

MARCONI  
International University



# STUDENT Catalog

2019-2020



Marconi International University Catalog

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This catalog represents an overview of the policies, rules, regulations, and procedures of Marconi International University at the time of publication. The School reserves the right to change any provision of this catalog at any time. Notice of changes will be duly noted in a revised catalog, addendum, supplement to the catalog, or in any other written format. Students will be notified if any changes are made in the Institution's Catalog.

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## Table of Contents

<b>WELCOME TO MARCONI INTERNATIONAL UNIVERSITY .....</b>	<b>8</b>
<b>STATEMENT OF PURPOSE .....</b>	<b>8</b>
<b>MISSION .....</b>	<b>8</b>
<b>HISTORY .....</b>	<b>8</b>
<b>LEGAL CONTROL.....</b>	<b>9</b>
<b>UNIVERSITY ADMINISTRATORS .....</b>	<b>9</b>
<b>ACADEMIC YEAR 2019/2020.....</b>	<b>10</b>
<b>ACADEMIC YEAR 2020/2021.....</b>	<b>11</b>
<b>GENERAL INFORMATION .....</b>	<b>12</b>
<b>LICENSING .....</b>	<b>12</b>
<b>ACCREDITATION.....</b>	<b>12</b>
<b>FACILITIES .....</b>	<b>12</b>
<b>SEMESTER SYSTEM .....</b>	<b>13</b>
<b>GOVERNANCE OF THE UNIVERISTY .....</b>	<b>13</b>
<b>CAMPUS SAFETY AND SECURITY .....</b>	<b>13</b>
<b>HOURS OF OPERATION.....</b>	<b>13</b>
<b>MAJOR POLICY STATEMENTS.....</b>	<b>13</b>
<b>STUDENTS WITH DISABILITIES POLICY .....</b>	<b>14</b>
<b>HEALTH AND SAFETY .....</b>	<b>14</b>
<b>FREEDOM OF ACCESS/NON-DISCRIMINATION .....</b>	<b>14</b>
<b>POLICY AGAINST HAZING.....</b>	<b>15</b>
<b>LIBRARY USE POLICY .....</b>	<b>16</b>
<b>COMPUTER USE POLICY .....</b>	<b>16</b>

<b>EMAIL AND INTERNET USE POLICY .....</b>	<b>17</b>
<b>RULES REGARDING THE USE OF COMPUTERS.....</b>	<b>17</b>
<b>REGISTERING COMPLAINTS AGAINST MARCONI INTERNATIONAL UNIVERSITY STAFF .....</b>	<b>18</b>
<b>GRIEVANCE PROCEDURES .....</b>	<b>18</b>
<b>STUDENT COMPLAINT PROCEDURE .....</b>	<b>18</b>
<b>REVIEW BY A REPRESENTATIVE COMMITTEE.....</b>	<b>19</b>
<b>STUDENT CONDUCT CODE .....</b>	<b>19</b>
<b>ACADEMIC DISHONESTY .....</b>	<b>20</b>
<b>CHEATING AND PLAGIARISM.....</b>	<b>20</b>
<b>PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM.....</b>	<b>21</b>
<b>RESPONSIBILITIES OF STUDENTS CONCERNING ACADEMIC DISHONESTY.....</b>	<b>22</b>
<b>DISCIPLINARY STANDINGS .....</b>	<b>22</b>
<b>GOOD STANDING .....</b>	<b>22</b>
<b>WARNING .....</b>	<b>22</b>
<b>DISCIPLINARY PROBATION .....</b>	<b>22</b>
<b>SUSPENSION.....</b>	<b>23</b>
<b>APPEALS TO DISCIPLINARY STANDINGS .....</b>	<b>23</b>
<b>DISCIPLINARY RECORDS.....</b>	<b>23</b>
<b>STUDENT DEVELOPMENT .....</b>	<b>23</b>
<b>ACADEMIC ADVISING .....</b>	<b>24</b>
<b>PLACEMENT SERVICES.....</b>	<b>24</b>
<b>STUDENTS WITH DISABILITIES .....</b>	<b>24</b>
<b>APPEAL DISABILITY DOCUMENTATION DECISION .....</b>	<b>25</b>

<b>ADMISSIONS REQUIREMENTS .....</b>	<b>25</b>
<b>ACADEMIC REGISTRATION AND REGULATIONS.....</b>	<b>26</b>
<b>COURSE SELECTION.....</b>	<b>26</b>
<b>DROP/ADD PERIOD .....</b>	<b>26</b>
<b>TUITION, FEES, AND OTHER EXPENSES .....</b>	<b>26</b>
<b>PAYMENT METHODS.....</b>	<b>28</b>
<b>REGISTRATION CANCELLATION FOR NON-PAYMENT .....</b>	<b>28</b>
<b>CANCELLATION FOR NON PAYMENT POLICY.....</b>	<b>28</b>
<b>CANCELLATION AND SETTLEMENT POLICY .....</b>	<b>29</b>
<b>REFUND POLICY.....</b>	<b>29</b>
<b>MIU SCHOLARSHIPS .....</b>	<b>29</b>
<b>GROUND FOR TERMINATION .....</b>	<b>33</b>
<b>UNITS OF CREDIT .....</b>	<b>33</b>
<b>ATTENDANCE POLICY.....</b>	<b>33</b>
<b>STUDENT TARDINESS POLICY .....</b>	<b>33</b>
<b>SYSTEM OF EVALUATION.....</b>	<b>34</b>
<b>TRANSFERABILITY OF CREDITS .....</b>	<b>34</b>
<b>LEAVE OF ABSENCE .....</b>	<b>35</b>
<b>SATISFACTORY ACADEMIC PROGRESS (SAP).....</b>	<b>35</b>
<b>QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS .....</b>	<b>37</b>
<b>SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION.....</b>	<b>39</b>
<b>APPEAL A NON-SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION .....</b>	<b>40</b>
<b>PROBATION .....</b>	<b>40</b>
<b>READMISSION.....</b>	<b>41</b>

<b>INCOMPLETE GRADE IN A COURSE .....</b>	<b>41</b>
<b>WITHDRAWAL FROM A COURSE .....</b>	<b>42</b>
<b>TRANSFER COURSES.....</b>	<b>42</b>
<b>REPEAT COURSES .....</b>	<b>42</b>
<b>CHANGE OF PROGRAM OR MAJOR .....</b>	<b>43</b>
<b>ADDITIONAL DEGREE PROGRAM .....</b>	<b>43</b>
<b>GUIDANCE TO STIMULATE INTERACTION .....</b>	<b>43</b>
<b>GRADING SYSTEM .....</b>	<b>45</b>
<b>GRADUATION POLICY.....</b>	<b>46</b>
<b>STUDENT RECORDS.....</b>	<b>46</b>
<b>TRANSCRIPT REQUESTS.....</b>	<b>46</b>
<b>STUDENTS' RIGHT TO KNOW.....</b>	<b>47</b>
<b>AMENDMENT OF RECORDS .....</b>	<b>47</b>
<b>HEARING PROCEDURES.....</b>	<b>47</b>
<b>MAINTENANCE OF STUDENT RECORDS.....</b>	<b>47</b>
<b>COURSE NUMBERING SYSTEM.....</b>	<b>48</b>
<b>DISTANCE LEARNING METHODS OF DELIVERY .....</b>	<b>51</b>
<b>HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:.....</b>	<b>54</b>
<b>PROGRAMS .....</b>	<b>54</b>
<b>PROGRAM CREDENTIALS .....</b>	<b>54</b>
<b>MIU UNDERGRADUATE SCHOOL.....</b>	<b>55</b>
<b>UNDERGRADUATE SCHOOL PROGRAM OUTLINES .....</b>	<b>57</b>
<b>MIU GRADUATE SCHOOL.....</b>	<b>88</b>
<b>GRADUATE SCHOOL PROGRAM OUTLINES .....</b>	<b>89</b>



## WELCOME TO MARCONI INTERNATIONAL UNIVERSITY

### STATEMENT OF PURPOSE

- To offer quality professional degree programs.
- To build up a community and enrich students' lives by promoting educational and professional growth.
- To encourage student-centered learning at all levels, supported by technological resources and led by qualified faculty and staff.
- To provide an outstanding educational experience through academic and administrative support services.
- To promote interdisciplinary research and innovation.
- To foster collaboration and interaction among other institutions with the same objectives.

### MISSION

Marconi International University's mission is to provide innovative and affordable degree programs and learning opportunities to both domestic and international students alike, utilizing technology and responding to students' needs in their pursuit of academic, personal, and professional integrity. The University strives to provide the students with a competitive professional edge that will allow them to be successful in the work field on a global setting.

### HISTORY

Marconi International University was founded by Università degli Studi Guglielmo Marconi – USGM-, the first Italian Open University approved by the Ministerial Decree of 1 March 2004. This prestigious Institution, leader in Europe for online and blended higher education has a student population of about 16.000 students enrolled in graduate and postgraduate programs.

In 2018, after more than 2 years of activity Marconi International University became independent from Università degli Studi Guglielmo Marconi.



## LEGAL CONTROL

Marconi International University is a for profit corporation in the State of Florida.

The following hold legal control of the University:

UNIR, LLC which is owned by PROEDUCA.

## UNIVERSITY ADMINISTRATORS

### **President: Pablo Cardona Soriano**

The primary responsibilities are to oversee all University functions and all ultimate decision-making; give final approval on all faculty hiring and other major decisions; network with pertinent industry personnel; promote the University within the community; modify the purpose and missions of the University as it grows and develops and as the needs of students and the market change over time.

### **Executive Director (CEO): Rafael Garcia Parajua**

The specific duties and responsibilities of the CEO include:

- Leading MIU in continuing to successfully implement the strategic plan approved by the Advisory Board.
- Fostering effective teamwork between the Advisory Board, the Campus Director, and MIU staff members.
- Acting as a spokesperson for MIU and representing MIU effectively in the public sphere.
- Working with the Advisory Board to develop policies and strategies
- Working with the Advisory Board to continue refining MIU's strategic plan, and identifying and informing the Advisory Board of internal and external issues that affect MIU's work

### **Campus Director and Director of Admissions: Sara Fortezza**

The Campus Director is responsible for leading MIU's day-to-day operations working closely with and under the supervision of the CEO who supervises all activities. The Campus Director/Admissions Director's responsibilities include, but are not limited to: supervising all admissions activities, managing, coordinating, and participating in special programs and projects within the University team and directors, giving public presentations at secondary schools and regional locations in order to promote MIU to prospective applicants, advising secondary school counselors, applicants and parents on the application process, serving as a liaison with organizations and individuals involved in the admissions process, and interviewing prospective applicants.

**Accreditation and Quality Compliance Director: Juan Jose Sobrino Garcia**

The Accreditation and Quality Compliance Director works closely with the Campus Director to ensure that the operations and procedures of the University are in compliance and follow the standards of accreditation.

**Library Director: Gustavo Oriol**

The Library Director orders, maintains and catalogs books, newspapers, films and electronic equipment, coordinates information for the billboards and assists students in finding information resources.

**Academic Director: Prof. Chee Piong**

The Academic Director coordinates the faculty working closely with the CEO and Campus Director, improving the overall academic offering of the University.

**Academic Director for Online Education: Prof. Katherine Tossas**

The Academic Director for Online Education coordinates the online programs working closely with the Academic Director, improving the overall academic offering of the University.

**Student Services Director: Juan Arteaga**

The Director of Student Services is always available for students requiring help and assistance throughout their academic studies. The Student services office cooperates daily with faculty members to assist students in achieving the outcomes expected for each program by providing advises and methodologies to improve their learning skills.

**Financial Director: Elba Castanos**

The Financial Director are tasked with overseeing all financial activities, reporting on revenue, training accounting staff, budgeting, managing, controlling, disbursing funds to departments, implementing policies and improving financial processes.

Academic Year 2019/2020

**FALL SEMESTER 2019**

September 10, 2019	Fall semester starts
October 1, 2019	Last day to drop classes
October 14, 2019	Columbus Day (no classes)
November 11, 2019	Veterans Day (no classes)
November 28-29, 2019	Thanksgiving (no classes)
December 4-9, 2019	Registration for Spring 2020
December 16-20, 2019	Finals/ Classes end
December 23, 2019- January 7, 2020	Winter Break

**SPRING SEMESTER 2020**

January 7, 2020	Spring Semester Begins
January 16, 2020	Last Day to Add/Drop Courses
January 20, 2020	Martin Luther King Jr. Holiday
February 17, 2020	Presidents Day Holiday
March 3 - 9, 2020	Spring Break
March 25 - 29, 2020	Registration for Summer 2020 Semester
April 26, 2020	Spring Semester Ends

**SUMMER SEMESTER 2020**

May 12, 2020	Summer Semester Starts
May 27, 2020	Memorial Day Holiday
May 29, 2020	Last Day to Add/Drop Courses
July 4, 2020	Independence Day Holiday
August 15-21, 2020	Registration for Fall 2020
August 21, 2020	Summer 2020 Semester Ends

## Academic Year 2020/2021

**FALL SEMESTER 2020**

September 8, 2020	Fall semester starts
October 2, 2020.	Last day to drop classes
October 12, 2020	Columbus Day (no classes)
November 11, 2020	Veterans Day (no classes)
November 26-27, 2020	Thanksgiving (no classes)
December 7-11, 2020	Registration for Spring 2021
December 18, 2020	Fall Semester Ends
December 21, 2020 - January 4, 2021	Winter Break

**SPRING SEMESTER 2021**

January 4, 2021	Spring Semester Starts
January 15, 2021	Last Day to Add/Drop Courses
January 18, 2021	Martin Luther King Jr. Holiday
February 15, 2021	Presidents Day Holiday
March 8 -12, 2021	Spring Break
March 22 - 26, 2021	Registration for Summer 2021
April 16, 2021	Spring Semester Ends

## SUMMER SEMESTER 2021

May 10, 2021	Summer Semester Starts
May 31, 2021	Memorial Day Holiday (no classes)
May 28, 2021	Last Day to Add/Drop Courses
July 4, 2021	Independence Day Holiday
August 16 -20, 2021	Registration for Fall 2021
August 20, 2021	Summer Semester Ends

The Academic Calendar dates are subject to change. If a student wishes to reschedule a date, they should contact the instructor at the beginning of the semester. Please submit all of your questions to the Academic Director.

## GENERAL INFORMATION

### LICENSING

MIU is licensed by the Commission for Independent Education, Florida Department of Education, and License #5359. Additional information regarding this institution may be obtained by contacting the Commission at:

Commission for Independent Education

Florida Department of Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400 (888) 224-668

### ACCREDITATION

Marconi International University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS - <https://www.acics.org/>).

Founded in 1912, the Accrediting Council for Independent Colleges and Schools (ACICS) works to advance educational excellence at independent, nonpublic career schools, colleges, and organizations in the United States and abroad. This is achieved through a deliberate and thorough accreditation process of quality assurance and enhancement, as well as ethical business and educational practice.

### FACILITIES

Marconi International University is located at 141 NE 3<sup>rd</sup> Ave, 7th floor, Miami, 33132 Florida.

Marconi International University has 3,878. Its facilities are equipped to accommodate the needs of Marconi International University's students, faculty, and staff. Classrooms contain adequate seating and traditional educational equipment applicable to the specific educational area. In

addition, several classrooms contain technological and audio-visual devices to provide students with an advanced educational experience. The Marconi International University facilities include 4 classrooms, a Library and a Cafeteria for students. Moreover, there are 6 offices and a reception area. Students have access to Marconi International University library's computer lab, which holds computer technology and high-speed Internet connections.

The maximum number of students in typical classroom or laboratory/shop settings of instruction is 14 students.

## SEMESTER SYSTEM

The semester system at Marconi International University will run from Jan to May/ May to Aug/ and Aug to Dec. Each semester consist of 15 weeks of instruction.

## GOVERNANCE OF THE UNIVERISTY

The Officers of Marconi International University manage the operations of Marconi International University. The Officers have the authority to conduct the following functions:

- Establish policies and procedures for Marconi International University
- Select the President of Marconi International University
- Amend and approval the annual budget of Marconi International University
- Determine the compensation of the directors, presidents, and other staff members
- Perform any tasks in the administration of Marconi International University

## CAMPUS SAFETY AND SECURITY

Marconi International University has the utmost concern for the safety of each student, faculty member, and staff. All students, employees, and visit should promptly report crimes in progress, accidents, and any other emergencies to local law enforcement by dialing 911.

## HOURS OF OPERATION

School Hours: Monday to Friday 9:30 AM – 05.00 PM

Office Hours: Monday to Friday 8:30 AM – 5.30 PM

Library Hours: Monday to Friday: 9:00 AM – 05.00 PM

## MAJOR POLICY STATEMENTS

This section of Marconi International University's catalog outlines policies and procedures relevant to students enrolled at Marconi International University.

## STUDENTS WITH DISABILITIES POLICY

Marconi International University does not discriminate on the basis of disability in the admission or access to, or operations of its programs and activities. Marconi International University does not discriminate in the basis of disability in its hiring or employment practices. Marconi International University administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

## HEALTH AND SAFETY

Marconi International University acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to Marconi International University. It is the policy of Marconi International University to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health.

Consequently, Marconi International University will, when reasonably practical:

- Provide and maintain safe and healthy working conditions;
- Provide and maintain safe machinery;
- Provide information, training and supervision to enable staff and students to perform their work safely;
- Maintain high standards of health, safety and welfare in all Marconi International University activities.

## FREEDOM OF ACCESS/NON-DISCRIMINATION

Marconi International University is open to all students who are qualified according to the published admission standards. Marconi International University encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. Marconi International University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. All Marconi International University employees have a responsibility to maintain their work free of discrimination.

All acts of discrimination must be documented in writing, specifying the basis for discrimination. The complainant must enumerate all types of discrimination in the statement, identify the offender, and turn in complaint to Marconi International University Officers. In absence of a written complaint, the employee or faculty member who received the complaint must document it in a memorandum to be referred to Student Development or Human Resources, as appropriate. Unless complainant signs it, it will be an informal complaint. Marconi International University will investigate all complaints. Investigations may include interviews, preparation of statements, reports with summary of the investigation, description of investigation process, findings and recommendations. Reports will be kept confidential.

Marconi International University may attempt conciliation between the parties involved. If conciliation is not achieved, the designated official from Marconi International University will issue a final report. Final reports shall be issued within 30 days of receiving the complaint. The alleged offender and complainant will be notified in writing of the outcomes, and procedures for appeal. Upon this final report, corrective action, including sanctions, will be considered and implemented.

Claims to be found frivolous will result in appropriate sanctions against complainant, as determined Marconi International University Officers. Possible sanctions may include, but are not limited to written reprimands on the student or employee's record, restriction or loss of privileges, and suspension. Complaints may be withdrawn, but Marconi International University reserves the right to continue investigating as it was made aware of a possible act of discrimination. Any attempt(s) at retaliation shall be treated as a separate allegation of discrimination.

By the time a determination of appropriate disciplinary action or resolution has been reached, all parties have been contacted and circumstances have been fully evaluated. However, individuals have five days to appeal determination of sanctions. Such appeals shall be directed to a higher Marconi International University authority, which will re-evaluate the determination as deemed appropriate.

## POLICY AGAINST HAZING

In compliance with Florida law, Marconi International University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of Marconi International University. Therefore, such conduct will not be tolerated. Every effort will be made by Marconi International University to guarantee that hazing will not victimize students.

## LIBRARY USE POLICY

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day.

Students are charged replacement value up to a cost of \$25 for any item that is lost. These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian on occasion may grant permission for reference materials where necessary and appropriate.

## COMPUTER USE POLICY

Marconi International University's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. Marconi International University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Marconi International University. It applies to all users of Marconi International University's computing resources, including students, faculty, employees, alumni and guests of Marconi International University. Computing resources include all computers, related equipment, software, data and local area networks for which Marconi International University is responsible.

