computerized games. Critical analysis of studies and pertinent scientific research. Emphasis on the role of the adult in children's games.

3 credits

RIVERA NIEVES, PEDRO. Instructor of Physical Education. B.A. in Elementary Education, Universidad de Puerto Rico; M.A. in Curriculum and Instruction in Physical Education, Universidad Interamericana de Puerto Rico.

Ostrosky, M. (2001). *Teaching Strategies: What to do to Support Young Children's Development*. YEC Monograph Series.

**EDUC 3076 MATHEMATICS CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (4-6)**

Analysis and discussion of the mathematics curriculum with emphasis on the mastery, interpretation and understanding of curricular content at the elementary level. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching and learning process, taking into account individual differences. Critical analysis of computerized programs appropriate for teaching mathematics at this level.

3 credits

VÉLEZ SANTIAGO, BENJAMÍN. Assistant Professor of Education. B. A. in Elementary Education, Universidad Interamericana de Puerto Rico; M. A. in Supervision and Administration, Universidad Interamericana de Puerto Rico; Ed. D. in School Administration, Universidad Interamericana de Puerto Rico.

Mathematics Curriculum available from the Department of Education of Puerto Rico.

**EDUC 3084 SOCIAL STUDIES CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (4-6)**

Analysis and discussion of the social sciences curriculum with emphasis on the mastery, interpretation and understanding of the curricular content at the elementary level. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching learning process, taking into account individual differences. Critical analysis of computerized programs appropriate for teaching social studies at this level.

3 credits

DEIDA MAISONNET, NORBERTO. Lecturer of Administration and Supervision. B.A in Teaching History, Universidad de Puerto Rico; M.A. in Teaching History and Social Science, Universidad de Puerto Rico.

Social Studies Curriculum available from the Department of Education of Puerto Rico.

**EDUC 3186 ENGLISH CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (4-6)**

Analysis and discussion of the English curriculum with emphasis on mastery, interpretation and understanding of curricular content at the elementary level. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching learning process, taking into account individual differences. Critical analysis of computerized programs appropriate for the teaching of English at this level.

3 credits

GONZÁLEZ GONZÁLEZ, JEAN M. Professor of English. B. A. in Teaching English as a Second Language, Universidad de Puerto Rico; M.S. in Administration and Supervision, University of Bridgeport; Ed. D. in Teaching English as a Second Language, Universidad Interamericana de Puerto Rico.

English Language Arts Curriculum available from the Department of Education of Puerto Rico.

**EDUC 3232 LANGUAGE ARTS CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (4-6)**

Analysis and discussion of the language arts curriculum with emphasis on mastery, interpretation and understanding of curricular content at the elementary level. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching learning process, taking into account individual differences. Critical analysis of computerized programs appropriate for the teaching of language arts at this level.

3 credits

BRENES SERRANO, ANA C. Lecturer of Education. B.A. in Elementary Education, Universidad de Puerto Rico; M.S. in Speech Pathology, Universidad de Puerto Rico.

Reading/Language Arts Curriculum available from the Department of Education of Puerto Rico.

**EDUC 3266 NATURAL SCIENCES CURRICULUM, TEACHING AND ASSESSMENT IN THE PRIMARY GRADES (4-6)**

Analysis and discussion of the natural sciences curriculum with emphasis on the mastery, interpretation and understanding of curricular content at the elementary level. Includes needs assessment and the planning, implementation, evaluation and assessment of the teaching learning process, taking into account individual differences. Critical analysis of computerized programs appropriate for teaching natural sciences at this level.

3 credits

RODRÍGUEZ COLÓN, EVELYN. Lecturer of Education. B. A. in Teaching Biology, University of Phoenix; M. A. in Biology, University of Phoenix; M. S. in School Administration and Supervision, University of Bridgeport.

**EDUC 4551 INTEGRATION OF BASIC KNOWLEDGE AND COMMUNICATION SKILLS**

Integration of basic knowledge and communication skills for the would-be teacher. Requires that students spend additional time outside the school schedule to complete the course modules. Students must take and pass a final comprehensive examination with a minimum score determined by the University. Prerequisites: GESP 2203; GEEN 1103 or 1203 or 2313; GEIC 1010; GEMA 1000 or 1002 or 1200; GEPE 3010 or 3020; GEHS 2010, 3020, 4020 and 4030; and GEST 2020 or 3030. Requires authorization of the academic department. Grade: P/NP.

1 credit

BRENES SERRANO, ANA C. Lecturer of Education. B.A. in Elementary Education, Universidad de Puerto Rico; M.S. in Speech Pathology, Universidad de Puerto Rico.

Education Curriculum available from the Department of Education of Puerto Rico.

**EDUC 4552 INTEGRATION OF PROFESSIONAL SKILLS**

Integration of the pedagogical skills for the would-be teacher. Includes the analysis of teaching situations in agreement with the educational level. Requires that students spend additional time outside the school schedule to complete the course modules. Students must take and pass a final comprehensive examination with a minimum score determined by the University. Prerequisites: Have passed the Core Course Requirements of the major, except the courses of Clinical Experiences in the Educational Scenario, and have the authorization of the academic department. Grade: P/NP.

1 credit

VÁZQUEZ BRENES, MAGDA. Associate Professor of Special Education. B. A. in Elementary Education, Universidad de Puerto Rico; M.S. in Speech Pathology and Special Education, Universidad de Puerto Rico.

Education Curriculum available from the Department of Education of Puerto Rico.

## **Business Administration Programs (A.A.S. and B.B.A.)**

### **Business Administration Programs (A.A.S)**

#### **Associate Program**

The Associate of Applied Sciences Degree in Business Administration offers the student the opportunity to develop the basic skills and knowledge in the area of business administration and enterprise development. The Program offers the student the opportunity to continue studies leading to the Bachelor's degree in Business Administration.

The student must pass the courses required in the major with the minimum grade of C. The Aguadilla campus is authorized to offer this Program through distance learning. Students must pass all courses required in the major with a minimum grade of C.

#### **REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION**

General Education Requirements	24 credits
Major Requirements	32 credits
Elective Courses	<u>4 credits</u>
	60

#### **General Education Requirements - 24 credits**

GESP	Spanish	6
GEEN	English	6
GECF 1010	Introduction to the Christian Faith	3
GEHS 2010F	Historical Process of Florida	3
GEIC 1010	Information and Computer Literacy	3
GEMA 1200	Fundamentals of Algebra	3

#### **Major Requirements - 32 credits**

ACCT 1161	Introduction to Financial Accounting	4
ACCT 1162	Introduction to Managerial Accounting	4
BADM 1900	Fundamentals of Management	3
BADM 3900	Business Information Systems	3
ENTR 2200	Fundamentals of Entrepreneurship	3
FINA 2100	Managerial Finance	3
MAEC 2211	Principles of Economics (Micro)	3
MAEC 2221	Basic Statistics	3
MKTG 1210	Introduction to Marketing	3
OMSY 3030	Business Communication Workshop in Spanish	
or		

**Elective Requirements - 4 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu).

**Core Course Descriptions, Faculty and Learning Resources  
(Business Administration - A.A.S.)**

**ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

PEREZ TORRES, CARLOS M., Part-Time Professor. B.B.A. in Accounting, Catholic University of Puerto Rico; M.B.A. in Accounting, Catholic University of Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

VEGA RODRIGUEZ, LOURDES, Assistant Professor. B.A. in Accounting, University of Puerto Rico; M.B.A. in Finance, Inter American University of Puerto Rico; M.B.A. in Accounting, Inter American University of Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

PAGAN-GOMEZ, MARITZA, Assistant Professor. B.A. in Business Administration, Inter American University of Puerto Rico; M.A. in Business Administration, Inter American University of Puerto Rico.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

**BADM 3900 INFORMATION SYSTEMS IN BUSINESS**

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

3 credits

ROSA-ROSARIO, MARIA G. Associate Professor. B.A. Business Administration, University of Puerto Rico; M.A. in Business Education, New York University; D.B.A. in Information Technology, Aragozy University.

Shelly, G.B., & Vermaat, M.E. (2010). *Microsoft Office 2010: Introductory*. Course Technology.

**ENTR 2200 FUNDAMENTALS OF ENTREPRENEURSHIP**

Integral study of companies, emphasizing the following topics: their basic principles, their development process or acquisition and the identification of enterprise opportunities in the real world.

3 credits

ACEVEDO CASTILLO, NANCY. Assistant Professor. B.A. in Business Administration, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico.

Allen, K., & Meyer, E.C. (2012). *Empresarismo: Construye tu Negocio*. (2<sup>nd</sup> ed.). Mexico: McGraw-Hill Interamericana.

**FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

GONZALEZ DELIZ, LIGIA. Assistant Professor. B.A. in Business Administration in Finance and Industrial Management, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico (9 graduate level credits in Marketing courses).

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley.

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

ACEVEDO CASTILLO, NANCY. Assistant Professor. B.A. in Business Administration, University of Puerto Rico; M.B.A. in Business Administration, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.

3 credits

VEGA RODRIGUEZ, LOURDES, Assistant Professor. B.A. in Accounting, University of Puerto Rico; M.B.A. in Finance, Inter American University of Puerto Rico; M.B.A. in Accounting, Inter American University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MKTG 1210 INTRODUCTION TO MARKETING**

Basic concepts of integrated marketing from the conception of the product until its distribution and use. Meeting needs through the process of goods exchange, services and ideas. Variables that organization can and cannot control.

3 credits

CARABALLO-RIVERA, JOSE E. Associate Professor. B.A. in Accounting, Inter American University of Puerto Rico; M.B.A. in Marketing, Inter American University of Puerto Rico; D.B.A. in Marketing, Argosy University.

Palmer, A. (2012). *Introduction to Marketing: Theory and Practice*. (3<sup>rd</sup> ed.). Oxford University Press.

**OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESP 1102 or its equivalent, and GEIC 1010.

3 credits

RUIZ MONTES, MADGA E. Part-Time Professor, B.A. in Business Education, University of Puerto Rico; M.A. in Business in Higher Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR: Editorial UPR.

**OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

RIVERA-RODRIGUEZ, JAPHET. Assistant Professor. B.A. in Business Administration with concentration in Organizational Studies, University of Puerto Rico; M.S. in Hotel and Foodservice Management, Florida International University.

Conelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

**Business Administration Programs (B.B.A.)**

**REQUIREMENTS FOR THE BACHELOR IN BUSINESS ADMINISTRATION DEGREE PROGRAMS**

General Education Requirements	48 credits
Core Course Requirements	41 credits
Major Requirements	18 to 24 credits
Prescribed Distributive Requirements	3 to 9 credits
Elective Courses	<u>5 to 11 credits</u>
Total 121 to 122	

**General Education Requirements - 48 credits**

Forty-eight (48) credits are required as explained in the section “General Education Requirements for Bachelors’ Degrees.” Students in this Program will take GEMA 1200 in the Basic Mathematical Skills category.

**Core Course Requirements - 41 credits**

ACCT	1161	Introduction to Financial Accounting	4
ACCT	1162	Introduction to Managerial Accounting	4
BADM	1900	Fundamentals of Management	3
BADM	3900	Information Systems in Business	3
BADM	4300	Managerial Economics	3
FINA	2100	Managerial Finance	3
MAEC	2140	Fundamentals of Quantitative Methods	3
MAEC	2211	Principles of Economics (MICRO)	3
MAEC	2212	Principles of Economics (MACRO)	3
MAEC	2221	Basic Statistics	3
MAEC	2222	Managerial Statistics	3
MKTG	1210	Introduction to Marketing	3

OMSY 3030	Communication Workshop in Spanish <sup>1</sup> or	
OMSY 3040	Communication Workshop in English	3

## **Core Course Descriptions, Faculty and Learning Resources (Business Administration – B.B.A.)**

### **ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in Finance, Universidad Interamericana de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

### **ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

### **BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

### **BADM 3900 INFORMATION SYSTEMS IN BUSINESS**

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

3 credits

MUÑIZ RIVERA, EDGARDO L. Assistant Professor of Information Systems. B. B. A. in Management and Computers, Pontificia Universidad Católica de Puerto Rico; M.B.A. in System Information for Management, Universidad del Sagrado Corazón.

Shelly, G.B., Cashman, T.J., & Vermaat, M.E. (2007). *Microsoft Office 2007: Essential Concepts and Techniques*. Course Technology.

### **BADM 4300 MANAGERIAL ECONOMICS**

Application of contemporary economic theory. Use of analytical instruments from other disciplines in the managerial decision-making process. Prerequisites: MAEC 2212, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Keat, P.G. & Young, P.K.Y. (2011). *Economía de Empresa*. (4th ed.). Prentice Hall

### **FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M. B. A. in Finance, Universidad Interamericana de Puerto Rico.

