GENERAL CATALOG
NUC UNIVERSITY -
SOUTH FLORIDA CAMPUS

2025

NUC UNIVERSITY CATALOG
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This catalog is applicable to NUC University South Florida Campus located in Florida, US.

NUC University – South Florida Campus
https://online.nuc.edu/en/about-us/policies/#catalog

For catalogs applicable to locations of NUC University in Puerto Rico and Online Division please access the following URLs:

https://www.nuc.edu/politicas/,
https://online.nuc.edu/en/about-us/policies/#catalog,
https://tecnicos.nuc.edu/politicas/#catalogo.

For catalogs applicable to other locations of NUC University located in FL please access the following URLs:

NUC University – Florida Technical College
https://www.ftccollege.edu/student-information/#catalog

The Digital Animation & Visual Effects (DAVE) School
https://dave.nuc.edu/student-consumer-information/#Dave-Catalog

The print version of this catalog may be requested at any location of the institution.

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CATALOG DISCLAIMER

Notwithstanding anything contained in this Catalog, NUC University, reserves the right, wherever it deems advisable: (1) to change or modify its tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirements in connection with the foregoing, and (3) to change or modify any academic or other policy. Changes in information in this Catalog and new academic regulations will be published as applicable. It is the responsibility of each student to ascertain current information that pertains to the individuals program particularly with regard to satisfaction of degree requirements, through frequent reference to registration bulletins, the institution's webpages, and by consultation with the student's advisor, the Academic Affairs Office, and other appropriate student services offices such as the Registrar or Financial Aid. In preparing this catalog, efforts are made to provide pertinent and accurate information; however, NUC assumes no responsibility for Catalog errors or omissions.

Any additional information regarding the institution, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

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

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History

NUC University is a private institution of higher education dedicated mainly to offering doctorate, master's degrees, post baccalaureate certificates, bachelor's degree, associate's degree and diploma programs in the fields of allied health, nursing, business administration, education, office systems, technology, criminal justice, psychology, construction trades, culinary arts, informatics, arts, beauty, and aviation. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. In 1980, a Steering Committee organized by Mr. Jesús Siverio Orta, Esq. worked on the planning and organization of the institution. On April 1, 1982, NUC University began its educational operations in Bayamón and, in June of the same year, the Committee acquired the Polytechnical Community College. At the same time, the Institution obtained from the Puerto Rico Department of Education its operating license with the same rights, privileges and obligations as the predecessor Institution. It began its educational programs in Bayamón in July 1982. The initial programs offered were Pharmacy Assistant and Secretarial Sciences. The first group of students from these two programs graduated in July 1983. The Institution initiated its educational program with four classrooms on the third floor of the Ramos Building located in the city of Bayamón. To complement the educational programs offered at that time, the facilities also included a Typing Laboratory, Pharmacy Laboratory and a Library.

In March 2007, National College of Business and Technology, Inc. (the first-level owner of NUC) was purchased by Leeds IV Advisors, Inc. In February 2018, NUC acquired NUC University – IBC Technical Division, NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School).
In March 2023, NUC was purchased by Renovus Holdings I, LLC, an affiliate of Renovus Capital Partners. Renovus also owns Columbia Central University, and the two institutions plan to merge upon receipt of regulatory approvals, after which they will operate under the NUC name and institutional structure.

NUC University currently operates the following units in Puerto Rico: Bayamón Campus (1982), Ponce IBC Technical Division (1983), Arecibo Campus (1984), Mayagüez IBC Technical Division (1984), Guayama IBC Technical Division (1986), Fajardo IBC Technical Division (1991), Manatí IBC Technical Division (1992), Caguas IBC Technical Division (2000), Río Grande Campus (2003), Ponce Campus (2007), Caguas Campus (2011), Escorial Campus (2012), Arecibo IBC Technical Division (2012), Bayamón IBC Technical Division (2012), Los Colobos IBC Technical Division (2014), Aguadilla IBC Technical Division (2014), Moca IBC Technical Division (2014), Yauco IBC Technical Division (2014), Mayagüez Campus (2017). The Institution offers distance education through Bayamón Campus – Online Division (2007) and professional development in the Continued Education Division (2016). In addition, NUC University operates the following units in Florida: NUC South Florida, FTC-Kissimmee, FTC-Orlando, FTC-South Miami, FTC- Deland, FTC-Lakeland, FTC-Pembroke Pines, FTC-Tampa, and The Digital Animation & Visual Effects School (The DAVE School).

Mission, Vision, Institutional Priorities

Mission

At NUC University, our goal is to develop individuals from all backgrounds into enterprising professionals, successful in their field of study and employment, proud to belong to NUC and who contribute to their communities.

Vision

To be recognized as a university that cares about its students and prioritizes their success through centers of excellence, innovative and diverse learning modalities, quality student services, all of which leads to developing quality professionals with adaptability, integrity and values.

Institutional Priorities

1. **Academic Quality** - Affirm the importance of academic quality through systematic assessment and continuous improvement of the institution's academic offerings. Also, provide academic offerings based on learning outcomes and personal values directly tied to the labor market. Student services complement the learning process and contribute to the development of students' experiences. NUC's focus on service demonstrates its commitment to quality student services that support the teaching-learning process and foster educational excellence.

2. **Centers of Excellence** - Elevate certain areas of study such as Healthcare, Business, and Construction Trade to Center of Excellence status

3. **Service, Development, and Student Experience** - Provide a college experience centered on student experiences, development, and services that prepare graduates to lead and excel in the local or global geographic area where they decide to live.

4. **Organizational Structure and Culture** - In strategic partnership and collaboration with business leaders, provide management, development and implement programs that contribute to achieving business and employee goals with integrity, professionalism, compliance, communication and trust.

5. **Brand Strengthening and Positioning** - NUC will be recognized as a university that puts the student first and that is the institution of choice for Puerto Rico and Florida populations and underserved communities in the United States looking for quality degrees highly valued by employers, in English, Spanish, or bilingual, through a flexible mix of classes online, hybrid and on-ground and with programs that focus on developing the skills necessary to be successful in the job market.

6. **Financial Strength** - Achieve administrative capability and successfully conduct the institution's financial operations.

Institutional Learning Goals

NUC University supports its student body and prepares them for the effective achievement of their academic goals. NUC identifies the following basic competencies that are necessary to build a solid foundation for the academic experience at the non-degree, under graduate as well as graduate levels and assures that the students develop the necessary skills, knowledge and attitudes for future employment, to continue graduate studies, responsible citizenship, and a commitment for continuous learning throughout their whole life. These competencies are aligned with the mission, values, and institutional goals, as well as with all the academic offerings of NUC University.

Among the expected outcomes for student learning, are the following basic competencies:

1. **Professional competency and technical skills**
   Capacity to apply creatively the knowledge and skills of their respective field of studies and inserting themselves successfully in the labor market, contributing effectively to the economic, social and political progress of their environment.

2. **Communication skills**
   Capacity to express and exchange ideas effectively through listening, speaking, reading, writing and other appropriate modes of interpersonal expression and workforce vocabulary.

3. **Critical and Creative Thinking**
   Capacity to analyze, apply critically and creatively their professional or technical competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

4. **Logical reasoning**
   Capacity to utilize quantitative and qualitative information in logical the decision-making and problem solving process.

5. **Information Literacy and Technological Competency**
   Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and technological environments in an effective and efficient way, considering the personal, professional, technical, and citizen dimensions.

6. **Ethical and moral behavior**
   Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws and persons, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.

7. **Respect to diversity**
   Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and other social differences, the needs of people with functional diversity and the capacities that enrich living together respecting the human experience in a globalized world.

Governance

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. The Board of Trustees has the primary responsibility for ensuring that the Institution achieves its mission and purpose and maintains its academic integrity. Currently, these boards are composed of the following members:

Board of Directors (Corporate Board)

Atif Gilani .....Director
Brad Whitman .....Director
Ruchi Hazaray .....Director

Board of Trustees (Institutional Board)

Alberto Estrella, Esq.....Chairperson
Ruchi Hazaray .....Vice-Chairperson
Sara Salva.....Secretary
Luca Di Leonardo .....Member
Ana Cáceres Rojas, Esq.....Member
Marcos Vidal .....Member
Michael Bannett .....Non-Voting Member

Senior Leadership Team

Michael Bannett.....Chief Executive Officer
Josué Medina .....Chief Financial Officer/Interim President
Gonçal Bonmati .....Chief Strategic Officer
Rich DeJong.....Chief Information Officer
Dr. James Michael Burkett.....President US Operations
Ellis Murtha .....Senior VP of Compliance and Regulatory Affairs
Manuel Meléndez.....VP of Online Division
Dr. Lydia M. Collazo.....VP of Academic Affairs
Dr. Daliana Rivera .....VP of Puerto Rico Operations
Pura López.....VP of Human Resources
Betsy Vidal.....VP of Student Affairs
Natalia Cimpean .....President of Hillsboro Aero Academy

Academic Board

The purpose of the NUC University Academic Board is to promote and maintain the highest standards in teaching and research and to safeguard the academic freedom of the University. Review policies, guidelines and procedures in relation to academic matters and provide constructive feedback and advice on the quality of educational services.

Executive Committee of the Academic Board

President ..... Prof. Miguel Rosario Lozada
Vice President ..... Prof. Aida Ramírez Vázquez
Secretary ..... Dr. Grasly Loperena Cordero

Faculty Representatives

Dr. Irma Meléndez Castro ..... NUC University – Arecibo
Prof. Mildred Báez López..... NUC University – Bayamón
Dr. Ferdinand Díaz Vázquez ..... NUC University – Online
Prof. Miguel A. González Rivera ..... NUC University – Caguas
Prof. Ishakeira Hernández Albino..... NUC University – Escorial
Dr. Grasly Loperena Cordero ..... NUC University – Mayagüez
Dr. José Vázquez Padilla ..... NUC University – Ponce
Dr. Eulalio Vázquez Rodríguez ..... NUC University – Río Grande
Prof. Luz M. Santiago Reverón ..... NUC University – IBC Technical Division – Aguadilla
Prof. Genoveva Colón Padua ..... NUC University – IBC Technical Division – Arecibo
Prof. Juan González Ramos ..... NUC University – IBC Technical Division – Bayamón
Prof. Carmen I. Cora Morales ..... NUC University – IBC Technical Division – Caguas
Prof. Marta Ramos Torres ..... NUC University – IBC Technical Division – Guayama
Prof. Nannette Y. Nieves Osorio ..... NUC University – IBC Technical Division – Los Colobos
Prof. Manuel A. Quijano Quijano..... NUC University – IBC Technical Division – Manatí
Prof. Yadhira Ramírez Luciano..... NUC University – IBC Technical Division – Mayagüez
Prof. Alex Giménez Rosario ..... NUC University – IBC Technical Division – Ponce
Prof. Estefanie Torres Vega..... NUC University – IBC Technical Division – Yauco
Prof. Courtney Hatcher ..... NUC University – FTC Deland
Prof. Mireysi Cabrera ..... NUC University – FTC Kissimmee
Prof. Greig Drury ..... NUC University – FTC Lakeland
Prof. Jennifer Boane ..... NUC University – FTC Orlando
Prof. Kevin Leistner ..... NUC University – FTC Pembroke Pines
Prof. Kelvin Saliers..... NUC University – FTC South Miami
Prof. Carlos Linares..... NUC University – FTC Tampa
Prof. Patrick Salamon..... NUC University – The Dave School
Dr. Francisco Felices Sánchez..... Columbia Central University – Bayamón
Prof. Marilyn Almodovar Rosario..... Columbia Central University – Caguas

Deans and Academic Directors

Prof. Janis González López ..... Academic Dean – NUC University – Arecibo
Prof. Kamir Concepción Reyes ..... Academic Dean – NUC University – Bayamón
Prof. Solmarie Martínez Del Valle ..... Academic Dean – NUC University – Caguas
Prof. Miguel Rosario Lozada ..... Academic Dean – NUC University – Escorial
Dr. Grelliane Barreto Velázquez ..... Academic Dean – NUC University – Mayagüez
Prof. Deborah Alvarado Soto ..... Academic Dean – NUC University – Ponce
Prof. Magda Urdaneta Feliciano ..... Academic Dean – NUC University – Río Grande
Prof. José Martínez Agosto..... Academic Dean – NUC University – Online División
Prof. Cristina Rosado Silva ..... Academic Director – NUC University – IBC Technical Division – Aguadilla
Prof. Enrique Reyes Guzmán ..... Academic Director – NUC University – IBC Technical Division – Arecibo
Prof. Giselle C. Hernández..... Academic Director – NUC University – IBC Technical Division – Bayamón

Prof. Lilliam Rivera Bermúdez ..... Academic Director – NUC University – IBC Technical Division – Caguas
Prof. José M. Alverio Collazo..... Academic Director – NUC University – IBC Technical Division – Guayama
Dr. Jessica Meléndez Cruz ..... Academic Director – NUC University – IBC Technical Division – Los Colobos
Prof. Luz Manuel Bou..... Academic Director – NUC University – IBC Technical Division – Manatí
Prof. Brenda L. Sánchez Mercado ..... Academic Director – NUC University – IBC Technical Division – Mayagüez
Prof. Griselle Vázquez Torres..... Academic Director – NUC University – IBC Technical Division – Ponce
Prof. María del C. Plaza Luciano..... Academic Director – NUC University – IBC Technical Division – Yauco
Dr. Maria R. Rivera ..... Senior Dean of Online Operations and Academic Affairs – FTC – Deland
Ms. Maribel Escabi ..... Academic Dean – NUC University – FTC – Kissimmee
Dr. Yadira Santiago ..... Academic Dean – NUC University – FTC – Lakeland
Dr. Arkil Starke ..... Academic Dean – NUC University – FTC – Orlando
Dr. Eddy Jorge ..... Academic Dean – NUC University – FTC – Pembroke Pines
Dr. Ángel Báez ..... Academic Dean – NUC University – FTC – South Miami
Ms. Cassandra Geddes..... Academic Dean – NUC University – FTC – Tampa
Ms. Jasmine Carpenter..... Academic Dean – NUC University – FTC – Dave School
Dr. Brenda J. Hernández Rivera..... Academic Director – Columbia Central University – Bayamón
Prof. Aida Ramírez Vázquez..... Academic Director – Columbia Central University – Caguas

Representative of Nursing Faculty
Prof. Pedro Vargas Ortiz..... Nursing Director – NUC University – Escorial

Representative of Registrars Office
Ms. Karla González Cartagena ..... Corporate

Representative of Student Affairs
Ms. Solimar Calo Ramírez..... Corporate

Representative of Educational Resource Centers
Prof. Alma Sánchez Berenguer ..... Corporate

Representative of Continuing Education
Ms. Ivelisse Mercado García ..... Corporate

Ex-Office Members
Dr. Lydia M. Collazo Bencón ..... VP Academic Affairs NUC University
Prof. Yaran K. Correa Prado ..... VP Academic Affairs NUC University – IBC Technical Division
Prof. Leiby Adames Boom ..... VP Academic Affairs NUC University – Florida Technical College
Dr. Dolymari García ..... VP Program Development NUC University
Dr. Aixa M. Flores Pérez..... Associate VP Nursing Programs NUC University

Authorizations and Accreditation

Florida State Authorization
NUC University is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

NC-SARA Authorization
NUC University has been approved to participate in the National Council for State Authorization Reciprocity Agreements. nc-sara.org/

Institutional Accreditation

NUC University (NUC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org. NUC's NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), The Digital Animation & Visual Effects School (The DAVE School), and Hillsboro Aero Academy (HAA) are included in this accreditation. NUC's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on 2019 was to reaffirm accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

NUC has four additional academic units: NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), The Digital Animation & Visual Effects School (The DAVE School); and Hillsboro Aero Academy (HAA). Information about NUC, NUC-IBC, NUC-FTC, The DAVE School, and HAA is available at https://nuc.edu/, http://tecnicos.nuc.edu/, https://ftccollege.edu/, http://dave.nuc.edu, and https://flyhaa.com/.

Locations Directory

The Institution's corporate offices areThe main campus is located in Bayamón at the National University College Plaza in the center of the business area of the city of Bayamón, Puerto Rico. This location assures students easy access to the Institution by public or private transportation. There is a train station within walking distance of the Institution. This campus also has a Campus Addition located at Ponce de León Ave. 61, 70 and 72 in Hato Rey, San Juan, Puerto Rico.