The computing resources of Marconi International University are intended for the legitimate business of Marconi International University. All users must have proper authorization for the use of Marconi International University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of Marconi International University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others. Computer hardware and software is the property of Marconi International University and the student is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy Marconi International University-purchased or leased software.



## EMAIL AND INTERNET USE POLICY

All email communications sent or received at Marconi International University should be considered official Marconi International University correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. Marconi International University under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at Marconi International University have access to the Internet. It is expected that all individuals using Marconi International University's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.

## RULES REGARDING THE USE OF COMPUTERS

The following rules apply to all users of the University's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for Marconi International University related activities only.
2. Accounts are considered the property of Marconi International University.
3. A Marconi International University Officer must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.
6. Electronic communications facilities, such as E-MAIL are for Marconi International University related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using Marconi International University computers.
8. Computers users are required to abide by federal copyright laws and Marconi International University's policy regarding the use of all digital materials, including peer-to-peer file sharing.

The appropriate agents will address inappropriate conduct and violations of this policy. In cases where a user violates any of the terms of this policy, Marconi International University may, in addition to other remedies, temporarily or permanently deny access to any and all Marconi

International University's computing resources and appropriate disciplinary actions may be taken.

## REGISTERING COMPLAINTS AGAINST MARCONI INTERNATIONAL UNIVERSITY STAFF

### GRIEVANCE PROCEDURES

If any student deems it necessary to file a grievance against a Marconi International University employee he or she must report such incident to the CAMPUS DIRECTOR. Every effort will be made to protect the privacy of any parties involved. The student is entitled and encouraged to have an informal discussion with the CAMPUS DIRECTOR as a first step. If an informal conversation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with the CAMPUS DIRECTOR, then the student should discuss the situation with the President. In cases of discrimination or sexual harassment, Marconi International University encourages the student to go directly to the President. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the student wishes to file a formal grievance, he/she may submit such in writing to the CAMPUS DIRECTOR. However, before filing a formal charge, the complaining party should first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. The formal report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. Also, student may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the CAMPUS DIRECTOR.

Upon receipt of a written formal complaint by a student, the CAMPUS DIRECTOR will consider the complaint together with the President. After such an investigation, the President will make a determination as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, Marconi International University will take whatever steps it deems appropriate to correct any grievance suffered by the complaining student. The entire process duration is 2 weeks, from the moment the student files the complaint until the final decision made by the President. For unresolved matters, you may contact the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll Free Telephone Number 888-22-6684.

### STUDENT COMPLAINT PROCEDURE

If a student determines that such grievance has appropriate support, the persons or departments that are responsible for such violation will be dealt with in an appropriate manner by the supervisors or directors of such persons or programs, in accordance with applicable provisions, if any, of contracts, employment regulations, faculty and employee handbooks, or the like. The

entire process duration is 2 weeks, from the moment the student files the complaint until the final decision made by the supervisors or directors. Students and faculty who believe that their grievances have not been fully investigated or remedied may contact the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241 (202) 336-6780.

### REVIEW BY A REPRESENTATIVE COMMITTEE

The student may appeal this determination to an appeals committee consisting of members of the administration, faculty and student body. This committee has the right to review the determinations and to reverse or amend such decisions.

### STUDENT CONDUCT CODE

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by Marconi International University. This list should **not** be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to Marconi International University.
2. Forgery, alteration, or misuse of Marconi International University documents, records, or identification.
3. Theft of and/or damage to property of Marconi International University, of a member of Marconi International University community or of a visitor to Marconi International University.
4. Unauthorized entry to, or use of, Marconi International University facilities, which are locked, closed to student activities or otherwise restricted as to use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
6. Disorderly, lewd, indecent, or obscene conduct or expression on Marconi International University owned property or at Marconi International University sponsored or supervised activities.
7. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of Marconi International University community, or which places the individual or group in danger of physical or mental injury. This behavior includes but is not limited to:
  - Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on Sexual Harassment).
  - Verbal Harassment-statements incorporating abusive, obscene or threatening language.

- Physical Harassment - use of, or threatened use of, physical force or violence.
  - Stalking - willfully, maliciously, and repeatedly following or harassing another person.
  - Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
8. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
  9. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
  10. Purporting to or representing another person, an organization, or Marconi International University improperly without the consent or authority.
  11. Lying or perjuring self to Marconi International University official.
  12. Attendance during the commitment of a violation of Marconi International University student conduct code constitutes permission or condoning of the act.
  13. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages or illegal drugs in violation of the State of Florida Law or Marconi International University's policy.
  14. Violating Marconi International University smoking tobacco use policy in specified facilities.
  15. Soliciting/selling for personal or organizational profit without proper consent of Marconi International University officials.
  16. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety of persons, the deliberate interference with academic freedom and freedom of speech.
  17. Possession of weapons, which include firearms (or replicas), guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument that may be used to cause injury to body or damage to property.
  18. Violation of other published Marconi International University policies, rules or regulations.

## ACADEMIC DISHONESTY

## CHEATING AND PLAGIARISM

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.

An incident of Cheating or Plagiarism upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.

#### PROCEDURES FOR HANDLING CHEATING AND PLAGIARISM

Any faculty member discovering a case of suspected cheating or plagiarism should make a responsible effort to confront the student with the evidence within five (5) working days. If the student can explain the incident to the satisfaction of the faculty member, no further action is warranted.

If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the coordinator of the appropriate area of study. This form is available in the office of the CAMPUS DIRECTOR. The CAMPUS DIRECTOR will hold a hearing in which the faculty member will present the evidence against the student. The CAMPUS DIRECTOR will decide who, in addition to the above, may be present at the hearing. The CAMPUS DIRECTOR will determine whether or not the evidence indicates that cheating/plagiarism has taken place.

If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:

- The faculty member will send an Academic Dishonesty Form to the CAMPUS DIRECTOR.
- The CAMPUS DIRECTOR will inform the student in writing that these forms have been sent.
- Records of the incident will be kept in the Office of the CAMPUS DIRECTOR.

This record shall be destroyed upon graduation or other forms of separation from Marconi International University if no further incidents of cheating or plagiarism occur.

If the records, in the Office of the CAMPUS DIRECTOR, indicate that the student has committed two offenses, both incidents become part of the student's permanent academic record.

The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. The student may be required to resubmit the assignment or take a new

examination. The student may receive a failing grade on the assignment or examination in question. The student may receive a failing grade for the course.

For a second or subsequent offense, the student shall be subject to suspension or dismissal from Marconi International University.

The student may appeal any of the above decisions in writing to the CAMPUS DIRECTOR within thirty (30) working days.

#### RESPONSIBILITIES OF STUDENTS CONCERNING ACADEMIC DISHONESTY

Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what constitutes cheating and plagiarism does not relieve the student of this responsibility.

Students must take care not to provide opportunities for others to cheat.

Students must inform the faculty member if cheating or plagiarism is taking place.

#### DISCIPLINARY STANDINGS

A student's status with regard to discipline is regulated by the following definitions, which are reflected in each student's record kept at the Registration Department.

#### GOOD STANDING

The status of good standing indicates that a student has been duly enrolled in Marconi International University and is eligible to participate in all activities of Marconi International University. A student is presumed to be in good standing unless the student engages in an established misconduct.

#### WARNING

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or similar type will be cause for further disciplinary action by Marconi International University.

#### DISCIPLINARY PROBATION

This status indicates that the student's behavior has raised serious questions concerning the student's status as a member of the University community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from Marconi International University. The CAMPUS DIRECTOR may impose the sanction of disciplinary probation on a student.

A statement of offense and decision will be placed in the student's file in the Registration Department. If while on disciplinary probation a student is found responsible for a further infraction of Marconi International University policies/regulations, the student will be subject to the possibility of suspension/expulsion from Marconi International University.

## SUSPENSION

The status of suspension indicates the suspension/separation of the student from Marconi International University for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. A student will be permitted to re-register for courses after a semester probation period. The CAMPUS DIRECTOR may impose suspension.

Statement of offense and decision will be placed in the student's file in the Registration Department.

## EXPULSION

This status, the most serious disciplinary action taken by Marconi International University, indicates the immediate, involuntary and permanent separation of a student from Marconi International University because of established gross misconduct on the part of a student.

After notice of expulsion, a student must leave the campus immediately. The expelled student does not have the privilege to apply for readmission to Marconi International University. Statement of offense and decision will be placed in the student's file in the Registration Department. A student's transcript will include documentation of expulsion. A student dismissed for disciplinary reasons at any time shall be entitled to any claim or refund.

## APPEALS TO DISCIPLINARY STANDINGS

A student may appeal any of the above decisions in writing to the CAMPUS DIRECTOR within thirty (30) working days.

## DISCIPLINARY RECORDS

Marconi International University will retain disciplinary records for one year after graduation. Marconi International University reserves the right to keep records for a longer period of time if so specified in the sanction letter.

## STUDENT DEVELOPMENT

Under the supervision of the CAMPUS DIRECTOR, the University student services are in place to assist students with their various needs. The goal of effective and worthwhile student services is to assist students and to directly involve the students in the affairs of the institution, fostering a sense of community among students, faculty and administration.

## ACADEMIC ADVISING

As previously mentioned, Marconi International University is an institution that emphasizes not only academic and professional growth, but also personal development and the nurturing of each student. Coordinators serve as liaisons between students and the faculty/administration. It is the role of the CAMPUS DIRECTOR to advise and mentor students with regards to academic and professional decisions. In addition, each faculty member is receptive to developing a professional, yet personal relationship with each student. As such, the students should feel comfortable, if the need arises, to seek advice of a faculty member with regards to academic and professional matters.

## PLACEMENT SERVICES

Students who are approaching graduation should contact the CAMPUS DIRECTOR. Students will be provided with accurate and timely information regarding the relationship of their programs of study to specific occupations and professions in Florida. Students will receive information about employers in the South Florida area. Students will also receive information about requirements of state licensure examinations for certain professions. While students are responsible for obtaining employment forms and scheduling interviews, Marconi International University staff will assist students with identifying potential employers, notifications of job fairs, creation of resumes and interview techniques. Marconi International University offers personalized services and resources to students along different steps of the job career search and job application process. These include Resume Writing, Cover Letter, Interview Techniques. **The University has not made and will not make any guarantees of employment or salary upon graduation.**

## STUDENTS WITH DISABILITIES

Marconi International University does not discriminate on the basis of disability in the admission or access to, or operations of its programs and activities. Marconi International University does not discriminate in the basis of disability in its hiring or employment practices. Marconi International University administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

Marconi International University currently provides handicap access in its classrooms and facilities. Requests for other accommodations must be made to the CAMPUS DIRECTOR. On occasion, the CAMPUS DIRECTOR may work together with the President to resolve requests



concerning academic adjustments. With the goal of promoting integration and equality among the student population, the University provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations within the first two weeks of each semester, and provide appropriate documentation to the CAMPUS DIRECTOR. Documentation received may be questioned if proper credentials are not provided, the person is not treating the student, or if the diagnosis is without supporting data. Marconi International University maintains all records as confidential.

Upon review of the documentation, the CAMPUS DIRECTOR will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. The CAMPUS DIRECTOR will contact the student's professors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify CAMPUS DIRECTOR in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of the CAMPUS DIRECTOR, in agreement with the course professor. Students should allow two to three weeks for processing of additional aids or educational materials. Marconi International University provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

Marconi International University will take into account the dates of requests for adjustments in the evaluation of grade appeals. Students should keep in mind that arrangements are provided to aid in the completion of course requirements, not to provide excuses for missing assignments or other coursework. All students may appeal grades. For this process, please refer to Procedure for Grade Appeals.

#### APPEAL DISABILITY DOCUMENTATION DECISION

The student may appeal any decision related to a requested accommodation or auxiliary aid to the CAMPUS DIRECTOR. Such an appeal must be made in writing to the CAMPUS DIRECTOR not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the CAMPUS DIRECTOR, shall be submitted together with the notice of appeal. The CAMPUS DIRECTOR shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

#### ADMISSIONS REQUIREMENTS

Applicants will be considered for admission if they satisfy the following:

- Undergrad: Submit a High School Diploma, GED, or proof of Post-Secondary Education
- Graduate: Masters: Proof of Bachelor's Degree or Master's Degree
- Submit a completed Admissions Application
- Submit a non-refundable application fee of \$50.00 for domestic students and \$150 for international students
- Copy of valid government issued ID

## ACADEMIC REGISTRATION AND REGULATIONS COURSE SELECTION

A schedule of courses is published and distributed at the Office of the Registrar approximately one week prior to advance registration for each semester. Please note that the information contained in the schedule is subject to change at any time. Students should confirm the information prior to registration.

Returning students may register during early registration period or regular registration periods. Please consult the Academic Calendar for the dates. On the dates set forth in the Academic Calendar, students must register for courses offered by Marconi International University. Before students are eligible for registration, they must have undergone academic advisement.

Students may register by completing the registration forms and delivering such forms in person to the Office of the Registrar.

## DROP/ADD PERIOD

Students may make schedule changes by filing a drop/add request form with the Student Services Department during the drop/add period. The end of the first week of classes is the last day for adding and changing courses. Please see the academic calendar for specific dates.

## TUITION, FEES, AND OTHER EXPENSES

### ESTIMATED BUDGET FOR THE 2018-2019 ACADEMIC YEAR

Program: **Master of Science in International Business Administration**

Credit Hours: 42

Total per Credit Hour: \$ 248.33

**Program: Master of Science in Educational Leadership, Management and Emerging Technologies**

Credit Hours: 36

Total per Credit Hour: \$ 280.00

**Program: Master of Arts in Design Management**

Credit Hours: 36

Total per Credit Hour: \$ 248.88

**Program: Bachelor of Science in Business Administration**

Credit Hours: 120

Total per Credit Hour: \$ 226.53

**Program: Bachelor of Science in Computer Engineering**

Credit Hours: 120

Total per Credit Hour: \$ 226.53

**Program: Associates of Science in Cosmetology Management**

Credit Hours: 60

Total per Credit Hour: \$ 226.53

**FOR ALL ABOVE PROGRAMS:**

Application Fee (non-refundable) for Domestic Students: \$ 50.00 / for International Students: \$ 150.00

Graduation Fee: \$ 400.00

**\*\*Textbooks are not included in the tuition. Students will be given advance noticed to purchase their textbooks. \*\***

For all students applying to the F1 student visa, there is a first time non-refundable I-20 Application Fee of \$ 250.

Tuition and other registration fees are due on or before the last day to register for any given semester. Students should consult the Academic Calendar regarding the registration deadline. Students will not be officially enrolled in Marconi International University until all fees are fully

paid. Any students owing money to Marconi International University, regardless of the debt, will not be permitted to register.

The selection process of Marconi International University will allow for admission of graduate students on the basis of the applicants' academic credentials in addition to a review of all the information contained in the application, both academic and personal. For that reason, applicants may also submit letters of recommendation in order to give Marconi International University a complete picture of the applicant, as a student and as a person.

Admissions requirements to specific graduate programs may vary – students should refer to the program descriptions found in the Catalog for additional information.

Meeting the minimum requirements does not guarantee admission to the University. An applicant's total undergraduate record including grades, educational objective and pattern of courses completed, as well as personal and professional goals will be considered.

## PAYMENT METHODS

Tuition and fees may be paid by credit card, check or money order at the Administration Department. On or before the last day of the Registration Period, the students should have either

- (i) Paid in full;
- (ii) or paid a deposit of \$100.00 or more and elected to participate in the Payment Plan that allows students to pay in installments.

Those students who choose to pay in installments during the semester must do so according to the Payment Plan, with a minimum deposit of \$100.00 and the rest paid in installments with no interest charges, payable on Installment Due Dates, as set forth by each individual student. All installments must be paid one month prior to the end of the semester. All late payments will have a penalty of \$25 late fee charge to the account.

## REGISTRATION CANCELLATION FOR NON-PAYMENT

Failure to pay tuition in full, or the installment amount due by the payment due dates set forth by the individual student will result in the University's cancellation of the student's registration for that semester.

## CANCELLATION FOR NON PAYMENT POLICY

Students whose registration is cancelled for non-payment, may: (i) request a refund of all partial payments made to the University according to the withdrawal schedule below; or (ii) the student

may petition for reinstatement (if approved, the student must immediately pay all tuition and fees plus a \$25 late fee and reinstatement fee of \$100.00.) For more information regarding reinstatement please contact the Registration Department.

For those students who elect the Payment Plan, failure to make timely payments on the Installment Due Dates in one semester will result in the reduction of the number of installments the student will be eligible for by one installment for any subsequent semester that the student elects the Payment Plan.

### CANCELLATION AND SETTLEMENT POLICY

The Enrollment Agreement may be cancelled provided that the school is notified of the cancellation in writing. If such cancellation is made, the University will promptly refund the student according to the refund schedule listed in the below section.

### REFUND POLICY

Should a student either drop a course(s) or withdraw from a course he/she is required to notify the Student Services' office by using the appropriate form and submitting that form to the aforementioned office. Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

Week 1: Through the end of the drop/add period (5 days after beginning of classes): 100% tuition, except for the \$50/150 application fee

Week 2: 75% tuition refunded, no fees refunded

Week 3: 50% tuition refunded, no fees refunded

Week 4: 25% tuition refunded, no fees refunded

Week 5: 0% tuition refunded, all students who withdraw will be charged a \$75 withdrawal fee

- Cancellation must be made in writing
- The termination date for refund computation purposes is the last date of actual attendance by the student.
- If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund, including the \$50/150 application fee.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

### MIU SCHOLARSHIPS

Marconi International University offers a number of scholarships every semester for students who qualify and comply with all the scholarship requirements. Each Scholarship awarded lasts for the length of time the student is enrolled in the program.

Scholarship eligibility may be based on a combination of factors. The Admissions Director, after collecting all the required documentation, will pass the students' information to the Scholarship Committee that will evaluate the applications.

Students may apply for only one of the scholarships listed below through the submission of the scholarship application form:

- **HISPANIC AND CARRIBEAN UNDERGRADUATE AND GRADUATE SCHOLARSHIP**

MIU provides an award of 50 percent (50%) of the cost of tuition for applicants who have successfully graduated from a recognized higher education institution (high school or University) in Latin America or in the Caribbean and wish to continue their studies ONLINE with Marconi International University. In order to apply for this scholarship student must provide an original or certified sealed copy of his or her transcript obtained from the previous institution. The transcript should be accompanied by an official credential evaluation completed and submitted to the University by a recognized evaluation service. Students must also send the scholarship application form where they must indicate the scholarship they are applying for and the program of study of their interest. MIU scholarship Committee is in charge of reviewing every application and evaluate compliance with the scholarship criteria.

- **AFRICAN, ASIAN AND MIDDLE EAST UNDERGRADUATE AND GRADUATE SCHOLARSHIP**

MIU provides an award of 50 percent (50%) of the cost of tuition for applicants who have successfully graduated from a recognized higher education institution (high school or University) in Africa, Asia or Middle East and wish to continue their studies ONLINE with Marconi International University. In order to apply for this scholarship student must provide an original or certified sealed copy of his or her transcript obtained from the previous institution. The transcript should be accompanied by an official credential evaluation completed and submitted to the University by a recognized evaluation service. Students must also send the scholarship application form where they must indicate the scholarship they are applying for and the program of study of their interest. MIU scholarship Committee is in charge of reviewing every application and evaluate compliance with the scholarship criteria.

- **EUROPEAN UNDERGRADUATE AND GRADUATE SCHOLARSHIP**

MIU provides an award of 30 percent (30%) of the cost of tuition for applicants who have successfully graduated from a recognized higher education institution (high school or University) in Europe and wish to continue their studies ONLINE with Marconi International University. In order to apply for this scholarship student must provide an original or certified sealed copy of his or her transcript obtained from the previous institution. The transcript should be accompanied by an official credential evaluation completed and submitted to the University by a recognized evaluation service. Students must also send the scholarship application form where they must indicate the scholarship they are applying for and the program of study of their interest. MIU scholarship Committee is in charge of reviewing every application and evaluate compliance with the scholarship criteria.