ORTIZ NEGRÓN, LUIS. Assistant Professor of Finance and Accounting. B. B. A. in Accounting, Universidad Interamericana de Puerto Rico; M. B. A. in Accounting, Universidad Interamericana de Puerto Rico.

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley.

**MAEC 2140 FUNDAMENTALS OF QUANTITATIVE METHODS**

Application of mathematics in business administration. Discussion of the variable concepts, joint theory, linear and quadratic functions, linear models, and exponential and logarithmic functions. Use of linear equation and inequation systems, matrices, and linear programming in problem solving. Prerequisite: GEMA 1200.

3 credits

RIVERA VEGA, LUZ M. Professor of Mathematics. B.S. in Teaching in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.Ed. in Teaching and Curriculum in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.S. in Mathematics, Salem State College Massachusetts; Ed. D. in Teaching in Mathematics, Teachers College, Columbia University.

Soskin, M. (1999). *Fundamentals of Quantitative Business Methods: Business Tools and Cases in Mathematics, Descriptive Statistics, and Probability*. McGraw-Hill/Irwin.

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2212 PRINCIPLES OF ECONOMICS (MACRO)**

Functioning of the economy as a whole; integration of global economy; principles, hypotheses and theories attempting to explain the macroeconomic process. Prerequisite: MAEC 2211.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Macroeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.

3 credits

TORRES NAZARIO, MARCOS. Assistant Professor of Education and Statistics. B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.A. in Educational Management, Universidad Interamericana de Puerto Rico; Ed.D. in Education with a major in Educational Management, Universidad Interamericana de Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MAEC 2222 MANAGERIAL STATISTICS**

Time series analysis; analysis of variance; bivariate linear regression and correlation; tests of significance; statistical quality control; and index numbers. Introduction to statistical inference stressed. Prerequisites: MAEC 2140, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MKTG 1210 INTRODUCTION TO MARKETING**

Basic concepts of integrated marketing from the conception of the product until its distribution and use. Meeting needs through the process of goods exchange, services and ideas. Variables that organization can and cannot control.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

LABOY VÉLEZ, LILLIAM. Associate Professor of Marketing. B.B.A. in Marketing, Universidad Interamericana de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; D.B.A. in Marketing, Argosy University.

Palmer, A. (2012). *Introduction to Marketing: Theory and Practice*. (3<sup>rd</sup> ed.). Oxford University Press.

### **OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESB 1102 or its equivalent, and GEIC 1010.

3 credits

RIVERA APONTE, RITA E. Associate Professor of Office System Management. B.S. in Business Education, Pontificia Universidad Católica de Puerto Rico; M. Ed. in Business Education Management and Supervision, Pontificia Universidad Católica de Puerto Rico; M.A. in Business Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR: Editorial UPR.

### **OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

MÁRQUEZ ESPINET, DELIA. Associate Professor of Office System Management. B.A. in Business Education, Universidad de Puerto Rico; M.A. in Business Education, New York University.

Connelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

## **Human Resources Management (B.B.A.)**

Human Resources Management is a discipline of great importance in the strategic planning of organizations. The fundamental purpose of the Bachelor of Business Administration program in Human Resources Management is to provide students the knowledge, skills and abilities on the principles, practices and the processes of the strategic management of human resources. The Program emphasizes the importance of the integration of the objectives of human resources management with the organization's objectives and foment the attitudes that professionals in this field must possess.

### **Profile of the Competencies of Graduates**

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

#### **Knowledge**

1. Enumerate the strategies necessary to plan, direct, supervise and coordinate the activities related to the organization's employees.
2. Identify the functions of the Human Resources area related to recruitment, selection, training and development of the human resource; to compensations, labor legislation,

syndication and collective bargaining; and to security and hygiene in the organizational work environment.

3. Differentiate the processes in strategic decision-making corresponding to human resources management.

4. Know the characteristics the workforce and how these influence in the practices of the strategic management of human resources.

5. Compare the legal framework applicable to human resources management.

6. Describe ethical behavior in human resources professionals.

7. Recognize the competitive advantage that the organizations must develop through their human resources to obtain a positioning in the globalized markets.

### **Skills**

1. Apply the practices and the policies of the of human resources management that support the strategic administration of organizations.

2. Handle labor diversity for the benefit of the organization.

3. Apply technology and information systems in human resources for their development and performance.

4. Communicate with property and correction, in oral as well as in written form, with the professional language of their field.

### **Attitudes**

1. Promote an ethical conduct in harmony with the standards of the profession.

2. Appreciate the importance of sensitivity considering the needs of the workforce.

3. Promote the desire of development of the employees through continuous learning to respond to the challenges of the human resources profession.

4. Demonstrate the disposition to become a leader and change agent, within as well as outside the organization.

5. Value the importance of continuous learning to keep updated and apply new technologies and practices that affect the profession.

Human Resources Management is a prominent functional area of business administration. The chief aim of this Program is to provide students with knowledge, skills and competence in the principles, functions and processes of human resources management. The Program emphasizes the importance of the integration of human resources management goals with those of the organization. Students must pass all courses required in the major with a minimum grade of "C".

The Ponce Campus is also authorized to offer this Program on line.

### **REQUIREMENTS FOR THE BACHELOR IN BUSINESS ADMINISTRATION DEGREE IN HUMAN RESOURCES MANAGEMENT**

General Education Requirements	48 credits
Core Course Requirements	41 credits
Major Requirements	27 credits
Prescribed Distributive Requirements	3 credits
Elective Courses	<u>3 credits</u>
Total	122

### Major Requirements - 27 credits

BADM 2650	Human Relations in the Organization	3
BADM 3330	Human Resources Management	3
BADM 3490	Supervision	3
BADM 3020	Safety and Hygiene in the Work Environment	3
BADM 3950	Human Resources Training and Development	3
BADM 4340	Protective Labor Legislation	3
BADM 4350	Syndication and Collective Bargaining	3
BADM 4430	Wages and Salary Management	3
BADM 4973	Integration Seminar in Human Resources	

### Prescribed Distributive Requirements - 3 credits

Students will select one of the following courses:

BADM 3313	Mercantile Law	3
BADM 3320	Public Policies toward Business	3
BADM 4800	Operations Management	3
BADM 4915	Human Resources Practicum	3

### Elective Requirements - 3 credits

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu).

## Major and Other Course Descriptions and Resources (Human Resources Management)

### ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in Finance, Universidad Interamericana de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

**BADM 3900 INFORMATION SYSTEMS IN BUSINESS**

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

3 credits

MUÑIZ RIVERA, EDGARDO L. Assistant Professor of Information Systems. B. B. A. in Management and Computers, Pontificia Universidad Católica de Puerto Rico; M.B.A. in System Information for Management, Universidad del Sagrado Corazón.

Shelly, G.B., & Vermaat, M.E. (2010). *Microsoft Office 2010: Introductory*. Course Technology.

**BADM 4300 MANAGERIAL ECONOMICS**

Application of contemporary economic theory. Use of analytical instruments from other disciplines in the managerial decision-making process. Prerequisites: MAEC 2212, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Keat, P.G. & Young, P.K.Y. (2011). *Economía de Empresa*. (4th ed.). Prentice Hall

**FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M. B. A. in Finance, Universidad Interamericana de Puerto Rico.

ORTIZ NEGRÓN, LUIS. Assistant Professor of Finance and Accounting. B. B. A. in Accounting, Universidad Interamericana de Puerto Rico; M. B. A. in Accounting, Universidad Interamericana de Puerto Rico.

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley.

**MAEC 2140 FUNDAMENTALS OF QUANTITATIVE METHODS**

Application of mathematics in business administration. Discussion of the variable concepts, joint theory, linear and quadratic functions, linear models, and exponential and logarithmic functions. Use of linear equation and inequation systems, matrices, and linear programming in problem solving. Prerequisite: GEMA 1200.

3 credits

RIVERA VEGA, LUZ M. Professor of Mathematics. B.S. in Teaching in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.Ed. in Teaching and Curriculum in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.S. in Mathematics, Salem State College Massachusetts; Ed. D. in Teaching in Mathematics, Teachers College, Columbia University.

Soskin, M. (1999). *Fundamentals of Quantitative Business Methods: Business Tools and Cases in Mathematics, Descriptive Statistics, and Probability*. McGraw-Hill/Irwin.

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2212 PRINCIPLES OF ECONOMICS (MACRO)**

Functioning of the economy as a whole; integration of global economy; principles, hypotheses and theories attempting to explain the macroeconomic process. Prerequisite: MAEC 2211.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Macroeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.

3 credits

TORRES NAZARIO, MARCOS. Assistant Professor of Education and Statistics. B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.A. in Educational Management, Universidad Interamericana de Puerto Rico; Ed.D. in Education with a major in Educational Management, Universidad Interamericana de Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MAEC 2222 MANAGERIAL STATISTICS**

Time series analysis; analysis of variance; bivariate linear regression and correlation; tests of significance; statistical quality control; and index numbers. Introduction to statistical inference stressed. Prerequisites: MAEC 2140, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

### **MKTG 1210 INTRODUCTION TO MARKETING**

Basic concepts of integrated marketing from the conception of the product until its distribution and use. Meeting needs through the process of goods exchange, services and ideas. Variables that organization can and cannot control.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

LABOY VÉLEZ, LILLIAM. Associate Professor of Marketing. B.B.A. in Marketing, Universidad Interamericana de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; D.B.A. in Marketing, Argosy University.

Palmer, A. (2012). *Introduction to Marketing: Theory and Practice*. (3<sup>rd</sup> ed.). Oxford University Press.

### **OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESB 1102 or its equivalent, and GEIC 1010.

3 credits

RIVERA APONTE, RITA E. Associate Professor of Office System Management. B.S. in Business Education, Pontificia Universidad Católica de Puerto Rico; M. Ed. in Business Education Management and Supervision, Pontificia Universidad Católica de Puerto Rico; M.A. in Business Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR: Editorial UPR.

### **OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

MÁRQUEZ ESPINET, DELIA. Associate Professor of Office System Management. B.A. in Business Education, Universidad de Puerto Rico; M.A. in Business Education, New York University.

Conelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

**BADM 2650 HUMAN RELATIONS IN THE ORGANIZATION**

Integrated study of the knowledge and skills necessary to work with individuals and groups. Analysis of the dynamics of human interactions in the organization. Emphasis on managerial strategies for handling situations related to work such as motivation, communication, change, conflict, organizational design, decision making, leadership, team work, ethical values and principles. Prerequisite: BADM 1900.

3 credits

ÁLVAREZ PEÑA, JACQUELINE. Assistant Professor of Human Resources and Management. B.A. in Biology, Pontificia Universidad Católica de Puerto Rico; M.B.A. in Human Resources, Pontificia Universidad Católica de Puerto Rico; Ph.D. in Industrial and Organization Psychology, Pontificia Universidad Católica de Puerto Rico.

Ribbins, S.P. (2009). *Comportamiento Organizacional*. Pearson-Prentice Hall.

**BADM 3020 SECURITY AND HYGIENE IN THE WORK ENVIRONMENT**

Analysis of the fundamental concepts in security and hygiene in the work environment. Includes industrial and environmental factors and dangers, their effects and their control. Interpretation of federal and state laws, regulations and the standards applicable to security and health in the work place. Emphasis on the discussion of methods of prevention of risks to employees' health.

3 credits

VÉLEZ, SAMUEL. Assistant Professor of Operations Management. B. A. in Industrial Engineering, Universidad de Puerto Rico; M.B.A. in Industrial Management, Universidad Interamericana de Puerto Rico; Ph.D in progress in Entrepreneur Development in Human Resources, Universidad Interamericana de Puerto Rico.

Creighton, B. (1985). *The Industrial Relations of Occupational Health and Safety*. Croom Helm Ltd. Tudor, T. *Successful Management of the OSHA Process. Occupational Safety and Health Administration: Industrial Management*; May 1, 1995.

**BADM 3313 MERCANTILE LAW**

Analysis of the principles and requirements that regulate civil and mercantile contracting. Applicable laws according to the business code, civil code, jurisprudence and special laws. Also included are the laws and regulations that rule the organization, operation and responsibilities of the different types of enterprises. Typical negotiable tools and the laws that apply will also be studied. Contemporary trends of trade laws.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Kuchhal M.C. (2010). *Mercantile Law*. (7<sup>th</sup> ed.). Vikas Publishing House Pvt.Ltd.

**BADM 3320 PUBLIC POLICIES TOWARD BUSINESS**

The role of government in economic life with emphasis on the regulation of competition and monopoly.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Irizarry-Mora, E. (2002). *Economía de Puerto Rico, Evolución y Perspectivas*. Thomson Learning.