The NUC University - South Florida Campus is located at 12520 Pines Boulevard Suite 100-A within the Flamingo Pines Shopping Plaza at the intersection of Pines Blvd and Flamingo Road in Pembroke Pines, FL 33027. The server for the administrative offices will be located on the same floor as the administrative offices. The square footage for the offices located at the facility is 879 square feet. All the programs for this Center will be delivered in online or hybrid modality. Also, for any administrative or student services at this Center, they will be provided at the address mentioned above.

The Florida Technical College Pembroke Pines campus is located at 12520 Pines Boulevard within the Flamingo Pines Shopping Plaza at the intersection of Pines Blvd and Flamingo Road in Pembroke Pines, FL 33027 with ample parking for our students. The campus is centrally located within minutes of 1-75 and the Florida turnpike, and in close proximity to a variety of restaurants and shopping centers. The campus offers a combination of classrooms, labs, library, faculty/student lounges, academic and administrative offices, a beauty salon and a movie theater. For more information, call (954) 556-1900.

Language Options for NUC's Programs

NUC University's programs are available in Spanish or English language. Language availability varies by program. See program pages for language availability. Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language. No test will be used to determine the student's first language.

STUDENT SERVICES

Admissions

The Admissions Office is responsible for providing information regarding all academic programs offered at NUC University. This office evaluates the applications of candidates for admission. During an interview with the candidate, the prospective student receives information with respect to the admissions process as well as Institutional policies, rules and regulations. Likewise, Admissions representatives will direct all prospective eligible Military Service members to speak with their Educational Service Officer or Counselor within their Military Service prior to enrolling.

Admission Policy

General Admission Requirements

Diploma and Undergraduate Requirements

To be admitted as a regular undergraduate student at NUC University, each applicant must meet the following requirements and provide the following documents:

1. Complete and sign the admission application and enrollment agreement.
2. Be a high school graduate or have a recognized equivalent preparation:

    a. High school completion must be verified by submitting the high school transcript or diploma. High school diplomas and/or transcripts submitted by prospective students are individually reviewed pursuant to the policy titled "Validity of High School Completion." Per this policy, NUC University will collect the proof of high school graduation provided by the prospective student, confirm whether the issuing high school has already been determined valid or invalid, where appropriate conduct additional review of high school validity, and determine whether the diploma appears to contain any irregularities.

    A student's self-certification of high school graduation is not sufficient to validate a questionable high school credential. A student who cannot provide a high school transcript or a copy of their diploma because the high school the student attended closed may be permitted to provide a signed affidavit of high school completion. Such exceptions are only allowed in the most exceptional cases and must be reviewed and approved by the Admissions Committee.

    NUC University verifies high school graduation documents in the admission process for students from accelerated schools in Puerto Rico. This policy applies to all incoming students who earned their high school diploma from an accelerated high school and do not provide documentation of an otherwise recognized equivalent to a high school diploma. The student must present the final high school transcript for the accelerated high school, complete the current Accelerated High School Information Form, and comply with the established criteria in it. The admission office will: 1) confirm the accelerated school maintains a license/registration with the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency); 2) confirm the year the accelerated school diploma was awarded; and 3) based on the information reasonably available to NUC, determine whether the student completed their studies according to the applicable requirements according to the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency).

    b. Documentation of successful completion of the general education development (GED) or other state sanctioned test or high school equivalency certificate is accepted as equivalent to high school completion.

c. If the student is transferring from another post-secondary institution, an official college transcript documenting successful completion of 1) an associate's degree, 2) at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution, or 3) at least 60 semester or trimester credit hours or 72 quarter credit hours in a bachelor's degree program, including credit hours transferred into the bachelor's degree program.
d. Documentation of completion of home schooling at the secondary school level. Home schooled students must present a signed and notarized affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of section 1002.41, F.S., which constitutes proof of high school completion, and High School Transcript with courses, and grades. In the event this is not available, students must present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.
e. Students who have graduated from a high school located in a foreign country *(outside the United States and its territories)* must submit evidence of their academic credentials validated by the Puerto Rico or Florida Department of Education, as applicable, or a NACES or AICE member agency.
f. Students who were enrolled in an eligible program of study prior to July 1, 2012 may establish Title IV eligibility by passing an Ability to Benefit (ATB) test in Spanish or English (depending on the applicant's native language). If an applicant passed a Spanish language test (not rejected by the U.S. Department of Education) prior to November 1, 2015 and meets the other conditions described in this section, they may provide the test results. For tests administered on or after November 1, 2015, applicants for whom Spanish is their native language are required to have passed a Spanish language ATB test approved by the U.S. Department of Education. NUC confirms if an applicant may establish Title IV eligibility by reviewing in NSLDS whether the applicant previously received Title IV funds and/or by requiring the applicant to provide a transcript or other receipt that demonstrates enrollment in an eligible program. Eligible applicants are identified as follows:
    - the student attended an eligible program at any Title IV eligible institution prior to July 1, 2012 and attendance can be documented from NSLDS, or
    - the student, prior to July 1, 2012, officially registered at a Title IV eligible institution, and the student was scheduled to attend an eligible program.

    Alternatively, the student was enrolled in a program of study prior to July 1, 2012 and completed at least six credit hours (or 225 clock hours) that are applicable toward a degree or certificate offered by NUC University.

3. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department. This requirement will not apply to students residing outside Puerto Rico.
4. Student must have earned a minimum grade point average (GPA) and any additional program requirements indicated in the Admission and Transfer Requirements Table for Undergraduate Programs, if applicable to the selected program of study. Students who do not have a high school grade point average must be evaluated by the Admission's Committee.
5. For programs in which there is an internship/practicum component or in which there is a requirement to be examined by an examining body, the prospect must be 18 years of age or older at the time the requirement applies. Students must also present a criminal record certificate issued by the Puerto Rico Police and a Health Certificate from the Department of Health. Additional requirements may apply;

please see program-specific descriptions and materials for other programs with an internship/practicum or examination requirement.

Graduate Requirements

To be admitted as a regular graduate student, each applicant must meet the following requirements and provide the following documents:

1. Complete and sign the admission application and enrollment agreement.
2. Submit an official transcript documenting completion of a baccalaureate degree.
3. Meet the specific requirements for the graduate program to which they are applying as described in section 3.4

Admission's Committee

For all undergraduate programs, except for the Physical Therapist Assistant and Nursing programs, candidates with special qualifications who do not meet the GPA but meet all other admissions requirements may be evaluated by an Admission's Committee. This committee decides which of these candidates are admitted. The Admission's Committee will evaluate the candidates that did not obtain the minimum GPA for admission. Such evaluation may be done at the request of the student or upon the recommendation of the Admissions Office. The committee will consider the following factors:

- Be 21 years of age or older
- Have work experience
- Be head of the family
- Have special studies (continuing education) after high school
- Demonstrate special interest during the interview
- Present a recommendation letter from the high school counselor.

If in the opinion of the Committee, the candidate meets two or more of the above criteria, the student will qualify to be evaluated for admission as a regular student. The Committee may also recommend for those students admitted a limited course load, closer or more frequent follow-up and even special monitoring.

Transfer Students

Transfer students must present an official transcript of credits from their prior post-secondary institution(s).

a. If the transcript is from a foreign university, the student will be responsible for having the document translated into English by a certified translator and evaluated by a certified foreign credential examiner who is a member of the National Association of Credential Evaluation Services. Certified documents should be sent to the Dean of Academic Affairs at the NUC University component to which the student is applying.
b. If the student has successfully completed an associate's degree or higher or at least 60 semester or trimester credit hours or 72 quarter credit hours as demonstrated by their official transcripts, evidence of high school completion is not required. Otherwise, the student must submit documentation of high school completion or a recognized equivalent as described in this section. For transfer credit please refer to the Transfer Credits Policy.

Additional Admission Requirements for Certain Programs

DIPLOMA PROGRAMS

Program	Minimum High School GPA	Transfer Students - GPA at Prior Postsecondary Institution	Other Requirements
Graphic Design	N/A	N/A	
Medical Billing and Coding Specialist	N/A	N/A	1. Must complete a Student Attestation of Understanding That Criminal and / or Health Background May Limit or Prevent Employment in Healthcare Provider Fields. The student attestation form was designed to disclose certain requirements or limitations to prospective students interested in training for a Healthcare Provider field. This requirement is established in consideration of Fla. Admin. Code 6E-1.0032 (6) (g) (2012).
Business Office Specialist	N/A	N/A	
Computer Support Technician	N/A	N/A	

ASSOCIATE DEGREE PROGRAMS

Program	Minimum High School GPA	Transfer Students - GPA at Prior Postsecondary Institution	Other Requirements
All Associate's Degree Programs	GPA 1.76	GPA 2.00	

BACHELOR DEGREE PROGRAMS

Program	Minimum High School GPA	Transfer Students - GPA at Prior Postsecondary Institution	Other Requirements
Bachelor's Degree program in Allied Health Management	N/A	N/A	1. A student must first successfully graduate from an Allied Health (Medical Assistant Technician, Billing and Coding, or other) diploma or degree program, from either NUC-FTC or another accredited institution, as a prerequisite for enrolling into the Allied Health Management Bachelor program. External transcripts must be evaluated by Academic Affairs to determine transfer of credits accepted into the program. 2. Must complete a Student Attestation of Understanding That Criminal and / or Health Background May Limit or Prevent Employment in Healthcare Provider Fields. The student attestation form was designed to disclose certain requirements or limitations to prospective students interested in training for a Healthcare Provider field. This requirement is established in consideration of Fla. Admin. Code 6E-1.0032 (6) (g) (2012).

Program	Minimum High School GPA	Transfer Students - GPA at Prior Postsecondary Institution	Other Requirements
Bachelor's Degree in Science in Nursing (RN to BSN)	N/A	GPA 2.25	1. Have an Associate Degree in Nursing from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin. 2. Have a permanent RN License in the United States or Puerto Rico and evidence that such license is active. All students must keep their license active during their time of study.
Bachelor Degress in Information Technology with Emphasis in Cyber Security	N/A	N/A	
Bachelor Degree of Business Administration (Version with No Track)	N/A	N/A	
All Other Bachelor's Degree Programs	GPA 1.76	GPA 2.00	

POST BACCALAUREATE CERTIFICATES

Program	Minimum GPA at Prior Postsecondary Institution	Other Requirements
Graduate Certificate in Accounting	GPA 2.50	1. Have a bachelor's or master's degree in accounting from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin., or, 2. Have a bachelor's or master's degree in any area of concentration and where the official school transcript proves the completion of nine (9) credits in accounting courses. 3. These courses should have been approved with a minimum grade of C in undergraduate courses, or a minimum grade of B in graduate courses.
Graduate Certificate in Management and Educational Leadership	GPA 2.50	1. Have a bachelor's degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin. 2. Meet all general admission and transfer requirements.
Graduate Certificate in Online Education	GPA 2.50	1. Have a bachelor's degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin. 2. Meet all general admission and transfer requirements.

MASTER DEGREE PROGRAMS

Program	Minimum GPA at Prior Postsecondary Institution	Other Requirements
All Master's Degrees in Business Administration	GPA 2.50	1. Have a bachelor's degree from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin.
Master's Degree in Education with major in Educational Leadership	GPA 3.00	1. Have a bachelor's degree from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin. 2. One letter of recommendation from professors or other professionals. 3. Interview with the Program Director or Academic Dean.
Master's Degrees in Education in: Curriculum / Assessment and Effectiveness	GPA 2.50	1. Have a bachelor's degree from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin.
All Master's Degrees in Science in Nursing	GPA 2.50	1. Have a bachelor's degree in Science in Nursing from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin. 2. Have and present evidence of permanent and active license as a Registered Nurse (RN) issued in the United States (for operations in the United States) or active and permanent License of General Nurse (BSN) issued in Puerto Rico (for operations in Puerto Rico). Note: The student must maintain the license active during the time of study.
Master's Degree in Information Technology	GPA 2.50	1. Have a bachelor's degree in Information Technology, Computer Sciences or other technology related bachelor's degree from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin. 2. If the bachelor's degree is non-technology related, student must have completed at least one (1) course with a minimum grade of B in each of the following three areas at the undergraduate level, prior to being admitted in the master's degree: • Operating Systems and Architecture • Network Fundamentals • Data Base Design
Master's Degree in Industrial Organizational Psychology	GPA 2.50	1. Have a bachelor's degree from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin. 2. Students interested in applying for the Puerto Rico Psychologists' licensing examination must enroll in supervised practicum courses that are equivalent to 500 hours in total. According to the Regulations of the Puerto Rico Psychologist Board of Examiners, the number of online courses must not exceed 30% of the total program, and such online courses must be mainly theoretical in nature.

DOCTORAL DEGREE PROGRAM

Program	Minimum GPA at Prio Postsecondary Institution	Other Requirements
Doctorate in Business Administration with Specialty in Strategic Management	GPA 3.00	1. Have a master's degree in Business Administration from an institution accredited by an accrediting agency recognized by the US Department of Education or by the appropriate governmental or quasi-governmental agency from the country of origin. 2. If the master's degree is non-business administration related, student must complete the courses recommended by the Doctoral Admission Committee, prior to being admitted in the doctoral degree program. 3. Submit two (2) letters of recommendation (professionals) 4. Submit an updated curriculum vitae or professional resume. 5. Complete an interview process. 6. Submit an essay describing what doctoral studies are and what goal is pursued with the completion of the degree. 7. No more than six (6) credits will be granted in the case of transfers.

The graduates of Allied Health programs are reminded that they are required by law to complete an examination offered by the Examining Boards that oversee these professions in order to obtain their licenses. A certificate of good conduct is required in some Allied Health programs. Minimum age requirements may also apply to begin practice in some programs.

Externship/Practicum Requirements

Once officially enrolled, documents listed below must be completed at least two weeks before students are scheduled to start their practical experience (e.g., Externship, Internship or other Clinical/Practical Experience). Failure to do so could result in suspension of the practical experience. Students should also review program-specific publications for any additional requirements. Also, practical experience providers/centers may apply additional requirements.

1. Valid Health Certificate issued within the previous six months prior to the practice.
2. P-VAC 3 Certificate of Immunization.
3. Hepatitis B Vaccine (Required in those programs where the students will be in direct contact with patients) or proof from the clinical laboratory that certifies the administration.
4. Chicken pox vaccine or proof of immunity from the laboratory (applicable only for hospitals and direct care centers)
5. Negative Penal Record Certificate (If requested by the practice center).
6. Some practice centers have established the policy of requiring drug tests.
7. CPR (Cardiopulmonary Resuscitation Course) according to the practice center.
8. Present a Medical Insurance Card
9. Flu Vaccine (according to the practice center)
10. HIPAA-OMNIBUS, OSHA orientation (and other related requirements if imposed by the practice center)
11. Abuse and Neglect Certificate (applicable to certain programs)
12. Evidence of Influenza vaccination for the programs EMGA and EMER.
13. Negative 266 Law (not be a convicted sexual offender).
14. Law 300- Law of Sexual Offenders. The student must present a Criminal History Certification related to the Law of Sexual Offenders; this will only to those cases in which the practice centers require it.
15. Nose and throat cultures (when applicable).
16. Other requirements may be needed according to the practice center. These documents presented by the students will be shared with the practice center designated officer.

Notification of Admission

The Admissions Office will notify all applicants regarding their admissions to the university with a letter.

Other Condition for Admission

A student who does not have an application accompanied by all the required documents will have a period of 30 days after classes begin to submit the missing documents. The Admissions Officer will notify the student of the documentation that is needed to complete their file and the deadline for its delivery. The student is considered to be conditionally admitted and financial aid will not be disbursed to the student until all admission requirements have been satisfied.

If the student does not submit the required documentation in the specified period, the enrollment will be canceled.