- **MILITARY AND VETERANS SCHOLARSHIP**

MIU provides an award of 30 percent (30%) of the cost of tuition for the online and on campus programs for the following categories of Military and Veterans students:

- Active Duty
- Reserve Military Veterans
- Spouse/Dependent of Active Duty or Reserve

To receive this scholarship, the active duty or reserve service member, veteran, or spouse/dependent of active duty or reserve service member will have to complete the MIU Scholarship application and show proof of service. MIU scholarship Committee is in charge of reviewing every application and evaluate compliance with the scholarship criteria.

- **ONLINE STUDENTS FROM IEK DELTA (GREECE) SCHOLARSHIP**

MIU offers a 60 percent (60%) scholarship towards Online MIU programs to students who are enrolled or graduated at IEK DELTA (Greece). This can be proved through the delivery of an original or certified sealed copy of his or her transcript. The transcript should be accompanied by an official credential evaluation completed and submitted to the University by a recognized evaluation service. MIU scholarship Committee is in charge of reviewing every applications and evaluate compliance with the scholarship criteria.

- **FLORIDA RESIDENT ADULT AND PROFESSIONAL STUDENTS**

MIU recognizes that tuition cost is a major factor for adult students when they have to take the decision to return to college and to finish their degree. For this reason an award of 50 percent (50%) of the cost of tuition is provided for Florida residents adult students aged from 28 to 55 who wish to enroll to an ONLINE or ONCAMPUS graduate or postgraduate program. In order to apply for this scholarship student must send proof of citizenship or residency in Florida (US passport, Florida Driver License or ID) and their resume showing a minimum of 2 years of professional experience. MIU scholarship Committee is in charge of reviewing every application and evaluate compliance with the scholarship criteria.

- **MERIT BASED UNDERGRADUATE AND GRADUATE SCHOLARSHIP**

MIU offers merit based scholarship of 20 percent (20%) of the cost of tuition towards Online or On campus MIU programs, to domestic and international students who obtained a minimum GPA of 2.9 in their previous studies (High School, Bachelor or Master). This can be proved through the delivery of an original or certified sealed copy of his or her transcript. If the degree was obtained from an institution outside of the U.S., the transcript should be accompanied by an official credential evaluation completed and submitted to the University by a recognized evaluation service. In order to maintain the scholarship if awarded, the student must remain enrolled as a full-time student during the spring and fall semesters maintaining a minimum GPA of 2.9.

- **COOPERATION AGREEMENT BETWEEN THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES (OAS), THROUGH THE DEPARTMENT OF HUMAN DEVELOPMENT, EDUCATION AND EMPLOYMENT AND MARCONI INTERNATIONAL UNIVERSITY**

The Organization of American States (“OAS”) has established the OAS Scholarship and Training Programs (hereinafter the “Scholarship Program”) to provide educational opportunities in the Americas, through the awarding of scholarships each year for research, undergraduate, and graduate studies, both attendance-based and distance learning, and that the Scholarship Program’s coverage and impact are strengthened and augmented through alliances

established through the conclusion of agreements with internationally recognized universities that share costs, offer joint scholarships, and reduce tuition costs;

Marconi International University (“MIU”) has an interest in providing access to quality education to citizens of OAS Member States, and wishes to collaborate with the GS/OAS in its Scholarship and Training Programs.

To that effect MIU shall offer 100 scholarships on each intake of the year, 300 scholarships in Full Year. The scholarship will cover all on-line programs, MIU shall award each Scholarship Recipient a tuition waiver in the amount of sixty percent (60%) of the published tuition amounts for the applicable Program in effect at the time the Scholarship Recipient applies to the University.

To be considered for the OAS-MIU PAEC Scholarship, the candidate must apply, be admitted to the University and apply for the OAS-MIU PAEC Scholarship through the university. The deadline to apply for the first intake/term of the OAS- MIU PAEC Scholarship is August 10, 2020, for the second intake/term is December 10, 2020 and for the third intake/term is April 10, 2021, and such other dates as may be established in subsequent years. An applicant must be able to present a University acceptance letter and meet other application requirements by the applicable deadline.

**Scholarship eligibility requirements:**

- Interested parties with nationality and / or permanent legal residence of any of the GS / OAS Member States will be eligible. The members of OAS are the countries that are related in the following link: [http://www.oas.org/es/estados\\_miembros/default.asp](http://www.oas.org/es/estados_miembros/default.asp)
- To be a beneficiary of the scholarship, the candidate must have completed the admission process and been admitted to the UNIR study program.
- Not having received other academic scholarships from the OAS, at the same level of studies proposed in this call.
- Before starting any Program, all Scholars must demonstrate their financial capacity to cover the costs of the Program not covered by the Scholarship within an established term.
- The GS / OAS officials, people who are under results contracts with the SG / OAS, the staff of the Permanent Missions to the OAS, and the relatives of all the aforementioned persons will not be eligible to receive the Scholarships.

**Evaluation and selection criteria:**

- Academic profile, merit and academic credentials.



- The potential impact of the applicant on the completion of the study program.
- The geographical distribution of the candidates, taking into account the most important needs of the Member States, according to the Human Development Index reported by the United Nations Development Program (UNDP).

All scholarship applications are subject to a formal review, evaluation and decision by the scholarship committee.

If a student that was awarded a scholarship, drops out of MIU or fails any of the courses, he/she will lose the scholarship and will be responsible for paying the difference of the regular tuition rate for all previous semesters completed before withdrawing.

#### GROUNDS FOR TERMINATION

A student's enrollment can be terminated at the discretion of the institution for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and the Enrollment Agreement.

#### UNITS OF CREDIT

Credit hours are awarded on a semester basis according to the successful completion of coursework for which the student has registered. The successful completion of one unit of credit is equivalent to the following total semester credit hours per semester:

- 1 lecture credit = 15 hours
- 1 laboratory credit = 30 hours
- 1 internship/externship or practicum credit = 45 hours

A clock or contact hour being a minimum of 50 minutes in a 60-minute period.

#### ATTENDANCE POLICY

On Campus Students are expected to attend all scheduled Marconi International University classes for the courses that they are registered for and to achieve the goals set forth by each class instructor. Attendance is taken daily. Enrolled students are permitted no more than 2 "free" absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than 6 classes will result in failure of the course regardless of grade average. It is the student's responsibility to arrange to make up work missed because of an absence.

The attendance for the online classes is monitored through the online platform "Marconi International Campus" by Professors and school administrators dedicated to assist online students.

#### STUDENT TARDINESS POLICY

A student is considered tardy if the student comes to class 5 minutes late. A student can be tardy up to 15 minutes after class has started. After 15 minutes the student will be considered absent. A student is considered to have left the class early if the student leaves before the end of class time. With three tardiness or having left the class early three times, the student accumulates one full absence. If the student leaves early and misses half of the class period, it is considered a full absence. When a student has more than 6 tardiness or has left class early 6 times, the instructor will contact the CAMPUS DIRECTOR to request an intervention session with the student. The goal of the intervention session is to develop and implement an intervention program to help students learn new ways to manage time.

## SYSTEM OF EVALUATION

For every course offered at Marconi International University, the professor is to provide to the students at the beginning of the course a course syllabus that contains the following written information: (i) the method of evaluation and (ii) course requirements and value towards the final grade.

## TRANSFERABILITY OF CREDITS

Students seeking to transfer credits earned at another postsecondary institution to Marconi International University or from Marconi International University to other institutions should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits. The policy of the University regarding the evaluation of course content from other universities to determine its equivalency with a course offered at Marconi International University is that approximately three-fourths of the course content must match the content of the course offered at Marconi International University if it is to be accepted for transfer. For evaluation purposes, the student must provide a copy of his/her transcripts. Foreign transcripts from internationally-based institutions should be submitted for Foreign credentials evaluation to the American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or a member of Association of International Credential Evaluators (AICE), or a member of the National Association of Credential Evaluation Services (NACES), prior to the evaluation and award. MIU offers international students its support and guidance during this process. For evaluation purposes, the institution will assess the course description of the course to be evaluated and the school catalog. Evaluations are handled on a case-by-case basis.

Decisions regarding transferability of credits are not necessarily made prior to enrollment. Only students who have been fully admitted to Marconi International University may submit their transcripts and course descriptions for evaluation. Students are encouraged to submit official transcripts as soon as possible. Marconi International University recognizes credits from accredited higher education degree granting institutions, and will not transfer credits for courses below college level. Evaluation of transferability of credits is performed by the Executive

Director. On occasion, the Executive Director may seek the advice of an expert or faculty member in a specific discipline to perform course evaluations.

However, grades for classes that were transferred from another University are shown as “TR” on the transcript and will not be used in computing the student’s grade point average. For undergraduate students, no more than 75% of the course will be transferred; for graduate students, no more than 50% of the course will be transferred; and other documentation may be requested, such as sample of coursework.

## LEAVE OF ABSENCE

To be eligible to apply for a leave of absence, a student must have completed one full semester at Marconi International University. The student must submit a written request for the leave (with required documentation) to the Academic Director. Students must have approval from the Academic Director prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident) or military duty. This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one leave of absence in any twelve-month period. However, a second leave of absence may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness or a serious health condition of the student.

A leave of absence is granted only when there is a reasonable expectation a student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave. However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Marconi International University and will be charged a re-entry fee when he/she re-enrolls.

If a student does not return to school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student’s last day of attendance.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

### OVERVIEW

All students are required to meet the standards of academic performance that are outlined in the

sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and, a maximum time frame requirement to successfully complete all required credit hours for the program. As described below, each student must achieve the minimum CGPA within the maximum time frame established.

Students must make satisfactory progress both in terms of cumulative grade point average and the total amount of time taken to complete the required course sequence as outlined by semester in Marconi International University Catalog. To maintain satisfactory progress, the student must:

- Complete their total program in no more than 1.5 times the number of credits hours described in this catalog for the program
- Establish and maintain at least a 2.0 or 3.0 GPA by the end of the student's second term of enrollment and all subsequent terms. (Grades for classes that were transferred from another university are shown as "TR" on the transcript and will not be used in computing the student's grade point average.)

Factors that may influence satisfactory progress and that may result in extended time are:

- Deviation from the catalog requirements in the number of hours taken per semester
- Deviation in the course sequence recommended
- Withdrawal from classes
- Repeated courses
- Grades of "Incomplete"
- Changing the major or the program
- Probation or suspension
- Grade appeal process
- Earning more than one degree at a time

In calculating Satisfactory Academic Progress, Grades "A" through "C-" are considered passing grades. Grades "W" and "I" indicate that no grades were earned for the course. A "W" grade indicates that the student withdraw from the course. An "I" grade indicates that the student was passing the course but failed to complete all the required course work. The instructor, in his/her discretion may grant an "I" grade instead of an "F", pending completion of the course work by

the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" grade becomes an "F". For students receiving transfer credit from other institutions, a grade of "TR" will appear on their transcript. Courses for which a "TR" is given will not be used in computing the student's grade point average. A student's grade point average ("GPA") is computed by dividing the sum of all grade points earned at the University by the total number of credits in all courses for which grades "A" through "F" were received. Courses in which a "W" or "I" or "TR" grade was received will not be used in computing a student's GPA.

**QUALITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.

	<b>Minimum Cumulative Undergrad/Graduate:</b>	<b>Overall GPA</b>	<b>Required percentage of completion of coursework attempted:</b>
<b>Interval I:</b> End of the second term:	2.0/3.0		60%
<b>Interval II:</b> End of the student's third and any subsequent term:	2.0/3.0		66.67%
<b>Interval III:</b> The total maximum <sup>[[[]]]</sup> for completion as timeframe described under "Quantitative Criteria" below.	2.0/3.0		66.67%

To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 2.0 for undergraduate programs and 3.0 for graduate programs overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted. The student who maintains satisfactory Academic progress is defined as "Good Standing Status"

## **CALCULATION OF THE CREDIT COMPLETION PERCENTAGE**

The credit completion ratio or percentage is calculated by dividing the total number credit hours successfully completed by the student in his or her program by the total number of credit hours attempted by the student. For the purposes of calculation, credit hours attempted by the student include:

A. all courses taken while the student is enrolled in his or her program of study or

B. a different program of study, if:

1) The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or

2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

## **CALCULATION OF OVERALL CUMULATIVE GRADE POINT AVERAGE**

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the university.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the university.

If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

## **QUANTITATIVE CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

All student must maintain a satisfactory overall GPA and successfully complete the required minimum percentage of coursework each academic year. Additionally, a student must complete the degree within a maximum time frame of attempted credit hours.

- **Master of Science in International Business Administration**
  - 63 Maximum Attempted credit hours
- **Master of Science in Educational Leadership Management and Emerging Technologies**

- 54 Maximum Attempted credit hours
- **Bachelor of Science in Business Administration**
  - 180 Maximum Attempted credit hours
- **Bachelor of Science in Computer Engineering**
  - 180 Maximum Attempted credit hours

The maximum time frame for the completion of any program of study is 150% of the credits hours designated for the program in the university catalog. A student is not making Satisfactory Academic Progress if the University determines that the student is unable to graduate from his/her program without exceeding the maximum time frame for completion. In such case, the student will be terminated from his/her program.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

## SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

### WARNING

Students are evaluated at the end of each academic semester. At the end of a semester any undergraduate student whose cumulative grade point average is below 2.0 and any graduate students whose cumulative grade point average is below 3.0 or whose successful completion rate is less than required percentage of completion of coursework attempted will be placed on warning. The student service director informs student of this situation. Students are placed on Warning as the result of the following scenarios:

- Cumulative GPA is less than 2.0 during by the end of the undergraduate student's first term of enrollment and all subsequent terms or;
- Cumulative GPA is less than 3.0 by the end of the graduate student's first term of enrollment and all subsequent terms
- Completion of less than the required percentage of completion of coursework attempted

To resolve warning status and get back into "Good Standing Status", students can do one of the following (depending on what caused the student to go on warning):

- Complete the next term successfully, which is defined as completing the required percentage of completion of coursework attempted with a GPA above the required minimum
- If the warning was caused by an "Incomplete" grade, have the "I" grade changed to a passing grade before the end of the warning term.

If the student fails to get back into "Good Standing Status" is subject to dismissal.

#### APPEAL A NON-SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

Students who are not meeting SAP requirements due to particular circumstances may submit a SAP Appeal within 15 days from the university notification. The University will notify the student by email regarding the final decision about the appeal within 15 days from the date of reception of the appeal. The appeal has to be based on extenuating circumstances and must explain what has changed that would now allow the student to meet SAP. The appeal must be provided with supporting documentation. Examples of documentation could include a death certificate, obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, employer, etc. The Campus Director will consider mitigating circumstances in addressing the appeal. The determination of the student's appeal will be made by the discretion of the campus director in conformity to the principles and standards described in this catalog and will be final and binding. If the campus director decides in favor of the student's appeal, the student will be placed on probation status for one semester during the student's next semester of attendance in a program of study at Marconi International University.

#### PROBATION

Students who fail to meet SAP requirements after the warning period may be placed on probation with an approved appeal. Students must be able to meet SAP within their program maximum time frame in order to be placed on probation. During the probationary term, students must attain the required cumulative GPA and cumulative completed credits percentage and must successfully follow the academic plan submitted with their AP Probation Form (completed with the Academic Coordinator for the Program). Students that do not meet the cumulative GPA and completed credits but successfully meet the academic plan will be classified as meeting SAP. Failure to attain the required GPA and/or cumulative completed credits percentage after the probation term will result in suspension.

If the student is placed on probation at the end of the semester in which the student is on warning, the student's overall GPA and credit completion percentage will be recalculated. An undergraduate student will be removed from probation only if he/she completes the appropriate percentage of coursework and earns a C – or better in all courses attempted during the semester he/she is on probation and earns a cumulative GPA of 2.0 or higher. A graduate student will be



removed from probation only if he/she completes the appropriate percentage of coursework and earns a B – or a better grade in all course attempted during the semester in which he/she is on probation and earns a cumulative GPA of 3.0 or higher

An undergraduate student who, during the semester of probation, still does not earn a C- in every course or a 2.0 cumulative GPA is required to meet with the campus director to determine whether a reduced course load may be appropriate for the student. If the reduced course load will be approved the student has to complete and achieve only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "C-" or better in all courses and earn a cumulative grade point average of 2.0, he or she will be terminated from the program of study and suspended from the University for unsatisfactory performance.

A graduate student who, during the semester of probation, still does not earn a B- in every course or a 3.0 cumulative GPA is required to meet with the campus director to determine whether a reduced course load may be appropriate for the student. If the reduced course load will be approved the student has to complete and achieve only half of the number of credit hours normally taken by a full-time student. If the coordinator determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B-" or better in all courses and earn a cumulative grade point average of 3.0, he or she will be terminated from the program of study and suspended from the University for unsatisfactory performance.

## READMISSION

Students who have been terminated from a program must wait at least two (2) quarters before applying for readmission and must submit a Petition for Re-admission to the Campus Director. In order to be considered, the student must submit a written petition that describes the changes in behavior or circumstance that will result in improved academic performance. The readmission petition must be submitted to the Campus Director at least ten (10) days before the beginning of the quarter in which the student requests readmission. The Campus Director will determine if the student has demonstrated the likelihood of future success in the program of study. The Admissions Office will notify the student in writing concerning readmission. If the student was not making SAP, they will return in the same SAP standing as they were before leaving.

## INCOMPLETE GRADE IN A COURSE

If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It

is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F". The grade "I" has no effect on the students' cumulative grade point average or successful completion of the course. However, the grade of "I" is added to the hours attempted within the maximum timeframe.

### WITHDRAWAL FROM A COURSE

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws a course during the drop/add period (the first week of class), they will not receive a grade in the course. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of "W" is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

In order to officially withdraw from a course, a student must communicate to Student Services and fill out the Change of Status Form.

### TRANSFER COURSES

Students will receive a grade of "TR" for courses taken at another institution that are being transferred in for required courses at the institution. The grade of "TR" has no effect on the student's cumulative GPA or successful completion of courses. However, a grade of "TR" is added to hours attempted within the specified minimum time frame.

### REPEAT COURSES

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for both attempts are counted in lieu of those earned for the initial attempt.

Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

A student who repeats a course and as a result exceeds the maximum time frame for completion, will be considered as not in compliance of the Satisfactory Academic Progress.

### CHANGE OF PROGRAM OR MAJOR

Students who contemplate a change from one program or major to another should discuss this possibility with the CAMPUS DIRECTOR to determine the effect such a change would make on the student's satisfactory academic progress. Marconi International University defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program. If a student changes his/her major or program only the credits that are common to both programs may be accepted toward the new degree program.

### ADDITIONAL DEGREE PROGRAM

Students who wish to earn another degree must re-apply for admission to the University. Upon acceptance to the University, courses which count toward the new degree program completion requirements will be transferred. Only credit attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

### GUIDANCE TO STIMULATE INTERACTION

According to ACICS quality standards, on behalf of all the University Community, Marconi International University, shows a determined commitment to stimulate students learning from an education based on the importance of a teacher-student interaction; and stimulating activities between students in order to encourage the collaboration among themselves.

From the moment a student is enrolled, a tutor or professor of Marconi International University, will keep informed the student about the importance of the interaction for achieving an adequate learning outcome in order to achieve a satisfactory university experience.

Marconi International University will ensure with its different systems, tools and staff, in order to monitor the participation given in this distance education mode, to both students and teachers. The virtual environment and the teaching model - learning encourages different types of interaction between teachers and students, both synchronous and asynchronous. Among them emails, webinars, chat, teacher corrections, and discussion forums.