**BADM 3330 HUMAN RESOURCES MANAGEMENT**

Analysis of the effectiveness of rules and practices related to human resources in the public and private sectors. Emphasis on the activities of strategic planning of human resources, analysis, description, specification and design of positions, recruitment, selection and hiring, equal opportunity laws, orientation, training, development, personnel changes, personnel evaluation, compensation, health and occupational security, industrial and labor relations, discipline, and audit of human resources. Prerequisite: BADM 1900.

3 credits

GALARZA RIVERA, MARÍA P. Assistant Professor of Human Resources and Management. B.S.S. in Office Systems, Universidad de Puerto Rico; M.B.A. in International Business, Pontificia Universidad Católica de Puerto Rico; D.B.A. Candidate in Management, Argosy University.

Bohlander, G. & Snell, S. (2008). *Administración de Recursos Humanos*. Thomson.

**BADM 3490 SUPERVISION**

Analysis of the behavioral sciences related to the sales and duties of management personnel with emphasis on line supervision. Discussion of supervisory problems related to strategic planning, recruitment and selection of personnel, training, evaluation, entrustment of authority, discipline, group morale, diversity, management of time and change. Prerequisite: BADM 1900.

3 credits

ÁLVAREZ PEÑA, JACQUELINE. Assistant Professor of Human Resources and Management. B.A. in Biology, Pontificia Universidad Católica de Puerto Rico; M.B.A. in Human Resources, Pontificia Universidad Católica de Puerto Rico; Ph.D. in Industrial and Organization Psychology, Pontificia Universidad Católica de Puerto Rico.

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B.B.A. in Management, Universidad de Puerto Rico; M.B.A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Robbin, S.P. & Decenzo, D.A. (2007). *Supervisión*. Prentice Hall.

#### **BADM 3950 HUMAN RESOURCES TRAINING AND DEVELOPMENT**

Application of different learning methods in the design, implementation and evaluation of the training programs in work organizations. Planning of professional training programs that help motivate, stimulate and develop the human resources and permit them to maintain the competencies necessary to be effective and efficient in their performance. Also included is the planning of and training programs that will create a positive work atmosphere. Prerequisite: BADM 3330.

3 credits

GALARZA RIVERA, MARÍA P. Assistant Professor of Human Resources and Management. B.S.S. in Office Systems, Universidad de Puerto Rico; M.B.A. in International Business, Pontificia Universidad Católica de Puerto Rico; D.BA. Candidate in Management, Argosy University.

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Martin, V. (2006). *Managing Projects in Human Resources, Training and Development*. Kogan Page.

#### **BADM 4340 PROTECTIVE LABOR LEGISLATION**

Analysis of the federal and state legal framework for Protective Labor Legislation. Constitutional guarantees, laws relative to work, contract, antidiscrimination, labor insurance, and health and occupational security. The articulation of public policy and the solution to labor conflicts in private and public enterprises. Prerequisite: BADM 3330.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Acevedo-Colón, A. (2005). *Legislación Protectora del Trabajo*. Ediciones Situm Inc.

#### **BADM 4350 SYNDICATION AND COLLECTIVE BARGAINING**

Study of the relations between union and management. Analysis of the legal and practical aspects of syndication, the process of collective bargaining and the administration of the collective agreement between workers and employer unions, in the public and private sectors. Emphasis on compliance with federal and state norms, illicit work practices and the importance of judicial precedents and arbitration in labor conflict resolution in industry and government. Prerequisite: BADM 4340.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Dannin, E., & D. Bonior. (2008). *Taking Back the Workers' Law. How to Fight the Assault on Labor Rights*. An ILR Press Book.

#### **BADM 4430 WAGES AND SALARY MANAGEMENT**

Study of the components of wage systems within the federal and state legal framework. Emphasis on the analysis, description and evaluation of positions, wage and salary management, incentives, fringe benefits, and non-monetary compensation. Prerequisite: BADM 3330.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Martocchio, J.J. (2009). *Strategic Compensation: A Human Resources Management Approach*. Pearson.

#### **BADM 4800 OPERATIONS MANAGEMENT**

Principles and methods of production and operations management. Organization and operation of an industrial enterprise, planning techniques, control management; and application of these principles and methods to business activities. Prerequisite: BADM 4300.

3 credits

GALARZA RIVERA, MARÍA P. Assistant Professor of Human Resources and Management. B.S.S. in Office Systems, Universidad de Puerto Rico; M.B.A. in International Business, Pontificia Universidad Católica de Puerto Rico; D.B.A. Candidate in Management, Argosy University.

Slack, N., Johnston, R., & Brandon-Jones, A. (2013). *Operations Management*. (7<sup>th</sup> ed.). Prentice Hall.

#### **BADM 4915 HUMAN RESOURCES PRACTICUM**

Integration of knowledge and skills through experience in any work scenario in the area of human resources supervised by a university professor. Requires 90 hours of practice. Prerequisites: Have passed 21 credits in major courses with a 3.0 average, a general grade index of 2.50 and the authorization of the Department Director.

3 credits

No textbook

**BADM 4973 INTEGRATION SEMINAR IN HUMAN RESOURCE MANAGEMENT**

Analysis of current topics on human resource management. Integration of knowledge, skills and attitudes required for a professional in this field for the strategic planning of an organization. Emphasis on the transition of students to professionals. Prerequisite: To have approved a minimum of 21 credits of the major.

3 credits

ÁLVAREZ PEÑA, JACQUELINE. Assistant Professor of Human Resources and Management. B.A. in Biology, Pontificia Universidad Católica de Puerto Rico; M.B.A. in Human Resources, Pontificia Universidad Católica de Puerto Rico; Ph.D. in Industrial and Organization Psychology, Pontificia Universidad Católica de Puerto Rico.

No textbook

**Management (B.B.A.)**

This Program is designed to provide the student with the principles, concepts and practices of management. Its aim is the integrated study of the main management roles of planning, organization, leadership and control. The knowledge of these management roles, concepts and practices enables the development of the necessary skills for business success.

The requirements for the Bachelor in Business Administration Degree in Management include the following: (1) 48 general education credits; (2) 41 core course credits, (3) 18 major credits; (4) 6 prescribed distributive (elective concentration) credits; and (5) 8 elective credits, all as set forth in detail on the next page. Students must pass all courses required in the major with a minimum grade of C.

The Ponce Campus is authorized to offer this Program on-line.

**REQUIREMENTS FOR THE BACHELOR IN BUSINESS ADMINISTRATION DEGREE IN MANAGEMENT**

General Education Requirements	48 credits
Core Course Requirements	41 credits
Major Requirements	18 credits
Prescribed Distributive Requirements	6 credits
Elective Courses	<u>8 credits</u>
Total	121

**Major Requirements - 18 credits**

BADM 2650	Human Relations in Organizations	3
BADM 3311	Mercantile Law	3
BADM 3320	Public Policies Toward Business	3
BADM 3330	Human Resources Management	3
BADM 4800	Operations Management	3
MKTG 2200	Marketing Management	

### **Prescribed Distributive Requirements - 6 credits**

Six (6) additional credits in 3000 and 4000 level courses in Business Administration (BADM).

### **Elective Requirements - 8 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu).

## **Major Course Descriptions, Faculty and Learning Resources (Management)**

### **ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in Finance, Universidad Interamericana de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

### **ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

### **BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

### **BADM 3900 INFORMATION SYSTEMS IN BUSINESS**

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

3 credits

MUÑIZ RIVERA, EDGARDO L. Assistant Professor of Information Systems. B. B. A. in Management and Computers, Pontificia Universidad Católica de Puerto Rico; M.B.A. in System Information for Management, Universidad del Sagrado Corazón.

Shelly, G.B., & Vermaat, M.E. (2010). *Microsoft Office 2010: Introductory*. Course Technology.

### **BADM 4300 MANAGERIAL ECONOMICS**

Application of contemporary economic theory. Use of analytical instruments from other disciplines in the managerial decision-making process. Prerequisites: MAEC 2212, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Keat, P.G. & Young, P.K.Y. (2011). *Economía de Empresa*. (4th ed.). Prentice Hall

### **FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M. B. A. in Finance, Universidad Interamericana de Puerto Rico.

ORTIZ NEGRÓN, LUIS. Assistant Professor of Finance and Accounting. B. B. A. in Accounting, Universidad Interamericana de Puerto Rico; M. B. A. in Accounting, Universidad Interamericana de Puerto Rico.

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley.

**MAEC 2140 FUNDAMENTALS OF QUANTITATIVE METHODS**

Application of mathematics in business administration. Discussion of the variable concepts, joint theory, linear and quadratic functions, linear models, and exponential and logarithmic functions. Use of linear equation and inequation systems, matrices, and linear programming in problem solving. Prerequisite: GEMA 1200.

3 credits

RIVERA VEGA, LUZ M. Professor of Mathematics. B.S. in Teaching in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.Ed. in Teaching and Curriculum in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.S. in Mathematics, Salem State College Massachusetts; Ed. D. in Teaching in Mathematics, Teachers College, Columbia University.

Soskin, M. (1999). *Fundamentals of Quantitative Business Methods: Business Tools and Cases in Mathematics, Descriptive Statistics, and Probability*. McGraw-Hill/Irwin.

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2212 PRINCIPLES OF ECONOMICS (MACRO)**

Functioning of the economy as a whole; integration of global economy; principles, hypotheses and theories attempting to explain the macroeconomic process. Prerequisite: MAEC 2211.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Macroeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.

3 credits

TORRES NAZARIO, MARCOS. Assistant Professor of Education and Statistics. B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.A. in Educational Management, Universidad Interamericana de Puerto Rico; Ed.D. in Education with a major in Educational Management, Universidad Interamericana de Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MAEC 2222 MANAGERIAL STATISTICS**

Time series analysis; analysis of variance; bivariate linear regression and correlation; tests of significance; statistical quality control; and index numbers. Introduction to statistical inference stressed. Prerequisites: MAEC 2140, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MKTG 1210 INTRODUCTION TO MARKETING**

Basic concepts of integrated marketing from the conception of the product until its distribution and use. Meeting needs through the process of goods exchange, services and ideas. Variables that organization can and cannot control.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

LABOY VÉLEZ, LILLIAM. Associate Professor of Marketing. B.B.A. in Marketing, Universidad Interamericana de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; D.B.A. in Marketing, Argosy University.

Palmer, A. (2012). *Introduction to Marketing: Theory and Practice*. (3<sup>rd</sup> ed.). Oxford University Press.

**OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESB 1102 or its equivalent, and GEIC 1010.

3 credits

RIVERA APONTE, RITA E. Associate Professor of Office System Management. B.S. in Business Education, Pontificia Universidad Católica de Puerto Rico; M. Ed. in Business Education Management and Supervision, Pontificia Universidad Católica de Puerto Rico; M.A. in Business Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR: Editorial UPR.

**OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

MÁRQUEZ ESPINET, DELIA. Associate Professor of Office System Management. B.A. in Business Education, Universidad de Puerto Rico; M.A. in Business Education, New York University.

Connelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

**BADM 2650 HUMAN RELATIONS IN THE ORGANIZATION**

Integrated study of the knowledge and skills necessary to work with individuals and groups. Analysis of the dynamics of human interactions in the organization. Emphasis on managerial strategies for handling situations related to work such as motivation, communication, change, conflict, organizational design, decision making, leadership, team work, ethical values and principles. Prerequisite: BADM 1900.

3 credits

ÁLVAREZ PEÑA, JACQUELINE. Assistant Professor of Human Resources and Management. B.A. in Biology, Pontificia Universidad Católica de Puerto Rico; M.B.A. in Human Resources, Pontificia Universidad Católica de Puerto Rico; Ph.D. in Industrial and Organization Psychology, Pontificia Universidad Católica de Puerto Rico.

Robbins, S.P. (2009). *Comportamiento Organizacional*. Pearson-Prentice Hall.

**BADM 3313 MERCANTILE LAW**

Analysis of the principles and requirements that regulate civil and mercantile contracting. Applicable laws according to the business code, civil code, jurisprudence and special laws. Also included are the laws and regulations that rule the organization, operation and responsibilities of the different types of enterprises. Typical negotiable tools and the laws that apply will also be studied. Contemporary trends of trade laws.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M.P.A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Kuchhal M.C. (2010). *Mercantile Law*. (7<sup>th</sup> ed.). Vikas Publishing House Pvt.Ltd.

**BADM 3320 PUBLIC POLICIES TOWARD BUSINESS**

The role of government in economic life with emphasis on the regulation of competition and monopoly.

3 credits

TEISSONNIERE ORTIZ, ARNALDO. Assistant Professor of Human Resources. B.A. in Labor Relations, Universidad de Puerto Rico; M. P. A. in Public Administration, Universidad de Puerto Rico; J.D., Pontificia Universidad Católica de Puerto Rico.