Transfer Credit Policy

I. Policy for the Transfer of Course Credits from Institutions of Higher Education and Non-University Postsecondary Educational Institutions

1. It will be considered for transfer of credits those courses approved by the student proceeding from a Higher Education Institution and from Non-University Post-secondary Level Institutions, duly authorized and accredited.
2. Course content must be equivalent to the course content in the curricular sequence for the program to which the student is interested in being admitted to NUC University.
3. Will be considered for transfer of credits, subject to evaluation of content, courses that have been validated from other institutions and that are identified in the submitted official transcript. The original transcript of transfer courses from the other institution will not be required to be submitted.
4. In the case of NUC University- Florida Technical College students, will be considered for transfer credits the professional certifications that the student has approved, whose content is equivalent to the content of the courses that are in the academic offerings for the program in which the student has applied for admission.
5. In the case of students who receive training services for veterans or any other entity that requires it, they must present all credit transcripts from the institutions where they have studied.
6. Those students interested in transferring additional credits from courses approved from other institutions must present the credit transcript of that institution.
7. In the case of military students, some training courses provided by the armed forces, the transfer will be made taking into consideration the Official Join Services Transcript (JST). The Joint Services Transcript (JST) is a synchronized transcript presenting data for the United States Army, Marine Corps, Navy, and Coast Guard. Each JST is "owned" by the service member's or veteran's specific service, so you will see each service's seal with the American Council on Education (ACE) seal at the top.
8. The student may request a preliminary evaluation with a copy of the transcript of credits. Each approved course and its equivalence with the corresponding courses offered by NUC University will be evaluated. The final transfer of credits will be made once the official transcript has been received from the institution of origin.
9. Students are responsible for ensuring that their documents, specifically the official transcript of all the courses to be transferred, have been received at the Registrar's Office on or before the next enrollment period.
10. If the student's academic record arrives at the Registrar's Office without the official

transcript of credits, a Hold will be placed in the Student Administration System, which will restrict the student's enrollment. This Hold will be removed when the official TC is received or if the student enrolls in the courses for which the student had requested transfer in the following term, according to availability.

11. Courses to be transferred shall be no more than 15 years for General Education courses, 10 years for core and major courses in undergraduate programs, six (6) years for diploma programs, and six (6) years for graduate programs. These will be considered on their merits, under consideration of course content, significant changes, and in accordance with the standards of the accrediting agencies and the requirements and changes of the examination boards.
12. General Education courses from technical degrees or diploma programs will not be considered for transfer credit for undergraduate level programs.
13. Courses to be transferred for undergraduate and diplomas programs must have been approved with a minimum grade of C, except for those academic programs that establish different requirements, in which case, they must meet the minimum grade required for these.
14. Courses to be transferred for graduate programs must have been approved with a minimum grade of B.
15. Some courses that are not part of NUC University academic offerings may be considered as elective courses, as long as they are authorized by the VP for Academic Affairs.
16. When a student is readmitted, courses previously attempted at NUC University may be considered for transfer credit, following the parameters established in the Transfer Credit Policy for Approved Courses at NUC University.
17. The University Environment Seminar and the Transition to University and Professional Training Seminar courses will not be considered for transfer.
18. Remedial and continuing education courses, technical certificates, and challenge or competency exams taken in other university institutions will not be transferable.
19. For undergraduate and post-secondary non-university level programs the maximum amount of credits to be transferred will be 50% of the total credits that the student must take to fulfill the graduation requirements of an academic program at NUC University, either in transfer credits or in combination with competency exams.
20. For graduate programs, the maximum amount of credits to be transferred will be six (6) credits.
21. In the Nursing Program, technical courses will only be transferred from those institutions in which there is an official collaboration agreement.
22. In the Bachelor Degree in Science in Nursing (RN to BSN) program, the transfer of credits will be conducted as established in the general catalog. No additional courses will be transferred without exception.
23. The transfer of credits for a course may be considered, even if the student has not approved the prerequisite of the course, if the student takes the course in the immediate term that is available in the academic offering.
24. If the transcript proceed from a foreign university, the student will be responsible for having a certified translator translate the document to English in order to be evaluated by a certified foreign credential examiner and member of the National Association of Credential Evaluation Services (NACES: https://www.naces.org/members). World Education Services, etc.
25. In the case of military students, some training courses provided by the U.S. armed forces may be equivalent to university courses, provided the content and number of credits are

equivalent to those of NUC University. For the determination of equivalency of these courses, NUC University will consider the American Council on Education publication titled Guide to Evaluation of Educational Experience in the Armed Services.

26. Academic credits will be awarded to students who have passed one or more of the Advanced Placement Exams offered by the College Entrance Examination Board (CEEB) only in Spanish, English and Math areas, provided that they have earned three (3) or more points in a five-point (5) scale.

SCORE	**COURSES**
3	ENGL 1010, MATH 1010, SPAN 1010
4 or 5	ENGL 1010-1020, MATH 1010, SPAN 1010-1020

27. Credit will be granted for specific subject tests offered by the College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES), Worldwide Education Support to the Department of Defense. The transfer of credits is subject to the verification of the equivalence of the courses with the corresponding courses offered by NUC University; this process will be carried out at the Academic Dean's Office of the Campus.
28. Academic credit for courses duly accredited by the American Council on Education" (ACE), Council for Adult and Experiential Learning (CAEL) or similar agencies may be considered for transfer, as long as the courses are part of an agency where NUC University has an agreement of understanding; process to be conducted in the Academic Dean's Office of the Campus. (Students participating in the Competency Based Program [CBE] will have other considerations in the credit transfer process).
29. Transfer courses will be listed without a grade on the student's credits transcript. These courses will affect the average of attempted credits vs. approved.
30. Students may submit a written appeal to the Academic Dean/Director Office if they disagree with the decision made. After having received the notice, students will have a period of ten (10) business days for filing the appeal.
31. Any exceptions to this policy should be addressed to the Vice President of Academic Affairs.

Application Process

1. The student completes the NUC University application for admission to the Admissions Office and the *Transfer Credits Request Form for Courses from Institutions of Higher Education and Non-University Postsecondary Educational Institutions*.
2. The student must request an official transcript of credits and a copy of the catalog of the institution of origin that includes the description of the course and the number of credits, if the same is not available in the institution's web page. NUC University may request the student a copy of the official transcript of the course and any other necessary documentation to corroborate the content, number of credits and duration of the course, when the description of the catalog of the other institution is not specific.
3. The transfer application must be requested during the admission process to the institution or within forty-five (45) calendar days from the start date of the first academic term; no new applications will be accepted after the deadline.
4. If any students presents inconvenience obtaining the official transcript of credits, they will receive an extension of 15 calendar days to the transfer period. If the official transcription is not received at the Registrar's Office within the stipulated time, the transfer of credit request is void.
5. The Registrar's Office will only accept one Request for Transfer of Credits and one reconsideration or appeal to that request.

II. Transfer Credit Policy for Approved Course at NUC University

1. All courses completed that are contemplated in the curriculum outline of a graduate, undergraduate, or diploma program from NUC University will be considered for credit transfer. The content of the courses must be equivalent to the content of the courses in the current curriculum.
2. The transfer of credits for a student who has graduated from a NUC University program who applies for admission to another graduate, undergraduate, or diploma program will follow these parameters:
    a. Graduate – up to 70% of the total credits required to complete a master's degree program
    b. Undergraduate – up to 85% of the total credits required to complete the program
    c. Diploma – up to 16 credits required to complete the program
3. The transfer of credits of course completed by active or readmission students will be carried out per course, according to the requirements of the new program.
4. For graduate programs, all transfer credits should have been completed with a minimum course grade of B. For undergraduate and diploma programs, all transfer credits should have been completed with a minimum course grade of C.
5. Credits completed in the institution that were previously transferred from another institution or competency-based exams can be transferred.
6. Courses to be transferred shall be no more than 15 years for General Education courses, 10 years for core and major courses in undergraduate programs, six (6) years for diploma programs, and six (6) years for graduate programs. These will be considered on their merits, under consideration of course content, significant changes, and in accordance with the standards of the accrediting agencies and the requirements and changes of the examination boards.
7. As an exception, students who meet the following criteria will be able to continue their studies following the previous version of the program:
    a. students who withdrew during their last academic term and return within three (3) years of the withdrawal date to complete the program (diploma)
    b. students who were missing 12 credits or less and return within ten (10) years to complete an undergraduate program or within six (6) years to complete a graduate program
    c. students who meet the graduation criteria of the program
    d. Following the previous version is subject to the availability of the courses.
8. Externship courses and reviews for licensure exams for any program in the Technical Division and the Basic Culinary Techniques course offered in Culinary Arts programs will not be considered for transfer credits.
9. The University Environment Seminar course (SEMI 1001) is not transferable, except for those that have been enrolled and approved at NUC University as of November 2021 or later. Also, research courses for graduate programs will not be considered for credit transfer.
10. For the purposes of academic progress, the credits transferred will be considered for qualitative and quantitative components, except credits transferred from external institutions and competency-based exams.
11. If a student does not wish to continue their application, they must complete the *Credit Transfer Relinquishment* document during the period for making changes established in the calendar.
12. Special situations will be referred to the Office of Vice Presidency of Academic Affairs for the corresponding evaluation.
13. The student will receive notification by institutional e-mail of the determination of their credit transfer request.

14. If students disagree with the courses transferred, they can submit a written appeal to the academic office of their academic unit. Students will have ten (10) business days upon receipt of the notification to submit an appeal. Once this period has passed the decision is final, binding, and unappealable.

Application Process

1. Students complete the *Credit Transfer Request Form* in the Admissions Office, the Registrar's Office, or the Academic Counseling Office, as applicable in the academic unit, no later than the first two (2) weeks from the start of classes, as established in the academic calendar. New applications will not be accepted after this date.

General Statement

The determination of transfer of credits taken at NUC University is at the discretion of the receiving institution.

III. Institutions with which NUC has established an articulation agreement

- *ICPR Junior College*
- *Sophia*

Proof of High School Graduation

Applicants to the College will be required to provide verification of high school graduation (transcript, diploma, etc.) showing the date of graduation or the equivalency. For GED certificate students, only official test scores need to be provided when scores are required by the issuing state.

Proof of graduation (POG) from a foreign institution must be translated to English and certified to be at least equivalent to a United States secondary school by an agency that is a member of National Association of Credential Evaluation Services (NACES), Association of International Evaluators, Inc. (AICE), or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Students who graduated from a high school located in the United States or its territories must provide acceptable proof of graduation (POG) to the College within 30 calendar days from the date the initial class starts. Students who have graduated from a high school located in a foreign country (outside the United States and its territories) must provide acceptable proof of graduation (POG) to the College before they can start classes. If POG is not received from the agency listed by the student on their transcript request within the required timeframe, the student's enrollment will be cancelled. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days.

The College reserves the right to request POG at any time. In addition, students must attest to their high school credential by listing the school or agency on their Free Application for Federal Aid (FAFSA) each time they apply for financial aid. Students are advised that if, for any reason, the student is selected for verification by the U.S. Department of Education and the student is found to be ineligible for federal financial aid, as a result of their high school credential the student will be immediately dismissed from the College.

If documentation is found to be false, untrue, or invalid, the student will be subject to immediate dismissal from the College, all credits earned will be invalidated, and all Title IV financial aid along with any state or institutional financial aid that was disbursed on the student's behalf must be returned to the appropriate source and the student will be responsible for payment to the college for any and all monies refunded.

Non-Degree Seeking Policy (NDS)

NUC University currently receives students (Audit Students) who seek to take courses without any interest whatsoever in obtaining a degree. The institution classifies these students as Non Degree Seeking (NDS). NDS students are those students who are not interested in obtaining an academic degree at NUC but are interested in taking courses for their own professional or personal development.

NDS students can apply for any course that is part of the academic offerings of NUC, subject to academic evaluation (if apply), availability, space limitation, and depending upon the regulations and/or the accreditation standards of the academic programs, if any.

Those students who already have a Bachelor's degree or a Master's degree awarded and are interested in studying another concentration under the same program can take these additional courses. However, since these courses by themselves are not considered an eligible program, students will be classified under the category of "non-degree seeking" student. This means that they will be enrolled on a course-by-course basis and will be not classified as a regular student pursuing a degree. For this reason students will not be granted another diploma nor will they be eligible for Title IV financial aid for these courses.

NDS students will receive credits and a final grade. This means that they will have to comply with all the assignments and required exams to approve the courses.

Requirements to be admitted as a special student

1. Complete and submit the application for admission.
2. If under the age of 21, must submit the original document or a copy of the updated immunization certificate.
3. Pay admissions fee (nonrefundable)
4. If the student is enrolled in another collegiate institution, they must submit evidence of authorization from the institution to take courses at NUC.
5. Submit a transcript certifying the degree awarded.
6. Be interviewed by the NUC Education Department Director or Coordinator (This only applies to the Master's degree in Education courses).
7. The student must follow the norms and procedures established by the institution.
8. The costs per credit and fees are published in the Tuition and Fees Section.

This policy will apply to on ground, online and foreign students. For this policy, students must comply with all the requirements of the Commonwealth of Puerto Rico, the United States and their place of origin.

Re-Admissions

Every student who has withdrawn from the Institution and is interested in being re-admitted must complete a re-admission request form at the Registrar's or Admission's office. This process applies to those students who have not been enrolled at the Institution for one or more terms.

Any student who discontinues their studies in the institution and is later re-admitted in the same academic program, as long as the program has not undergone any curricular revision, will re-enter under the academic progress status that they had at the moment of discontinuing studies. If the student is re-admitted in the same program that has undergone a curricular revision or change to a different academic program, only the credits approved and grades earned under the previous program that are required in the new program will be counted in academic progress. Notwithstanding the above, the students therefore re-admitted, should be bound by the academic program and other requirements in the Catalog and other established guidelines effective as of the date of this re-admission. Likewise, any Armed Forces member enrolled, including reserve components and National Guard members will be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.

Financial Aid

NUC University offers financial aid to students who are eligible for the programs currently administered by the Institution. Financial aid may not be available for all programs. Please contact the Financial Aid Office for more information. The aid offered to each eligible student is subject to the availability of funds for the specific award year.

Financial Aid Programs

The Financial Aid programs currently available at the Institution are the following:

- **Need Based Programs**
  - ***Federal***
    - Federal Pell Grant
    - Federal Supplemental Educational Opportunity Grant (FSEOG)
    - Federal Work and Study Program
    - Subsidized Direct Federal Loan
  - ***State***
    - Programa de Beca para Estudiantes con Talento Académico (BETA)
  - ***Institutional***

    Important Note: Institutional grants are subject to change. Please contact the financial aid office for an updated list and availability.

    - **NUC & NUC-DT IBC**
      - Jumpstart Scholarship (only for NUC University-South Florida)
      - Scholarship Creciendo Contigo
      - Scholarship High School Seniors
      - Scholarship Healthcare Heroes
      - Scholarship Por Ti, Contigo
      - Scholarship Pathway to Success Grant and Tuition Discount
- **No Need Based Programs**
  - ***Federal***
    - Unsubsidized Direct Federal Loan
    - Federal Direct Loans for Parents (Plus)
    - Federal Direct Loans for Graduate Students (Plus)

To apply for financial aid, students must complete the standard forms, provided by the Financial Aid Office, for the programs currently offered. In the case of federal programs under Title IV, the Free Application for Federal Student Aid (FAFSA) can be obtained by completing an application online at www.fafsa.ed.gov. Specific information concerning the eligibility requirements for each program is also available at the Financial Aid Office. To be eligible for any type of financial aid, all students must comply with the Institution's Standards of Satisfactory Academic Progress.

Financial Aid Offered by the Institution

The following is a description of the different types of financial aid offered by the Institution:

Federal Pell Grant Program

This grant does not have to be repaid by the student. Funds for this program are available for eligible undergraduate students. The eligibility for this program is determined by a standard formula provided by the US Department of Education. Students must apply annually for this aid by completing the Free Application for Federal Student Aid (FAFSA).

Federal Direct Loan Program
Enables eligible students and parents to borrow directly from the US Department of Education. The program provides low interest loans that must be repaid with interest. Students must apply annually for this aid by completing the Free Application for Federal Student Aid (FAFSA) and by completing an Entrance Counseling session and Master Promissory Note.

Federal Work Study (FWS) Program
The Federal Work Study Program provides jobs for eligible students with financial aid need as defined by the US Department of Education. Federal Work Study gives students the opportunity to earn money to help pay educational expenses. The amount of the awards is based on need and availability of funds.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program
The Federal Supplemental Educational Opportunity Grant is an award to help those eligible undergraduate students having the greatest financial need (with priority given to Pell Grant recipients), and it doesn't have to be repaid. The amount of the award is based on need and availability of funds.