The following are **basic guidelines** for promoting the interaction of discussion forums based on quality and accreditation standards and requirements:

About the feedback timings in discussion forums:

1. Interaction between teachers and students shall occur continuously and consistently.

2. Teachers shall try to access and reply **within 24 hours, if not before**. Hence, in the work contract of the teacher this shall be indicated.
3. Teachers shall try to reply **within 24 hours to the forums**.  
**About the topics:**
4. Each subject will include **12 ‘weekly discussion topic’**, distributed in 4 forums, those shall be related to the topics of syllabus preferably.
5. Therefore, all professors’ subjects shall send 12 proposals (cases, exercises, examples, tasks, etc.) for validation by the Directorate of Online Education.
6. Issues raised within a forum shall be given by a university teacher. This means that the questions or approaches of teachers should show depth, rigor and academic quality.
7. The topics raised shall not consist of exercises that involve limited responses; but should look for the possibility that students may argue their answers.
8. Topics raised by teachers shall seek to a deep thinking. This is, to propose approaches following Bloom's taxonomy that requires:
  - - Preferably to the ‘analyze’ level for the Degrees
  - - Preferably to the ‘evaluate’ level for Master’s Degrees.

#### **GUIDELINES FOR STUDENTS IN THE DISCUSSION FORUMS**

Answers from students and teachers shall be sufficiently long and must reveal a learning based in the collaboration

1. The student must keep in mind the rules of the forum and the indications and criteria that the teacher proposes in the discussion forum.
2. The "**polite tone**" that interventions should be carried in the forums should follow the regulation included in the "regulation of participation in forums".
3. Interventions should go online to encourage individual learning, but also to the rest of the peers. For this reason we will appreciate the contributions of students who try to encourage participation, give greater clarity, exposure of additional examples, interaction with other students trying to avoid a one-way conversation with the teacher.
4. The interventions of the students in the forum should be long enough. To have a reference of the dimension of each intervention is suggested around **75 words** for each intervention. Naturally this may vary depending on different factors.
5. Since the opening of the topics that make up the forum is weekly, it must be answered in the same week.
6. Responses should show at least students' analytical ability following Bloom's taxonomy.
7. It is suggested that students make several interventions by topic. This will help to achieve a better understanding of doubts and/or greater depth and breadth of the argument being defended.
8. It is very important that your answers are university-level showing spelling correction.

#### **ON EVALUATION AND PARTICIPATION IN THE DISCUSSION FORUMS:**

Participation in the discussion forums of the subjects is of essential importance and consequently the evaluation of the subjects of the institution is taken into account.

It is therefore important to state that:

1. Participation in the forums is mandatory in order to pass a course. Non-participation will result in the course not being completed.
2. The evaluation of participation in the forums will be based on the responses of the students. The rating of participation in the forums has a weight of 10% of the total subject.
3. The institution has a rubric with different facets and indicators to make as objective an assessment of participation in forums as possible.
4. Teachers will see their assessments in the gradebook. It is recommended that these be substantial for students and improving their learning.

Learning is the responsibility and consequence of everyone, not just the teacher!!

## GRADING SYSTEM

Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total credit hours attempted.

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total credit hours attempted.

Letter Grade	Numerical Value	GPA
A	97 – 100%	4.0
A-	90 - 96%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B-	80 – 82%	2.7
C+	73 – 79%	2.3
C	70 – 72%	2.0
C-	67 – 69%	1.7
D+	63 – 66%	1.3
D	60 – 62%	1.0
D-	57 – 59%	0.0
F	< 57%	0.0
I	-	Incomplete*
TR	-	Transfer Credit**
W	-	Withdrawal**

\* Grade not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

\*\* Grade not calculated in CGPA and course hours are not included in total credits attempted.

## GRADUATION POLICY

Undergraduate students who have maintained at least a 2.0 GPA and have completed all the required coursework for their major and have satisfied all of their financial obligations are eligible for graduation.

Graduate students who have maintained at least a 3.0 GPA and have completed all the required coursework for their major and have satisfied their financial obligations are eligible for graduation. Application for graduation must be made to the University Registrar by the end of the fifth week of classes in the student's final term. The University Registrar will provide students with a diploma upon satisfactory completion of all remaining coursework. Students who have applied for graduation but do not meet the minimum requirements will receive a letter within ten (10) working days after the Application for Graduation was received. This letter will provide the student with specific information about their progress to date, and any remaining requirements that must be met.

Before graduating all students must pay the graduation fee as follows:

- For ALL PROGRAMS: \$400

## STUDENT RECORDS

Students should be aware that student records submitted to the University become the property of the University and shall not be released to third parties. Marconi International University reserves the right to use the records, as it deems appropriate. A hold shall be placed on the records of any student that owes an obligation to Marconi International University. A student may not register or receive a transcript from Marconi International University until the obligation is paid in full to Marconi International University and the hold is properly removed. Removal of a hold may take approximately two (2) business days.

## TRANSCRIPT REQUESTS

Provided a hold does not exist, a student may request a transcript from the Registration Department by completing and delivering a transcript request form. Marconi International University will release the transcript to the student. Transcript requests may be made in person or by mail. Official and non-official transcript request may take approximately five (5) to ten (10) business days to process.

## STUDENTS' RIGHT TO KNOW

Marconi International University has policies that ensure that students have access to records as provided under federal and state law. Marconi International University is in compliance with Student Right to Know Act (PL 101-542). The following policies describe student rights in this regard. Please contact the Registration Department for further questions regarding a student's rights to access his/her records.

## AMENDMENT OF RECORDS

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the University official who maintains the records amend them. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of Marconi International University for further determination or confirmation. If the University decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

## HEARING PROCEDURES

If the request for a change in the student's records is denied, the student may appeal the decision to the CAMPUS DIRECTOR within thirty (30) days and ask for a hearing. The CAMPUS DIRECTOR shall designate a hearing committee, which will include one administrator other than the one who has denied the request and two faculty members of Marconi International University. The decision of the Hearing Committee shall be final, except that final appeal to the President of the University remains open. The challenge to be considered in such hearings may extend only to the material in the respective Marconi International University file, e.g., it may extend to the correct recording of a grade, but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the University's decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

## MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the Registration Department. Included are admission applications and associated documentation, the registration forms for each semester in residence; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.

## COURSE NUMBERING SYSTEM

For the undergraduate degree, Bachelor of Science in Business Administration (BSBA) and Bachelor of Science in Computer Engineering (BSCE), program structure follows the course numbering provided by the Florida's Statewide Course Numbering System (SCNS). The SCNS uses alphanumeric identifiers and capital letters representing the type of course and numbering representing the level of the course – lower or upper division courses. The use of SCNS is a common practice amongst universities accredited by the national and regional accredited schools in identifying lower and upper level courses. Marconi International University does not offer concentrations for either the undergraduate or graduate degree programs. The general education courses are also identified in each program.

Lower-division courses are indicated as: 1000-2999 alphanumeric

Upper-division courses are indicated as: 3000 – 4999 alphanumeric

An example of a lower-level course would be GE1011 and an example of an upper-level course would be FI3031.

All graduate program courses are indicated as: 500 – 600 alphanumeric. Each of the 500-600 level courses are reserved for upper-level courses indicating its progression of learning outcome requirement. Although there are no prerequisites, the courses are offered in a progressive sequence that allows a cohort to be formed.

All graduate courses' categories are comprised by the letters indicating the program and the numbers indicating the sequential order of classes for each course type:

MBA – Master in International Business Administration

MEL – Master in Educational Leadership, Management and Emerging Technologies

MDM – Master in Design Management

<b>Cosmetology Management Associates (Program offered upon Accreditation from ACICS)</b>
<b>GENERAL EDUCATION COURSES (15 total credits)</b>
EN1101
EN1102
MC1005
PS2001



SY2001
<b>LOWER DIVISION REQUIRED COURSES (36 total credits)</b>
AC1001
BL2430
BS2217
BS2033
EC2013
GE1011
MA2001
MA2101
MA2301
MA2401
MA2501
MA2601
MA2701
MI2004
PH2643

<b>Computer Engineering Bachelor</b>	<b>Business Administration Bachelor</b>
<b>GENERAL EDUCATION COURSES (36 total credits)</b>	<b>GENERAL EDUCATION COURSES (36 total credits)</b>
EN 1101	EN 1101
EN 1102	EN 1102
MC 1005	MC 1005
MC 1014	MC 1014
PS 2001	PS 2001
SY 2001	SY 2001
EC 2013	EC 2013
EC 2023	EC 2023
WH 1026	WH 1026
ST 2311	ST 2311
WR 100	WR 100
SP1017	SP1017
<b>LOWER DIVISION REQUIRED COURSES (24 total credits)</b>	<b>LOWER DIVISION REQUIRED COURSES (24 total credits)</b>

GE 1011	CO 1001
FI 2501	CO 2210
BU 2430	CO 2310
BU 2601	CO 2410
EC 2033	CE2020
EC 2043	MC 2311
EC 2053	MC 2104
EC 2063	PH 2048
<b>UPPER DIVISION REQUIRED COURSES (60 total credits)</b>	<b>UPPER DIVISION REQUIRED COURSES (60 total credits)</b>
FI 3031	EE 3032
FI 3021	EL 3012
FI 3035	EL 3123
MI 3004	EL 3768
PH 3643	IS 4300
EC 3051	CE 4072
EC 3061	CP 4770
EC 4003	ST 3032
EC 4063	CN 4704
EC 4073	CO 3011
EC 4103	CO 3500
MA 3301	CO 3501
BL 3710	CO 3530
BS 4023	CO 3601
BS 4033	CO 3701
BS 4053	CO 3801
BS 4133	CO 4301
IN 4502	CO 4400
CP 4901	CI 4011

<b>Educational Leadership, Management and Emerging Technologies Master (36 total credits)</b>	<b>International Business Administration Master (42 total credits)</b>
MEL 510	MB 510
MEL 520	MB 520
MEL 530	MB 530

MEL 540	MB 540
MEL 550	MB 550
MEL 560	MB 560
MEL 610	MB 570
MEL 620	MB 610
MEL 630	MB 620
MEL 640	MB 630
MEL 650	MB 640
	MB 650
	MB 660

<p><b>Design Management</b></p> <p><b>Master</b></p> <p><b>(36 total credits)</b></p> <p><b>(Program offered upon Accreditation from ACICS)</b></p>
MD 5011
MD 5013
MD 5012
OR 5011
MD 5014
MD 5501
MD 5502
MD 5503
MD 5504
MD 5505
MD 5506
MD 5507
MD 5508
MD 5509
MD5001

The Marconi International Platform is a customized version of Chamilo e-learning platform. Chamilo is an e-learning system developed in a collaborative way by several companies, associations and people, through an open model called « free software » (as in freedom). Everyone can download and use Chamilo freely, given accept its license (GNU/GPLv3), which essentially grants four essential freedoms, given you commit to maintain those freedoms: the freedom to use, study, modify and distribute the software.

It aims at bringing the best e-learning and collaboration platform in the open source world. It will ensure:

- ✓ Easy creation of educational content;
- ✓ Easy and free installation on web hosting solutions;
- ✓ Tracking of users results, allowing for methodology improvements;
- ✓ Clean interface, letting user focus on learning;
- ✓ Synchronous and asynchronous communication channels (chat, forum, discussion groups);
- ✓ Collaborative Area, to allow users to study and work each other.
- ✓ Many tools allowing for all learning types (audio-visual, practical and collaborative);
- ✓ Extensive documents management capabilities.
- ✓ Import or create documents (audio, video, images) and publish them.
- ✓ Build tests and exams with automated scores and feedback as required.
- ✓ Build or import (SCORM and AICC) compliant courses.

License: Chamilo is distributed under the GNU/GPLv3 license starting from version LMS 1.8.7. The users using Chamilo can access a series of useful tools allowing them to easily make use of an effective learning environment.

- **Agenda** (to plan course activities)
- **Inbox messages** (the tool allows the users to receive important information from the tutor/teacher like: an alert to the addition of a new document, or a remind of a deadline for submission of an assignment or to highlight and share a particularly good piece of work.)
- **Chat** (synchronous communication tool between tutors or other users)
- **Documents** (an area where to put files, share links and educational documents)
- **Forum** (asynchronous communication tool between students and tutor)
- **Groups** (the tutor or the teacher can create working groups inside the course)
- **Test** (the area where all the quiz courses are stored):
- **Assignments**
- **Assessment** (The tool that allow users to take a test and enter to a course or another, depending on the results of the test.)
- **Survey** (the tutor can create surveys inside the courses)

Services

Student orientation:

Student orientation will be made in a synchronous modality by the School administrator of the platform in order to instruct the student on the use of the online program. The students will also receive information regarding the different services that Marconi International University will provide. The student will get to reach all of the administrative staff who will be available to answer all the students enquiries.

The Chamilo platform has been implemented in our institution and it provides our learners with a tutorial that guides them on the different ways they can interact online. Uses will be shown a wide variety of activities they could complete once the course starts.

The distribution of materials:

Students are informed about the different technical aspects of the online-learning course (requirements hardware and technical skills) by means of a Computer Literacy Quiz test handed out at the beginning of the course.

Examination and evaluation of student work:

Students will be administered test via platform. The projects will be submitted via platform.

Timely response to students' questions and comments:

Professors will respond to student questions and comments within 24 hours.

Attendance and record keeping:

Log in times will be monitored via the platform

How transcripts are maintained by school/obtained by students:

Transcripts will be available at the university, students will be able to request copies to be mailed or emailed as requested.

Technical support:

Technical support on the use of the platform at students' and teachers' request is available throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our students inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Online Classroom. Our platform also provides "online support" to make changes or adjustments.

In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by:

Contacting Support via E-mail from Monday to Sunday 24/7

A Technical Support Hotline is available on the institutions webpage, along with a most frequently asked questions page that include the following:

How do I get help if I have a problem?

How do I access the Online Classroom?

How do I register for an online program?

Who are my instructors?

How do I view lectures?

How do I get my textbooks?

## HARDWARE/SOFTWARE REQUIREMENTS FOR STUDENTS:

The material needed for students (syllabus, PPT'S, PDF'S, links, tailor-made activities, etc.) are posted on the platform once the course begins. The distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a PC that meets the following standards:

Hardware	Software
Pentium D or higher. 1 GB Memory RAM or higher. [1024x728] Video resolution Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones.	Web Browser Mozilla Firefox v.22 or more recent. Operating Systems: Windows XP or more recent Mac OSX 10.5 "Leopard®" Acrobat Reader (Free software). Macromedia Flash Player. Microsoft Office or Open Office.

## PROGRAMS

Great care has been taken by Marconi International University and its faculty to develop educational programs and curricula that are consistent with appropriate criteria and standards in the subject area involved. The educational programs and curricula are of an appropriate level of difficulty for the degree offered.

The programs and curricula of Marconi International University have been developed to meet the needs of the students. Marconi International University has been designed to attract high caliber students who are academically able and who are motivated to become contributing members of society. Marconi International University will remain sensitive to the needs of the business and professional community, and strive to produce graduates with the skills and abilities required in today's workforce.

Each program of study will provide a sequence of appropriate courses that lead to the attainment of the degree. A detailed description of the curriculum for each of these programs is contained herein.

The programs on campus are taught completely in English. The program online are taught in English as well as in Spanish.

## PROGRAM CREDENTIALS

Program	Degree Awarded	Credits	Duration in months
Business Administration	Bachelor of Science	120 Credits	48
Computer Engineering	Bachelor of Science	120 Credits	48

International Business Administration	Master of Science	42 Credits	18
Educational Leadership, Management and Emerging Technologies	Master of Science	36 Credits	18
Cosmetology Management	Associates	60 Credits	24
Design Management	Master of Arts	36 Credits	18

## MIU UNDERGRADUATE SCHOOL

### UNDERGRADUATE DEGREE ACADEMIC INFORMATION

#### **The Bachelor of Science Degree Program**

To become eligible for the Bachelor of Science Degree from Marconi International University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete the required semester credit hours, and be in compliance with the Satisfactory Academic Progress Policy. If transfer credits are accepted toward the completion of the degree, they cannot exceed the 75% of the semester credit hours (90 semester credits) and the rest of the credit hours of coursework must be completed at Marconi International University.
2. Complete the prescribed 36 semester credit hours of general education.
3. Meet any other specified graduation requirements.
4. Abide by all University rules and regulations, including: satisfactory academic progress, attendance and conduct policies, and satisfy all required financial obligations due to the University prior to graduation.

#### **The Associates of Science Degree Program (Program offered upon Accreditation from ACICS)**

To become eligible for the Associates of Science Degree from Marconi International University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete the required semester credit hours and be in compliance with the Satisfactory Academic Progress Policy. If transfer credits are accepted toward the completion of the degree, they cannot exceed the 75% of the semester credit hours (45 semester credits) and the rest of the credit hours of coursework must be completed at Marconi International University.
2. Complete the prescribed 15 semester credit hours of general education.
3. Meet any other specified graduation requirements.
4. Abide by all University rules and regulations, including: satisfactory academic progress, attendance and conduct policies, and satisfy all required financial obligations due to the University prior to graduation.

## **ADMISSION INFORMATION**

### **Admissions – Undergraduate Programs**

Applicants to the graduate programs will be considered for admission if they satisfy the following:

- Submit a High School Diploma, GED, or proof of Post Secondary Education
- Submit a completed Admissions Application
- Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee
- Submit an updated Resume
- Copy of valid government issued ID

### **Admissions – International Applicants – Undergraduate Programs**

University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the undergraduate programs as provided above.

In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for postsecondary level program for which they are relying on to qualify for admission from an educational institution that lies outside the United States of America must submit copies of his or her certificate of High School Diploma, transcript, or other



documentation which attests to the student’s successful completion of the High School level or Secondary educational program equivalent to that awarded in the United States.

Applicants for the University’s undergraduate programs must also provide an official credential evaluation by a recognized evaluation service. The credential evaluation must be prepared by a service which is a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or a member of the National Association of Credential Evaluation Services (NACES) and submitted directly to the University from the service provider.