Irizarry-Mora, E. (2002). *Economía de Puerto Rico, Evolución y Perspectivas*; Thomson Learning.

**BADM 3330 HUMAN RESOURCES MANAGEMENT**

Analysis of the effectiveness of rules and practices related to human resources in the public and private sectors. Emphasis on the activities of strategic planning of human resources, analysis, description, specification and design of positions, recruitment, selection and hiring, equal opportunity laws, orientation, training, development, personnel changes, personnel evaluation, compensation, health and occupational security, industrial and labor relations, discipline, and audit of human resources. Prerequisite: BADM 1900.

3 credits

GALARZA RIVERA, MARÍA P. Assistant Professor of Human Resources and Management. B.S.S. in Office Systems, Universidad de Puerto Rico; M.B.A. in International Business, Pontificia Universidad Católica de Puerto Rico; D.B.A. Candidate in Management, Argosy University.

Bohlander, G. & Snell, S. (2008). *Administración de Recursos Humanos*. Thomson.

**BADM 4800 OPERATIONS MANAGEMENT**

Principles and methods of production and operations management. Organization and operation of an industrial enterprise, planning techniques, and control management. Application of these principles and methods to business activities. Prerequisite: BADM 4300.

3 credits

GALARZA RIVERA, MARÍA P. Assistant Professor of Human Resources and Management. B.S.S. in Office Systems, Universidad de Puerto Rico; M.B.A. in International Business, Pontificia Universidad Católica de Puerto Rico; D.B.A. Candidate in Management, Argosy University.

Slack, N., Johnston, R., & Brandon-Jones, A. (2013). *Operations Management*. (7<sup>th</sup> ed.). Prentice Hall.

### **MKTG 2220 MARKETING MANAGEMENT**

Discussion of the basic concepts of the decisional process of marketing. Analysis of the macro and micro environments with emphasis on competition and the structure of the market. Includes the identification of opportunities and threats. Requires the preparation of a marketing plan for hypothetical or real situations. Prerequisite: MKTG 1210.

3 credits

ORTIZ RIVERA, EILEEN. Associate Professor of International Commerce and Marketing. B.B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in International Trade, Texas Agronomy and Management International University; Ph. D in Entrepreneurial and Managerial Development with Specialization in Interregional and International Business, Universidad Interamericana de Puerto Rico.

Kotler, P., & Keller, K. (2011). *Marketing Management*. (14<sup>th</sup> ed.). Prentice Hall.

### **Marketing (B.B.A.)**

Marketing is one of the most important functional areas of business administration. It consists of a variety of activities designed to serve not only large or small enterprises, but also the individual consumer. It is also considered the link between production and consumption, therefore, affecting the nature and level of employment, the means of communication, the distribution of products and services, and the degree of social and personal satisfaction. Students must pass all courses required in the major with a minimum grade of "C".

The purpose of the marketing program is to provide the student with the theoretical and practical knowledge of this discipline to ensure the development of sensible marketing and wise consumerism.

The requirements for the Bachelor in Business Administration Degree in Marketing include 48 general education credits, 41 core course credits, 21 major credits, 9 prescribed distributive (elective concentration) credits, and 3 elective credits,

The Ponce Campus is authorized to offer this Program on-line.

### **REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE IN MARKETING**

General Education Requirements	48 credits
Core Course Requirements	41 credits
Major Requirements	21 credits
Prescribed Distributive Requirements	9 credits
Elective Courses	<u>3 credits</u>
Total	122

#### **Major Requirements - 21 credits**

MKTG 2220	Marketing Management	3
MKTG 2223	Consumer Behavior	3

MKTG 3230	Integrated Marketing Communication	3
MKTG 4240	Contemporary Strategic Marketing	3
MKTG 4243	Marketing Research	3
MKTG 4244	Global Marketing	3
MKTG 4245	Electronic Marketing	3

**Prescribed Distributive Requirements - 9 credits**

Nine (9) additional credits in Marketing from the 3000 or 4000 levels.

**Elective Requirements - 3 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu).

**Major Course Descriptions, Faculty and Learning Resources  
(Marketing)**

**ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in Finance, Universidad Interamericana de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2011). *Accounting Principles*. (10<sup>th</sup> ed.). John Wiley & Son.

**BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**BADM 3900 INFORMATION SYSTEMS IN BUSINESS**

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

3 credits

MUÑIZ RIVERA, EDGARDO L. Assistant Professor of Information Systems. B. B. A. in Management and Computers, Pontificia Universidad Católica de Puerto Rico; M.B.A. in System Information for Management, Universidad del Sagrado Corazón.

Shelly, G.B., & Vermaat, M.E. (2010). *Microsoft Office 2010: Introductory*. Course Technology.

**BADM 4300 MANAGERIAL ECONOMICS**

Application of contemporary economic theory. Use of analytical instruments from other disciplines in the managerial decision-making process. Prerequisites: MAEC 2212, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Keat, P.G. & Young, P.K.Y. (2011). *Economía de Empresa*. (4th ed.). Prentice Hall

**FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M. B. A. in Finance, Universidad Interamericana de Puerto Rico.

ORTIZ NEGRÓN, LUIS. Assistant Professor of Finance and Accounting. B. B. A. in Accounting, Universidad Interamericana de Puerto Rico; M. B. A. in Accounting, Universidad Interamericana de Puerto Rico.

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley.

**MAEC 2140 FUNDAMENTALS OF QUANTITATIVE METHODS**

Application of mathematics in business administration. Discussion of the variable concepts, joint theory, linear and quadratic functions, linear models, and exponential and logarithmic functions. Use of linear equation and inequation systems, matrices, and linear programming in problem solving. Prerequisite: GEMA 1200.

3 credits

RIVERA VEGA, LUZ M. Professor of Mathematics. B.S. in Teaching in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.Ed. in Teaching and Curriculum in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.S. in Mathematics, Salem State College Massachusetts; Ed. D. in Teaching in Mathematics, Teachers College, Columbia University.

Soskin, M. (1999). *Fundamentals of Quantitative Business Methods: Business Tools and Cases in Mathematics, Descriptive Statistics, and Probability*. McGraw-Hill/Irwin.

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2212 PRINCIPLES OF ECONOMICS (MACRO)**

Functioning of the economy as a whole; integration of global economy; principles, hypotheses and theories attempting to explain the macroeconomic process. Prerequisite: MAEC 2211.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Macroeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

#### **MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.  
3 credits

TORRES NAZARIO, MARCOS. Assistant Professor of Education and Statistics. B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.A. in Educational Management, Universidad Interamericana de Puerto Rico; Ed.D. in Education with a major in Educational Management, Universidad Interamericana de Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

#### **MAEC 2222 MANAGERIAL STATISTICS**

Time series analysis; analysis of variance; bivariate linear regression and correlation; tests of significance; statistical quality control; and index numbers. Introduction to statistical inference stressed. Prerequisites: MAEC 2140, 2221.  
3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

#### **MKTG 1210 INTRODUCTION TO MARKETING**

Basic concepts of integrated marketing from the conception of the product until its distribution and use. Meeting needs through the process of goods exchange, services and ideas. Variables that organization can and cannot control.  
3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

LABOY VÉLEZ, LILLIAM. Associate Professor of Marketing. B.B.A. in Marketing, Universidad Interamericana de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; D.B.A. in Marketing, Argosy University.

Palmer, A. (2012). *Introduction to Marketing: Theory and Practice*. (3<sup>rd</sup> ed.). Oxford University Press.

**OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESP 1102 or its equivalent, and GEIC 1010.

3 credits

RIVERA APONTE, RITA E. Associate Professor of Office System Management. B.S. in Business Education, Pontificia Universidad Católica de Puerto Rico; M. Ed. in Business Education Management and Supervision, Pontificia Universidad Católica de Puerto Rico; M.A. in Business Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR: Editorial UPR.

**OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

MÁRQUEZ ESPINET, DELIA. Associate Professor of Office System Management. B.A. in Business Education, Universidad de Puerto Rico; M.A. in Business Education, New York University.

Connelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

**MKTG 2220 MARKETING MANAGEMENT**

Discussion of the basic concepts of the decisional process of marketing. Analysis of the macro and micro environments with emphasis on competition and the structure of the market. Includes the identification of opportunities and threats. Requires the preparation of a marketing plan for hypothetical or real situations. Prerequisite: MKTG 1210.

3 credits

ORTIZ RIVERA, EILEEN. Associate Professor of International Commerce and Marketing. B.B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in International Trade, Texas Agronomy and Management International University; Ph. D in Entrepreneurial and Managerial Development with Specialization in Interregional and International Business, Universidad Interamericana de Puerto Rico.

Kotler, P., & Keller, K. (2011). *Marketing Management*. (14<sup>th</sup> ed). Prentice Hall.

**MKTG 2223 CONSUMER BEHAVIOR**

Review of the economic, psychological and socio-cultural factors affecting the behavior and the decision-making process of the consumer. Analysis of consumer behavior when in search of alternatives (goods and/or services) that may satisfy needs and how this procedure affects management decision-making in business organizations. Prerequisite: MKTG 1210.

3 credits

LABOY VÉLEZ, LILLIAM. Associate Professor of Marketing. B.B.A. in Marketing, Universidad de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; DBA in Marketing, Argosy University.

Shiffman, L.G., & Belch, G.E. (2005). *Comportamiento del Consumidor*. Pearson.

**MKTG 3230 INTEGRATED MARKETING COMMUNICATION**

Discussion and analysis of the components of marketing communication. Includes publicity, promotion of sales, personal sales, public relations, direct marketing and other nontraditional mass media. Emphasis on the integration of these components within the marketing process; its differences, advantages and disadvantages. Requires the design of a plan of integrated marketing communication. Prerequisite: MKTG 2223.

3 credits

LABOY VÉLEZ, LILLIAM, Associate Professor of Marketing. B.B.A. in Marketing, Universidad de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; DBA in Marketing, Argosy University.

Belch, M.A., & Belch, G.E. (2004). *Publicidad y Promoción*. McGraw Hill.

**MKTG 4240 CONTEMPORARY STRATEGIC MARKETING**

Application of the techniques to identify, analyze and choose markets. Emphasis on the variables of the composition of marketing, includes the design, implementation and evaluation of strategies to solve problems within a competitive and changing context. Requires the design of a model of strategic marketing planning. Prerequisite: MKTG 2220, 3230.

3 credits

LABOY VÉLEZ, LILLIAM, Associate Professor of Marketing. B.B.A. in Marketing, Universidad de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; DBA in Marketing, Argosy University.

Boone, L.E., & Kurtz, D.L. (2012). *Contemporary Marketing*. (15<sup>th</sup> ed). South-Western College Pub.

**MKTG 4243 MARKETING RESEARCH**

Application of marketing research in non-profit commercial institutions. Planning process, generation, collection, analysis and reporting of information that assists management in the decision-making process. Requires additional time in an open laboratory. Prerequisites: MKTG 1210, MAEC 2222.

3 credits

FRANCESCHI TORRES, GINO, Assistant Professor of Basic Statistics and Marketing. B.B.A. in Marketing, Universidad Interamericana de Puerto Rico; M.B.A. in Marketing, Universidad Interamericana de Puerto Rico; D.B.A. in International Business, Argosy University.

Wilson, A.M. (2006). *Marketing Research: An Integrated Approach*. (2<sup>nd</sup> ed.). Financial Times/ Prentice Hall.

#### **MKTG 4244 GLOBAL MARKETING**

Analysis of marketing concepts and practices used between different countries. Application of the marketing process, market identification, strategy planning, and modifications and adaptations needed for the operation of marketing in global markets. Requires the elaboration of a marketing plan at the global level. Prerequisite: MKTG 4240.

3 credits

ORTIZ RIVERA, EILEEN. Associate Professor of International Commerce and Marketing. B.B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in International Trade, Texas Agronomy and Management International University; Ph. D in Entrepreneurial and Managerial Development with Specialization in Interregional and International Business, Universidad Interamericana de Puerto Rico.

Cateora, P., Gilly, M., & Graham, J. (2012). *International Marketing*. (16<sup>th</sup> ed.). McGraw Hill/Irwin.

#### **MKTG 4245 ELECTRONIC MARKETING**

Analysis, design, development and implementation of technological communication and its impact using cybernetic tools. Emphasis on marketing through Internet and related technological aspects. Application of the electronic communication base in a marketing plan. The design of a marketing plan with an electronic focus is required. Prerequisites: GEIC 1010, MKTG 2220, 4240.

3 credits

ORTIZ RIVERA, EILEEN. Associate Professor of International Commerce and Marketing. B.B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in International Trade, Texas Agronomy and Management International University; Ph. D in Entrepreneurial and Managerial Development with Specialization in Interregional and International Business, Universidad Interamericana de Puerto Rico.