JIP Programs/State Grants Program
These funds are assigned to the institution by the Board of Postsecondary Institutions for eligible students with financial need who are enrolled in a master's, bachelor's or associate's degree program.

Institutional Grants
This policy applies to all students who enroll at any NUC University location and meet the eligibility criteria of the grant for which they are applying. Students may participate in any of these grants, regardless of whether they receive other (non-institutional) financial aid, as long as they comply with the requirements established in this policy.

Students applying for any financial aid administered by NUC University are required to report any additional external financial aid they expect to receive to fund their studies (Veterans, Vocational Rehabilitation, AmeriCorps, etc.).

The application is available and must be submitted to the Financial Aid Office. Applications will be evaluated on a first-come, first-served basis, so NUC University encourages you to apply early, as funds available for these grants are limited. NUC University will disburse the amount of the grant awarded at the end of the academic semester for which the funds were allocated.

These grants are not available to students enrolled in continuing education courses. Students may only participate in one institutional grant.

Institutional Grant: High School Senior
The High School Senior grant awards $200.00 to students enrolled in programs leading to a diploma and $300.00 to students enrolled in programs leading to an associate or bachelor's degree. The grant is applicable to the first term of study. An additional $200.00 will be awarded to students who demonstrates evidence of having completed high school with a cumulative GPA of 3.2 or higher.

To be eligible, students must meet the requirements described below:

1. Have completed high school in the year they were admitted to NUC University,
2. Complete the Institutional Grant Application before the end of their first academic term,
3. Be a resident of Puerto Rico and/or enrolled at NUC University South Florida Campus
4. Maintain satisfactory academic progress,
5. Complete all courses enrolled in the first term of studies.

Institutional Grant: Healthcare Heroes

The Healthcare Heroes grant awards $200.00 to students enrolled in programs leading to a diploma and $300.00 to students enrolled in programs leading to an associate, bachelor's or master's degree. The grant is applicable to the first term of study. An additional $200.00 will be awarded to students who are ineligible for the maximum Federal Pell Grant amount due to reaching the maximum lifetime limit.

To be eligible, students must meet the requirements described below:

1. Enroll in one of the health-related programs,
2. Complete the Institutional Grant Application before the end of their first academic term,
3. Be a resident of Puerto Rico and/or enrolled at NUC University South Florida Campus,
4. Maintain satisfactory academic progress,
5. Complete all enrolled courses of the first term of studies.

Institutional Grant: "Creciendo Contigo"

The "Creciendo Contigo" grant awards $200.00 to students enrolled in programs leading to a diploma and $300.00 to students enrolled in programs leading to an associate, bachelor's or master's degree. The grant is applicable to the first term of study. An additional $200.00 will be awarded to students who are ineligible for the maximum Federal Pell Grant amount due to reaching the maximum lifetime limit.

To be eligible, students must meet the requirements described below:

1. Enroll in a new program after previously completing a program at one of NUC University's locations or re-enroll in a program previously initiated that was not completed in any of NUC locations,
2. Complete the Institutional Grant Application before the end of their first academic term,
3. Be a resident of Puerto Rico and/or enrolled at NUC University South Florida Campus,
4. Maintain satisfactory academic progress,
5. Complete all courses enrolled in the first term of studies.

Institutional Grant: "Por ti, Contigo"

The "Por ti, Contigo" grant awards $200.00 to new students enrolled in programs leading to a diploma, and $300.00 to new students enrolled in programs leading to an associate, bachelor's or master's degree. The grant is applicable to the first term of study. An additional $200.00 will be awarded to students who are ineligible for the maximum Federal Pell Grant amount due to reaching the maximum lifetime limit.

To be eligible, students must meet the requirements described below:

1. Be a new student,
2. Complete the Institutional Grant Application, prior to the end of their first academic term,
3. Be a resident of Puerto Rico and/or enrolled at NUC University South Florida Campus
4. Maintain satisfactory academic progress,
5. Complete all courses enrolled in the first term of studies.

Institutional Scholarship: Get Back on Track

The "Get Back on Track" scholarship is designed for students who have already started repaying student loans obtained at NUC University and wish to return to our institution to complete or continue an academic program. The amounts awarded are:

- PR Residents
    - Undergraduate Programs - $150.00 per Term
- Graduate Programs - $500.00 per Term
    - US Residents
- Undergraduate Programs - $250.00 per Term
    - Graduate Programs - $600.00 per Term

- Additionally, students may qualify for forgiveness of past-due institutional balances that remain unpaid for periods ending at least 12 months before re-enrollment, up to a maximum of $5,000.

To be eligible, students must meet the requirements described below:

1. Have been previously enrolled at NUC;
2. Have student loan debt acquired through prior enrollment at NUC University, as validated on the NSLDS website;
3. Be in repayment status on any federal student loan taken out between October 1, 2023, and September 30, 2024, as evidenced on the NSLDS website;
4. Be eligible for re-entry to NUC based on Satisfactory Academic Progress (SAP) guidelines;
5. Complete a required counseling session with the Prevention Default Office;
6. Complete and submit the Institutional Grant Application before beginning the program.

Jumpstart Scholarship

NUC South Florida will be awarding the Jumpstart Scholarship to eligible students enrolling in any of our diploma programs. Qualifying recipients will be awarded the following maximum amount for the first academic year:

Diploma program – $700.00 per term

Additionally, a student may not be awarded more than one (1) institutional scholarship during the program of study.

To qualify for the Jumpstart Scholarship, a student must meet the following criteria:

- Be enrolled for the first time in any of our NUC South Florida diploma programs
- Begin attending the program at NUC South Florida with a start date of October and November 2025
- Must remain continuously enrolled in that Diploma program until completion
- Maintain satisfactory academic progress
- Be current on all financial obligations to NUC South Florida

NUC South Florida will evaluate and determine whether a student continues to qualify for the Jumpstart Scholarship at the end of each term. A qualified student will receive the Jumpstart Scholarship at the end of each completed term, as follows: $700.00 per term. Any remaining balance will be applied to any outstanding balance prior to issuing any stipend to students.

Completed applications must be submitted to the Financial Aid Department prior to the start of the program. Awards will be made on a first come, first served basis and will be based on applying and meeting all qualifying criteria. For the period beginning on 11/1/2024 to 11/30/2025, the institution has allocated a total budget of $1,200,000.00.

Title IV Refund Policy

NUC University (NUC), in accordance with federal laws and regulations, follows the Federal Policy for Return of Title IV Funds to determine the amount of Title IV aid a student has earned if they decide to withdraw from the institution or otherwise ceases attendance prior to the end of a payment period. A student is not considered withdrawn if any of the following applies:

(1) the student completes the requirements for graduation before completing the payment period (applicable only to graduation from the student's program of enrollment as of that payment period);
(2) If the student is enrolled in a program comprised of modules[i] and any of the following applies:

a. The institution obtains written confirmation that the student will attend a later module in the same payment period or period of enrollment that begins no later than 45 calendar days after the end of the module the student ceased attending. (If the student is enrolled in any full-term courses during the payment period the 45-day timeline does not apply, but the student must confirm in writing that they will be returning to a module that begins later in the payment period);
b. The student successfully completes (earns at least one passing grade per module in) one or more modules that, together, comprise at least 49% of the days in the payment period *(excluding scheduled breaks of five (5) consecutive days or more, and all days between modules, if applicable)*; or
c. The student successfully completes (earns a passing grade in) coursework equal to or greater than the coursework required for half-time enrollment.

The law specifies how NUC must determine the amount of Title IV program assistance a student earns if they decide to withdraw from or otherwise ceases attendance in the institution. The Title IV programs in which NUC currently participates that are covered by this law are: Federal Pell Grants, Iraq & Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Although Title IV aid may be credited to the student's account at the beginning of each payment period, the student earns the funds as they complete the payment period. If a student withdraws before completing the payment period, the amount of Title IV program assistance the student earned up to that point is determined on a pro rata basis. If the student received (this includes amounts received on your behalf by the institution, or your parent) less assistance than the amount earned, they may be able to receive those additional funds as a post-withdrawal disbursement. If, however, the student received more assistance than they earned, the institution and/or the student will have to repay the excess.

For example, if a student completes 20% of the payment period (term), they will have earned 20% of the Title IV assistance they were originally scheduled to receive. Once a student completes more than 60% of the payment period, they will have earned all the assistance that they were scheduled to receive for that payment period. The percentage completed in the payment period is calculated by dividing the calendar days the student completed in the payment period (term) (as of student's Last Day of Attendance) by the total calendar days in the payment period (term) that the student was scheduled to attend (excluding, if applicable, any scheduled break of 5 consecutive days or more). For students withdrawing from a program offered in modules, the number of days the student is scheduled to attend in the payment period (term) is determined as follows:

- If eligible for Pell Grant, Iraq-Afghanistan Service Grant during the payment period (term) - days in modules in which the student actually began attendance, or
- If eligible for Direct Loan or FSEOG funds during the payment period (term) (regardless of eligibility for other Title IV programs) - days in modules the student was enrolled in on the first day of the period or enrolled in at any time during the period.

The date of determination refers to the date NUC determined that a student ceased attendance. NUC routinely monitors attendance records and determines if a student ceased attending within 14 days of their last day of attendance.

If the student did not receive all the funds earned, they may be due a post-withdrawal disbursement.

If the post-withdrawal disbursement includes loan funds, the institution will contact the student to request written authorization before disbursing the funds. At that point, the student will be provided with the option to accept or decline some or all of the loan funds. The institution will provide written notification to the student (or parent) of their eligibility for a post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrew. The student will be allowed at least 14 days to provide written confirmation of their decision. Before accepting loan funds, students should consider that they must pay back the loan funds with interest.

The institution will automatically credit the student's account with any post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will also automatically credit the student's account with the post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to withdrawal, the student provided authorization. The institution will disburse the post-withdrawal disbursement of grant funds in excess of outstanding current charges and other institutional charges (if authorized by the student) to the student within 45 days of the date of determination that the student withdrew.

All post-withdrawal disbursements of loan and grant funds must be disbursed within 180 days of the date of determination that the student withdrew.

It is important to understand that due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that a student was scheduled to receive prior to withdrawal. For example, the institution cannot make a post-withdrawal disbursement of loan funds to a first-time, first-year undergraduate student who withdrew prior to completing the first 30 days of the payment period. We encourage students to contact the Student Accounts Office with any questions.

If the student received (this includes amounts received on your behalf by the institution or your parent) excess Title IV program funds that must be returned, the institution must return a portion of the excess funds equal to the lesser of student's institutional charges multiplied by the unearned percentage of student's funds, or the entire amount of excess funds. The institution must return any portion of unearned funds for which it is responsible as soon as possible but no later than 45 days after the date of determination that the student withdrew. The institution will return Title IV funds for which it is responsible, in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grants
5. Iraq & Afghanistan Service Grants
6. FSEOG

If the institution is not required to return all of the excess funds, the student must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance they received or were scheduled to receive. The student portion of grants will not be returned if the grant overpayment is $50 or less. Any amount that students have to return is called an overpayment. Students are required to make arrangements with the institution or the U.S. Department of Education to return the unearned grant funds. If a grant overpayment results from the calculation, the institution will notify the student within 30 days of the date of determination that the student withdrew or otherwise ceased attendance to coordinate arrangements to return the unearned grant funds. Students will have 45 days to make repayment arrangements with the institution from the date of the institution's notice of overpayment. Failure to make satisfactory repayment arrangements for the student portion of unearned grant funds may result in the student losing eligibility for Title IV funds.

Any loans the student, or their parent, received in excess of loan funds earned that are the student's or parent's responsibility to return per the calculation must be repaid in accordance with the terms of the promissory note. That is, the borrower makes scheduled payments to the holder of the loan (the Department of Education) over a period of time. The loan amounts received must be repaid in full with applicable interest even if student did not complete the program, is unable to obtain employment after completing the program, or is dissatisfied. To obtain detailed information about the federal loan types and amounts received for each academic year and the servicer contact information for each loan, the borrower may access their account at studentaid.gov. The borrower may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when a student withdraws are separate from the institutional refund policy. If a student ceases attending, the Title IV funds that previously paid or were anticipated to pay the student's balance due to NUC may be reduced resulting in the student owing a balance to NUC. NUC will seek payment from the student for any balance due on the student's account due to the return of funds to the U.S. Department of Education. The Institutional Refund Policy is published in the institutional catalog. Students can also request a copy of this policy at the Student Accounts Office.

This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

MODIFICATIONS: This policy may be modified by new regulations or guidance issued by the U.S. Department of Education, or as otherwise deemed appropriate. In that case, NUC will update the relevant publications. We encourage the student to consult the newsletters, catalogs, offices, or other means of the University concerning new policies to be issued, if applicable.

[i]A program is considered to be offered in modules if a course or courses in the program do not span the entire length of the payment period. Please contact the Student Accounts Administration office at: stufinancialsupport@nuc.edu for assistance in determining whether your program is offered in modules or for any other questions related to this policy.

Definition of Academic Year of Financial Aid

Programs are offered in standard terms. A full financial aid academic year consists of two semesters or three quarters. For financial aid purposes, the academic year is defined as: for semester terms, one of 24 credits and 32 weeks of instruction, for quarter terms, 36 credits and 36 weeks of instruction.

Student Accounts

The Student Accounts Office is responsible for the assessment and collection of student tuition and fees. This office manages student account transactions on a student's account.

Tuition, Fees and Other Charges

Effective for Terms Starting in or after 11/12/2024/ Revised 11/01/2024

The Tuition, Fees, and Other Charges listed below are applicable to all students enrolled at NUC University (NUC) – South Florida, with the exception of students enrolled in continuing education courses. The institution reserves the right to review costs as needed. These changes are duly notified to students prior to its implementation. Students are encouraged to be attentive for announcements regarding Tuition, Fees, and Other Charges, which are published at the following link: http://www.nuc.edu.

Tuition and Fees

The Tuition and Fees listed below are costs related to the offering of the courses and are applicable to each academic term for which the student is enrolled. Refer to the Institutional Refund Policy for details regarding how NUC will handle charges when a student cancels their enrollment, adds, or deletes courses during the add/drop period, or withdraws before completing a payment period.

Tuition

PROGRAMS OFFERED IN SPANISH

Semesters (16 weeks)

Undergraduate, Post-Bachellor Certificates and Master Degree Programs	
Credits per Term	**Cost per Term**
12 or more	4,800.00
11	4,400.00
10	3,950.00
9	3,540.00
8	3,130.00
7	2,700.00
6	2,300.00
5	1,910.00
4	1,460.00
3	1,060.00
2	670.00
1	230.00

Program or Modality	**Cost per Credit**
Doctorate Degree Program (only offered in Spanish)	450.00
Audit or non-degree seeking students	195.00

PROGRAMS OFFERED IN ENGLISH

Quarters (12 weeks)

Undegraduate Programs	Diploma in Medical Billing & Coding Specialist	Other Diplomas	Bachelors
Credits per Term	**Cost per Term**	**Cost per Term**	**Cost per Term**
12 or more	5,340.00	5,226.00	4,823.00
11	4,891.00	4,786.00	4,417.00
10	4,399.00	4,305.00	3,973.00
9	3,938.00	3,854.00	3,557.00
8	3,486.00	3,411.00	3,148.00
7	3,008.00	2,944.00	2,717.00
6	2,558.00	2,503.00	2,310.00
5	2,122.00	2,077.00	1,917.00
4	1,617.00	1,582.00	1,460.00
3	1,181.00	1,156.00	1,067.00
2	745.00	729.00	673.00
1	253.00	248.00	229.00

Semesters (16 weeks)

Undegraduate, Post-Bachellor Certificates and Master Degree Programs	Business Administration with major in Accounting	Other Bachelors	Post-BachellorBachelor Certificates and Master Degrees
Credits per Term	**Cost per Term**	**Cost per Term**	**Cost per Term**
12 or more	5,867.00	6,563.00	5,520.00
11	5,373.00	6,011.00	5,056.00
10	4,833.00	5,406.00	4,547.00
9	4,327.00	4,840.00	4,071.00
8	3,829.00	4,284.00	3,603.00
7	3,305.00	3,697.00	3,109.00
6	2,810.00	3,144.00	2,644.00
5	2,332.00	2,608.00	2,194.00
4	1,776.00	1,987.00	1,671.00
3	1,297.00	1,451.00	1,221.00
2	819.00	916.00	770.00
1	278.00	311.00	262.00

Modality	Cost per Credit
Audit or non-degree seeking students	195.00

Fees

Description	Amount
Technology Resources and Administrative Services[1] (per term)	
All programs	400.00
Electronic Device – Programs offered in English[2]	
Diplomas	400.00
Bachelors, Post-Bachelor Certificates and Master Degrees	800.00
Graphic Design	1,300.00

Other Charges

The charges listed below are discretionary and are handled at the student's request.