**UNDERGRADUATE SCHOOL PROGRAM OUTLINES**

<b>Program Title: Cosmetology Management (Program offered upon Accreditation from ACICS)</b>
<b>Credential Issued: Associates of Science</b>
<b>Credits: 60</b>
<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
<p>Applicants will be considered for admission if they satisfy the following:</p> <ul style="list-style-type: none"> <li>• Submit a High School Diploma, GED, or proof of Post Secondary Education</li> <li>• Submit a completed Admissions Application</li> <li>• Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee</li> <li>• Submit an updated Resume</li> <li>• Copy of valid government issued ID</li> </ul>
<b>PROGRAM OBJECTIVE:</b>
<p>The Cosmetology Management program is geared to prepare the licensed cosmetologist to manage a beauty parlor, salon or spa. This is a two-year associate's degree programs in cosmetology business management offer training in all aspects of running a salon, such as scheduling employees, interviewing and hiring, product purchasing, marketing, client relations, and business transactions. The graduate will also be able to be a product line specialist, salesperson, or teacher. This degree is designed for individuals who have earned a cosmetology certificate or diploma and have successfully passed their state board of cosmetology exam.</p>

<b>PROGRAM DESCRIPTION:</b>		
<p>In an associates' degree program, students take business courses common to any business management program.</p> <ul style="list-style-type: none"> <li>• Business Law</li> <li>• Human Resources Management</li> <li>• Business Administration</li> <li>• Business Ethics</li> </ul>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>GENERAL EDUCATION COURSES (15 total credits)</b>	
EN 1101	English Composition I	3
EN 1102	English Composition II	3
MC 1005	College Mathematics I	3
PS 2001	General Psychology	3
SY 2001	Sociology	3
	<b>LOWER DIVISION REQUIRED COURSES (45 total credits)</b>	
AC1001	Accounting	3
BL2430	Business Law	3
BS2217	Business Management	3
BS2033	Business Communication	3
EC2013	Macroeconomics	3
GE1011	Business Administration	3
MA2001	Principles of Sales	3
MA2101	Principles of Management	3
MA2301	Business Mathematics	3
MA2401	Salon Operations	3
MA2501	Computer Concepts	3
MA2601	Customer Service	3
MA2701	Human Resources Management	3
MI2004	Business Information Systems	3
PH2643	Business Ethics	3
	<b>TOTAL</b>	<b>60</b>

### COURSE DESCRIPTIONS

	<b>GENERAL EDUCATION COURSES (15 total credits)</b>	
EN 1101	<p>English Composition I</p> <p>English 1101 is a college-level writing course that introduces students to the various forms of academic discourse. This course focuses primarily on the basic elements of college composition and writing as a process in both narrative and analytical forms. Students will investigate the importance and promise of effective written communication in various personal and professional contexts and identify effective strategies through critical analysis of written works as well as their own writing. Finally, this course prepares students for more advanced research analysis by connecting students to important avenues of research.</p>	3
EN 1102	<p>English Composition II</p> <p>English 1102 focuses students on the importance of research to advancing knowledge for various purposes. This course will build on the foundations of composition and introduce students to the research process and the analysis and evaluation of various sources. Students will investigate the writing process for research as well as appropriate research methods and skills. Additionally, this course offers multiple opportunities to engage in the important tasks of revision and editing and will ask students to incorporate feedback to improve their writing.</p> <p>Prerequisite(s): ENC 1101</p>	3
MC 1005	<p>College Mathematics I</p> <p>This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivate of a function and integral.</p>	3
PS 2001	<p>General Psychology</p> <p>This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.</p>	3
SY 2001	<p>Sociology</p>	3

	Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.	
	<b>LOWER DIVISION REQUIRED COURSES (45 total credits)</b>	
AC1001	Accounting This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.	3
BL2430	Business Law The main objectives of this course are of offering students with knowledge on all commercial aspects of a legal discipline, and furthermore, of analyzing a commercial activity, either managed by single individuals, or managed by a corporation.	3
BS2217	This course prepares students to understand what business is, what it does, and its role in society. The objective of the course is to help students to develop the cognitive skills they need to understand the principles that regulate everyday business life and to prepare them to face the challenges of contemporary business life, including the functional operations of any business, such as accounting, organization, personnel management, marketing, and social responsibility.	3
BS2033	Business Communication This course will provide an introduction to business writing and speaking with a particular emphasis on grammar, sentence structure, thought formation, and presentation skills. Class activities will emphasize communication in real-world business situations and enable students to begin developing their ability to write and speak effectively in the workplace.	3
EC2013	Macroeconomics This course explores the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. The impact of international transactions on the domestic economy also is discussed.	3

GE1011	<p><b>Business Administration</b>  The teaching of Business Administration introduces the basic principles related to managerial and organizational aspects of the various types of firms through which economic activities are carried out. The course aims to: outline the basic language of economic enterprise; develop the ability to a systemic vision of organizational structure and business processes; provide adequate conceptual tools for analyzing and interpreting critical management phenomena within firms; introduce the general concepts relating to the accountancy of the managerial facts.</p>	3
MA2001	<p><b>Principles of Sales</b>  The course offers a comprehensive view of the field of consumer selling, including consumer choice theories, the sales environment, sales strategies, sales presentations, handling objections and closing sales. The student will be prepared to understand the key concepts and issues relating to the modern practice of selling, understand the interaction of selling, marketing and the business environment and understand buyer behavior and what motivates individual purchasing agents, buyers, and other prospects.</p>	3
MA2101	<p><b>Principles of Management</b>  This course presents the principles, techniques, and concepts needed for managerial analysis and decision-making. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility. It emphasizes a variety of communication skills. Both traditional and cutting-edge approaches are introduced and applied. Specific attention is paid throughout the course to the ethical implications of managerial action and inaction.</p>	3
MA2301	<p><b>Business Mathematics</b>  This course provides students the knowledge and understanding of the concepts behind mechanical computations with the purpose to increase the math knowledge and skill as it applies to many aspects of business and to help students to become valuable players in the business arena. Students learn how to use mathematics effectively as a tool in their personal and business lives. After students have completed this course, they will be able to apply mathematical concepts in various personal and business situations</p>	3
MA2401	<p><b>Salon Operation</b>  This course provides students with a specific training in all aspects of salon management and operations related to staff, facility design, customer service, marketing and finance. These skills sets will provide knowledge and skills in the workings of the business aspects of the industry. The skills and knowledge acquired can be used by a Salon or Spa Manager, self employed practitioner, business owner or educator</p>	3

MA2501	<p><b>Computer Concepts</b></p> <p>This course provides a basic understanding of computer history, concepts, and microcomputer applications using Windows-based computers. Topics covered include computer hardware and software, operating systems and utilities, the system unit, input and output devices, secondary storage, communications and connectivity, the Internet and the Web, security and privacy, ethics, and computer use in organizations.</p> <p>Computing fundamentals from older, mature technologies through recent and emerging technologies are provided during the course together with the fundamental skills on concepts, terminology, operating systems, electronic communications, and applications</p>	3
MA2601	<p><b>Customer Service</b></p> <p>The course prepares students for providing customer service in a variety of workplace situations. In particular it provides with methods and tactics for handling challenging customers and teach how to use proper attitudes for effective customer service and means to create favorable first impressions. Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student</p>	3
MA2701	<p><b>Human Resources Management</b></p> <p>The analysis of the relationship between people and their jobs is a very important issue, because of its scientific, business and ethical. Human beings represent, in particular according to the organization needs, one of the main sources of competitive advantage and a successful strategic factor for business. Starting from the most recent technical and cultural orientations about human resources management, the course deeply analyzes the role of the person within the complex organizations, aiming to the acquisition of specific competences for the human resources management as strategic resource in the development and organization learning paths. The program is structured in two modules: the former deals with the management tools for the competences assessment; the latter deals with the analysis of the organization.</p>	3
MI2004	<p><b>Business Information Systems</b></p> <p>The aim of the course is to provide a complete description of the information systems organization, focusing on the main elements, which have part in the development and production of the information systems. At the end of the course, students will be able to describe the main issues related to this field of study, carrying out a critical analysis of them.</p>	3
PH2643	<p><b>Business Ethics</b></p> <p>This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations.</p>	3

	The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.	
	<b>TOTAL</b>	<b>60</b>

<b>Program Title: Computer Engineering</b>
<b>Credential Issued: Bachelor of Science</b>
<b>Credits: 120</b>
<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
<p>Applicants will be considered for admission if they satisfy the following:</p> <ul style="list-style-type: none"> <li>• Submit a High School Diploma, GED, or proof of Post Secondary Education</li> <li>• Submit a completed Admissions Application</li> <li>• Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee</li> <li>• Submit an updated Resume</li> <li>• Copy of valid government issued ID</li> </ul>
<b>PROGRAM OBJECTIVE:</b>
<p>The Bachelor of Science's Degree of Computer Engineering prepares the graduate for developing and using technologies, as well as being able to design, produce and manage data elaboration systems in a wide range of applications. At the end of the Computer Engineering Bachelor of Science Degree, graduates will have acquired a wide range of fundamental knowledge, especially in the math, information science (computing, electronics, telecommunications) and engineering management fields. By considering the rapid rise in society's need for information, the student will have developed the capacity to understand and value the working principles of processing systems, both in hardware (system architecture) and software aspects, being able to identify, formulate and resolve the diverse problems by using updated methods, techniques and instruments. The following professional activities are included in the training course for the</p>

computer engineer: the design and production of company information systems, the computerizing of public and private agency services through web technology, the development of multimedia and hypermedia systems and, the modeling and control of productive processes and complex systems, the development of computer systems based on the project techniques of HW/SW, the planning of systems based on architectural and network computing.

**PROGRAM DESCRIPTION:**

The Bachelor of Science’s Degree of Computer Engineering aims to prepare students to mature into professionals that have an active role in their chosen field.

The program, amounting to 120 Semester credits of academic achievement, is offered ONLINE and ONCAMPUS.

The Bachelor of Science Degree of Computer Engineering prepares the graduate for developing and using technologies, as well as being able to design, produce and manage data elaboration systems in a wide range of applications. At the end of the Computer Engineering Bachelor of Science Degree, graduates will have acquired a wide range of fundamental knowledge, especially in the math, information science (computing, electronics, telecommunications) and engineering management fields. By considering the rapid rise in society's need for information, the student will have developed the capacity to understand and value the working principles of processing systems, both in hardware (system architecture) and software aspects, being able to identify, formulate and resolve the diverse problems by using updated methods, techniques and instruments.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>GENERAL EDUCATION COURSES (36 total credits)</b>	
EN 1101	English Composition I	3
EN 1102	English Composition II	3
MC 1005	College Mathematics I	3
MC 1014	College Mathematics II	3
PS 2001	General Psychology	3
SY 2001	Sociology	3
EC 2013	Macroeconomics	3
EC 2023	Microeconomics	3
WH 1026	World History	3
ST 2311	Statistics	3
WR 100	Advanced Writing Techniques	3
SP 1017	Speech	3
	<b>LOWER DIVISION REQUIRED COURSES</b>	



	<b>(24 total credits)</b>	
CO 1001	Modern Computing Methods	3
CO 2210	Computer Programming	3
CO 2310	Cloud Computing and Application	3
CO 2410	Information Retrieval	3
CE2020	Software Engineering and quality	3
MC 2311	Mathematics III	3
MC 2104	Discrete Mathematics	3
PH 2048	Physics	3
	<b>UPPER DIVISION REQUIRED COURSES (60 total credits)</b>	
EE 3032	Neural Networks and Fuzzy Logic	3
EL 3012	Digital Electronics	3
EL 3123	Networks and the Internet	3
EL 3768	Computer Architecture and System Software	3
IS 4300	Information System and Safety	3
CE 4072	Fundamentals of Software Engineering	3
CP 4770	Web Mining Techniques	3
ST 3032	Probability and Statistics	3
CN 4704	Wireless Network and System	3
CO 3011	Programming Languages	3
CO 3500	Advanced Computer Programming	3
CO 3501	Information and Encoding	3
CO 3530	Data Structures and Algorithm Analysis in C++	3
CO 3601	Installations and Systems Performance and Quality	3
CO 3701	Online Information System for Business	3
CO 3801	Intelligent Web System	3
CO 4301	Embedded Software Engineering	3
CO 4400	Simulation methods and languages	3
CI 4011	Computer Engineering Capstone Project	6
	<b>TOTAL:</b>	120

### COURSE DESCRIPTIONS

	<b>GENERAL EDUCATION COURSES (36 total credits)</b>	
EN 1101	English Composition I  English 1101 is a college-level writing course that introduces students to the various forms of academic discourse. This course focuses	3

	<p>primarily on the basic elements of college composition and writing as a process in both narrative and analytical forms. Students will investigate the importance and promise of effective written communication in various personal and professional contexts and identify effective strategies through critical analysis of written works as well as their own writing. Finally, this course prepares students for more advanced research analysis by connecting students to important avenues of research.</p>	
EN 1102	<p>English Composition II</p> <p>English 1102 focuses students on the importance of research to advancing knowledge for various purposes. This course will build on the foundations of composition and introduce students to the research process and the analysis and evaluation of various sources. Students will investigate the writing process for research as well as appropriate research methods and skills. Additionally, this course offers multiple opportunities to engage in the important tasks of revision and editing and will ask students to incorporate feedback to improve their writing. Prerequisite(s): ENC 1101</p>	3
MC 1005	<p>College Mathematics I</p> <p>This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivate of a function and integral.</p>	3
MC 1014	<p>College Mathematics II</p> <p>This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught. Prerequisite(s): MAC 1005</p>	3
PS 2001	<p>General Psychology</p>	3

	<p>This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.</p>	
SY 2001	<p>Sociology</p> <p>Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.</p>	3
EC 2013	<p>Macroeconomics</p> <p>This course explores the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. The impact of international transactions on the domestic economy also is discussed.</p>	3
EC 2023	<p>Microeconomics</p> <p>This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models that explain the behavior of consumers, producers and resource suppliers in various market structures.</p>	3
WH 1026	<p>World History</p> <p>This course provides students with a general understanding of the changes that have taken place in the world since the appearance of human kind. This course covers the breakup of the Old World, the events of the Middle Ages in Europe, the rise of industrialization, the growth of imperialism, the two world wars, the changes in the post war world, and globalization. This course also introduces students to the economic, political and social processes in the world of today.</p>	3

ST 2311	<p>Statistics</p> <p>This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, and hypothesis testing and linear regression.</p>	3
WR 100	<p>Advanced Writing Techniques</p> <p>This course provide writing instruction for students in the Bachelor of Science. Students practice and reflect on writing in professional, public, and academic genres, such as technical reports, progress reports, proposals, instructions, presentations, and technical reviews, relevant to technical professions and individual student goals. Students evaluate a wide variety of sources and develop expertise in audience analysis, critical research, peer review as well as practical skills in writing more sophisticated text and essays.</p>	3
SP 1017	<p>Speech</p> <p>This course introduces students the necessary skills to become a better public speaker through theory and, most importantly, practice. Students will learn concepts, skills, and models of communication. Concepts include how to adapt a speech for different occasions and audiences, how to effectively support your ideas, how to select and organize materials in preparation for a speech, and how to utilize multimedia tools in presentations. This course is relevant in academic, business, and social settings in which the student will become a better public speaker and listener. Students will also be exposed to thinking about and maintaining ethical standards in public speaking.</p>	3
<b>LOWER DIVISION REQUIRED COURSES</b> <b>(24 total credits)</b>		
CO 1001	<p>Modern Computing Methods</p> <p>The purpose of this course is to introduce students to a series of paradigmatic physical problems in condensed matter, using the computer to solve them. The course will feel like a natural extension of introductory condensed matter, with extra degrees of complexity that</p>	3

	make the problems analytically intractable to some extent. Therefore, it will also serve as a complementary condensed matter course.	
CO 2210	<p>Computer Programming</p> <p>The course will train the student to work effectively as entry-level developers. The beginning students learn the fundamentals of computer programming using one specific object-oriented Programming language. Afterwards, students will learn the system development process. They will work on individual projects reflecting industry work scenarios.</p>	3
CO 2310	<p>Cloud Computing and Application</p> <p>The objective of this course is to provide graduate students of MSc Information Systems with the comprehensive and in-depth knowledge of Cloud Computing concepts, technologies, architecture and applications by introducing and researching state-of-the-art in Cloud Computing fundamental issues, technologies, applications and implementations. Another objective is to expose the students to frontier areas of Cloud Computing and information systems, while providing sufficient foundations to enable further study and research.</p>	3
CO 2410	<p>Information Retrieval</p> <p>The course has the aim of introducing all those system technologies which are used in order to automatically back up information from heterogeneous and distributed sources. It will offer various competences in the comprehension of processes, and in information processing techniques, which are those tools that characterize modern applications, and modern web search engines.</p> <p>Particular focus will be put on computer technologies, and automatic-learning technologies, which allow a fast development of systems based on reusing both available knowledge and data, in an electronic format, in open sources. All of this will be discussed and analyzed in relation to modern applications on Web sources and sites.</p>	3
CE 2020	<p>Software Engineering and Quality</p> <p>Defining the software industrial production process, formalizing the life cycle of the software product, from the requisites phase to the phase of realization and integration, following the most modern methodologies, which are oriented towards objects, also introducing methodologies of</p>	3

	verifying the software quality, testing methods, and planning time sheets.	
MC 2311	<p>Mathematics III</p> <p>The course proposes to extend methods and techniques of differential and integral calculus to functions of more real variables, and to highlight the applications of analytical techniques to other mathematic sectors and scientific disciplines.</p>	3
MC 2104	<p>Discrete Mathematics</p> <p>The present course is designed to prepare students with math, computer science and engineering majors for a background in abstraction, notation and critical thinking. Topics include: logic, relations, functions, basic set theory, accountability and counting arguments, proof techniques, mathematical induction, graph theory, combinatorics, discrete probability, recursion, recurrence relations, elementary number theory and graph theory. Upon completion of this course students should be able to: discuss definitions and diagram strategies for potential proofs in logical sequential order without mathematical symbols, construct mathematical arguments using logical connectives and quantifiers and verify the correctness of an argument using symbolic logic, and truth tables. Also, construct proofs using direct proof, proof by contradiction, and proof by cases, or mathematical induction.</p>	3
PH 2048	<p>Physics</p> <p>The aim of this course is to provide the necessary elements to understanding the laws of classical physics. The lessons are taught through videos about mechanics, thermodynamics, electromagnetism, and optics. The teaching provides a foundational knowledge necessary for engineering courses.</p>	3
	<b>UPPER DIVISION REQUIRED COURSES (60 total credits)</b>	
EE 3032	<p>Neural Networks and Fuzzy Logic</p> <p>The principal objective of this subject is to introduce students to neural networks and fuzzy theory from an engineering perspective. In the identification and control of dynamic systems, neural networks and fuzzy systems can be implemented as model-free estimators and/or controllers. As trainable dynamic systems, these intelligent control</p>	3

	systems can learn from experience with numerical and linguistic sample data.	
EL 3012	<p>Digital Electronics</p> <p>The class wishes to have students who will start studying the field of digital electronics. The main objective of the class is to comprehend and understand the physical behaviors, which sometime limit speed performances, the usage, and the complexity of all those real digital components. Students will learn to know, and analyze at a transistor level, the elementary openings of different logic branches/families</p>	3
EL 3123	<p>Networks and the Internet</p> <p>This class wishes to introduce web calculators, and more generally, telecommunication web services. It will offer all the principal concepts on data transmission, through wireless and guided services. It will also describe the characteristics of those main systems which are used in geographical areas (telephone line, mobile networks), in metropolitan areas (WiMAX), and locally (Ethernet, Wi-Fi.), explaining their protocols and their structures. Lastly, it will describe the functioning, the protocols, and the applications of the Internet.</p>	3
EL 3768	<p>Computer Architecture and System Software</p> <p>Two different parts, “Electronic calculators” and “Operating Systems” compose the course. The main objectives of the first part are: understanding the structure of modern electronic calculators, analyzing its main components, adopting the classical chart of “level hierarchy”. An in-depth dissertation on logical-digital levels, on microarchitecture, on instruction sets, on operating systems, and set up language will be held. Some study cases will also be proposed, especially those, which use common-use architecture, as Intel Pentium 4, Sun Ultra-SPARC III, and Intel 8051 (used in embedded systems). There will also be given tips on modern electronic calculators virtualization ability, together with examples of their usage, stabilizing server factory. For what concerns the second part, the main objective are offering specific competences on the structure of a modern operating system, enriching them with details regarding Unix operating system (with references to Linux operating system), and giving methodology knowledge which are used to solve typical issues on resources management in a modern operating system. The topics discussed will also include: Thread and Processes, deadlock, memory management, swapping, virtual memory, Input/Output, Users</p>	3

	<p>graphic interfaces, web terminal. On a practical level, it will offer system programming notions (called “of the system”, usage of tools such as compilers, linker, etc.), and rival programming, together with basic notions on system usage, Unix-compliant (the operating system used will be Unix).</p>	
IS 4300	<p>Information System and Safety</p> <p>The course wishes to supply the student with the knowledge to understand the different aspects in which the subject of computer system safety branches out. A lot of technical aspects will be discussed, especially relating to cryptographic, to system safety, and to networks safety, System safety will be studied also from a legal and management point of view.</p>	3
CE 4072	<p>Fundamentals of Software Engineering</p> <p>Software engineering is the branch of computer science that creates practical, cost-effective solutions to computing and information processing problems, preferentially by applying scientific knowledge, developing software systems in the service of mankind. This course covers the fundamentals of software engineering, including understanding system requirements, finding appropriate engineering compromises, effective methods of design, coding, and testing, team software development, and the application of engineering tools. The course will combine a strong technical focus with a capstone project providing the opportunity to practice engineering knowledge, skills, and practices in a realistic development setting with a real client.</p>	3
CP 4770	<p>Web Mining Techniques</p> <p>The course on Web Systems and Technologies has, as its main objective, to offer a general view of web programming, dividing the formative path in two macro areas: client programming, and server programming. The course wants to introduce and present the ensemble of techniques which allow the creation of dynamic and interactive web applications, taking into particular consideration those aspect that relate to data integration, and with on line services. After a short recap of basic Web techniques, and to markup idioms, server programming gets introduced, using two technologies: PHP and Java Enterprise Editions. The class will concentrate on Model View Controller pattern programming, presenting Struts framework; lastly, Android platform programming for mobile devices will be introduced.</p>	3