Tassel, J.V., & Poe-Howfield, L. (2010). *Managing Electronic Media: Making, Marketing, and Moving Digital Content*. Focal Press.

## Operations Management (B.B.A.)

Operations Management is an area of significant importance in business. The aim of this Program is to provide the student with the knowledge for an effective application of production factors in manufacturing and service activities. Students must pass all courses required in the major with a minimum grade of "C".

The requirements for the Bachelor in Business Administration Degree in Operations Management include the following: (1) 48 general education credits; (2) 41 core course credits, (3) 21 major credits; (4) 6 prescribed distributive (elective concentration) credits; and (5) 6 elective credits, all as set forth in detail on the next page.

The Ponce Campus is authorized to offer this Program on-line.

### REQUIREMENTS FOR THE BACHELOR IN BUSINESS ADMINISTRATION DEGREE IN OPERATIONS MANAGEMENT

General Education Requirements	48 credits
Core Course Requirements	41 credits
Major Requirements	21 credits
Prescribed Distributive Requirements	6 credits
Elective Courses	<u>6 credits</u>
Total	122

#### Major Requirements - 21 credits

BADM	3250	Transportation Management	3
BADM	3340	Management Policies and Strategies	3
BADM	3820	Management Science	3
BADM	4800	Operations Management	3
BADM	4820	Buying and Materials Management	3
ENTR	2200	Fundamentals of Entrepreneurship	3
INRE	2063	Industrial Safety and Occupational Health	3

#### Prescribed Distributive Requirements - 6 credits

Six (6) additional credits in 3000 and 4000 level courses in Business Administration (BADM).

### **Elective Requirements - 6 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu)

## **Major Course Descriptions, Faculty and Learning Resources (Operations Management)**

### **ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in Finance, Universidad Interamericana de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

### **ACCT 1162 INTRODUCTION TO MANAGERIAL ACCOUNTING**

Introduction to the fundamentals of managerial accounting as part of the planning, decision making and cost control processes in a company. Construction of budgets and their use in the decision making process. The use of technology is integrated. Prerequisite: ACCT 1161.

4 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

### **BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

VÁZQUEZ TORRES, HÉCTOR L. Assistant Professor of Management and Accounting. B. B. A. in Management, Universidad de Puerto Rico; M. B. A. in Management and Accounting, Pontificia Universidad Católica de Puerto Rico.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

**BADM 3900 INFORMATION SYSTEMS IN BUSINESS**

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

3 credits

MUÑIZ RIVERA, EDGARDO L. Assistant Professor of Information Systems. B. B. A. in Management and Computers, Pontificia Universidad Católica de Puerto Rico; M.B.A. in System Information for Management, Universidad del Sagrado Corazón.

Shelly, G.B., & Vermaat, M.E. (2010). *Microsoft Office 2010: Introductory*. Course Technology.

**BADM 4300 MANAGERIAL ECONOMICS**

Application of contemporary economic theory. Use of analytical instruments from other disciplines in the managerial decision-making process. Prerequisites: MAEC 2212, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Keat, P.G. & Young, P.K.Y. (2011). *Economía de Empresa*. (4th ed.). Prentice Hall

**FINA 2100 MANAGERIAL FINANCE**

Study of the basic and contemporary principles of financial administration and its use in decision making. Emphasis on the use of mathematical models to determine the present and future value of investments. Use of techniques to evaluate the financing of the company's assets, risk and project yield. Analysis of the structure and the cost of capital. Prerequisite: ACCT 1162.

3 credits

BURGOS NIÑO, JOSÉ H. Associate Professor of Finance and Accounting. B. A. in Business Administration, Universidad Interamericana de Puerto Rico; M. B. A. in Finance, Universidad Interamericana de Puerto Rico.

ORTIZ NEGRÓN, LUIS. Assistant Professor of Finance and Accounting. B. B. A. in Accounting, Universidad Interamericana de Puerto Rico; M. B. A. in Accounting, Universidad Interamericana de Puerto Rico.

Gitman, L.J., & Zutter, C.J. (2014). *Principles of Managerial Finance*. (14<sup>th</sup> ed.). Addison Wesley.

**MAEC 2140 FUNDAMENTALS OF QUANTITATIVE METHODS**

Application of mathematics in business administration. Discussion of the variable concepts, joint theory, linear and quadratic functions, linear models, and exponential and logarithmic functions. Use of linear equation and inequation systems, matrices, and linear programming in problem solving. Prerequisite: GEMA 1200.

3 credits

RIVERA VEGA, LUZ M. Professor of Mathematics. B.S. in Teaching in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.Ed. in Teaching and Curriculum in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.S. in Mathematics, Salem State College Massachusetts; Ed. D. in Teaching in Mathematics, Teachers College, Columbia University.

Soskin, M. (1999). *Fundamentals of Quantitative Business Methods: Business Tools and Cases in Mathematics, Descriptive Statistics, and Probability*. McGraw-Hill/Irwin.

**MAEC 2211 PRINCIPLES OF ECONOMICS (MICRO)**

Basic theories and principles relative to the operation of the market in an economic system with special emphasis on the microanalysis of the individual decision-making economic units. Prerequisite: GEMA 1200.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Microeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2212 PRINCIPLES OF ECONOMICS (MACRO)**

Functioning of the economy as a whole; integration of global economy; principles, hypotheses and theories attempting to explain the macroeconomic process. Prerequisite: MAEC 2211.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Mankiw, N.G. (2014). *Principles of Macroeconomics*. (7<sup>th</sup> ed.). Cengage Learning.

**MAEC 2221 BASIC STATISTICS**

Emphasis on the descriptive aspects of statistical analysis. Collection, organization and presentation of statistical data. Frequency distribution. Measures of central tendency, skewness, kurtosis and dispersion. The normal curve and tables. Prerequisite: GEMA 1200.

3 credits

TORRES NAZARIO, MARCOS. Assistant Professor of Education and Statistics. B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.A. in Educational Management, Universidad Interamericana de Puerto Rico; Ed.D. in Education with a major in Educational Management, Universidad Interamericana de Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MAEC 2222 MANAGERIAL STATISTICS**

Time series analysis; analysis of variance; bivariate linear regression and correlation; tests of significance; statistical quality control; and index numbers. Introduction to statistical inference stressed. Prerequisites: MAEC 2140, 2221.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

Marchal-Wathen, L. (2008). *Estadística Aplicada a los Negocios y la Economía*. McGraw-Hill.

**MKTG 1210 INTRODUCTION TO MARKETING**

Basic concepts of integrated marketing from the conception of the product until its distribution and use. Meeting needs through the process of goods exchange, services and ideas. Variables that organization can and cannot control.

3 credits

BALZAC CARPENA, RAFAEL. Associate Professor of Economics and Statistics. B.A. in Economics, Universidad Interamericana de Puerto Rico; M.B.A. in Economics, Universidad Interamericana de Puerto Rico; Course in Labor Statistics, New York University; Course in Statistics and Finance, University of Puerto Rico.

LABOY VÉLEZ, LILLIAM. Associate Professor of Marketing. B.B.A. in Marketing, Universidad Interamericana de Puerto Rico; M.B.A. in Marketing, Universidad de Puerto Rico; D.B.A. in Marketing, Argosy University.

Palmer, A. (2012). *Introduction to Marketing: Theory and Practice*. (3<sup>rd</sup> ed.). Oxford University Press.

**OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESP 1102 or its equivalent, and GEIC 1010.

3 credits

RIVERA APONTE, RITA E. Associate Professor of Office System Management. B.S. in Business Education, Pontificia Universidad Católica de Puerto Rico; M. Ed. in Business Education Management and Supervision, Pontificia Universidad Católica de Puerto Rico; M.A. in Business Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR: Editorial UPR.

#### **OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

MÁRQUEZ ESPINET, DELIA. Associate Professor of Office System Management. B.A. in Business Education, Universidad de Puerto Rico; M.A. in Business Education, New York University.

Conelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

#### **BADM 3250 TRANSPORTATION MANAGEMENT**

Application of the knowledge of materials distribution. Emphasis on theoretical aspects applied to transportation. Includes the discussion of transportation modes integrated with topics of product distribution, company policies and external forces. Analysis of the relation between demand, cost and rates, and their influence in the economic and corporative system. Prerequisite: BADM 1900.

3 credits

VÉLEZ, SAMUEL. Assistant Professor of Industrial Management. B. S. in Industrial Engineering, Universidad de Puerto Rico; M.B.A. in Industrial Management, Universidad Interamericana de Puerto Rico; Ph.D in progress in Entrepreneur Development in Human Resources, Universidad Interamericana de Puerto Rico.

Coyle, J.J., Novak, R.A., Gibson, B., & Bardi, E.J. (2010). *Transportation: A Supply Chain Perspective*. (7<sup>th</sup> ed). South-Western College Pub.

#### **BADM 3340 MANAGEMENT POLICIES AND STRATEGIES**

Behavioral management analysis and commercial ethics as part of the production process at the national and international levels. Application to small businesses. Prerequisite: BADM 1900.

3 credits

GALARZA RIVERA, MARÍA P. Assistant Professor of Human Resources and Management. B.S.S. in Office Systems, Universidad de Puerto Rico; M.B.A. in International Business, Pontificia Universidad Católica de Puerto Rico; D.B.A. Candidate in Management, Argosy University.

Hitt, M.A., & Ireland, R.D. (2007). *Administración Estratégica*. (7<sup>th</sup> ed.). Thomson Learning.

**BADM 3820 MANAGEMENT SCIENCES**

Application of quantitative methods that are adaptable to production and operations under conditions of certainty, risk and uncertainty to company decision-making. Problem solving using the techniques of linear programming, transportation, allocations, project management, queuing theory, decision analysis and simulation. Prerequisite: MAEC 2140.

3 credits

RIVERA VEGA, LUZ M. Professor of Mathematics. B.S. in Teaching in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.Ed. in Teaching and Curriculum in Mathematics, Pontificia Universidad Católica de Puerto Rico; M.S. in Mathematics, Salem State College Massachusetts; Ed. D. in Teaching in Mathematics, Teachers College, Columbia University.

Taylor, B.W. (2012). *Introduction to Management Science*. (11<sup>th</sup> ed.). Prentice Hall.

**BADM 4800 OPERATIONS MANAGEMENT**

Principles and methods of production and operations management. Organization and operation of an industrial enterprise, planning techniques, and control management. Application of these principles and methods to business activities. Prerequisite: BADM 4300.

3 credits

VÉLEZ, SAMUEL. Assistant Professor of Industrial Management. B. S. in Industrial Engineering, Universidad de Puerto Rico; M.B.A. in Industrial Management, Universidad Interamericana de Puerto Rico; Ph.D in progress in Entrepreneur Development in Human Resources, Universidad Interamericana de Puerto Rico.

Slack, N., Johnston, R., & Brandon-Jones, A. (2013). *Operations Management*. (7<sup>th</sup> ed.). Prentice Hall.

**BADM 4820 BUYING AND MATERIALS MANAGEMENT**

Analysis of the purchasing functions as the primary activity in production planning. Bargaining and contracting principles. Selection and evaluation of supply sources. Computerized purchasing systems. Prerequisite: BADM 4800.

3 credits

VÉLEZ, SAMUEL. Assistant Professor of Industrial Management. B. A. in in Industrial Engineering, Universidad de Puerto Rico; M.B.A. in Industrial Management, Universidad Interamericana de Puerto Rico; Ph.D in progress in Entrepreneur Development in Human Resources, Universidad Interamericana de Puerto Rico.

Fraser-Johnson, P., Lenders, M., & Flynn, A. (2010). *Purchasing and Supply Management*.(14<sup>th</sup> ed.). McGraw Hill.

**ENTR 2200 FUNDAMENTALS OF ENTREPRENEURSHIP**

Integral study of companies, emphasizing the following topics: their basic principles, their development process or acquisition and the identification of enterprise opportunities in the real world.

3 credits

ORTIZ RIVERA, EILEEN. Associate Professor of International Commerce and Marketing. B.B.A. in Business Administration, Universidad Interamericana de Puerto Rico; M.B.A. in International Trade, Texas Agronomy and Management International University; Ph. D in Entrepreneurial and Managerial Development with Specialization in Interregional and International Business, Universidad Interamericana de Puerto Rico.

Allen, K., & Meyer, E.C. (2012). *Empresarismo: Construye tu Negocio*. (2<sup>nd</sup> ed.). Mexico: McGraw-Hill Interamericana.

### **INRE 2063 INDUSTRIAL SAFETY AND OCCUPATIONAL HEALTH**

Introduction to the fundamental concepts of industrial safety and occupational health, covering industrial and environmental factors and hazards, their effects and control.