Description	Amount
Academic Evaluation	2.00
Certification of Contact Hours – Continuing Education	10.00
Certifications	15.00
Change of Course(s)	30.00
Collection Agency Fees (up to an additional 30% per balance referred to an agency)	0.30
Copy of Official Enrollment	2.00
Diploma Duplicate	35.00
Duplicate of Student ID	5.00
Evaluation of Foreign Academic Credentials	100.00
Graduation Cap & Gown	Varies
Official Credits Transcript	15.00
Parking Stamp (taxes included - Cost: 4.43 + IVU (11.5%): 0.57 = 5.00)[3]	5.00
Proficiency Examination (per credit)	100.00
Program/Concentration Change	30.00
Removal of Incomplete (per course)	50.00
Returned Check "NSF"	15.00
Printing, Photocopying and Scanning Costs (per page/per side)	
Letter Size - Black & White	0.10
Letter Size - Color	0.25
Legal Size - Black & White	0.15
Legal Size - Color	0.30
Scanning/E-mailing	0.50
Printing Token	3.00
Top up for printing and/or photocopying (per term)	5.00

[1] Does not apply to audit and non-degree seeking students.

[2] The student may opt out of this charge. The electronic device fee applies only to the term in which the student receives the equipment and will not be refundable unless the student returns the equipment unused (sealed box), or is certified as defective by authorized personnel of the institution.

[3] *Applies to students enrolled in locations that require parking stamp.*

Description of Tuition and Fees

Tuition - Supports costs associated with course development and instruction. It includes costs related to providing the student with high quality laboratories, including costs associated with, but not limited to the cost of furniture, equipment, software, and special materials used in the laboratory. It also supports the costs associated with creating and maintaining an environment that offers the student the opportunity to learn and practice in a workplace setting. The amount charged is based on the total credits registered for the corresponding period.

Electronic Device - Provides the student with the opportunity to acquire the equipment needed to complete their distance learning courses at a price below the competitive market rate. The equipment is available upon the student's request and subject to availability. Students may choose not to pay this fee. If the student chooses not to pay this fee, the student will be responsible for the purchase of the equipment.

Technology Resources and Administrative Services - Supports the availability of educational and administrative technology services including, but not limited to, the following: multimedia, access to digital resource data network, library access system enhancements, updating of e-learning systems, accident insurance, degree granting process, technology safety systems, data protection systems, and technologies to support student services.

Cost of Attendance Information

The cost of attendance (COA) represents the estimated amount it will cost the student to go to school for an academic year. The Financial Aid Office uses the COA to determine the amount of financial aid for which the student is eligible. The components of the COA are reviewed annually by reference to current tuition and fee costs and living expense budget information published by the College Board and/or similar agencies independent of the institution. The Financial Aid Office, once it awards financial aid, will send students a financial aid offer that will include details of the costs of attendance used to determine eligibility for the academic year.

COA includes an estimate of direct and indirect costs. Direct costs such as: tuition and fees are detailed above. Indirect costs such as: food and housing, estimated cost of books, course materials, supplies and equipment, transportation, loan fees, and miscellaneous personal expenses are detailed below. Please note that COA for students who attend less than half-time, does not include miscellaneous personal expenses.

Estimated Cost per term and per living arrangements

Component	Description	Living Off Campus	Living With Parent
Books, course materials, supplies, and equipment	An allowance for books, course materials, and equipment.	440.00	440.00
Federal student loan fees	An allowance for the cost of any Federal student loan fee, origination fee, or insurance premium charged to the student or the parent of the student.	1.057% for Direct Subsidized Loans and for Direct Unsubsidized Loans. As an example, the loan fee on a $5,500 loan would be $58.13. 4.228% for Direct PLUS Loans (for both parent borrowers and graduate and professional student borrowers). As an example, the loan fee on a $10,000 loan would be $422.80.	1.057% for Direct Subsidized Loans and for Direct Unsubsidized Loans. As an example, the loan fee on a $5,500 loan would be $58.13. 4.228% for Direct PLUS Loans (for both parent borrowers and graduate and professional student borrowers). As an example, the loan fee on a $10,000 loan would be $422.80.
Living expenses	An allowance for food and housing costs, to be incurred by the student attending the institution on at least a half-time basis.	4,243.00	2,758.00
Miscellaneous personal expenses	An allowance, for a student attending the institution on at least a half-time basis.	1,784.00	1,641.00
Professional licensure, certification, or a first professional credential	An allowance for the costs associated with obtaining a license, certification, or a first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification.	Varies by program	Varies by program
Transportation	An allowance, which may include transportation between campus, residences, and place of work.	561.00	516.00

Estimated Cost per quarter and per living arrangements

Component	Description	Living Off Campus	Living With Parent
Books, course materials, supplies, and equipment	An allowance for books, course materials, and equipment.	330.00	330.00
Federal student loan fees	An allowance for the cost of any Federal student loan fee, origination fee, or insurance premium charged to the student or the parent of the student.	1.057% for Direct Subsidized Loans and for Direct Unsubsidized Loans. As an example, the loan fee on a $5,500 loan would be $58.13. 4.228% for Direct PLUS Loans (for both parent borrowers and graduate and professional student borrowers). As an example, the loan fee on a $10,000 loan would be $422.80.	1.057% for Direct Subsidized Loans and for Direct Unsubsidized Loans. As an example, the loan fee on a $5,500 loan would be $58.13. 4.228% for Direct PLUS Loans (for both parent borrowers and graduate and professional student borrowers). As an example, the loan fee on a $10,000 loan would be $422.80.
Living expenses	An allowance for food and housing costs, to be incurred by the student attending the institution on at least a half-time basis.	3,182.00	2,069.00
Miscellaneous personal expenses	An allowance, for a student attending the institution on at least a half-time basis.	1,338.00	1,231.00
Professional licensure, certification, or a first professional credential	An allowance for the costs associated with obtaining a license, certification, or a first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification.	Varies by program	Varies by program
Transportation	An allowance, which may include transportation between campus, residences, and place of work.	421.00	387.00

The COA may also include additional components that are evaluated on a case-by-case basis per student's request. These additional components may include: an estimate of dependent care costs, and expenses related to a disability.

To apply for a COA adjustment, the student must complete an Application for Student Budget Adjustment. This document is available and can be requested at the Financial Aid Office.

California Online Students please refer to next page for Student Tuition Recovery Fund (STRF) important information.

Student Tuition Recovery Fund (STRF)

For NUC California Online Students Only

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Certifications/Licensures

Program	Certification/ Licensure	Agency	Cost Per Exam *Tuition includes the cost of the first attempt.	Cost of Certification Membership *Tuition includes One Year membership
Allied Health Management: Track Medical Coding	Certified Professional Coder (CPC)	AAPC	$399 exam	$145 student membership
Allied Health Management: Track Clinical Basic X-Ray	Basic X-Ray Machine Operator Certification (BMO)	State of Florida Health Department / ARRT	$200 (includes $50 application fee and $150 exam)	N/A
Allied Health Management: Track Clinical Practical Manager	Certified Physical Practice Manager (CPPM)	AAPC	$399 exam	$145 student membership
Information Technology with emphasis in Cybersecurity	CompTIA A+ Certification	CompTIA	$253(Core 1) exam, $253 (Core 2) exam	N/A
Information Technology with emphasis in Cybersecurity	CompTIA N+ Certification	CompTIA	$369 exam N10-008 or N10-009	N/A
Information Technology with emphasis in Cybersecurity	CompTIA S+ Certification	CompTIA	$404 exam SYO-701	N/A
Business Office Specialist	Microsoft Office Specialist (MOS)- PowerPoint, Excel, Word Certification	Certiport	$104 per exam PP $104 per exam Excel $104 per exam Word	N/A
Computer Technician Specialist	CompTIA A+ Certification	CompTIA	$253 (Core 1) 220-1101 exam $253 (Core 2) 220-1102 exam	N/A
Medical Billing and Coding Specialist	NCICS	NCCT-Insurance & Coding	$119 exam	N/A

Institutional Payment Policy

General Information with Regard to Institutional Payment Policy for Tuition and Fees

The academic year consists of three trimesters with a duration of approximately 14 weeks each. Each trimester represents a payment period for financial aid purposes. All student payment balances pending after the applicable financial aid has been applied to the student's amount, these should be paid in accordance with the following options:

1. By paying the full balance upon the student's completion of the registration process and upon the student receiving their official program of study.
2. Through a payment plan of 3 payments per payment period.
3. Through any other grant or benefit for which the student may be eligible such as:
    - Clara Abbott Foundation Grant
    - Workmen's Compensation Fund Corporation
    - Arecibo Observatory Grant (Cornell University)
    - Vocational Rehabilitation
    - Veteran's Benefits Program
    - Workforce Investment Act (WIA) Funds
    - PR Law 7
    - Other

The disbursements will be credited directly to the student's account to cover the payment of tuition and fees. Once the tuition and fees for the academic year have been covered, a check will be issued for the amount in excess, if any, within the 14 days following the date in which the account reflects the credit.

Payment Policy for students who are not eligible for Federal and/or State Financial Aid

The Institution reserves the right to request an initial deposit from these students to receive their official program of study of no less than 35% of the total cost of their tuition and fees for the term in question.

Continuing or Regular Students

If the student has a pending debt with the institution from a prior term of studies, it should be paid in full before receiving the official program of study for the current term. The applicable procedure to make the payments will be governed by what is stated in the institution's enrollment agreement and the payment policy found in this catalog and available at the Student Accounts's Office.

Payment procedure

Payments can be made by cash, personal check, manager's check (payable to NUC University), ATM, American Express, Master Card, Visa or any debit or credit card accepted by the Institution. Payments made by credit card may also be made through the student portal. The Institution reserves the right to accept checks that are not made payable to NUC University. All checks returned by the bank will be subject to a $15 fee payable upon collection of the check and cash payment of the amount for which the check was issued. In the event that NUC University uses an outside collection agency for non-payment of a student account, all related costs must be paid in full by the student. The Institution reserves the right to restrict certain services to students with outstanding balances. Some of these restrictions include authorization to enroll in a program or term, participation in the Graduation Ceremony and any other service that requires the student to have fulfilled their financial responsibility with the Institution.

Cancellation prior to commencement of classes

If a student cancels, their enrollment prior to the beginning of classes the Institution may charge him a $100 administrative fee.

Contract Training

In the case of government or private sponsored contract training, an administrative cost will be included in the budget to cover administrative and student services provided to these students. This also includes all students trained with funds provided through the "Workforce Innovation and Opportunity Act" (WIOA).

Institutional Refund Policy

The Institutional Refund Policy regulates how NUC University will manage the charges when a student cancels their enrollment, adds and/or drops courses during the add-drop period, or withdraws prior to completing a payment period. The Institutional Refund Policy applies to all students enrolled at any of NUC locations, with the exception of students enrolled in courses/programs that do not lead to a degree.

Enrollment Cancellations

The student has the right to cancel their enrollment agreement within three (3) business days from the student's signing their enrollment agreement or until the end of the add/drop period, as specified in the academic calendar, whichever ends later. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form, which is available at the Admission's Office. Upon cancellation of the enrollment agreement, the institution will cancel all of the student's financial obligations, other than books and supplies, if applicable, which are not returnable because of use.

Add/Drop Period

Any student who is enrolled for a payment period will have until the end of the add/drop period, as specified in the academic calendar, to add/drop courses without any fee. Please refer to the academic calendar for specific dates. Any charges for tuition and fees, as well as any funds paid for supplies, unused books or equipment which can be returned to the institution during this period will be refunded. Except for exceptional circumstances, there will be no adjustments for these charges after this period.

No Show

The institution will cancel all of the student's financial obligations for unattended payment periods, other than books and supplies, if applicable, which are not returnable because of use.

Withdrawals

If a student attends but withdraws from school after the add/drop period and prior to completing a payment period, the percentage used to determine the applicable charges will be the percentage of completed days from the total days in the payment period, rounded to the nearest 10%. NUC will use the last day of attendance to determine the days completed in the payment period. The table below provides details about how percentages are determined.

Completed Days in Payment Period / Total Days in Payment Period	**Percentage of Charges owed to the Institution**	**Percentage of Charges to be Refunded**
Up to 10.0%	10%	90%
10.01% - 20.0 %	20%	80%
20.01% - 30.0%	30%	70%
30.01% - 40.0%	40%	60%
40.01% - 50.0%	50%	50%
50.01% - 60.0%	60%	40%
60.01% - 100%	100%	0%

Example of an Institutional Refund Calculation for a student that withdraws during a payment period that begins on 1/7/2019 and ends on 3/28/2019. Tuition charges for the period are $5,420.00.

Last Day of Attendance	Percent Attended	Percent of Tuition to be Refunded	Refund Amount
1/18/2019	14.81%	80%	$4,336.00
02/16/2019	49.38%	50%	$2,710.00

The following fees are exempt from adjustment in this refund policy. Unused electronic devices that are returned no later than 20 days from the date of the student's withdrawal *(Last date of attendance)* will be refunded.

- ✓ Electronic Device

The student is responsible for the outstanding balance on their account, after the institution has applied any financial aid for which the student is eligible. Institutional refunds shall be made within 30 days after the date that the institution determines that the student has withdrawn.

The Student Account's Office has the responsibility to apply this policy to the accounts of students which require it.

Registrar

NUC University's Registrar Office is an essential unit within the institution. This office provides a variety of services and supports for prospective students, current students, alumni, faculty, and staff. The main objective of the Resgistrar's Office is to protects the integrity of the institution's academics records.

Registration Process

The Registrar's Office organizes the entire registration process. Active student are responsible for participating in this process to guarantee their selection of courses. All students should comply with the established requirements including the academic calendar. This enrollment process for continuing students including the courses pending academic counseling is carried out before the end of the term in progress. No enrollment will be valid until the student has paid all the necessary fees and has received the official enrollment form from the Registrar's Office.

Enrollment Status

The enrollment status of students for diploma and undergraduate programs at our Institution is as follows:

Full Time Student	a student enrolled in 12 or more credits
3/4 Time Student	a student enrolled in 9-11 credits
1/2 Time Student	a student enrolled in 6-8 credits
Less than 1/2 Time Student	a student enrolled in less than 6 credits
Special Student	Enrollment for informational instruction only or for professional development. These students are not enrolled in a program of study.

The enrollment status of students for graduate programs at our Institution is as follows:

Full Time Student	a student enrolled in 6 or more credits
3/4 Time Student	a student enrolled in 4-5 credits
1/2 Time Student	a student enrolled in 3 or more credits
Less than 1/2 Time Student	a student enrolled in 1-2 credits

Enrollment Periods

Enrollment will take place on the days and hours established in the Academic Calendar. After enrollment, students may make modifications to their program of study during the late enrollment period.

Modifications during the period of change: In order to add or delete courses or change sections, students must complete the Add/Drop form.

Procedure for Transfers from a NUC University Location to Another

The procedure for transferring from one NUC location to another should be initiated by the interested student with the location's Registrar's Office where the student is enrolled on the dates identified in the Academic Calendar; and conclude in the Registrar's Office of the location where they are transferring.

In order for the application to transfer be considered, the student must present evidence of having achieved a Satisfactory Academic Progress and must have complied with all the institution's contractual commitments.

Notification/Grades Changes

At the end of each term, students can access their grades through the student portal on the website of NUC University. Students who experience difficulty accessing their grades through the Student Portal, should contact the Registrar's Office. If a student understands that there has been an error, the student should first contact their professor and if there was an error, should visit the Registrar's office to request a grade change form to be completed by the student's professor. The completed form should be returned to the Registrar's office no later than the established date in the institution's academic calendar.

Unofficial Transcripts Request

Unofficial Transcripts can be accessed via the student portal.

Official Documents Request

The student must have fulfilled all academic and administrative requirements with the institution before applying for an official document.