ST 3032	<p>Probability and Statistics</p> <p>Statistics provides the quantitative knowledge of collective phenomena and has a vast range of application as an essential support for sciences such as demography, economics, sociology, and physics. The course lays out the elements of Statistics, necessary for the definition, measurement, and elaboration of statistical research data, and will provide the methodological instruments necessary for understanding and interpreting data of various interests.</p>	3
CN 4704	<p>Wireless Network and System</p> <p>The class will Introduce wireless systems and networks, including mobile networks. It wishes to offer all those necessary elements to design a radio system. It wants to discuss the main quality parameters, also evaluating their performances. It will discuss the characterization of both protocols and structures of GSM and UMTS systems, and of those new wireless systems.</p>	3
CO 3011	<p>Programming Languages</p> <p>The course proposes to extend methods and techniques of programming languages as: (1) JavaScript, (2) Ruby or Python or Julia, (3) Java, (4) Scala or Haskell or Clojure or ML or OCaml, (5) C and C++, and (6) Rust or Go or Swift. At the end of this course, the student will be able to: master many of the fundamental concepts that underlie programming language syntax, and semantics through a comparative study of several languages and their features. Also, gain the ability to study conceptual linguistic issues without being blinded by a particular language's implementation, and obtain insight into the problem of designing new computer languages.</p>	3
CO 3500	<p>Advanced Computer Programming</p> <p>This course is aimed to study advanced computer programming technologies, apply advanced programming to data technologies, and study the concept of Object Distribution and invoking its services remotely in Distributed environment. Also, study algorithmic examples in distributed, concurrent and parallel environments. At the end of this course the student will be able to: solve problems using advanced programming, problems for multi-core or distributed, and work with concurrent/Parallel environments.</p>	3

CO 3501	<p>Information and Encoding</p> <p>The class has the main objective of offering to the students the ability of dealing with digital signals, which have to be either memorized or transmitted on a support, so as to reduce redundancy, and increasing possibilities of a correct information rescue, after the memorization/transmission.</p>	3
CO 3530	<p>Data Structure and Algorithm Analysis in C++</p> <p>In this course students will learn how to design, write, and analyze the performance of C/C++ programs that handle structured data and perform more complex tasks, typical of larger software projects. Students should acquire skills in using generic principles for data representation &amp; manipulation with a view for efficiency, maintainability, and code-reuse. At the end of the course, students will be able to demonstrate analytical comprehension of concepts such as abstract data types generic programming techniques, algorithms, and efficiency analysis.</p>	3
CO 3601	<p>Installations and Systems Performance and Quality</p> <p>Defining and describing systems, networks, and computer systems. Characterizing their qualities, their performances, and metric. It will also present methods for building models. Students will use these models for planning, and upgrade the quality of the service requested.</p>	3

CO 3701	<p data-bbox="412 212 930 243">Online Information System for Business</p> <p data-bbox="412 281 1331 982">Business intelligence systems are applications and technologies for gathering, storing, analyzing, and accessing information for better business decision-making. Examples of BI systems include measuring and monitoring key performance indicators, benchmarking and forecasting sales, performing data mining and analysis of customer information to discover new business opportunities, and building enterprise dashboards to integrate and visualize information from various business areas. The demand for building and managing BI systems in today's very competitive and challenging economy is high. This course guides students through the complete life cycle of building and managing BI and analytics systems. Students are introduced step by step to the various phases and complexities in building and supporting successful BI and analytics systems. Topics covered include best practices in BI requirement gathering; BI project management; data warehousing; ETL (extract, transform, and load); data mining, predictive analytics, online analytical processing, BI application development, BI implementation, and production support.</p>	3
CO 3801	<p data-bbox="412 1022 716 1054">Intelligent Web System</p> <p data-bbox="412 1092 1331 1373">Introducing in an historical context the concept of “intelligence”, when associated to systems/agents, analyzing the methodologies developed for the analysis of complex issues, evaluating the complexity of single approaches, identifying the structures and the strategies for the resolution of more complex problems. Lastly, it will analyze the specificity of the problematic, in the moment in which web intelligent agents are created.</p>	3
CO 4301	<p data-bbox="412 1470 837 1501">Embedded Software Engineering</p> <p data-bbox="412 1539 1331 1856">The presence of embedded software, which was initially limited to aircrafts, is gaining popularity also for land transportation, particularly with automobiles, where there is a wide growth, also for the increasing number of services, the necessity of facilitating variations, the tighter requisites of reliability, and safety. This class tackles the extensive subject of software development processes, inside mobiles, with a particular concern for automobiles, the material of engineering methods, of necessary software in order to convey the notion of the embedded</p>	3

	software as an economic and quality one, which is effective, correct, and reusable. It has to be reliable, considering that today 30% of severe malfunctioning comes from software deficiency.	
CO 4400	Simulation Methods And Languages  Defining the finalities, and the characteristics of a simulative approach to system studying, presenting different methods for the construction of their own simulation models. Using planning models, and adjusting systems, and networks.	3
CI 4011	Computer Engineering Capstone Project  A capstone course in which the student applies computer engineering concepts and skills to a computer-engineering project. Team projects are strongly encouraged. Projects will cover all aspects of the computer life-cycle: specification of requirements and functionality; project planning and scoping; system and user interface definition; analysis of architectural solutions; detailed system design; implementation and integration; testing and quality assurance; reliability, usability, and performance testing, documentation, evolution, and change management.	6

<b>Program Title: Business Administration</b>
<b>Credential Issued: Bachelor of Science</b>
<b>Credits: 120</b>
<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
<p>Applicants will be considered for admission if they satisfy the following:</p> <ul style="list-style-type: none"> <li>• Submit a High School Diploma, GED, or proof of Post Secondary Education</li> <li>• Submit a completed Admissions Application</li> <li>• Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee</li> <li>• Submit an updated Resume</li> </ul>

<ul style="list-style-type: none"> <li>• Copy of valid government issued ID</li> </ul>
<b>PROGRAM OBJECTIVE:</b>
<p>At the conclusion of the Bachelor of Science’s Degree program, graduates will have acquired the theoretical and analytical instruments necessary to fully comprehend the functioning of markets, businesses and financial institutions, as well as the role of economic policies and its influence on the business sector and the economy itself.</p> <p>Those in possession of a Bachelor of Science’s Degree of Business Administration may continue with their academic studies and pursue a Master degree, if desired.</p>
<b>PROGRAM DESCRIPTION:</b>
<p>The Bachelor of Science’s Degree of Business Administration prepares students to mature into professionals that have an active role in the economic decision-making process. It provides students with a comprehensive understanding of the nature of economics and with the right instruments to operate in financial institutions and organizations public and private.</p> <p>The Bachelor’s Degree is offered ONLINE and ONCAMPUS.</p>

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
	<b>GENERAL EDUCATION COURSES (36 total credits)</b>	
EN 1101	English Composition I	3
EN 1102	English Composition II	3
MC 1005	College Mathematics I	3
MC 1014	College Mathematics II	3
PS 2001	General Psychology	3
SY 2001	Sociology	3
EC 2013	Macroeconomics	3
EC 2023	Microeconomics	3
WH 1026	World History	3
ST 2311	Statistics	3
WR 100	Advanced Writing Techniques	3
SP 1017	Speech	3

	<b>LOWER DIVISION REQUIRED COURSES (24 total credits)</b>	
GE 1011	Business Administration	3
FI 2501	Financial Mathematics	3
BL 2430	Business Law	3
BL 2601	International Law	3
EC 2033	Economic Policy	3
EC 2043	Economics of Innovation	3
EC 2053	Economic Planning	3
EC 2063	International Economics	3
	<b>UPPER DIVISION REQUIRED COURSES (60 total credits)</b>	
FI 3031	Corporate Finance	3
FI 3021	Global Banking	3
FI 3035	Financial Statement Analysis	3
MI 3004	Business Information Systems	3
PH 3643	Business Ethics	3
EC 3051	Banking Economy	3
EC 3061	Economic Statistics	3
EC 4003	Political Economy	3
EC 4063	Economic Analysis of Law	3
EC 4073	Economy and International Company Management	3
EC 4103	Comparative Fiscal System	3
MA 3301	Human Resources Management	3
BL 3710	Bankruptcy Law	3
BS 4023	Environmental Policies	3
BS 4033	Business Communication	3
BS 4053	Public Control on Enterprise Crisis	3
BS 4133	Corporate Investment Banking	3
IN 4502	International Organization	3
CP 4901	Business Administration Capstone Project	6
	<b>TOTAL:</b>	120

### COURSE DESCRIPTIONS

	<b>GENERAL EDUCATION COURSES (36 total credits)</b>	
EN 1101	English Composition I	3

	<p>English 1101 is a college-level writing course that introduces students to the various forms of academic discourse. This course focuses primarily on the basic elements of college composition and writing as a process in both narrative and analytical forms. Students will investigate the importance and promise of effective written communication in various personal and professional contexts and identify effective strategies through critical analysis of written works as well as their own writing. Finally, this course prepares students for more advanced research analysis by connecting students to important avenues of research.</p>	
EN 1102	<p>English Composition II</p> <p>English 1102 focuses students on the importance of research to advancing knowledge for various purposes. This course will build on the foundations of composition and introduce students to the research process and the analysis and evaluation of various sources. Students will investigate the writing process for research as well as appropriate research methods and skills. Additionally, this course offers multiple opportunities to engage in the important tasks of revision and editing and will ask students to incorporate feedback to improve their writing.</p> <p>Prerequisite(s): ENC 1101</p>	3
MC 1005	<p>College Mathematics I</p> <p>This course provides a general introduction to college mathematics. Students learn the following mathematical concepts in a logical sequence that increases in difficulty as students gain command of a concept: polynomials, equations, inequalities, the straight line, Cartesian coordinates, functions and graphs, systems of linear equations, logarithms and exponentials, matrix algebra, limit of a function, and derivate of a function and integral.</p>	3
MC 1014	<p>College Mathematics II</p> <p>This course provides students with the methodologies required to understand the role played by the inductive method in this field of Mathematics. Trigonometric functions, identities and conditional equations, solution of triangles, trigonometric forms of complex numbers are all taught.</p>	3

	Prerequisite(s): MAC 1005	
PS 2001	<p>General Psychology</p> <p>This course places an emphasis on behavior and the factors that influence it, as well as on describing the cognitive, affective and personality factors that make up behavior. The knowledge acquired by the students in this course will provide them with a holistic view of man and serve as the basis for understanding other courses related to behavioral science.</p>	3
SY 2001	<p>Sociology</p> <p>Students should understand their role in society and be capable of interpreting the social phenomena surrounding them. This course provides students with a basic understanding of how the society functions, and specifically how groups work.</p>	3
EC 2013	<p>Macroeconomics</p> <p>This course explores the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. The impact of international transactions on the domestic economy also is discussed.</p>	3
EC 2023	<p>Microeconomics</p> <p>This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models that explain the behavior of consumers, producers and resource suppliers in various market structures.</p>	3
WH 1026	<p>World History</p> <p>This course provides students with a general understanding of the changes that have taken place in the world since the appearance of human kind. This course covers the breakup of the Old World, the</p>	3



	events of the Middle Ages in Europe, the rise of industrialization, the growth of imperialism, the two world wars, the changes in the post war world, and globalization. This course also introduces students to the economic, political and social processes in the world of today.	
ST 2311	<p>Statistics</p> <p>This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, and hypothesis testing and linear regression.</p>	3
WR 100	<p>Advanced Writing Techniques</p> <p>This course provide writing instruction for students in the Bachelor of Science. Students practice and reflect on writing in professional, public, and academic genres, such as technical reports, progress reports, proposals, instructions, presentations, and technical reviews, relevant to technical professions and individual student goals. Students evaluate a wide variety of sources and develop expertise in audience analysis, critical research, peer review as well as practical skills in writing more sophisticated text and essays.</p>	3
SP 1017	<p>Speech</p> <p>This course introduces students the necessary skills to become a better public speaker through theory and, most importantly, practice. Students will learn concepts, skills, and models of communication. Concepts include how to adapt a speech for different occasions and audiences, how to effectively support your ideas, how to select and organize materials in preparation for a speech, and how to utilize multimedia tools in presentations. This course is relevant in academic, business, and social settings in which the student will become a better public speaker and listener. Students will also be exposed to thinking about and maintaining ethical standards in public speaking.</p>	3
	<b>LOWER DIVISION REQUIRED COURSES (24 total credits)</b>	
GE 1011	Business Administration	3

	The teaching of Business Administration introduces the basic principles related to managerial and organizational aspects of the various types of firms through which economic activities are carried out. The course aims to: outline the basic language of economic enterprise; develop the ability to a systemic vision of organizational structure and business processes; provide adequate conceptual tools for analyzing and interpreting critical management phenomena within firms; introduce the general concepts relating to the accountancy of the managerial facts.	
FI 2501	Financial Mathematics The course will illustrate the basic concepts of financial mathematics, as well as the foundational mathematic models used in financial management of banks other financial intermediaries. The course will also portray the various modes for the simple and widely diffused implementation of such concepts and models in the IT sector, such as Microsoft Excel.	3
BL 2430	Business Law The main objectives of this course are of offering students with knowledge on all commercial aspects of a legal discipline, and furthermore, of analyzing a commercial activity, either managed by single individuals, or managed by a corporation.	3
BL 2601	International Law This course wishes to supply all students with an in-depth knowledge of both the evolution, and the contemporary structure of the international juridical system. It also wishes to have students understand the mechanics of relations between organizations in this international system.	3
EC 2033	Economic Policy The course of economic policy has the essential aim to allow students to understand the environmental economic reality, and so to postulate individual assessments about the measures to be undertaken in order to face the different problems, which may occur in the economic processes. The main examined problems are those related to growth, unemployment, inflation, and competitiveness. In the course of economic policy the working mechanisms of economy will be remarked, and particular attention will be given to the analysis of the external shock effects (for example the growth of prices for oil) and of the economic policy measures.	3
EC 2043	Economics of Innovation	3

	<p>The course deals with some of the main issues related to the corporate innovation processes, with particular reference to strategic, organizational and operative aspects. Attention will be paid to the organization of innovation processes and their corporate realization strategies. It will be described the strategic role-play by the innovation and development processes of new products to create and to maintain a durative competitive advantage. In particular, the course aim is to offer a management framework and a set of tools to better understand the “change” in the main corporate processes and functions. It will be explained how to develop a management model of innovative processes applicable to a company as well as to a network, within which several partners cooperate to the innovation.</p>	
EC 2053	<p><b>Economic Planning</b>  The aim of the course is to analyze the principles and the economic planning techniques, within both community and national framework. In particular, it will provide an assessment of the Italian planning experience, since the 1950. Taking into consideration community and national rule references, the economic–financial planning will be analyzed until nowadays.</p>	3
EC 2063	<p><b>International Economics</b>  This course is an introduction to International Economics. It is divided in two sections: international trade and international finance. The former will cover topics like comparative advantage, gains from trade, protectionism, and various issues of trade policy including, among the others, multilateral trade liberalization within the WTO and regional integration. The latter will focus on national income accounting and balance of payments, the determination of exchange rates and central bank intervention in foreign exchange markets, as well as the European Monetary Union and its ongoing crisis, and the 2007-09 global financial crisis.</p>	3
	<p><b>UPPER DIVISION REQUIRED COURSES  (60 total credits)</b></p>	
FI 3031	<p><b>Corporate Finance</b>  The purpose of the first part (Principles of Corporate Finance) is to provide students an overview of the criteria and problems of financial management within a business organization. The lessons will illustrate the basic financial techniques used in investment decision-making process (capital budgeting), and in financing decision-making process (capital structure and dividend policy). The second part (International Corporate Finance) of the course aims to develop</p>	3

	the students' understanding of corporate financial management in an international context. It relates to the decision-making problems about planning, allocation and control of sources of finance.	
FI 3021	<p>Global Banking</p> <p>The module aims at enabling students to understand, analyze and critically examine the purpose, principles and fundamental concepts of today's financial markets, instruments and institutions, with particular emphasis on banking and its changing nature as not only an intermediary between lenders and borrowers but also as the provider of other financial services. The examination of these institutions is situated within the context of globalization and international trade that corporate and governments operate in with particular focus on the financial industry.</p>	3
FI 3035	<p>Financial Statement Analysis</p> <p>This course emphasizes the fundamental techniques of financial statement analysis. Building upon core accounting and investment concepts, the course covers the analysis (including ratio analysis) and interpretation of financial accounting information including the balance sheet, income statement, and statement of cash flows. The course also examines the use of accounting information in investment and credit decisions. Prerequisite: Principles of Financial Accounting.</p>	3
MI 3004	<p>Business Information Systems</p> <p>The aim of the course is to provide a complete description of the information systems organization, focusing on the main elements, which have part in the development and production of the information systems. At the end of the course, students will be able to describe the main issues related to this field of study, carrying out a critical analysis of them.</p>	3
PH 3643	<p>Business Ethics</p> <p>This course will emphasize the individual as decision-maker and focus upon ethical issues and dilemmas facing managers in most business organizations. The specific objectives of the course are to raise students' general awareness of ethical dilemmas at work, to place ethical issues within a management context subject to analysis and decision-making action, and to enhance and improve the ability of students to reason toward a satisfactory resolution of an ethical dilemma.</p>	3
EC 3051	Banking Economy	3

	<p>The course of “Banking Economy” proposes to provide the students the knowledge instruments and the keys to interpret the bank and finance phenomenon, with particular care for the operation mechanisms of banking activity. The acquired knowledge can be applied to understand the basic and actual topics related to the most significant matters of banking management: brokering, risk management, the normative framework and the financial policy. In particular, the course faces two milestones of banking, by distinguishing between the typical activity of the commercial bank and the investment bank, the main methods used to measure and manage the risks, the regulation, the surveillance activity and, at the end, the impact of financial policy on banking.</p>	
EC 3061	<p>Economic Statistics</p> <p>The course aims to provide a theoretical and practical knowledge from a statistical point of view of the instruments and the methods used in the analysis of economic and financial analysis. Furthermore, students will learn the ways to use the proposed models for the interpretation of internal and external business phenomena necessary for Management in the decision-making process.</p>	3
EC 4003	<p>Political Economy</p> <p>The course proposes to offer the student an introduction to microeconomics and to macroeconomics, providing quantity and quality basis for the economic analysis, also supporting innovative ideas drawn by the research provided by the teacher.</p>	3
EC 4063	<p>Economic Analysis of Law</p> <p>This course provides an introduction to economic analysis of law and policy. For instance, the law against insider trading prohibits trading based on material, non-public information. In this course we examine what exactly is meant by "materiality"; we examine methods to determine whether information is public and to what degree it is reflected in the financial markets; and we analyze how this affects the legal liability of a trader in possession of the information.</p>	3
EC 4073	<p>Economy and International Company Management</p> <p>The course desires to encourage the learning of concepts and of management techniques for business management in the contexts of international competition, and to analyze all management implications from an operative point of view.</p>	3
EC 4103	<p>Comparative Fiscal System</p> <p>The course provides students with the acquisition of the necessary specialized knowledge to manage the comparative methods within</p>	3

	<p>Tax Law. Such a competence will be useful for businessmen, law operators, P.A. employees and international officers in order to: understand and apply in a concrete way a foreign fiscal system in an international context; shape the national fiscal system to the EU model; perform the so called “normative transplantation” (that means introducing in the national fiscal system foreign juridical institutions); acquire the basis of a global interpretation theory of the Tax Law.</p>	
MA 3301	<p><b>Human Resources Management</b>  The analysis of the relationship between people and their jobs is a very important issue, because of its scientific, business and ethical. Human beings represent, in particular according to the organization needs, one of the main sources of competitive advantage and a successful strategic factor for business. Starting from the most recent technical and cultural orientations about human resources management, the course deeply analyzes the role of the person within the complex organizations, aiming to the acquisition of specific competences for the human resources management as strategic resource in the development and organization learning paths. The program is structured in two modules: the former deals with the management tools for the competences assessment; the latter deals with the analysis of the organization.</p>	3
BL 3710	<p><b>Bankruptcy Law</b>  Bankruptcy Law handles all business’ collapse, studying all processes and procedures, which occur after said bankruptcy. It links to all other laws (civil, private, commercial). It will take into consideration recent bankruptcy laws, and reforms, making a comparison between old and new discipline.</p>	3
BS 4023	<p><b>Environmental Policies</b>  The course aims to describe the main elements of positive and normative economy, focusing on the relationship between the economic activities and the environment. In particular, the course will allow the students to acquire the theoretical and practice knowledge for the sustainable use of natural resources and for the environmental protection within the context of public policies, paying also attention to the different development contexts and the international scenarios in which they are set.</p>	3
BS 4033	<p><b>Business Communication</b></p>	3