3 credits

VÉLEZ, SAMUEL. Assistant Professor of Industrial Management. B. A. in Industrial Engineering, Universidad de Puerto Rico; M.B.A. in Industrial Management, Universidad Interamericana de Puerto Rico; Ph.D in progress in Entrepreneur Development in Human Resources, Universidad Interamericana de Puerto Rico.

Creighton, B. (1985). *The Industrial Relations of Occupational Health and Safety*. Croom Helm Ltd. Tudor, T. *Successful Management of the OSHA Process. Occupational Safety and Health Administration: Industrial Management*; May 1, 1995.

## **Office Systems Administration (B.A.)**

The Bachelor of Arts in Office Systems Administration responds to the need for professionals of administrative support with knowledge in the operation of electronic systems, with the knowledge, techniques, procedures, and skills required to perform successfully in the office. This program offers the cultural background and the basic knowledge of office administration that allow the professional administrative support personnel to participate effectively in decision-making, analysis of data, managing and processing of information, oral and written communication and in establishing effective interpersonal relations. During the first years of studies, the student is offered the knowledge and skills of the associate degree, while during the last two years, there is emphasis on the knowledge and skills at the professional or bachelor degree levels. This program aims to prepare professional administrative support personnel with the skills and knowledge necessary to explore self-employment as a viable alternative in other professional careers. In addition, it aspires to prepare self-directed students that can work in their future job with a minimum of supervision and that have the ability to work in a team. The Bachelor of Arts in Office Systems Administration responds to the need in the modern workplace for professionals with the knowledge, techniques, and skills in electronic and other office management systems required to supervise an office successfully. This program enables students to participate effectively in decision-making, analysis of data, managing and processing information, communicating orally and in writing, and establishing effective interpersonal relations with employees in a cross-cultural environment.

Metropolitan Campus is authorized to offer this Program.

**\*The courses that require the use of technological equipment have a special fee. Such courses are identified by an asterisk.**

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN OFFICE SYSTEMS ADMINISTRATION

General Education Requirements	48 credits
Major Requirements	61 credits
Related Requirements	7 credits
Elective Courses	<u>6 credits</u>
Total	122

**General Education Requirements - 48 credits**

Forty-eight (48) credits are required as explained in the section “General Education Requirements for Bachelors’ Degrees.” In addition to the course GEHS 2010--Historical Process of Florida, students of this Program will take course GEHS 2020 – Global Vision of Economy from the Historic and Social Context category. Students will select the other three (3) prescribed distributive credits from those available in this category.

**Major Requirements - 61 credits**

OMSY	1010	Speed Writing in Spanish	3
OMSY	1101	Information Processing Skills I*	4
OMSY	1102	Information Processing Skills II*	4
OMSY	2000	Production of Business Documents*	4
OMSY	2040	Spreadsheets in Office Applications*	3
OMSY	2060	Management of Documents and Databases*	4
OMSY	2230	Information Processing in Legal Affairs Offices*	3
OMSY	2240	Information Processing in Medical Service Offices*	3
OMSY	3000	Medical Services Billing*	3
OMSY	3020	Human Resources in the Organizational Environment	3
OMSY	3030	Business Communication Workshop in Spanish	3
OMSY	3040	Business Communication Workshop in English	3
OMSY	3050	Graphic Art Design for Offices*	3
OMSY	3080	Office Systems Administration	3
OMSY	3500	Interactive Business Communication in English	3
OMSY	4010	Integrated Application Programs in Office Administration*	3
OMSY	4500	Telecommunications in the Office*	3
OMSY	4910	Professional Practicum	3
OMSY	4970	Integrating Seminar	3

**Related Requirements - 7 credits**

ACCT	1161	Introduction to Financial Accounting	4
BADM	1900	Fundamentals of Management	3

### **Elective Requirements - 6 credits**

For a full list of elective credits, go to “Catalogs” under [www.inter.edu](http://www.inter.edu).

## **Major Course Descriptions, Faculty and Learning Resources (Office Systems Administration)**

### **OMSY 1010 SPEED WRITING IN SPANISH**

Development of reading, writing and dictation-taking skills using an alphabetical system of abbreviated writing. Includes the fundamental principles of the theory of a system of alphabetical writing in Spanish designed for fast writing and reading. Emphasis on transcription skills and taking dictation at optimal levels, vocabulary development, accuracy, checking, spelling and other grammatical aspects. Prerequisite: GESP 1101.

3 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Rosado, M. (2005). *Escritura Abreviada*. (3<sup>rd</sup> ed.). McGraw-Hill Co.

### **OMSY 1101 INFORMATION PROCESSING SKILLS I\***

Development of skills using the computer keyboard. Introduction to the basic functions of the operative system and of the word processing program in use. Development of basic skills for speed and accuracy and their application to the creation of documents, such as letters, memos, and simple reports. Importance given to the basic techniques of proofreading.

4 credits

HERNÁNDEZ, ABIGAIL. Part-Time Professor. B.A. in Office Systems Administration, Universidad Interamericana de Puerto Rico; M.A. in Business Education, Universidad Interamericana de Puerto Rico.

Ober, S., J. E. Johnson, and A. Zimmerly (2008). (*Gregg College Keyboarding & Document Processing*, (10<sup>th</sup> ed.). McGraw-Hill Company.

### **OMSY 1102 INFORMATION PROCESSING SKILLS II\***

Development of basic skills for speed and accuracy and their application when processing business correspondence in the computer. Development of skills in the production of business documents, such as letters with special lines, manuscripts, tables, agendas, itineraries, envelopes, templates, and statistical forms of frequent use in the office. Prerequisite: OMSY 1101.

4 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Ober, S. , J. E. Johnson, and A. Zimmerly (2008). (*Gregg College Keyboarding & Document Processing*. (10<sup>th</sup> ed.). McGraw-Hill Company.

**OMSY 2000 PRODUCTION OF BUSINESS DOCUMENTS\***

Application of advanced functions in word processing to the production of complex documents, such as reports with footnotes and endnotes, forms, proposals, documents produced in journalistic and parallel columns, table of contents, indexes, minutes, and labels, among others. Emphasis on the quality of documents, development of basic skills at optimum levels and proofreading. Prerequisite: OMSY 1102.

4 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Ober, S. , J. E. Johnson, and A. Zimmerly (2008). (*Gregg College Keyboarding & Document Processing*. (10<sup>th</sup> ed.). McGraw-Hill Company.

**OMSY 2040 SPREADSHEETS IN OFFICE APPLICATIONS\***

Application of skills in the management of electronic spreadsheets. Using the program's tools for producing different documents and financial and statistical reports that are part of the duties of the office systems administrator. Evaluation of information for decision-making. Emphasis on the effective application of the electronic spreadsheet within the context of office systems. Prerequisite: OMSY 1000 or 1101.

3 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Shelly, G.B., & Quasney, J.J. (2010). *Microsoft Office Excel 2010, Introductory (Shelly Cashman Series)*. Course Technology.

**OMSY 2060 MANAGEMENT OF DOCUMENTS AND DATABASES\***

Discussion of the different systems of receiving, classifying, processing, controlling, filing, and disposing of documents. Emphasis on the theory and concepts related with manual, mechanical and automated systems of handling and locating documents in their administration. Application of skills in the use of a database program under the environment of Windows. Prerequisite: OMSY 1101.

4 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Read, J., & Ginn, M.L. (2007). *Records Management*. Cincinnati: South Western Educational Publishing.

**OMSY 2230 INFORMATION PROCESSING IN LEGAL AFFAIRS OFFICES\***

Discussion of terminology of a legal nature and of ethical aspects related to the processing of information in legal affairs offices. Analysis of procedures for preparing and processing documents used in courts and administrative agencies, the Property Registry, the Demographic Register and the Treasury Department, among others. Includes the creation of formats and the preparation of documents of a legal nature. Prerequisite: OMSY 2000.

2 credits

SOTO, MILDRED. Associate Professor of Office System Administration. B.A. in Systems Administration, Universidad de Puerto Rico; M.A. in Business Education, State University of New York.

Gilmore, D. (2007). *Legal Office Projects*; South-Western Publishing.

Morton, J. (2006). *Legal Office Procedures*. (6<sup>th</sup> ed.). New Jersey: Pearson-Prentice Hall.

**OMSY 2240 INFORMATION PROCESSING IN MEDICAL SERVICE OFFICES \***

Discussion of terminology of a legal nature and ethical aspects related to the processing of information in medical service offices. Analysis of the impact of state and federal laws that regulate health services in Puerto Rico. Practice of procedures to prepare and process documents that are used in health service offices. Prerequisite: OMSY 1102.

3 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Read, J., & Ginn, M.L. (2007). *Records Management*. Cincinnati: South Western Educational Publishing.

**OMSY 3000 MEDICAL SERVICES BILLING\***

Study of the fundamental concepts of medical service billing. Basic applications for the processing of billing these services using a computer program. Prerequisite: OMSY 2240.

3 credits

SOTO, MILDRED, Associate Professor of Office System Administration. B.A. in Systems Administration, Universidad de Puerto Rico; M.A. in Business Education, State University of New York.

Newby, C. (2009). *From Patient to Payment*. (6<sup>th</sup> ed.). McGraw-Hill.

**OMSY 3020 HUMAN RESOURCES IN THE ORGANIZATIONAL ENVIRONMENT**

The importance of the human resource in an organizational environment. Emphasis on the adequate aspects of personality for working effectively in an office environment. Analysis of teamwork techniques, interpersonal relations, office ethics, communication channels, motivation, employment satisfaction, performance, professional development, and organizational culture.

3 credits

ROMÁN, ANA L. Professor of Business Administration and Commercial Education. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University; Ed.D. in Education Administration, Universidad Interamericana de Puerto Rico.

DuBrin, A. (2008). *Human Relations: Human Behavior on the Job*. (9<sup>th</sup> ed.). Mexico: Pearson/Prentice Hall.

**OMSY 3030 BUSINESS COMMUNICATION WORKSHOP IN SPANISH**

Development of oral and written communication skills in Spanish. Writing and revision of business documents. Analysis of the basic elements of business communication. A computer will be used for writing and revising business documents. Prerequisites: GESP 1102 or its equivalent, and GEIC 1010.

3 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Sánchez, C. (2005). *Redacción Comercial*. San Juan, PR.: Editorial UPR.

**OMSY 3040 BUSINESS COMMUNICATION WORKSHOP IN ENGLISH**

Development of oral and written communication skills in English. Emphasis on writing and revising business documents. Application of the language rules and simple oral practices. A computer will be used for the direct writing and revision of business documents. Prerequisites: GEEN 1102 or its equivalent and GEIC 1010.

3 credits

CORA, ROSA. Associate Professor of Office System Administration. B.A. in Office Systems Administration, New York University; M.A. in Business Education, New York University.

Conelly, M. (2010). *Get Writing-Sentences and Paragraphs*. Cengage.

**OMSY 3050 GRAPHIC ART DESIGN FOR OFFICES\***

Art design using tools available for the computerized preparation of office publications, such as: letterheads, bulletins, announcements, invitations, agendas, programs, brochures, and reviews, among others. Emphasis on creativity and effective use of the resources. Prerequisite: OMSY 2000.

3 credits

ROMÁN, ANA L. Professor of Business Administration and Commercial Education. B.A. in Office Systems Administration, New York University; 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, Universidad Interamericana de Puerto Rico.

Arford, J. (2011). *Advanced Microsoft Word 2010*. Desktop Publishing, EMC Paradigm Publishing Inc.

**OMSY 3080 OFFICE SYSTEMS ADMINISTRATION**

Evaluation of the impact of technology and global market on business. Discussion of administrative procedures and their application to office systems. Analysis of duties and responsibilities of the office personnel and the impact on productivity. Emphasis on concepts, such as effective administration of resources, self-business, mail management, decision-making, and quality management applied to processes. Prerequisite: OMSY 1102.

3 credits

ROMÁN, ANA L. Professor of Business Administration and Commercial Education. B.A. in Office Systems Administration, New York University; 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, Universidad Interamericana de Puerto Rico.

Burton, S. & Shelton, N. (2010). *Office Procedures for the 21th Century*. (8<sup>th</sup> ed.). New Jersey: Pearson/Prentice Hall.

Maldonado Amelia, Delgado Conchita, Román de Martínez Ana L. (2008). *Procedimientos Administrativos para la Oficina*. (2<sup>nd</sup> ed.). McGraw Hill.

**OMSY 3500 INTERACTIVE BUSINESS COMMUNICATION IN ENGLISH**

Development of oral communication skills and the effective use of business vocabulary. Oral practice in simulations of office situations with the goal of improving pronunciation in the English language and reducing barriers in communication. Technological resources to develop and reinforce oral communication skills. Requires 45 hours of instruction. Prerequisites: GEEN 1103 or its equivalent and OMSY 3040.