Official Transcripts Request & Certificates

Until further notice, students are required to order their Official Transcripts online. NUC University partners with Parchment to provide official transcripts orders online. This service is provided to current, former students and graduates / alumni's for obtaining their official academic transcripts. Transcripts are available at www.parchment.com or directly at https://www.parchment.com/u/registration/5397653/account.

By using this service, you can request official transcripts both electronically and in hard copy using this website link. After placing your transcript request online, you can check the status of your transcript on Parchment's Order Status page by entering your order number. If Parchment is unable to process your request, you will be notified by email.

There is no transcript fee for transcripts going from one NUC campus to another NUC campus. If a student or alumni transcript is from any of these colleges or campuses, the Academic or Registrar staff can access your record if needed for transfer of credit evaluations during the admission process. It is important that students and alumni verify in the student portal the correct spelling of their names, address, and contact information before graduation or upon completion of your studies to ensure that the data is accurate in system.

Diplomas

Diplomas are ordered four weeks after graduation once Student Accounts clear it for processing. The Registrar will submit to Parchment for processing and students will receive a notification via email regarding the availability of their electronic diploma. Students with unpaid tuition and fees will have their Parchment ordering availability placed on hold until the accounts are cleared and Parchment is notified by the Registrar or Student Accounts.

The diplomas are mailed to the address on record once the accounts are clear for processing. Please allow 6 to 10 weeks for this process to be completed. Students will receive both electronic copies first, followed by their diplomas via mail to the address on record at the institution. To order duplicate diplomas, the fee is $35.00 and must be ordered by the student through Parchment.

Student Location and Change of Address

At enrollment, students must provide the address where they are located on their enrollment agreement. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request a change through the Student Portal at the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

Institutional Withdrawal Policy

A student is considered to have withdrawn from a term (payment period) if the student does not complete all the days in the term that the student was scheduled to complete.

Students that are considering withdrawing as an option are encouraged to meet with the Academic Advisor and/or the Retention Officer before leaving school. Students must also review the Title IV and Institutional Refund Policies to have an understanding of how withdrawals could affect their accounts, amounts of Title IV received, and obligations to repay federal loans.

Official Withdrawals

A student is considered to have officially withdrawn when the official withdrawal process is completed.

Official Withdrawal Process

1. Student must contact the Registrar's Office (On ground students) or the Academic Advisor (Online Division) to notify their intent of withdrawal, from some or all courses, and request the Official Withdrawal Form.
2. Student must complete the Official Withdrawal Form and obtain the appropriate authorizations.
3. After completed, form must be returned to the Academic Advisor or Registrar's Office.

Unofficial Withdrawals

If the student does not complete the official withdrawal process but is absent for 14 consecutive days, without providing written confirmation of future attendance, they will be administratively withdrawn.
Any Armed Forces member enrolled, including reserve and National Guard members will be readmitted if such member is temporarily unavailable or must suspend enrollment because of serving in the Armed Forces.

Reinstallation after Withdrawal

A student who would like to rescind their notification of withdrawal, or appeal the institution decision of administrative withdrawal must complete the Withdrawal Appeal Form where the student indicates their intent to remain in academic attendance through the end of the term.

The completed Withdrawal Appeal Form must be submitted to the Registrar's Office or Academic Affairs for the appropriate evaluation.

Satisfactory Academic Progress Effect of Withdrawals

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits that the student should have successfully completed at the moment in which their academic record has been evaluated to measure the time frame for academic progress.

Date of Determination and Withdrawal

- For official withdrawals, the Date of Determination (DOD) will be the date the student completes the Official Withdrawal Process.
- For unofficial withdrawals, the DOD will be the date NUC University became aware that the student was not in attendance (no later than 14 days of LDA).
- For students that do not return after providing Written Confirmation of Future Attendance, the DOD will be no later than 14 days after the date student was scheduled to resume attendance.
- For all Withdrawal types, the Withdrawal date will be the last date of academic attendance (LDA) as determined by the attendance records.

Deadline to Request Withdrawal

The deadline to request partial or total withdrawals is established on the academic calendar. Students will request the corresponding form for the partial or total withdrawal directly from the Registrar's Office, where the process will begin and end.

Financial Aid

All students that received loans from the Federal Student Loan Program must complete an exit counseling session after leaving the institution, completing the program or reducing course load to less than half time. Exit counseling can be completed at: https://studentloans.gov/myDirectLoan/index.action.

Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans have a six-month grace period before payments are due. PLUS loans have no grace period.

Registrar's Office Terms

No Show

Refers to an enrolled student who does not attend any of their courses.

Cancel

Refers to an enrolled student who cancels its enrollment.

Transfer Credits

Credits granted for courses transferred from other collegiate institutions or other NUC University's programs.

Repeating Courses

A student can repeat a course if he is interested in improving their grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an "F". For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received is it counted as completion. Only the highest grade will be used in the calculation of the cumulative grade point average.

Student Records

The Office of the Registrar is responsible for the registration and maintenance of all student's academic transcripts, certifications of studies and of graduation. Students requiring information concerning grade records, issuance of transcripts and related services should contact the Registrar's office.

In compliance with the Family Educational Rights and Privacy Act of 1974, the confidentiality of student records is protected. Students may request or examine any information from their student record or they may authorize in writing that a third person be provided access to their academic record.

Grading System

The grading system used is fully explained on the transcript. The evaluation of a student's academic progress in the institution is based on:

A = Excellent	4 grade point	4.00 – 3.50	(100-90)
B = Good	3 grade point	3.49 – 2.50	(89-80)
C = Satisfactory	2 grade point	2.49 – 1.60	(79-70)
D = Deficient	1 grade point	1.59 – .80	(69-60)
F = Failed	0 grade point	.79 – 0	(59-0)

The GPA is calculated by multiplying the total number of attempted credits by the respective numerical values of the grades (0.00 to 4.00) and the sum of these products is divided by the total number of credits completed.

Administrative Notations

CE	Approved Credit by Competency Exam
CNP	C No Pass
DGA[1]	Deficient Associate Degree
DNP	D No Pass (D Deficient)
EW	Emergency Withdrawal
I	Incomplete
I(G)[2]	Incomplete
IP	In progress
NP [3]	No Pass
NR [3]	Grade not received
P [3]	Pass
TC	Transferred Credits
TD	Transfer Degree
T(G) [4]/TC(G)	Transferred Credits from Other Programs
W	Withdrawal
Y	Course accepted through credit transfer
*	Repeated Courses

[1] Only used for Associate's Degree programs.

[2] Until the final grade is received. If it is not replaced, in the case of I(G) the "G" grade will become the final grade. In the case of NR, the course will not be considered as attempted.

[3] Only used in the externships of the Culinary Arts and Beauty programs.

[4] T (G) – "G" will be the transferred grade.

Student Affairs

NUC University is committed in creating a holistic understanding of health, enhancing students' wellbeing, equity and social justice. The Student Affairs Department's core values support the Institution's mission by providing meaningful experiences and an inclusive environment to the learning community.

All students admitted to NUC University receive guidance on student consumer information and its accessibility on the institution's website. Students are also provided with guidance regarding the Student Handbook, the Satisfactory Academic Progress Policy, and other policies and procedures either directly or through the institution's website.

Counseling Services

The Counseling Center provides comprehensive services to students in a private and confidential setting. The department offers services to enable students to be successful in academic adjustment and achievement. Individual and group counseling provides a framework for students to increase their skills and understanding in order for them to make informed decisions, succeed academically, and build meaningful and productive lives.

Trained, licensed counselors provide personal counseling sessions. The goal of counseling is to help students resolve personal, emotional, social, and environmental issues that affect academic success and learning.

Retention

NUC University offers support services to ensure adaptation to university life. The Institution is aware that our students are going through decisive moments in their lives, which require adjustments in various aspects, considering them as integral beings. To achieve this, NUC's Retention Office provides a support structure for students, once they are enrolled until their last academic period, in order to encourage them to meet their academic and professional goals and achieve their completion. Furthermore, through the academic, social, environmental, and emotional components of the Retention Model, NUC aspires to develop resilience skills that will enable students to persist.

In order to achieve student retention, the Retention Office collaborates and accompanies new students through an induction process that integrates academic and social aspects that are essential for university life. In addition, through various innovative means of communication, the Retention Office immediately contacts and provides follow-up to students who are absent for any particular reason, makes referrals to the service offices for any risk situation that may cause a future dropout, and applies those processes that prevent the student from abandoning their academic goal. Also, it supports the process of re-entry to courses, and with any situation related to daily attendance to classes. The Retention Office serves as a liaison between the services of the institution and external services that the student may need. The main objective of the office is to support the teaching and learning process, and contribute to the service, development, and student experience.

Student Organizations

All student organizations established under NUC University have bylaws that are compatible with the mission and philosophy of the institution and with local, state and federal laws. Organizations also have a faculty advisor who ensures compliance. Each organization is responsible for planning its own working plan and managing its own budget, within the established standards set out in the Student Handbook.

Student Activities

The Institution offers a variety of activities, programs and services to support and complement the academic offerings and enhance student growth. The program of activities is aligned to the university's mission and retention model by contributing to the cultural, intellectual, environmental, emotional and social development of students. The activities' philosophy relies on the student development focused on personal growth and education. The main objective is to offer all students the opportunity to develop to their full potential.

Institutional Grievances or Complaints Policy

A grievance or complaint is an action related to disagreements and controversies that arise in the university community and involves two persons, the complainant and the respondent, both members of the university community. An internal grievance policy has been established in order to consider student complaints about the actions of faculty or employees, whether administrative or academic. For the complete Institutional Grievance Policy please refer to the Student Handbook. Likewise, an internal grievance policy has been established to consider complaints received from employees and other interested parties. In the case of employees or interested parties, they should submit their complaint in writing to the Institutional Human Resources Director. Retaliation against a complainant or any individual involved is strictly prohibited and is grounds for discipline.

Complaints to regulators

Enrolled and prospective students interested in filing a complaint with the institution's accreditor and/or its State licensing entity should first reference the institution's grievance policy included in this Catalog and in Student Handbook. If after having filed an internal grievance with NUC the student is not satisfied with the determination made, the student may file a complaint with the Commission for Independent Education, 325 West Gaines Street, Suite #1414, Tallahassee, FL 32399-0400, 850.245.3200 or toll free at 888.224.6684.. In addition, the student can file a complaint with the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267) 284-5000.

Professional Development Center (PDC) - Placement

The NUC University PDC is responsible for providing job search and placement services to NUC University students and graduates as well as coordinating recruitment opportunities with employers. It offers a range of learning opportunities, career development resources, and work experiences to help the students to develop the employability skills needed for successful and gainful employment. NUC University and its staff do not guarantee employment and the processes or conditions established by the employer.

To achieve this objective, the PDC conducts different activities such as employability skills workshops in resume writing, job application strategies, networking, and interviewing. In addition, the PDC coordinates with employers to generate job orders.

Activity or Service	Description	Participants
PDC Services Introduction	Participation at every new student onboarding /orientation to introduce PDC staff and services as well as align expectation on employment assistance including externships (US)	New Students
Job Fairs	Job fairs that are in-person or virtual to offer students and graduates employment opportunities directly from employers.	Active students, near graduates and graduates
Licenses and/or Certifications (PR Only)	– Guidance on the importance of obtaining professional licenses and certifications according to the applicable program. – Assistance in applying for professional licenses and/or certifications – Guidance on requirements and assistance in the examination and licensing application process. – Assistance in the process of exam fee reimbursement, if applicable. – Collecting and documenting data on licensure passing rates.	All students and graduates until 12 months after graduation
Mock Interviews	Interview simulation according to the position requested and methodology (virtual, face-to-face, telephone).	All students and graduates until 12 months after graduation
Program Advisory Committee	A committee of representatives from the academic community, employers, and alumni who voluntarily evaluate and provide input on academic programs.	Employers, Graduates, Academic Community
Referrals To Employment Opportunities	– Coordination of opportunities identified or submitted by employer (to be presented to the applicant). – Employment Referral Follow-up (applicant – employer. – Collecting and documenting job offers and/or referrals received and provided.	All students and graduates up to 12 months after graduation.
Referrals to Internship / Opportunities (PR Only)	– Coordination of opportunities according to institutional collaborative alliances to be presented to the candidate. – Assistance in identifying participants – Collecting and documenting internship offers and/or referrals received and provided.	All students and graduates with the minimum requirements of the position and up to 12 months after graduation
Externship Placement (US Only)	– Assistance in Externship program requirements preparation. – Obtaining site affiliation agreements and maintain 150% availability for every extern cohort. – Externship course student advising and coordinating with sites including timesheets and evaluations.	All eligible externs and Extern Coordinators
Resume and/or Documents Verification	– Review of resume according to the employment opportunity. – Assistance in the process of completing documents related to obtaining employment or requested by the employer.	All students and graduates until 12 months after graduation.
Employability Skills Workshops	Workshops or orientations on specific topics identified and offered to increase students' skills or competitiveness in the labor market.	All students and graduates until 12 months after graduation

Rules of Conduct

Students are expected to conduct themselves in a nature and manner that reflects the values and integral development in NUC University's mission. Students are expected to abide by the rules and regulations found in the Student's Handbook and the Institutional Catalog.

The Institution's main objective is that its students complete their program within an excellent academic environment and by receiving quality services. Such services require an atmosphere of adequate behavior conducive to an optimum learning environment. To that effect, every student must observe the following rules.

1. Students are expected to observe good behavior at all times at NUC University.
2. Classrooms are considered study areas where students should maintain silence and act orderly. Silence and order is also required in the Educational Resources Centers, study halls, laboratories and halls.
3. Regular and prompt attendance to classes and laboratories is an essential part of the academic program.
4. Appropriate dressing is required at all times. Students should be aware that some programs require a specific uniform to be worn during the internship and/or in certain laboratories.
5. Every student is required to hand-in requested documents at the necessary time.
6. The administration will expel from the Institution any student who damages or destroys any property of NUC University. Damaging or destroying any property or equipment of the Institution or of other students is reason for automatic expulsion of the student.
7. Students who have officially enrolled in NUC University have the right to use the laboratories corresponding to the courses they are enrolled in. However, they must be careful in handling laboratory and computer equipment and follow all rules governing their utilization.
8. Children are not allowed in classrooms and NUC University is not responsible for any injuries or accidents they may suffer.
9. Collection of money or any kind of selling without written authorization of the administration is prohibited.
10. The use of alcohol or illegal drugs at NUC University, or attending classes under the influence of said products is reason for automatically expelling the students involved in accordance with the Institution's policy.

The Institution may dismiss any student in case of violation of the rules of conduct set forth in the Student's Handbook or the Institutional Catalog. The Institution will keep a record of disciplinary actions taken. This record will be part of the student's academic record. Additional information regarding rules and regulations to be observed by students can be found in the Student Handbook.

Restrooms and Changing Facilities Policy and Procedure

Purpose

The purpose of this policy and procedure is to provide requirements regarding restrooms and changing facilities at NUC University, NUC University – Florida Technical College, and Digital Animation and Visual Effects School campuses located in Florida.

This policy and procedure is established in consideration of Rule 6E-7.001, Florida Administrative Code (F.A.C.), Designation of Restrooms and Changing Facilities in Private Postsecondary Educational Institutions and Section 553.865, Florida Statutes (F.S.), the Safety in Private Spaces Act.

Definitions

In this policy and procedure, the following definitions apply:

- "Changing facility" means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.
- "Female" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.
- "Male" means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.
- "Restroom" means a room that includes one or more water closets. This term does not include a unisex restroom.
- "Sex" means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person's sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.
- "Unisex restroom" means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.
- "Water closet" means a toilet or urinal.

Requirements

The Safety in Private Spaces Act states, "The Legislature finds that females and males should be provided restrooms and changing facilities for their exclusive use, respective to their sex, in order to maintain public safety, decency, decorum, and privacy."

Accordingly, restrooms on the premises of the institution are designated for exclusive use by males or females, or on some campuses, there may be one or more unisex restrooms. None of the campuses provide changing facilities.

Disciplinary Action

Students

Any student who willfully enters, for a purpose other than those listed under the Special Circumstances section below, a restroom designated for the opposite sex on the premises of the institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel is subject to disciplinary action up to and including termination.