	<p>This course will provide an introduction to business writing and speaking with a particular emphasis on grammar, sentence structure, thought formation, and presentation skills. Class activities will emphasize communication in real-world business situations and enable students to begin developing their ability to write and speak effectively in the workplace.</p>	
BS 4053	<p><b>Public Control on Enterprise Crisis</b>  The course is aimed at a systematic recognition of the administrative insolvency procedures, counterpointed and especially qualified by public intervention in times of crises: for those enterprises whose institutional task is subject to public administration vigilance due to its inherence to public interests (compulsory administration liquidation); for those large enterprises whose instability concerns meta-individual interests in order to postulate particular forms of protection in the procedural process of settling the crisis (special administration of large insolvent companies). The course aims to give students an adequate level of knowledge in logic structure, legal content and the teleological profile of the institutes.</p>	3
BS 4133	<p><b>Corporate Investment Banking</b>  This course delves into the structure, management and practices of investment banking (IB)—from larger more universal players to boutique operations. It covers the business activities of mergers and acquisitions, financing and investment; and, the creation of value through advisory services and the choices of client business models. It looks into the business practices of private equity, hedge funds and trading operations; and, the role of each in facilitating investment, the deployment of capital and the changing face of risk-taking activities</p>	3
IN 4502	<p><b>International Organization</b>  The course aims to describe the main legal issues that are connected to the Italian Charter and to the effective organization, structure and functioning of International Cooperation. This topic will be taken into consideration especially through the analysis of the International juridical system. A particular focus will be given to the United Nations Organization.</p>	3
CP 4901	<p><b>Business Administration Capstone Project</b>  This course serves as the Capstone for the Business Administration major. The purpose of the course is to integrate all prior learning in business administration, related coursework, and workplace experiences to individually assess an organization. Three major components comprise the course: the strategic analysis of an</p>	6

	organization; the development of a forward-looking strategy with competitive, ethical, and global considerations; and the development of an implementation plan.	
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**MIU GRADUATE SCHOOL**

**GRADUATE DEGREE ACADEMIC INFORMATION**

**The Master’s Degree Program**

To become eligible for a Master’s Degree from Marconi International University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete the required credit hours and be in compliance with the Satisfactory Academic Progress Policy. No more than 50% of the semester credits may be accepted from another institution towards the completion of a master’s degree, and the rest of the semester credit hours must be completed at the University.
2. Meet any other specified graduation requirements.
3. Abide by all University rules and regulations including satisfactory academic progress, attendance and conduct policies, and satisfy all financial obligations due to the University prior to graduation.

**ADMISSION INFORMATION**

**Admissions – Graduate Programs**

Applicants to the graduate programs will be considered for admission if they satisfy the following:

- Proof of Bachelors Degree
- Submit a completed Admissions Application
- Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee
- Submit an updated Resume
- Copy of valid government issued ID



## Admissions – International Applicants – Graduate Programs

University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the graduate programs as provided above.

In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for postsecondary level program for which they are relying on to qualify for admission from an educational institution that lies outside the United States of America must submit copies of his or her certificate of graduation, transcript, or other documentation which attests to the student's successful completion of the bachelor's level or postsecondary educational program equivalent to that awarded in the United States.

Applicants for the University's graduate programs must also provide an official credential evaluation by a recognized evaluation service. The credential evaluation must be prepared by a service which is a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or a member of the National Association of Credential Evaluation Services (NACES) and submitted directly to the University from the service provider.

### GRADUATE SCHOOL PROGRAM OUTLINES

<b>Program Title: Educational Leadership, Management and Emerging Technologies</b>
<b>Credential Issued: Master of Science</b>
<b>Credits: 36</b>
<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
Applicants will be considered for admission if they satisfy the following: <ul style="list-style-type: none"><li>• Proof of Bachelors Degree</li><li>• Submit a completed Admissions Application</li><li>• Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee</li><li>• Submit an updated Resume</li><li>• Copy of valid government issued ID</li></ul>

**PROGRAM OBJECTIVE:**

This Master program is intended for persons who wish to gain a comprehensive and contemporary understanding in one of the specialisms offered or in a number of disciplines that inform educational theory and practice. It seeks to equip those who aspire to positions of leadership in fields such as teaching, teacher education, health sciences education, educational management, educational guidance and counseling, special education, arts education, school violence and aggression, and educational research, with an ability to participate effectively in the advancement of knowledge, the formation of policy, the promotion of innovation, and the improvement of practice. The Master of Science in Educational Leadership, Management and Emerging Technologies offers participants the opportunity to undertake a general study of the theory and practice of educational leadership and management analyzing them in light of current research and professional experience.

**PROGRAM DESCRIPTION:**

The Master of Science in Educational Leadership, Management and Emerging Technologies program is designed for students who seek roles as leaders in the field of education, exposing them to innovative research and practice in the leadership, management and administration of educational institutions. Taught by experienced practitioners and active researchers in the field, the Master integrates theory and practice to enable graduates to gain academic and practical skills in oral communication, problem solving, critical thinking and team building.

The Master of Science's Degree is offered ONLINE and ONCAMPUS.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MEL 510	Leadership and change management in education	3
MEL 520	Organization and management of innovation	3
MEL 530	Design of innovative business models of education	3
MEL 540	Organizational structures and curriculum	3
MEL 550	Styles and approaches in leading and managing change: international case studies	3
MEL 560	Managing conflict, power and HR policies	3
MEL 610	Emerging ICT trends and socio-cultural changes in education	3
MEL 620	Human resource management	3
MEL 630	Leadership and business information systems	3
MEL 640	Design and development of new educational products/services	3
MEL 650	Education Leadership Management Capstone Project	6
<b>TOTAL:</b>		<b>36</b>

## COURSE DESCRIPTIONS

MEL 510	<p>Leadership and Change Management in Education</p> <p>This course will focus on individual, team, and organizational leadership and will provide learners with the foundation for examining and developing their own individual leadership style. The work of a leader is to constantly look forward and provide the necessary changes for the organization, being the visionary is critical to success in any organization, and a key attribute for any organizational leader. As a result, this course will focus on Leadership and Change Management. In doing so, the leader's role as a change agent will be a focus of the course. Understanding various methods of bringing about change will be provided and researched by learners, and then discussed in our time together. The course will also delve into and explore numerous aspects of leadership including but not limited to horizontal and vertical leadership, formal and informal leadership, team leadership, performance, ethics and authenticity. In addition, various models of change will be introduced and explored.</p>	3
MEL 520	<p>Organization and Management of Innovation</p> <p>This course discusses the basics every manager needs to organize successful technology-driven innovation in both entrepreneurial and established firms. We start by examining innovation-based strategies as a source of competitive advantage and then examine how to build organizations that excel at identifying, building and commercializing technological innovations. Major topics include how the innovation process works; creating an organizational environment that rewards innovation and entrepreneurship; designing appropriate innovation processes (e.g. stage-gate, portfolio management); organizing to take advantage of internal and external sources of innovation; and structuring entrepreneurial and established organizations for effective innovation. The course examines how entrepreneurs can shape their firms so that they continuously build and commercialize valuable innovations. Many of the examples also focus on how established firms can become more entrepreneurial in their approach to innovation.</p>	3
MEL 530	Design of innovative Business Models of Education	3

	<p>This program provides new insights, concepts, methodologies and tools on how to design, implement, and scale your own social enterprise or company.</p>	
MEL 540	<p>Organizational Structures and Curriculum</p> <p>This course will focus on the role and responsibilities of a leader as an ethical role model, decision-maker, and teacher. Students will review and analyze current ethical issues for professional learning communities, through the use of case studies and a problem-based approach to learning, students will have an opportunity to analyze and develop their decision-making skills within the context of an ethical and moral framework</p>	3
MEL 550	<p>Styles And Approaches In Leading And Managing Change: International Case Studies</p> <p>This program is designed to help you develop a framework for change within the context of your own organization. Throughout this program, you will progress from analyzing your change initiative, through the design of a framework for change, to developing a unique model for accelerating the process in your organization. This course examines how and why individuals and organizations resist change, and the skills that leaders need to overcome these obstacles. It combines different educational approaches to provide an in-depth understanding of the importance of talent development to organizational success.</p>	3
MEL 560	<p>Managing Conflict, Power And HR Policies</p> <p>This subject focuses on the different processes that are available for resolving conflict, including negotiation, conciliation, mediation, arbitration, litigation, facilitation, and collaborative and restorative justice processes. Students consider the differences between the various processes and develop the capacity to evaluate which process is most suitable for a particular conflict situation. It also considers the ethical issues that may arise in managing and resolving conflict in a wide range of contexts. Students learn about a range of ethical decision-making processes.</p>	3
MEL 610	<p>Emerging ICT Trends And Socio-Cultural Changes in Education</p>	3

	<p>While many organizations have outsourced the design of production systems, there is still a need to provide specifications for those systems. In addition, the recent Internet and e-commerce explosion has created an even wider need to design corporate web sites. Organizational practices must exist to make sure designers and developers take into account what we know about human factors engineering. This course focuses on how to gather requirements, achieve a usable first draft, and test and improve that draft. A half-dozen course projects include usability critiques, assessments of users' difficulties in understanding systems, and designs of forms, screen layouts, and icons.</p>	
MEL 620	<p><b>Human Resource Management</b></p> <p>The analysis of the relationship between people and their jobs is a very important issue, because of its scientific, business and ethical. Human beings represent, in particular according to the organization needs, one of the main sources of competitive advantage and a successful strategic factor for business. Starting from the most recent technical and cultural orientations about human resources management, the course deeply analyzes the role of the person within the complex organizations, aiming to the acquisition of specific competences for the human resources management as strategic resource in the development and organization learning paths. The program is structured in two modules: the former deals with the management tools for the competences assessment; the latter deals with the analysis of the organization.</p>	3
MEL 630	<p><b>Leadership And Business Information Systems</b></p> <p>The course focuses on both leadership and change management providing learners with the foundations for examining and developing their own individual styles. The work of a leader is to constantly look ahead and to provide the changes that are necessary for the organization to keep abreast of the evolution of its environment. An intelligent foresight is critical to success in any organization and a key attribute for any organizational leader. A leader's role as a change agent will therefore be the focus of the course. Providing both theoretical frameworks and practical examples will enable the understanding of how change can be initiated and implemented. The latter are drawn from two cases that are explained in-depth during the</p>	3

	<p>lessons. Learners can study them then comment on them in our time together. The course investigates different kinds of leadership such as transactional, transformational, and distributed leadership. It addresses key issues concerning leadership building in organizations and teams, performance management, and knowledge sharing.</p>	
MEL 640	<p><b>Design And Development Of New Educational Products/Services</b></p> <p>The purpose of this course is to attend the topics focus on basic areas such as recruitment, career development, performance appraisal and rewards, job design. It will also explore current issues of diversity and identity at work, the role of unions, and the changes occurring within the organizational environment. Discussions will include practices among the public, non-profit and for-profit sectors. Areas will include administrative supervision techniques for educational institutions, administrative office, public, and private organizations, and associations. Topic include skills needed for planning, organizing, staffing, directing and controlling, communicating, motivating, decision-making, priority setting and time management leading toward effective objectives and organizational goals.</p>	3
MEL 650	<p><b>Education Leadership Management Capstone Project</b></p> <p>This graduate course emphasizes practical research skills utilized by education practitioners. Students will develop an action research project based on the scientific method and concepts. The culminating product will reflect critical thinking, graduate level writing skills, and correct APA format. This course is open only to students pursuing the Education Leadership Management.</p>	6
<b>Program Title: International Business Administration</b>		
<b>Credential Issued: Master of Science</b>		
<b>Credits: 42</b>		
<ul style="list-style-type: none"> <li>• <b>ENTRANCE/ADMISSION REQUIREMENTS:</b></li> </ul>		

**PROGRAM OBJECTIVE:**

Graduates from the Master of Science in International Business Administration program will demonstrate proficiency in the use of business application software packages for financial analysis of data. They will understand how social and ethical issues affect organizational strategies, structures, and systems and be able to integrate disciplinary expertise across functional areas. They will mature into professionals able to identify and frame common organizational problems, determine relevant decision criterion and analyze relevant alternatives.

**PROGRAM DESCRIPTION:**

The Master of Science in International Business Administration is specifically designed for high achieving individuals who want to take the next major step along their career path, focusing on the development of a global career at strategic decision making level to the forefront of business theory and management practice. By covering key disciplines such as finance, management, economics, marketing, operations and strategy in-depth, students gain the skills and knowledge needed to manage across departments, markets and entire organizations. The Masters course program is structured to reflect the needs of modern international business, developing a blend of academic excellence and professional skills and offering a highly marketable competencies set to stand out in strategic level positions. Starting from the management, business and economics principles participants will be involved on specialized core courses to improve in depth business knowledge, competencies and skills.

The Master of Science's Degree is offered ONLINE and ONCAMPUS.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MB 510	Mathematics And Statistics	3
MB 520	Managerial Accounting	3
MB 530	International Business	3
MB 540	Marketing in Diverse Environments	3
MB 550	Operations & Service Management	3
MB 560	Financial Regulation & Corporate Governance	3
MB 570	Financial Markets and Instruments	3
MB 610	Project Finance and Risk Management	3
MB 620	Global Finance	3
MB 630	Managerial Economics and Business Administration	3
MB 640	Leadership and Change Management	3
MB 650	Business Information Systems	3
MB 660	International Business Administration Capstone Project	6

### COURSE DESCRIPTIONS

MB 510	<p>Mathematics And Statistics</p> <p>The course of Mathematics is structured in two different areas: Analysis and Algebra. The first part of the course will essentially deal with Analysis, in which the most important theme is the functions of a real variable and their both defined and undefined integrals. The second part of the course will deal with linear algebra, providing the necessary requirements for the resolution of systems of linear equations. The instruments for this operation are matrices and their properties. Statistics provides the quantitative knowledge of collective phenomena and has a vast range of application as an essential support for sciences such as demography, economics, sociology, and physics. The course lays out the elements of Statistics, necessary for the definition, measurement, and elaboration of statistical research data, and will provide the methodological instruments necessary for understanding and interpreting data of various interests.</p>	3
MB 520	<p>Managerial Accounting</p> <p>The course is designed to develop the knowledge of the fundamentals of management accounting. The module presents the basic concepts of management accounting, explaining at first the differences with financial accounting, and then, going deeply into the tools used to analyze the cost process and determine the costs themselves. The managerial accounting section focuses upon the cost volume profit analysis and the techniques of costing in their influence upon product pricing and decision-making. The module will then examine the impact of short-term operations and long-term capital budgeting and their deviational investigation and decision-making through variance analysis. An accounting a strategic analysis will be conducted on the tools presented in order to learn how to use them in the decision-making process. At the end of the course, students will be able to analyze the different costs and will have the skills and the tools to take decisions in the cost management process.</p>	3



MB 530	<p>International Business</p> <p>Provides an understanding of global political, economic, social, technological and ecological relations, associated international institutions, and their implications for international business. Analytical frameworks, case studies and research seminars are used in order to develop students' analytical thinking and decision-making skills.</p>	3
MB 540	<p>Marketing in Diverse Environments</p> <p>This course critically analyses and evaluates the importance and relevance of theories and frameworks for marketing operations and strategy, enabling students to relate key concepts to everyday observable phenomena such as branding and advertising. It provides students with the tools needed to understand the wider and future issues concerned with marketing through the development of a set of powerful but versatile cognitive tools for analyzing markets and creating workable business solutions.</p>	3
MB 550	<p>Operations &amp; Service Management</p> <p>This course introduces students to the techniques of operations and services management to meet efficiently the strategic aims of an organization taking into consideration the ethical dimensions raised in the context of the global nature of business today. It shows how the efficient implementation of the techniques of operations and services management influence the strategy of the organization taking into consideration the global and ethical elements. The course gives student's guidance to, and awareness of, the relevant limits of theoretical work done in this subject area.</p>	3
MB 560	<p>Financial Regulation &amp; Corporate Governance</p> <p>This module is designed to develop the students' understanding of the Financial Regulation &amp; Corporate Governance codes and legislation across the globe. It will enable the successful student to critically analyze a range of compliance, ethical, and management issues with respect to risk performance and strategic decisions related to the banking and corporate sectors. The module aims to develop the capacity for the successful student to work in investment banking, management consulting, in regulatory or oversight capacity.</p>	3

MB 570	<p>Financial Markets and Instruments</p> <p>In today's business environment, national and international financial markets play an essential role in providing investors, whether corporate, government, or individual, with vehicles for both raising and investing scarce resources like capital. Financial institutions as intermediaries facilitate this flow of funds. This module focuses on financial market structures, operations, and financial instruments across the globe where time has value and risk accompanies return, and it is largely left upon the market mechanism to allocate scarce resources.</p>	3
MB 610	<p>Project Finance and Risk Management</p> <p>This module is designed to develop the students understanding have Project Finance theory and practice. It is an advanced course that covers the interrelationship between project finance, capital investment decisions and risk management. Project finance is a fast-growing area of capital investment for major infrastructure and other large projects. Financing such projects as airports, highways, tunnels, schools, hospitals, and other large projects presents a complex and interesting challenge that the specialty of project finance takes on wholeheartedly, combining financial engineering with legal and contractual expertise to develop various financing options. Moreover the module introduces the concepts of Public-Private Partnership (PPP) and Risk management. The principle objective is to ensure a solid understanding of project financing techniques to inform technical mastery in the critical analysis and execution of project finance initiatives. Project finance experts are asked to address the following questions: value for money creation, project affordability; economic and financial balance; financial structure; long term financial planning.</p>	3
MB 620	<p>Global Finance</p> <p>The module aims at enabling students to understand, analyze and critically examine the purpose, principles and fundamental concepts of today's financial markets, instruments and institutions, with particular emphasis on banking and its changing nature as not only an intermediary between lenders and borrowers but also as the provider of other financial services. The examination of these institutions is situated within the context of globalization and international trade that</p>	3

	corporate and governments operate in with particular focus on the financial industry.	
MB 630	<p>Managerial Economics and Business Administration</p> <p>The course is designed to develop the students' understanding of managerial theories and their implications for managerial decision-making. This course concentrates on business topics of practical importance to the management of a company such as structure of business, business financing, management, physical distribution of goods and services. After the development of the economic model of the firm, optimization and risk analysis techniques will be also examined production and cost analyses.</p>	3
MB 640	<p>Leadership and Change Management</p> <p>The course focuses on both leadership and change management providing learners with the foundations for examining and developing their own individual styles. The work of a leader is to constantly look ahead and to provide the changes that are necessary for the organization to keep abreast of the evolution of its environment. An intelligent foresight is critical to success in any organization and a key attribute for any organizational leader. A leader's role as a change agent will therefore be the focus of the course. Providing both theoretical frameworks and practical examples will enable the understanding of how change can be initiated and implemented. The latter are drawn from two cases that are explained in-depth during the lessons. Learners can study them then comment on them in our time together. The course investigates different kinds of leadership such as transactional, transformational, and distributed leadership. It addresses key issues concerning leadership building in organizations and teams, performance management, and knowledge sharing.</p>	3
MB 650	<p>Business Information Systems</p> <p>The course is designed to focus on the information systems adoption within a business enterprise. It addresses both the fundamentals of information technology and where, why and how those that run a company find it important to support business strategies and core processes with ICT systems. The use of information systems allows obtaining organizational efficiencies, increasing individual effectiveness and/or gaining a competitive advantage. Technological change, including information systems, can be one of the more</p>	3

	<p>prominent things in transforming the rules of competition, determining how an organization operates and whether it is successful. The course structure is designed to provide several segments that are viewed as integral parts of a logical and cohesive systems approach to manage information and information technology within a business: business operations and how information systems support these operations; information technology components: hardware, software, database and telecommunication networks; managing information systems within a business.</p>	
MB 660	<p>International Business Administration Capstone Project</p> <p>This course requires the graduate student to complete a set of progressive exercises regarding a specific subject area of International Business Administration that incorporates analysis, synthesis, and evaluation of research methods. The student will complete a signature exercise in order to demonstrate the ability to synthesize theoretical and conceptual knowledge, professional application, ethical implications, and fundamental areas of research methods and critiques in their chosen field of specialization. Evaluation of peer-reviewed journal articles will include case studies, research studies, real-world scenarios, reports, seminar proceedings, theories, practicum, postulates, and any other scholarly, peer-reviewed data that will complement the specific area of program emphasis.</p>	6

<b>Program Title: Design Management (Program offered upon Accreditation from ACICS)</b>
<b>Credential Issued: Master of Arts</b>
<b>Credits: 36</b>
<b>ENTRANCE/ADMISSION REQUIREMENTS:</b>
<p>Applicants will be considered for admission if they satisfy the following:</p> <ul style="list-style-type: none"> <li>• Proof of Bachelors Degree</li> <li>• Submit a completed Admissions Application</li> </ul>

- Submit a \$50.00 (domestic students) / \$150.00 (international students) nonrefundable application fee
- Submit an updated Resume
- Copy of valid government issued ID

**PROGRAM OBJECTIVE:**

The Master of Arts in Design Management objective is to produce outstanding graduates ready to excel in the professional world as advocates of design innovation and creative problem-solving.