3 credits

SOTO, MILDRED. Associate Professor of Office System Administration. B.A. in Systems Administration, Universidad de Puerto Rico; M.A. in Business Education, State University of New York.

Jones, L. (2008). *Working in English, Student's Book*. Cambridge University Press.

Sweeney, S. (2007). *English for Business Communication Students*. (2<sup>nd</sup> ed.). Cambridge University Press.

**OMSY 4010 INTEGRATED APPLICATION PROGRAMS IN OFFICE ADMINISTRATION\***

Integration of the functions of word processing, graphic, art design, electronic spreadsheets, databases and calendars in the preparation of different documents in the office. Prerequisites: OMSY 2000, 2040, 2060, 3050.

3 credits

ROMÁN, ANA L. Professor of Business Administration and Commercial Education. B.A. in Office Systems Administration, New York University; 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, Universidad Interamericana de Puerto Rico.

Van Huss, S. ,Forde, C.M., & Woo,D. (2008). *Integrated Computer Applications : Microsoft Office 2007*. (5<sup>th</sup> ed.). Thomson-South-Western Educational Publishing.

**OMSY 4500 TELECOMMUNICATIONS IN THE OFFICE\***

Study of the theoretical and practical basis of telecommunications and their application in business. Development of the necessary basic skills for using tools of e-mail, Internet, electronic calendars, and videoconferencing, among others. Study of the ethical and safety principles when using these tools. Creation of an Internet web page. Prerequisite: OMSY 2000.

3 credits

ROMÁN, ANA L. Professor of Business Administration and Commercial Education. B.A. in Office Systems Administration, New York University; 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, Universidad Interamericana de Puerto Rico.

Brown,B., Elaine,M., & Marrelli, J. (2007). *A Guide to Microsoft Office: For Information and Communication Technologies*. Lawrenceville Publishers PR.

Goldstuck, A. & Ambrose, S. (2009). *The Mobile Office: The Essential Small Business Guide to Office Technology*. Double Storey Books Publishers.

Marcus, N.M. (2009). *Phone Systems & Phones for Small Business & Home*. Silver Sands Book Publishers.

**OMSY 4910 PROFESSIONAL PRACTICUM**

Direct on the job training by carrying out the administrative support duties in selected offices in the external community or in the University. Requires 10 hours of lecture and 180 hours of practice. Prerequisites: Have passed all OMSY courses at the 1000, 2000 and 3000 levels and the course 4010. Co-requisite: OMSY 4970.

3 credits

SANTIAGO BETANCOURT, AIDA. Part-Time Professor. B. A. in Office Systems Administration, Universidad Interamericana de Puerto Rico; M.B.A. in Human Resources, Universidad Interamericana de Puerto Rico.

No textbook.

**OMSY 4970 INTEGRATING SEMINAR**

Integration of the knowledge, skills and required attitudes of all members of a work team in an office system. Emphasis on the transition from student to employee. Critical analysis, evaluation and recommendations in facing situations that occur in the work environment. Includes the concepts of the virtual office, labor legislation, globalization and the skills for the preparation of trainings. Prerequisites: OMSY 3080, 4010. Co-requisite: OMSY 4910.

3 credits

HERNÁNDEZ, ABIGAIL. Part-Time Professor. B. A. in Office Systems Administration, Universidad Interamericana de Puerto Rico; M.A. in Business Education, Universidad Interamericana de Puerto Rico.

Bonilla-Romero, M., Guzmán-Perez, A., & Ortiz-Justiniano, M. (2006). *Simulación: Integración Tecnológica*. Tecno-Milanmar, Inc.

**ACCT 1161 INTRODUCTION TO FINANCIAL ACCOUNTING**

Introduction to accounting and its relation with the business environment. Study and application of the accounting system (accounting cycle) in services and retail companies. Financial statement presentation and its utility in decision making. Discussion of general aspects related to internal control, assets, liabilities and capital structures. The use of technology is integrated.

4 credits

BORRÁS, BELMA. Associate Professor of Business Administration. B.B.A. in Accounting, Universidad de Puerto Rico; M.B.A. in Accounting, La Salle University.

Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2013). *Accounting Principles*. (11<sup>th</sup> ed.). John Wiley & Son.

**BADM 1900 FUNDAMENTALS OF MANAGEMENT**

Description of organizational fundamentals, development and operations. Emphasis on managerial functions: planning, organization, direction and control. Discussion of topics that affect modern management, such as globalization, ethics, technology, human resource integration, handling of change, competitiveness, and innovation and the handling of diversity. Examples of theory through case studies.

3 credits

MIRANDA, DELIA I. Associate Professor of Business Administration. B. A. in Spanish Literature, Universidad de Puerto Rico; M.S. in Supervision, Purdue University.

Decenzo, D.A., Coulter, A., & Robbins, S.P. (2012). *Fundamentals of Management: Essential Concepts and Application*. Prentice Hall.

## Studies in Religion (B.A.)

The courses in religion are in harmony with the Christian ecumenical orientation of the University and the related official norms appearing in this Catalog under "Religious Life Policy". The Institutional goal is to develop individuals with an ecumenical perspective who: 1) understand the Christian faith and its implications for our culture; 2) know and respect the most important aspects of the world's major religions, and 3) know and appreciate the study of religion in a university curriculum which maintains a dynamic and harmonious relationship between faith and critical reasoning; and between religion and the arts and sciences.

The Bachelor of Arts degree in Studies in Religion aims to forge facilitators capable of offering ecumenical instruction in agreement with the particular needs of society. The requirements for the Bachelor of Arts degree in Studies in Religion Marketing include 48 general education credits, 54 major course credits, and 20 elective credits.

The Metropolitan Campus is authorized to offer this Program.

### REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN STUDIES IN RELIGION

General Education Requirements	48 credits
Major Requirements	57 credits
Elective Courses	<u>15</u> credits
Total	120

#### General Education Requirements - 48 credits

Forty-eight (48) credits are required as explained in the section "General Education Requirements for Bachelors" Degrees."

#### Major Requirements - 57 credits

RELI 2013	Compared Religions	3
RELI 2020	Introduction to the Bible	3
RELI 2023	Geography and Biblical Archaeology	3
RELI 2311	History and Theology I	3
RELI 2312	History and Theology II	3
RELI 3013	Old Testament	3
RELI 3024	New Testament	3
RELI 3034	Spirituality	3
RELI 3065	Christian Ethics	3
RELI 3220	Religious Organizations	3
RELI 3313	History and Theology III	3
RELI 3337	Religion in Latin America	3
RELI 397_	Special Topics	3
RELI 4100	Christian Education	3
RELI 4200	Analysis of Religious Discourse	3

RELI 4300	Christian Education Curriculum	3
RELI 4353	Philosophy of Religion	3
EDUC 2021	History and Philosophy of Education	3
EDUC 2031	Developmental Psychology	3

## Major Course Descriptions, Faculty and Learning Resources (Studies in Religion)

### RELI 2013 COMPARED RELIGIONS

Analysis of the current principal religions of the world, their historical development, beliefs, practices and influence on the contemporary world. Prerequisite: GECF 1010.

3 credits

RODRIGUEZ, JESUS. Professor of Theology. B.A. in Social Work; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; D. Min. Pastor Care, Northern Baptist Theological Seminary; Ph.D. in Culture, Garrett Evangelical Theological Seminary.

Hopfe, L.M., & Woodward, M.R. (2008). *Religions of the World*. (11<sup>th</sup> ed.). Pearson.

Noss, D.S. (2007). *History of World's Religions*. (12<sup>th</sup> ed.). Prentice Hall.

### RELI 2020 INTRODUCTION TO THE BIBLE

Review of the history and the formation process of the Bible as a sacred text. Panoramic introduction to the literature of the Hebrew Bible, the New Testament and the deuterocanonical materials. Demonstration of some methods of Biblical exegesis. Prerequisite: GECF 1010.

3 credits

HERNANDEZ, DAVID. Associate Professor of Religion. B.S. in Natural Science, Universidad de Puerto Rico; M.Div.in Divinity, Seminario Evangélico de Puerto Rico.

Hayes, C. (2012). *Introduction to the Bible*. Yale University Press.

(1994). *Biblia Dios Habla Hoy*. (3rd ed.). Bogotá: Sociedades Bíblicas Unidas.

### RELI 2023 BIBLICAL ARCHAEOLOGY AND GEOGRAPHY

Comparative study between the secular and religious perspective of the biblical world: emphasis on the geography, archaeology, culture and history of biblical events.

3 credits

MOORE, DONALD. Associate Professor of Religion. B.A. in History and Education, Baylor University; B.S. in Divinity; Th.D. in Missionology, Southwestern Baptist Theological Seminary.

Pfeiffer, C.F. (1988). *Wycliffe Dictionary of Biblical Archaeology*. Hendrickson Pub.

Pfeiffer, C.F., & Scharlemann, E. L. (2003). *Baker's Bible Atlas*. Baker Pub Group.

Kitchen, K.A. (2003). *On the Reliability of the Old Testament*. Grand Rapids: Eerdmans Publishing, Co.

**RELI 2311 HISTORY AND THEOLOGY**

Analysis of the development of theological thought within its historical context. Includes the period from the Pauline letters to Saint Agustin. Prerequisite: GECF 1010. Corequisite: RELI 2020.

3 credits

MOORE, DONALD. Associate Professor of Religion. B.A. in History and Education, Baylor University; B.S. in Divinity; Th.D. in Missionology, Southwestern Baptist Theological Seminary.

Marquerat, D., Parsons, M.C., Wolter, M., & Moessner, D.P. (2012). *Paul and the Heritage of Israel: Paul's Claim upon Israel's Legacy in Luke and Acts in the Lights of the Pauline Letters*. T&T Clark.

St. Augustine, & Ryan, J.K. (1960). *The Confessions of Saint Augustine*. Image Books.

Hagglund, B. (2007). *History of Theology*. Concordia Publishing.

**RELI 2312 HISTORY AND THEOLOGY II**

Analysis of the development of theological thought within its historical context. Includes the period from the fall of the Western Roman Empire in the fifth century to the Protestant Reformation of the 16<sup>th</sup> century. Prerequisite: RELI 2311.

3 credits

HERNANDEZ, DAVID. Associate Professor of Religion. B.S. in Natural Science, Universidad de Puerto Rico; M.Div.in Divinity, Seminario Evangélico de Puerto Rico.

Clark, G. (2004). *Christianity and Roman Society*. Cambridge University Press.

Hillerbrand, H.J. (2009). *The Protestant Reformation*. Harper Perennial.

Hagglund, B. (2007). *History of Theology*. Concordia Publishing.

**RELI 3013 OLD TESTAMENT**

Historical-critical re4view of the Old Testament. Emphasis on the religion of Ancient Israel, its institutions and prophets. Prerequisite: RELI 2020.

3 credits

HERNANDEZ, DAVID. Associate Professor of Religion. B.S. in Natural Science, Universidad de Puerto Rico; M.Div.in Divinity, Seminario Evangélico de Puerto Rico.

Brueggemann W. (2003). *An Introduction to the Old Testament: The Canon and Christian Imagination*. Louisville, Kentucky Westminster John Knox Press

Benware, P. (1993). *Panorama del Antiguo Testamento*. Editorial Portavoz Michigan.

**RELI 3024 NEW TESTAMENT**

Historical-critical review and of the New Testament with emphasis on the Gospels and the letters of Saint Paul. Prerequisite: RELI 2020.

3 credits

PAGAN, CARMEN J. Associate Professor of Theology. B.S. in Chemistry, Universidad de Puerto Rico; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; Ed.D. in Religion and Education, Columbia University.

Ehrman, B.D. (2008). *A Brief Introduction to the New Testament*. New York: Oxford University Press.

(1994). *Biblia Dios Habla Hoy*. (3rd ed.). Bogotá: Sociedades Bíblicas Unidas.

White, M.L. (2007). *De Jesús al cristianismo: El Nuevo Testamento y la fe Cristiana; un Proceso de Cuatro Generaciones*. Villatuerta (Navarra): Editorial Verbo Divino.

**RELI 3034 SPIRITUALITY**

Study and analysis of spiritual thought of different mystics from different Christian traditions. Presentation and praxis of diverse models that encourage spiritual growth through prayer, worship, contemplation and introspection. Prerequisite: GECF 1010.

3 credits

RODRIGUEZ, JESUS. Professor of Theology. B.A. in Social Work; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; D. Min. Pastor Care, Northern Baptist Theological Seminary; Ph.D. in Culture, Garrett Evangelical Theological Seminary.

McGinn, N. (2006). *The Essential Writings of Christian Mysticism*. Modern Library.

**RELI 3065 CHRISTIAN ETHICS**

Review of the history of Christian ethical thinking in an ecumenical context. Prerequisite: GECF 1010.