Administrative Personnel and Instructional Personnel

Any administrative personnel and instructional personnel who willfully enters, for a purpose other than those listed under the Special Circumstances section below, a restroom designated for the opposite sex on the premises of the institution and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel is subject to disciplinary action up to and including termination of employment.

Anyone other than Students, Administrative Personnel, or Instructional Personnel

Any person other than a student, administrative personnel, or instructional personnel of the institution who willfully enters, for a purpose other than those listed under the Special Circumstances section below, a restroom designated for the opposite sex on the premises of the institution and refuses to depart when asked to do so

by any administrative personnel, faculty member, security personnel, or law enforcement personnel commits the offense of trespass as provided in s. 810.08.

Exemption or Appeal

A person may not be subject to, or may appeal, disciplinary action based upon providing evidence of treatment described in the Not Applicable section below.

Special Circumstances

A person may only enter a restroom designated for the opposite sex under the following circumstances:

- To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- For law enforcement or governmental regulatory purposes;
- For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Not Applicable

This policy and procedure does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:

- External biological sex characteristics that are unresolvably ambiguous.
- A disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

Notice of Right to File a Complaint

Students, administrative personnel, instructional personnel, security personnel and law enforcement personnel have the right to file a complaint with the Attorney General alleging that the institution has failed to meet the minimum requirements for restrooms and changing facilities under ss. 553.865(4) and (5), F.S.

Cancellation of Agreement by the institution

NUC University reserves the right to cancel the student's enrollment for failure to comply with policies and procedures established by the institution.

ACADEMIC AFFAIRS

Academic Affairs Policies

Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress Policy Declaration

NUC University adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 C.F.R. § 668.34.

Applicability of Satisfactory Academic Progress Policy

This policy applies to all students enrolled in NUC University Campuses and Technical Division units located in Puerto Rico and Florida, regardless of if they are full-time or part-time students, as a condition of maintaining eligibility for federal financial aid (and possibly other types of aid). The policy does not apply to students enrolled in Continuing Education courses. Separate from this policy, all students must also remain in compliance with their program's general academic standards.

Definition of Satisfactory Academic Progress

NUC University defines Satisfactory Academic Progress (SAP) as the required measurement of student's academic progress towards completing their academic program. SAP is evaluated with two standards: qualitative (GPA) and quantitative (percentage of credits successfully completed or "pace").

Students must maintain the required GPA and successfully pass the necessary credits in order to meet the qualitative and quantitative components of SAP. Failure to do so may result in a student's loss of federal financial aid eligibility as described in this policy. In order for the student to complete their academic program within the maximum time frame established for the program (the quantitative component of SAP), the student must progress through their program at an appropriate minimum pace (percentage of credits successfully completed).

An evaluation of SAP is not completed until both the qualitative and quantitative components are reviewed. If the evaluation shows that a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds *(Federal Student Aid)* unless they are placed on Financial Aid Warning (eligibility for Financial Aid Warning is discussed below) or, after a successful appeal, on Financial Aid Probation.

Roles and Responsibilities

Roles	Responsibilities[1]
Appeal Committee	The Appeals Committee is made up of representatives of the Office of Student Services, Registrar, Financial Aid, Student Accounts, Academics, and Professional Counselor or its equivalent.
Submission of Appeal Request	The student will submit any Satisfactory Academic Progress Appeal request to the Dean of Academic Affairs and/or Academic Director, who will convene the Appeal Committee for an appropriate evaluation.

Satisfactory Academic Progress Policy Requirements

Qualitative Component: Cumulative GPA
In order to meet the qualitative standard of SAP, a student must achieve the minimum cumulative grade point average at each specified evaluation point. (*For more details, please refer to the Satisfactory Academic Progress Evaluation Chart*).

A student enrolled in a program of more than two academic years must have a GPA of at least "C" (2.0) or its equivalent or must have an academic standing equivalent to their program's graduation standards at the end of the student's second academic year to be meeting the qualitative standard of SAP.

Quantitative Component: Credits Successfully Completed
In order to meet the quantitative standard of SAP, a student must progress through the program at the minimum cumulative pace in order to finish the academic program within the allowable maximum timeframe. Students who meet or exceed the minimum pace requirements will complete their program within the maximum timeframe as described in the Maximum Timeframe section of this policy.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum SAP standards (*Please refer to the Satisfactory Academic Progress Evaluation Chart*).

The chart below provides information about how grades affect the Qualitative (GPA) and Quantitative (credits) components.

Grade Type	Grade	GPA	Credits/ Hours Attempted	Credits Completed	Maximum Time Frame
Passing Grades	A, B, C, D	Yes	Yes	Yes	Yes
Additional Passing Grades	CE, P, YP	No	Yes	Yes	Yes
Failing Grades	F, CNP, DNP	Yes	Yes	No	Yes
No Pass Grades	NP	No	Yes	No	Yes
Incompletes	I	No	Yes	No	Yes
Dropped Courses (Withdrawals)	W	No	Yes	No	Yes
Emergency Dropped Courses (COVID-19 related)	EW	No	No	No	No
Repeated Courses	As earned for each attempt at the course	Highest grade earned	Yes, all attempts of the course	Yes, all attempts of courses successfully completed	Yes, all attempts of the course
Credits Transferred from Prior Programs at NUC Accepted Towards the Current Program	TCA, TCB, TCC	Yes	Yes	Yes	Yes
Credits Transferred from Other Institutions that were Accepted Towards the Current Program	TC, Y	No	Yes	Yes	Yes

NUC does not offer remedial courses; therefore, remedial courses are not discussed in this policy.

Courses that are dropped during the add/drop period are not included in the evaluation of SAP.

Maximum Timeframe

Students are required to complete their program within the maximum timeframe. NUC's SAP Policy defines the maximum timeframe for all programs as 150% of the published length of the program of study in credit hours. The maximum time is based on credits attempted and is determined by multiplying the number of credits published in the program by 1.5. For example, a 64-credit program would have a maximum timeframe of 96 credits to complete the program.

A student does not meet the maximum timeframe standards when it becomes mathematically impossible to complete the program within 150% of the published length of the program. A student who does not meet the maximum timeframe standards loses eligibility for financial aid, unless the student completes an appeal process and the appeal is approved. (*For more information, see the Appeal Process*).

Evaluation Procedure

The Registrar's Office will evaluate SAP at the end of each academic term. (*For details, refer to the SAP Evaluation charts*)

Reevaluation Procedure

The Registrar's Office will reevaluate SAP for students in rare instances of grade changes or a final grade received late from a faculty member. The Registrar will send a written communication notifying the student of the results of the evaluation if due to the grade change the student is no longer meeting the standards of SAP. NUC will not alter financial aid already disbursed to students based on SAP evaluations that were accurate at the time they were performed.

If a formerly incomplete course is assigned a grade, that grade will be accounted for in the next regular SAP evaluation.

Satisfactory Academic Progress Statuses and Notification Process

If a student fails to meet the SAP standards, the Registrar's Office will send written notification indicating the results of the evaluation, the SAP status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

Financial Aid Warning

Financial Aid Warning is a status assigned to a student who was meeting the standards of SAP during the prior term's SAP evaluation but fails to comply with the qualitative and / or quantitative component as established in the SAP policy at the most recent SAP evaluation (i.e., newly not meeting standards).

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the payment period following the period in which the student failed to meet SAP standards. Students are expected to improve their academic performance during this Financial Aid Warning period. If a student fails to meet the minimum qualitative and/or quantitative standards described above during the Financial Aid Warning period, the student will be placed on Suspension of Financial Aid status and lose eligibility for FSA programs unless a financial aid appeal is filed and approved. If the appeal is approved, the student will be placed under a Financial Aid Probation period.

Suspension of Financial Aid

Students placed on Suspension of Financial Aid status lose eligibility for financial aid. A student will be placed on Suspension of Financial Aid status if any of the following apply:

- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Warning, or
- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Probation or fails to adhere to the Academic Plan required for their Financial Aid Probation status, or
- It is mathematically impossible for the student to complete the program within the maximum time frame allowed.

Students will receive written notification of Suspension of Financial Aid from the Registrar's Office. The Registrar will also notify the Dean of Academic Affairs, Financial Aid and the Student Accounts Office of the student's ineligibility for financial aid.

Unless a student has been informed that they have exhausted all SAP appeals, they may appeal the Suspension of Financial Aid status (see Financial Aid Appeal Process below).

Students may continue studies without financial aid after suspension if otherwise permitted in accordance with the academic standards associated with the student's program of enrollment. If the student continues without financial aid, the student will be responsible for the full cost that may apply during such period.

Financial Aid Appeal Process

An appeal is a process where a student who is not meeting SAP standards asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the SAP requirements in the period evaluated.

If the student experienced extenuating circumstances that prevented him/her from complying with the SAP requirements, the student may appeal the decision to suspend the student from the financial aid programs.

NUC considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- Distress in the family unit, such as: divorce or death of parents, spouse or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student's control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days from the date of receipt of the notification. The student must be able to explain what has changed in their situation that will allow them to meet the SAP requirements at the next evaluation. The application is available at the Registrar, Counseling and Academics offices.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application, decide if the appeal should be approved or denied, and if the appeal is approved, determine if at the end of the next term the student will be able to meet the standards of SAP or if an Academic Plan is required.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Dean of Academic Affairs or designee of the decision. This Committee must establish a meeting schedule for each academic term, with a set period of time for the student to document their case and present it to the Committee in writing. The Registrar's Office will send the student written notice no later than 5 calendar days from the date of the committee's decision. This notification will be sent from the Student Administration System, and will be accessible to the Academic, Registration, Counseling, Financial Aid and Student Accounts offices.

If the appeal is approved, the student will be eligible for financial assistance during the Financial Aid Probation

term. Once the Financial Aid Probation period ends (at the next evaluation point), in order to maintain eligibility for financial aid, the student must be able to demonstrate that they meet the requirements of SAP or is adhering to the terms of their Academic Plan. The student has the opportunity to appeal again if they fail to comply with the agreements established for the Financial Aid Probation period.

Financial Aid Probation

This status applies to those students who have not been able to meet the SAP requirements resulting in Suspension of Financial Aid status, but subsequently complete the appeal process and their appeal is approved (*Please refer to the Appeal Process above*).

The Financial Aid Probation period is only for an academic term. The approval of an appeal will require that the student be placed on an Academic Plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet SAP standards by the end of the payment period under Financial Aid Probation. The purpose of the Academic Plan is to provide that the student is monitored each subsequent payment period to ensure they are progressing to graduation (*Please refer to the Appeal process and Academic Plan below*).

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the Financial Aid Probation period ends, students must be able to show they meet the requirements of SAP or the Academic Plan to maintain eligibility for financial aid.

Academic Plan

Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's SAP standards by a specific point of time.

If a student successfully appeals and is placed on a Financial Aid Probation status with an Academic Plan, the student will retain eligibility for federal financial aid if they meet the standards of SAP or is meeting the terms of the Academic Plan at each SAP evaluation period. To continue in the Academic Plan after the initial Financial Aid Probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the Academic Plan. If a student wants to change their Academic Plan, they must submit an appeal.

Reestablishing Financial Aid Eligibility

A student who has had their financial aid status suspended can reestablish eligibility for federal financial aid by attending courses without the benefit of financial aid and meeting the cumulative qualitative (GPA) and quantitative (pace) standards. A student who has lost federal financial aid eligibility due to maximum timeframe cannot reestablish eligibility for the same program of study unless they successfully appeal. NUC allows for two program changes, however, on a case-by-case basis, the Vice President of Academic Affairs may approve additional changes.

Covid-19 Exception for SAP Criteria

Section 3509 of the CARES Act allowed institutions to exclude any attempted credits from the calculation of SAP that a student has not been able to complete because of a circumstance related to the COVID-19 pandemic.
Permitted circumstances include, but are not limited to:

- Illness of the student or a member of their family
- The need to become a caregiver or first responder
- Economic difficulties
- Increase in working hours

- Loss of childcare
- Inability of continuing with classes through online education

This exception is available to students upon request to the Registrar's Office for any terms that included the start and end dates of the COVID-19 national emergency (March 5, 2020 to April 10, 2023, or an end date for COVID-19 related flexibilities to be confirmed by the U.S. Department of Education). Appropriate documentation must be provided to support permitted circumstances.

For example, the completion rate of a student who has completed 78 of the 120 attempted hours in a bachelor's degree program is 65 percent (78/120), which is below the SAP standards. However, if a student confirmed that the 12 credits they attempted but were unable to complete in the spring 2020 term were due to a circumstance related to COVID-19, the rate is recalculated to omit the 12 credits resulting in a revised completion rate of 72 percent (78/108), which meets SAP standards. The 12 credits attempted are also excluded from the maximum timeframe and GPA.

Satisfactory Academic Progress Evaluation Charts

Requirements for Satisfactory Academic Progress: Satisfactory Academic Progress will be evaluated at the end of each academic term (payment period). At each evaluation point, students must achieve a cumulative GPA and a minimum of required credits, as shown in the SAP charts below:

DIPLOMA PROGRAMS

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Business Office Specialist	40.5	60.75	2.0	66.67%
Computer Support Technician	40.5	60.75	2.0	66.67%
Graphic Design - Diploma	36	54	2.00	66.67%
Medical Billing and Coding Specialist	48	72	2.00	66.67%

ASSOCIATE'S DEGREES PROGRAMS

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Associate's Degree in Business Administration	69	103.5	2.00	66.67%
Associate's Degree in Business Administration in Entrepreneurship	67	100.5	2.00	66.67%
Associate's Degree in Business Administration in Entrepreneurship on/after 2021	65	97.5	2.00	66.67%
Associate's Degree in Accounting	64	96	2.00	66.67%
Associate's Degree in Medical Billing and Coding	61	91.5	2.00	66.67%
Associate's Degree in Criminal Justice	71	106.5	2.00	66.67%
Associate's Degree in Criminal Justice on/after 2021	70	105	2.00	66.67%
Associate's Degree in Leadership in Public Security	61	91.5	2.00	66.67%
Associate's Degree in Network Technology and Applications Development	74	111	2.00	66.67%

BACHELOR'S DEGREES PROGRAMS

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Bachelor's Degree in Allied Health Management	188	282	2.0	66.67%
Bachelor's Degree in Business Administration	180	270	2.0	66.67%
Bachelor's Degree in Business Administration with major in Healthcare Management	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in Accounting on/after 2013	121	181.5	2.00	66.67%
Bachelor's Degree in Business Administration with major in Accounting on/after 2021	130	195	2.00	66.67%
Bachelor's Degree in Business Administration with major in Management	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in Business Intelligence	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in Finance	121	181.5	2.00	66.67%
Bachelor's Degree in Business Administration with major in International Business	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in Human Resources	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in General Business	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in Project Management	120	180	2.00	66.67%
Bachelor's Degree in Business Administration with major in Social Media Marketing	120	180	2.00	66.67%
Bachelor's Degree in Science in Nursing (RN to BSN)	52	78	2.50	66.67%
Bachelor's Degree in Criminal Justice with major in Cyber Crimes	120	180	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Cyber Crimes on/after 2021	121	181.5	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Forensic Investigation	120	180	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Forensic Investigation on/after 2021	121	181.5	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Homeland Security	120	180	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Homeland Security on/after 2021	121	181.5	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Human Services	120	180	2.00	66.67%
Bachelor's Degree in Criminal Justice with major in Human Services on/after 2021	121	181.5	2.00	66.67%
Bachelor's Degree in Criminal Justice on/after 2012	117	175.5	2.00	66.67%
Bachelor's Degree in Criminal Justice on/after 2013	120	180	2.00	66.67%
Bachelor's Degree in Criminal Justice on/after 2021	121	181.5	2.00	66.67%
Bachelor's Degree in Science in Psychology	120	180	2.50	66.67%
Bachelor's Degree in Information Technology with major in Network Administration	120	180	2.00	66.67%
Bachelor's Degree in Information Technology with major in Software Analysis and Development	120	180	2.00	66.67%
Bachelor's Degree in Information Technology with major	120	180	2.00	66.67%

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
in Information Assurance and Security				
Bachelor's Degree in Information Technology with Emphasis in Cybersecurity	181.5	272.25	2.00	66.67%
Bachelor's Degree in Network Technology and Application Development	120	180	2.00	66.67%

POST BACCALAUREATE CERTIFICATES

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed /Credit hours attempted)
Graduate Certificate in Accounting	20	30	3.00	66.67%
Graduate Certificate in Management and Educational Leadership	18	27	3.00	66.67%
Graduate Certificate in Online Education	18	27	3.00	66.67%

MASTER'S DEGREES PROGRAMS

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Master's Degree in Business Administration	39	58.5	3.00	66.67%
Master's Degree in Business Administration with specialty in Management	39	58.5	3.00	66.67%
Master's Degree in Business Administration with Specialty in Digital Marketing	39	58.5	3.00	66.67%
Master's Degree in Business Administration with Specialty in Planning and Strategy	39	58.5	3.00	66.67%
Master's Degree in Business Administration with Specialty in Healthcare Management	39	58.5	3.00	66.67%
Master's Degree in Business Administration with Specialty in Human Resources	39	58.5	3.00	66.67%
Master's Degree in Education with Specialty in Curriculum	39	58.5	3.00	66.67%
Master's Degree in Education with Specialty in Educational Leadership	39	58.5	3.00	66.67%
Master's Degree in Education with Specialty in Assessment and Effectiveness	39	58.5	3.00	66.67%
Master's Degree in Information Technology	39	58.5	3.00	66.67%
Master's in Science in Nursing with specialty in Adults and the Elderly (Education Role or Management)	39	58.5	3.00	66.67%
Master's Degree in Science in Nursing with Specialty in Education	36	54	3.00	66.67%
Master's Degree in Science in Nursing with Specialty in Medical- Surgical and Role in Education	36	54	3.00	66.67%
Master's Degree in Science in Nursing with Specialty in Medical- Surgical and Role in Management and Executive Leadership	36	54	3.00	66.67%
Master's Degree in Industrial Organizational Psychology	45	67.5	3.00	66.67%

Academic Integrity Institutional Policy

NUC's principles of academic integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, selling or distributing stolen examinations, using faculty member editions of textbooks without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, tampering with the academic work of another student, misuse of grant or institutional funds, facilitating other students' acts of academic dishonesty, academic sabotage, and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).
The student will be responsible for reading and complying with the Academic Integrity Policy available on the Institution's Website.