The student has the option of choosing one of the three program tracks. Students will be prepared to work in following careers:

- Account manager
- Corporate brand manager
- Brand design director
- Visual experience designer
- Designer Manager
- Director for Design strategy

**PROGRAM DESCRIPTION:**

The Master of Arts in Design Management is a graduate program addressed to students who would like to transition from other disciplines or add a design complement to their existing professional profile. The program prepares students to manage, and lead design process–driven organizations. It provides students the right instruments to think creatively, critically, and to analyze the design thinking, the service design, and the sustainability frameworks. Through 3 different concentrations graduate student will develop the competencies to operate in the evolving global economy and to understand real-world perspectives on business, operations,

sustainability, management, leadership, entrepreneurship, design innovation, and design research.

The Master’s Degree is a 18 months program taught in English and offered in online or on campus modality, combining in-person activities with the following multimedia learning tools:

- Audio-video lessons (accessible through the web platform in an asynchronous way)
- Text materials (accessible through the web platform);
- Self-Assessments: true/false questions, multiple choice, hot-spot image, chart

test, role playing, simulations (accessible through the web platform);

Written assignments requiring the accomplishment of specific tasks in which students show their mastery of methodologies, tools and critical autonomy.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MD 5011	Introduction to Marketing	3
MD 5013	Visual Communication	4
MD 5012	Innovation and Leadership	3
OR 5011	Organizational Behavior	3
MD 5014	History of Design	5
	<b>SUB TOTAL</b>	<b>18</b>
	<b>CHOOSE ONE TRACK</b>	
	<b>1. FASHION AND LUXURY MANAGEMENT</b>	
MD 5501	Fashion Design Theory	3
MD 5502	History of Costume and Fashion Design	3
MD 5503	Italian Fashion and luxury Product: Branding, Marketing and Management	6
	<b>SUB TOTAL</b>	<b>12</b>
	<b>2. BRAND AND PRODUCT MANAGEMENT</b>	
MD 5504	Brand development and Strategy	3
MD 5505	Consumer Behavior and Marketing channels	3
MD 5506	Product Management and Distribution	6
	<b>SUB TOTAL</b>	<b>12</b>
	<b>3. INTERIOR DESIGN</b>	
MD 5507	Techniques for Interior Design	3
MD 5508	Interior Design Materials	3
MD 5509	Design of Spaces: Division and Furnishing of spaces in public and private buildings	6
	SUB TOTAL	12
	SUB TOTAL	30
MD5001	Design Capstone Project	6
	<b>TOTAL</b>	<b>36</b>

## COURSE DESCRIPTIONS

MD5011	<p>Introduction to Marketing</p> <p>This course is designed to provide students with an understanding of the principles of Marketing. There will be a focus on the management of the marketing activities and how marketing relates to overall organizational functioning, including the management of exchange processes between business units and consumers and between firms. It will include topics such as environmental analysis, industry and competitor analysis, objective setting, marketing strategies, market mix components, and finally implementation and control mechanisms.</p>	3
MD5013	<p>Visual Communication</p> <p>This course covers the fundamental principles of design and how these relate to effective communication. It explores the media and tools that create imaging and how these tools are integrated into the image-making process. Topics include conceptual design, critical thinking in the creation of practical design, how design relates to industry, human perception and the visual process, and the history of visual communication, from the symbols of the cave man to modern-day advertising.</p>	3
MD5012	<p>Innovation and Leadership</p> <p>The course focuses on both leadership and innovation providing learners with the foundations for examining and developing their own individual styles. The work of a leader is to constantly look ahead and to provide the changes that are necessary for the organization to keep abreast of the evolution of its environment. An intelligent foresight is critical to success in any organization and a key attribute for any organizational leader. Providing both theoretical frameworks and practical examples will enable the understanding of how change can be initiated and implemented. The course investigates different kinds of leadership such as transactional, transformational, and distributed leadership. It addresses key issues concerning leadership building in organizations and teams, performance management, and knowledge sharing.</p>	3
OR5011	<p>Organizational Behavior</p>	3

	<p>The course focuses on both leadership and change management providing learners with the foundations for examining and developing their own individual styles. The work of a leader is to constantly look ahead and to provide the changes that are necessary for the organization to keep abreast of the evolution of its environment. An intelligent foresight is critical to success in any organization and a key attribute for any organizational leader. A leader's role as a change agent will therefore be the focus of the course. Providing both theoretical frameworks and practical examples will enable the understanding of how change can be initiated and implemented. The latter are drawn from two cases that are explained in-depth during the lessons. Learners can study them then comment on them in our time together. The course investigates different kinds of leadership such as transactional, transformational, and distributed leadership. It addresses key issues concerning leadership building in organizations and teams, performance management, and knowledge sharing.</p>	
MD5014	<p>History of Design</p> <p>This course is an introduction to the rationale of design. It offers an examination of the systematic design process, an overview of the practice of design, the societal impact of design, critical issues and relationship to the environment. The course also introduces the core concepts of visual design — visual elements, principles of design and creative process and addresses the social and global responsibilities involved with design, diversity of approaches, interdisciplinary collaboration, and a broadening range of design applications. Students explores specific buildings, artists, and design projects from various cultural contexts and explore the design decisions that evolve from the knowledge of history and various cultures. They are introduced to critical evaluation of sources of information to develop research skills.</p>	3
MD5501	<p>Fashion Design Theory</p> <p>This course offers an advanced study and application of the principles of patternmaking, draping, and hand tailoring. Students will be taught the technical and artistic skills with which to stimulate and develop their creative abilities in the creation of clothing illustrations. The collection component includes an introduction to the work of the fashion designer, focusing on the basic practical techniques of fashion design. Through lectures and demonstrations, students evaluate different levels of quality garments to better understand construction</p>	3



	and costing, and develop a comprehensive understanding of the design process.	
MD5502	<p>History of Costume and Fashion Design</p> <p>Through this course students will explore the history of costume from antiquity to the beginning of the 20th century. They will study the clothing styles and the factors that influence stylistic changes including aesthetic, functional, social, economic, and cultural aspects of clothing and personal adornment. At the end of the course students will be able to recognize and identify the basic silhouette, cut, and general aesthetics within the chronology of each historical period and develop a fundamental knowledge of the social, economic, political, and psychological factors, as well as, technology and art in society that affected fashion through history in the Western World.</p>	3
MD5503	<p>Italian Fashion and luxury Product: Branding, Marketing and Management</p> <p>This course is an introduction to marketing and merchandising concepts in fashion retail, with an emphasis on the apparel and accessory industry in Italy. Students learn terminology specific to the field. Topics include: the meaning of the ‘brand’ in today’s consumer market, how to forecast trends, the product supply chain, the vertical business model and outsourcing, visual merchandising, publicity and advertising, different forms of in store and non-store retail, consumer behavior and profiles. The course also provides in-depth knowledge of the Italian fashion luxury goods industry, of the branding, luxury management, marketing, finance and technology specifically for the fashion and luxury goods industries.</p>	3
MD5504	<p>Brand development and Strategy</p> <p>In this course, students examine how a favorable brand and memorable brand experiences can influence a firm’s ability to withstand competitive pressures and thrive in dynamic market conditions. They will study brand management from the consumer perspective to highlight the importance of customer perceptions in bringing brands to life and the role of brand knowledge in building brand equity. Students will become acquainted with cutting-edge frameworks, concepts and tools that have been adopted across industries and around the globe to build lucrative brand franchises. Moreover, students will study the role of marketing communication vehicles and platforms in effective brand management.</p>	3

MD5505	<p>Consumer Behavior and Marketing channels</p> <p>A successful marketing strategy must be built around an understanding of consumers, and this same understanding can help consumers make better choices. Both marketers and consumers can benefit from a number of fundamental facts about how people perceive and process information, make decisions, and form attitudes. Using lectures, examples, and discussions, this course will incorporate research in psychology, marketing, and other social sciences to help you understand why consumers act as they do. The course also introduces a wide range of behavioral concepts, and explores the strategic implications of customer behavior for marketers. Key to the course is demonstrating how an understanding of buyer behavior can help to improve strategic decision making.</p>	3
MD5506	<p>Product Management and Distribution</p> <p>The course offers a comprehensive insight into the elements and skills necessary to manage a successful product management process - from product strategy to specification, execution, and growth. Students will discover real-world tools to enhance their product management experience; while broadening their understanding of best practices. Moreover, the course covers product and service design, location, planning, process selection and capacity planning, facilities layout, design of work systems, material requirement planning, just-in-time systems, scheduling, and product management.</p>	3
MD5507	<p>Techniques for Interior Design</p> <p>The course introduces students to the fundamental principles of design for the built environment through lecture and studio project sessions and analyzes the process of designing for commercial, public and residential interiors. Students will learn basic skill sets and methods for arriving at functional and creative design solutions, how to use critical thinking in the design process and how to address technological and social changes placed upon the designing of interior spaces. Applications of the principles and elements of interiors are presented with an emphasis on commercial interior design.</p>	3
MD5508	<p>Interior Design Materials</p> <p>This course focuses on the integration of design and fabrication skills in industrial design and furnishing. Common manufacturing techniques are presented through a series of lectures, demonstrations,</p>	3

	<p>and analysis sessions. Emphasis is placed on the practical relationship between industrial and furnishing design and the manufacturing industry, and the technical considerations that influence the choice of materials and processes for both small and mass production. The concept of environmentally green design will be introduced and integrated into design projects.</p>	
MD5509	<p>Design of Spaces: Division and Furnishing of spaces in public and private buildings</p> <p>The course provides in-depth knowledge on how to design and plan interior spaces for all kinds of human needs. The main focus is on designing spaces – interior and exterior - according to their functional hierarchies and interrelationships. Spaces are analyzed in their functional and aesthetic components like furniture, seating, storage, lighting and in their integration with furniture &amp; accessories in order to reach a more efficient and well-designed system. Moreover, the course provides in-depth knowledge of the interior design marketplace as it relates to furnishing and accessorizing the interior environment. Methods of learning how to locate, evaluate, and modify such items as upholstered furniture, kitchen and bath equipment, hardware, floor and wall finishes, window treatments, and office systems are studied.</p>	3
MD 5001	<p>Design Capstone Project</p> <p>This course is designed to introduce the student to the requirements of the Capstone course proposal. A major focus of the course will be to choose and refine the capstone project based on feedback from faculty, peers and partner organizations. Through the course students learn how to design their capstone project on one of the program subject areas, how to manage the process of research and implementation for the capstone project, how to analyze and compare design alternatives and how to constructively contribute to the accomplishments of a multidisciplinary team, including critical evaluation of self and team-member performance.</p>	6

**FACULTY**

<b>FACULTY MEMBER:</b>	<b>COURSE(S) TAUGHT:</b>	<b>DEGREES/ DIPLOMAS HELD &amp; AWARDING INSTITUTION:</b>
Arteaga, Juan	ECO2013 Macroeconomics, , ECO 2023 Microeconomics, ECO FIN2501 Financial Mathematics MBA510 Mathematics and Statistics, MAC1005 College Mathematics I, MAC1014 College Mathematics II	BS Bachelor of Science – Universidad Agraia La Molina, Lima, Peru; Master of Science in International Business Administration - Nova Southeastern University, USA, Doctorate in Business Administration, Marconi International University, USA
Echeverria, Ralph	BUS 4053 Public Control on Enterprise Crisis, BUL2430 Business Law, WHO1026 World History, BUL2601 International Law, BUL3710 Bankruptcy Law, ECO4063 Economic analysis of Law, ECO2033 Political Economy	College Degree in Comparative Law - Atlantic College, Great Britain; Master in Management, Institute of High Studies of Administration (IESA), Venezuela; Master in International Business, San Ignacio University, USA
Feigenblatt, Otto	MEL640 Design and Development of new product/services, MEL560 Managing Conflict, Power	Ed.D in Higher Education Leadership - Nova Southeastern University, USA; Master of Arts in International Development

	and HR Policies, MBA 630 Managerial Economics and Business Administration MBA650 Business Information System, MEL510 Leadership and Change Management in Education, MAN 3301 Human Resources Management	Studies, Chulalongkorn University, Thailand; Bachelor of Social Sciences, Ritsumeikan Asia Pacific University, Thailand;
Johnson, Stan	MEL550 Styles and Approaches in leading and managing change, PSY2001 General Psychology, SPC1017 Speech, MEL650 Education Leadership Management Capstone Project	Doctorate in Education - Nova Southeastern University, USA; MA – Public Administration, University of North Florida, USA; BA – Communication, Illinois State University, Normal, USA
Padin, Reggie	MEL540 Organizational Structures and Curriculum, MEL630 Leadership and Business Information systems, MEL620 Human Resources Management, MEL560 Managing Conflict, Power and HR Policies	Doctor of Education - Nova Southeastern University, USA; Master in Business Administration, Albizu University, USA; Bachelor of Science in Theology, Lancaster Bible College, USA
Patwa-Costa, Lubaina	ECO4073 Economy and International Company, ECO4003 Political Economy, BUS4033 Business Communication, ECO 4103 Comparative Fiscal System, ECO2043 Economics of Innovation, MAN 3301 Human Resources Management	Master in Business Management - New York Institute of Technology, USA; Bachelor of Commerce and Economics, University of Bombay, India

Perez, Emperador	MBA 560 Financial Regulations and Corporate Governance, MBA610 Project Finance and Risk Management, FIN3031 Corporate Finance, MBA620 Global Finance, BUS4023 Environmental Policies, ORG 5011 Organizational Behavior MDM5012 Innovation and Leadership	BA – Business Administration Keiser University, Fort-Lauderdale, Florida MBA – Business Administration Keiser University, Fort-Lauderdale, Florida Ph.D. – Business Economics Atlantic International University, USA
Rubio, Luis	CEN4072 Fundamentals of Software Engineering, EEL3768 Computer Architecture and System Software , CNT4704 Wireless Network and System, EEL3012 Digital Electronic, CAP4770 Web mining techniques, COP3011 Programming Languages	Master of Science in Computer Science - Nova University, USA; BA – Science In Economics, Nova Southeastern University, Florida
Muqedi, Namid	MBA540 Marketing in Diverse Environment, MBA640 Leadership and Change Management, MBA610 Project Finance and Risk Management, INR4502 International Organization, MBA660 Capstone Project	Doctorate in Business Administration, Phoenix University, USA; Master in Business Administration, Phoenix University, USA; Bachelor of Science in Accounting, Phoenix University, USA
Tossas, Katherine	ENC 1101 English Composition, MEL610 Emerging ICT Trends and Socio-Cultural Changes in Education, ENC1102 English Composition II, WRI100 Advanced Writing Techniques,	BA Psychology John Jay College, New York; Master in Education and Special Education - Touro College, USA, Doctorate in Education Leadership, Marconi International University, USA

	PSY 2001 General Psychology, SYG2001 Sociology	
Velez, Angel	MBA 520 Managerial Accounting, MBA 570 Financial Markets and instruments, MBA 530 International Business, FIN3021 Global Banking, MBA550 Operations and Service Management, MBA540 Marketing in Diverse Environments, ECO2043 Economics of Innovation	Doctorate in Business Administration - Argosy University, USA; Master in Business Administration, Albizu University, USA; Bachelor in Business Administration, Sullivan University, USA
Chiappetta, Andrea	ECO7503 Economic geopolitics, ECO2033 Economic Policy, ECO4003 Political Economy, ECO2063 International Economics	PhD in Economic and Environmental Law - University of Rome Tor Vergata, Italy; MA – International Management University of Malta; Bachelor in Economics, Link Campus, Italy
Feigenblatt, Vannapond	MEL 520 Organization and Management Innovation, MEL 640 Design and Development of New Educational Products/Services, MEL530 Design of Innovative Business Models of Education	Doctorates in Education in Teacher preparation, Lynn University, USA; Master in Educational Leadership, Lynn University, USA; Bachelor of Science in Psychology, Lynn University, USA
Owusu, Theo	COP 4301 Embedded Software, MIS 3004 Business Information Systems, COP1001 Modern Computing Methods,	Doctorate in Information systems and Communications, Robert Morris University, USA;

	COP2210 Computer Programming, COP2410 Information Retrieval, COP3500 Advanced Computer Programming, COP3801 Intelligent Web System	Master of Science in Internet Information Systems, Robert Morris University, USA; Bachelor of Science in Information Sciences, Robert Morris University, USA
Adebiaye, Richmond	COP4400 Simulation Methods and Languages, CAP4770 Webmining Techniques, COP2310 Cloud Computing and Application, EEL3123 Networks and the Internet, COP3501 Information and Encoding, COP3601 Installations and Systems performance and quality, CIS4011 Computer Engineering Capstone Project	Doctorate in Information Systems, Robert Morris University, USA; Master in Information Security, Lewis University, USA; Bachelor of Science in Education, Lagos State University, Nigeria
Somoza, Elizabeth	STA2311 Statistics, ECO3061 Economic Statistics, FIN2501 Financial Mathematics, STA3032 Probability and Statistics, MAC2311 Mathematics III, MAC2104 Discrete Mathematics, COP3530 Data Structures and Algorithm Analysis in C++	Master of Science in Mathematics Education, Nova Southeastern University, USA; Bachelor of Science in Mathematics, Havana University, Cuba
Piong, Chee	MEL540 Organizational Structures, GEB1011 Business Administration, ECO2053 Economic Planning, ECO3051 Banking Economy, FIN3035 Financial Statement analysis	Phd in Business Administration, North central University, USA; Phd in Management, Walden University, USA; Master in International Business, Nova Southeastern University, USA;



		Bachelor in Aerospace Engineering, Embry-Riddle Aero University, USA
Yadira Nunez	MAN 2301 Business Mathematics MAN2501 Computer Concepts	Doctorate in Mathematics (University Carlos III of Madrid) Master in Information Technologies (University Carlos II of Madrid) Bachelor in Computer Engineering (University of Information Sciences)
Stewart David	MDM 5011 Introduction to Marketing MDM 5505 Consumer Behavior and Marketing channels	BA Architectural Studies, University of Illinois, Chicago, Illinois MA Business Administration Marketing American Intercontinental University, Schaumburg, Illinois