3 credits

RODRIGUEZ, JESUS. Professor of Theology. B.A. in Social Work; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; D. Min. Pastor Care, Northern Baptist Theological Seminary; Ph.D. in Culture, Garrett Evangelical Theological Seminary.

Wogaman, J. P. (2006). *Moral Dilemmas: An Introduction to Christian Ethics*; Westminster John Knox.

**RELI 3220 RELIGIOUS ORGANIZATIONS**

Review of the diverse approaches and theological theories: the scientific social and the scientific cultural that analyze religious organizations and their interactions with the community and society. Application of approaches, theories, and analysis of data for administration and decision making. Prerequisite: GECF 1010.

3 credits

PAGAN, CARMEN J. Associate Professor of Theology. B.S. in Chemistry, Universidad de Puerto Rico; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; Ed.D. in Religion and Education, Columbia University.

Watton, V.W., & Stone R.M. (2009). *Religion and Society*. (3<sup>rd</sup> ed.) Hodder Education.

Wagner, C. P. (1984). *Your Church Can Grow, Seven Vital Signs of a Healthy Church*. Regal Books.

**RELI 3313 HISTORY AND THEOLOGY III**

Analysis of the development of theological thought within its historical context. Includes the period from 16<sup>th</sup> century to the present. Prerequisite: RELI 2312.

3 credits

MOORE, DONALD. Associate Professor of Religion. B.A. in History and Education, Baylor University; B.S. in Divinity; Th.D. in Missionology, Southwestern Baptist Theological Seminary.

Muller, R.A. (2003). *Post-Reformation Reformed Dogmatics: The Rise and Development of Reformed Orthodoxy, ca. 1520 to ca. 1725*. Baker Academic.

Ferm, V.T.A. (2012). *Religion in the Twentieth Century*. Literacy Lic.

Hagglund, B. (2007). *History of Theology*. Concordia Publishing.

**RELI 3337 RELIGION IN LATIN AMERICA**

Discussion of the influence of religion in relation to political, economic, social and educational concerns in Latin America. Prerequisite: RELI 2312.

3 credits

HERNANDEZ, DAVID. Associate Professor of Religion. B.S. in Natural Science, Universidad de Puerto Rico; M.Div.in Divinity, Seminario Evangélico de Puerto Rico.

Penvak, L.M., & Petry, W.J. (2006). *Religion in Latin America: A Documentary History*. Orbis Books.

**RELI 397\_ SPECIAL TOPICS**

Discussion and analysis of topics of interest in the area of studies in religion, aimed to enrich the academic formation of the student. Prerequisite: Authorization of the Department Director.

3 credits

PAGAN, CARMEN J. Associate Professor of Theology. B.S. in Chemistry, Universidad de Puerto Rico; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; Ed.D. in Religion and Education, Columbia University.

According to the topic to be discussed.

**RELI 4100 CHRISTIAN EDUCATION**

Synoptic study of the development of Christian education within the community of faith. Emphasis on the philosophy, objectives, history, organization and general characteristics of Christian education. Prerequisite: GECE 1010.

3 credits

PAGAN, CARMEN J. Associate Professor of Theology. B.S. in Chemistry, Universidad de Puerto Rico; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; Ed.D. in Religion and Education, Columbia University.

Habermas, R.T. (2008). *Introduction to Christian Education and Formation*. Grand Rapids: Zondervan.

**RELI 4200 ANALYSIS OF RELIGIOUS DISCOURSE**

Analysis of the religious discourse and its function in faith communities. Evaluation and critique of the structure, style and the symbolic, theological, sociopolitical and cultural content of liturgies, homilies (sermons) and other forms of the religious discourse. Construction of discursive forms that foment a communicative action of universal solidarity. Prerequisites: RELI 2020, 2311.

3 credits

HERNANDEZ, DAVID. Associate Professor of Religion. B.S. in Natural Science, Universidad de Puerto Rico; M.Div.in Divinity, Seminario Evangélico de Puerto Rico.

Heather, N. (2000). *Religious Language and Critical Discourse Analysis: Ideology and Identity in Christian Discourse Today*. Peter Lang Publishing.

**RELI 4300 CHRISTIAN EDUCATION CURRICULUM**

The principles, concepts and available resources for developing a curriculum by levels within the educational program of the church. Prerequisite: GECE 1010.

3 credits

PAGAN, CARMEN J. Associate Professor of Theology. B.S. in Chemistry, Universidad de Puerto Rico; M. Div. in Divinity, Seminario Evangélico de Puerto Rico; Ed.D. in Religion and Education, Columbia University.

Kelly, A. V. (2009). *The Curriculum: Theory and Practice*. Thousand Oaks: SAGE Publications.

**RELI 4353 PHILOSOPHY OF RELIGION**

Critical examination of such religious concepts as God and proof of the existence of God, that which is holy, the problem of evil, miracles, the immortality of the soul, and an examination of the tension between faith and reason. Prerequisite: GECE 1010.

3 credits

HERNANDEZ, DAVID. Associate Professor of Religion. B.S. in Natural Science, Universidad de Puerto Rico; M.Div.in Divinity, Seminario Evangélico de Puerto Rico.

Rowe, W.L. (2000). *Philosophy of Religion: An Introduction*. (3<sup>rd</sup> ed.). Wadsworth Publishing.

**EDUC 2021 HISTORY AND PHILOSOPHY OF EDUCATION**

Critical analysis of the philosophical and historical development of education and its objectives. Consideration of educational practice in light of historical developments in the western world in general and Puerto Rico in particular.

3 credits

VEGA, PEDRO. Part-Time Professor. B.A. in Education, Universidad Interamericana de Puerto Rico; M. A. in Education, Universidad Interamericana de Puerto Rico; M.A. in Secondary Education in History of Puerto Rico, Universidad Interamericana de Puerto Rico; Ed.D. in Education, University of Puerto Rico.

Murphy, M. (2005). *The History and Philosophy of Education: Voices of Educational Pioneers*. Prentice Hall.

**EDUC 2031 DEVELOPMENTAL PSYCHOLOGY**

Processes of development during the life cycle and their effect on behavior, especially those occurring from birth to old age including death. Identification and analysis of developmental problems and their repercussions on the teaching-learning process and on students' future development.

3 credits

RAMÍREZ, ROSA. Part-Time Professor. B. A. in Biology, University of Puerto Rico; M.A. in Teaching Secondary School, University of Arizona; M.A. in Guidance and Counseling, University of Puerto Rico; Ed. D. in Counseling in Education, Universidad Interamericana de Puerto Rico.

Bogin, B. (2008). *Patterns of Human Growth*. (2<sup>nd</sup> ed.). Cambridge University Press.

## Index

	<b>Page</b>
Academic and Administrative Calendars .....	21
Academic Degrees .....	31
Academic Excellence in Majors Award .....	55
Academic Information .....	38
Accounting (A.A.S.) .....	76
Accreditation .....	37
Administrative Action Symbols .....	51
Administrative Personnel.....	11
Admission by Transfer from Other University-Level Institutions.....	39
Admission of Foreign Students Without University Studies .....	39
Admission of Homeschooled Students .....	39
Admission of Special Students .....	40
Admission of Students from the Educational Systems of USA and PR .....	38
Admission of Veterans .....	40
Admission Requirements to Distance Learning Programs .....	38
Aguadilla Campus .....	11
Alumni Association .....	37
Application for Graduation.....	64
Arecibo Campus .....	12
Associations.....	36
Auditing Courses .....	50
Barranquitas Campus.....	12
Basic Skills .....	68
Bayamón Campus.....	13
Board of Trustees.....	9
Business Administration (A.A.S.) .....	123
Business Administration Programs (A.A.S. and B.B.A.) .....	123
Business Administration Programs (B.B.A.).....	127
Central Office .....	10
Chancellor’s List.....	54
Change of Address.....	47
Change of Grades Request.....	51
Christian Thought.....	73
Class Attendance .....	47
Combined Study Courses .....	44
Computer Science (A.A.S. and B.S.).....	80
Core Course Descriptions, Faculty and Learning Resources (B.B.A.) .....	128
Core Course Descriptions, Faculty and Learning Resources (Early Childhood Ed.) .....	112
Course Descriptions, Faculty and Learning Resources (Criminal Justice).....	98
Course Load.....	48
Courses Codification System.....	56
Courses on Line .....	44
Criminal Investigation (Criminal Justice).....	98
Criminal Justice (B.A.) (Criminal Investigation) .....	96
Dean’s List.....	54
Declaration of Major (Regular Program).....	48
Description of the Orlando Cyber Study Center.....	38

Diplomas.....	47
Directory.....	7
Discontinuation of Academic Offerings.....	49
Distance Learning.....	42
Early Childhood Education (B.A.).....	106
Early Childhood Education: Elementary Primary Level (4-6).....	111
Early Childhood Education: Elementary Primary Level (K-3).....	110
Educational Resources.....	36
Emeriti Trustees.....	10
Exchange and International Cooperation Program.....	55
Fajardo Campus.....	14
Federal Funds.....	60
Federal Pell Grant.....	60
Federal Stafford Loans.....	62
Federal Supplemental Educational Opportunity Grant (FSEOG).....	62
Federal Work Study Program.....	63
General Education Categories and Course Descriptions.....	68
General Education Program.....	65
General Education Requirements for Bachelor’s Degrees.....	66
General Information.....	30
Goals and Orientation of the General Education Curriculum.....	65
Goals of the University.....	31
Governance.....	30
Grading System.....	50
Graduation Requirements and Information.....	64
Graduation Requirements for Bachelor’s Degrees.....	64
Graduation with Honors.....	65
Grievance Policy.....	59
Guayama Campus.....	15
Health, Physical Education and Recreation.....	75
Historic and Social Context.....	73
History of the University.....	30
Human Resources Management (B.B.A.).....	132
Index.....	182
Information Access Center (Library).....	36
Institutional Funds.....	63
Institutional Scholarships.....	63
Interactive Videoconference.....	43
Inter-Institutional Educational Agreements.....	55
Internet Courses.....	44
Internship Programs.....	55
Intra-University Transfers.....	41
Major and Other Course Descriptions and Resources (Accounting).....	77
Major and Other Course Descriptions and Resources (Business Administration – A.A.S.)..	124
Major and Other Course Descriptions and Resources (Human Resources Management).....	134
Major Course Descriptions, Faculty and Learning Resources (Computer Science).....	83
Major Course Descriptions, Faculty and Learning Resources (Management).....	144
Major Course Descriptions, Faculty and Learning Resources (Marketing).....	151
Major Course Descriptions, Faculty and Learning Resources (Office System Mgmt.).....	167

Major Course Descriptions, Faculty and Learning Resources (Operations Management) ....	159
Major Course Descriptions, Faculty and Learning Resources (Studies in Religion) .....	175
Management (B.B.A.) .....	143
Marketing (B.B.A.).....	150
Maximum Time Requirements for Federal Financial Aid .....	60
Metropolitan Campus .....	15
Objectives of Distance Learning.....	42
Office of the Board of Trustees .....	10
Office System Administration (B.A.) .....	165
Officers .....	9
Operations Management (B.B.A) .....	158
Orlando Cyber Study Center .....	11
Other Admissions and Course Credit Opportunities.....	40
Other Members .....	9
Perkins Federal Student Loan Program .....	62
Philosophic and Aesthetic Thought .....	72
Ponce Campus .....	17
Portfolio .....	58
Principal Officers of the University .....	10
Proctored Evaluations .....	43
Proficiency Examinations .....	57
Publications .....	37
Readmission to the University .....	40
Registration and Program Changes.....	45
Religious Life Policy .....	32
Repeating Courses .....	49
San Germán Campus .....	18
Satisfactory Academic Progress Requirements .....	52
School of Law.....	19
School of Optometry .....	19
Scientific and Technological Context.....	75
Service Members Opportunity College (SOC) .....	36
Service of the Registrar .....	44
Special Admission of Students not Interested in a Degree or Academic Title: .....	42
Student Development Scholarship.....	63
Student Financial Aid .....	59
Student Records.....	47
Student Services and Activities .....	59
Studies in Religion (B.A.) .....	174
Study Benefit Time Limits for Veterans and Beneficiaries .....	60
Study in Other Institutions of Higher Education .....	50
Technologies and Media Used in Distance Learning .....	43
Tuition, Fees and Other Charges Applicable to the Orlando Cyber Center.....	26
Undergraduate (Associate and Bachelor) Degree Programs.....	76
University Anti-hazing Policy .....	35
University Credits through Advanced Placement Testing .....	41
University Policy Regarding Student and Alumni Academic Records.....	45
Validation of Learning Experiences .....	57
Veterans Services .....	63

Video Courses .....	43
Vision .....	31
Withdrawal from the University .....	49
Withdrawal of a Course from the Schedule .....	48
Written Tests for Validation of Learning Experiences .....	57