Copyright Institutional Policy

The Copyright Act (Title 17 - United States Federal Code) protects authors of "original works of authorship" including literary, drama, musical, artistic and certain intellectual works, among others. This law includes the exclusive right of the author or owner of the work to authorize others to reproduce, prepare derivative works, or distribute the works of their authorship.

The infringement of the Copyright Act is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the holder of the right under article- 106 of the Copyright Act (Title 17 of the Code of United States). These rights include the right to reproduce or distribute a copyrighted work. In the context of file sharing, uploading or downloading substantial parts of a copyrighted work without permission constitutes an infringement.

NUC University prohibits faculty and administrative personnel to encourage, assist or authorize illegal copying of works protected by the Copyright Act. The infringement of this policy will result in corrective action or disciplinary measures including suspension or termination from employment. Violation of this policy by students may lead to other actions and sanctions as stipulated in the Academic Integrity Policy and the Student Handbook available on our website at www.nuc.edu.

Moreover, the penalties for infringement of copyright include civil and criminal penalties. In general, any person found guilty may be sentenced to pay either actual or statutory damages of not less than $750 and not more than $30,000 for the infringed work. For willful infringement, the court may award up to $150,000 for the infringed work. A court may at its discretion, also assess attorneys' costs and fees. For more information, refer to Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 dollars for each offense. To obtain more information, please refer to the U.S Copyright Office's website www.copyright.gov.

It is everyone's responsibility to ensure compliance with this Act, so it is our responsibility to orient students and staff to ensure compliance.

Competency Exams

A student who understands that they possess the knowledge or professional experience taught in a course may challenge that course through examinations, subject to academic evaluation and availability. Diploma and undergraduate students can apply for and take competency exams for any course in their program of study, subject to academic evaluation, availability and depending upon the regulations and/or the accreditation standards of those academic programs. Not all program courses will be available for competency exams. This

exam will be authorized to students after they have been officially enrolled in the institution and active in the term in which they apply for the exam.

The student may not challenge more than two (2) courses per academic term for undergraduate programs, and one (1) course per academic module in the diploma programs, as long as they do not exceed the maximum number of transfer credits established in the Transfer Credit Policy. Courses in preparation for licensure exams, externship courses*, and courses in which the student has been enrolled and active will not be challenged. Competency exams will not be available for graduate programs and post baccalaureate certificates.

The competency exam may be taken only once, which means that if the student failed the competency exam cannot repeat the exam and must enroll to the course. If the student passes the exam with a grade of 70 per cent or higher, he will obtain the value in credits assigned to that course. No grade will be assigned for competency exams.

The student will pay at the Student Accounts Office the current tuition and fees, which are non-refundable for each of the courses they are interested in challenging, and will submit the application with the Student Accounts Office stamp to the Academic Affair's Office.

Competency exam validated credits will have no effect on the calculation of the GPA; however will affect attempted credits/ hours.

Requirements and processes to follow:

1. The student will request to challenge a course by filling out the *Request for Competencies Exam (Challenge)* form at the Registrar's Office and must take the test on or before the end of the period of changes established in the academic calendar.
2. The student must make the corresponding payments at the Student Accounts Office before starting the coordination and administration process of the exam. No extensions or payment plans is allowed.
3. The Academic Affairs Office will be responsible for the coordination processes to select the faculty members who will administer and evaluate the exam. In addition, they will notify the student of the time and place where the test will be held. This office will be the one to disclose to the student the results of the exam and the one to deliver the corresponding documentation to the Registrar's Office so that they can be kept in the student's file.
4. The period for coordinating and administering the competencies exam will be during the period established in the academic calendar.
5. The Registrar's Office will process in the system the courses approved by validation by competencies exam.

Request Award and Remove Incomplete (I) Provisional Grades Institutional Policy

An incomplete grade is a provisional grade given to a student who, for acceptable and justifiable reasons, failed to complete all assignments or laboratory or practice hours required before the completion of a course, but is expected to complete them in a reasonable time to receive credit and a satisfactory grade. Approval of an incomplete is at the discretion of the professor or authorized academic personnel. Students may request a provisional grade of incomplete if they meet the conditions and reasons described below.

To receive a grade of Incomplete, students must complete the Request for Provisional Grade of Incomplete on or before the deadline established in the academic calendar. The request must include the reason that prevented the student from completing the required course material prior to the date of completion and, if

necessary, must include any supporting documents. The reason given by the student cannot be an impediment for the student to remove the incomplete within the date established in the academic calendar or agreed upon with the professor. The professor must validate that there is a reasonable expectation that the student can receive credit and obtain a satisfactory grade.

To be considered to receive an incomplete, the student's request must include an acceptable reason why the student feels the need to request additional time to complete the required material or hours of the theory, laboratory, or practical course. The institution considers the following reasons to be acceptable:

1. the health condition of the student
2. the temporary health condition of a close family member
3. the death of a close family member
4. limitation in practice center or laboratory to complete hours
5. military or emergency management services deployment
6. emergencies such as atmospheric phenomena and epidemics, among others
7. other justifiable reasons (subject to the evaluation and approval by the professor and the authorization of the Dean of Academic Affairs, Academic Director, or designated person)

Process for Requesting an Incomplete Provisional Grade:

1. The student will request the form, *Request for Provisional Grade of Incomplete* through:
   - the Registrar's Office – NUC University campuses in Puerto Rico or IBC Technical Division
   - the Academic Advisor – Online Division
   - the course professor – Florida Technical College campuses
   - the forms section of the following web pages:
     - NUC Campuses: https://www.nuc.edu/registraduria/
     - IBC Technical Division: http://tecnicos.nuc.edu/asuntos-estudiantiles/registraduria/
     - FTC: https://www.ftccollege.edu/academic-support/
2. The Request for Provisional Grade of Incomplete document must be duly completed, signed, and accompanied by corresponding evidence.
3. The student will submit the application to the course professor or academic advisor (Online Division) either in person or via email, along with the corresponding evidence on or before the deadline established in the academic calendar of the term for which the student is interested in applying for the provisional grade. If the professor is not available, the documents will be submitted to de Dean, Program Director, or designated personnel.
4. The course professor will evaluate the documents presented by the student to evidence the extenuating circumstances that limited the delivery of assignments or the completion of practice hours and laboratories.
5. The professor will determine whether to grant the request and deliver the Request for Provisional Grade of Incomplete document duly completed and signed in all its parts to the Registrar's Office. If the request is approved, it will include the grade that the student would get if the required assignments or hours (provisional grade) are not completed, which will be awarded as a final grade if the student does not complete the incomplete removal process. To calculate the provisional grade, the professor will consider the assignments that the student has not submitted, placing a score of 0 on the work that has not been completed.
6. The professor or designated personnel will notify the student of the decision through institutional email or other available means and coordinate the due date for make-up assignments, practice, or laboratory hours with the student.
7. If the request is approved, the student will pay the (non-refundable) Incomplete Removal fee at the Student Accounts's Office, based on the "tuition and fees" in effect at the time of the request and as published in the General Catalog.

8. If a student requests a provisional grade of incomplete in their last course of practice and in their last academic term, the student will be awarded Externship Complete status.
9. The student will have 12 days, from the beginning of the next module or semester, to remove the provisional grade of incomplete of a theory or laboratory course.
10. The student will have 45 days, from the beginning of the next module or semester, to remove the provisional grade of incomplete of a practicum course.

Process for Requesting Removal of an Incomplete Provisional Grade:

1. The student will request the form, *Removal of the Provisional Grade of Incomplete* through:
   - the Registrar's Office – NUC University campuses in Puerto Rico or IBC Technical Division
   - the Academic Advisor – Online Division
   - the course Academic Dean – Florida Technical College campuses
   - the forms section of the following web pages:
     - NUC Campuses: https://www.nuc.edu/registraduria/
     - IBC Technical Division: http://tecnicos.nuc.edu/asuntos-estudiantiles/registraduria/
     - FTC: https://www.ftccollege.edu/academic-support/
2. The student will complete the Removal of the Provisional Grade of Incomplete document and deliver it with the authorized seal or signature (DocuSign) of the Student Accounts's Office to the Registrar's Office, where the document will be kept until the professor delivers the final grade.
3. The student will submit the receipt of the payment to the professor, along with a copy of the Removal of the Provisional Grade of Incomplete document, to establish the work plan to be followed for the removal of the incomplete assignments for the theoretical course or for making up the required laboratory or practice hours. If the professor is not available, the documents will be delivered to the Dean of Academic Affairs, Academic Director, or Academic Advisor, as appropriate, who will acknowledge receipt of the documents.
4. The student will complete their assignments or laboratory or practicum hours by the due date agreed upon with the professor and established in the academic calendar.
   a. The required documents will be sent to the professor through the institutional email, inbox (for online students), if possible, depending on the work, using the following format: STUDENT NAME, COURSE CODE, COURSE SECTION. If the professor is not available, the documents will be delivered to the Dean of Academic Affairs, Academic Director, or Academic Advisor, who will acknowledge receipt of the documents.
5. The professor will complete the Removal of the Provisional Grade of Incomplete document, including the new grade, if applicable, through DocuSign.
6. The Registrar's Office will make the change to the new grade in the Student Administration System. The office will notify the student about the removal of the incomplete via email.
7. The student will be able to see the course's final grade by accessing the Student Portal.

Notes:

If the student fails to comply with the incomplete removal process within the time set, the Registrar's Office will award the provisional grade given by the professor in the incomplete application as the final grade. A second request for incomplete will not be authorized for the same course. If the student disagrees with the final grade received, they may request a review. Refer to the Grades Changes process. Special situations will be referred to the Office of the Vice Presidency of Academic Affairs with their due evidence for the corresponding evaluation. Students in the Nursing Program will be referred to the Office of the Vice Presidency of Nursing Programs. Students in Technical Programs will be directed to the Office of the Vice Presidency of Academic Affairs of the IBC Technical Division.

Program Changes

A program change will be considered any change that involves a change in curriculum; either within the same program in which the student is enrolled or in another program. Students interested in a program change must be guided by the professional counselor in the case of on ground students and the academic advisor in the Online Division.

During the interview, the student and the professional counselor in the case of on ground students and the academic advisor in the Online Division will assess the student's academic interests and proceed to complete the Change of Program Form. The designated person in the Academic Affairs Office will approve the program change. Once the program change is approved, it will be submitted to the Registrar's office, to be updated in both the student's academic record and the system. Only two program changes will be permitted. Program changes due to curriculum review will not count as a change for purposes of authorization from the Vice President of Academic Affairs.

Regarding the determination of the Satisfactory Academic Progress (SAP) status of a student who changes programs, who seeks to earn an additional degree, or changes to a different curriculum, either voluntarily or through the re-admission process, will be counted in the determination of academic progress only the credits approved in the previous program that are required in the new program, and the credits attempted and grades earned in the new program.

The grade point average (GPA) required for a program change must meet the GPA of the new program. If the student does not meet the GPA of the new program, the following process will take place: a) For students who did not make academic progress in their first academic term, will be used the GPA for admission to the institution; b) For students with more than one term attempted, must be evaluated by the Program Change Committee composed of the department director and the professional counselor in the case of on ground students and the academic advisor in the Online Division, with the exception of those programs that have specific programmatic accreditation or admission requirements.

Leave of Absence (LOA)

The student should notify the Registrar's Office in writing of the reasons why they are requesting a leave of absence. The request for leave of absence should be made prior to the start date of the LOA. The student's request will be evaluated and, if approved, the student will be notified in writing. It will be the student's responsibility to enroll in the term immediately following the LOA end date.

Written Confirmation of Future Attendance

Only For Programs Offered in Modules

A student may not be considered a withdrawal if they temporarily stop attending, but plans to attend a future module that begins later in the same term (payment period). A student may qualify to remain active in term (payment period) if the student meets all of the following criteria:

- The student must be enrolled in a program that offers courses in modules.
- The student must be able to return to a future module in the same term (payment period).
- The student must complete and return the Written Confirmation of Future Attendance Form at the time of the withdrawal and prior to the student being absent from class for 14 consecutive days, even if the student has already registered for subsequent courses.

Written Confirmation of Future Attendance must also be completed before the start date of the future module the student plans to attend. Since eligible students are not considered to have withdrawn from the payment period, a Return of Title IV Funds is not required. However, other regulatory provisions concerning recalculation may apply.

If the student does not return within 14 days from the date they were scheduled to resume attendance, the student will be considered to have withdrawn from the term (payment period).

Course Repetition Institutional Policy

A student can repeat a course if interested in improving their grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an "F".

For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received is counted as completion. Only the highest grade will be used in the calculation of the cumulative grade point average.

Add/Drop Period Institutional Policy

The Add/Drop Period Policy addresses the process that is to be followed when changes are made to the student's class schedule after the start of the term and no later than the due date published in the academic calendar. Please refer to the Institutional Refund Policy for details on how NUC University will manage the charges when a student adds and/or drops courses during the add-drop period.

The general established process will be that, the student:

1. Request the Add and Drop form available at the Academic Affairs Office or the Registrar's Office, as appropriate,
2. complete the form in the corresponding parts,
3. visit the academic area to make the requested change or make the requested change electronically,
4. receive appropriate guidance from the Student Accounts Office,
5. submit the form to the Registrar's Office for processing the change in system and,
6. sign and keep a copy of the new class schedule.

Attendance to Class Institutional Policy

NUC University recognizes that attendance to class is fundamental for the development of the educational and formative process. For this reason, it establishes with emphasis attendance to class. If the student does not comply with class attendance could be a motive to recommend an administrative withdrawal from the institution. In the case, the student loses eligibility to their economic aids due to absences; they will assume total responsibility for payment not allocated by their aids.

The professor has the authority of accepting absences in which the student presents a written excuse; be it because of sickness, death in the family, military service, subpoena from the justice court, subpoena to governmental agencies and any other reason considered justifiable by the professor. In cases where a conflict of interest in the evaluation of a justifiable excuse exists, between the professor and the student, the Academic Affairs authorized personnel will serve as a mediator and issue a final decision regarding the justification of the absence. In the extreme case that an absence cannot be avoided, the Professor of that area of study will assign an experience or assignment of equal characteristics. This way, if a student is unable to attend to one or more meeting of class, they are responsible of realizing a practice or written work in the dates that were stipulated and agreed. Absences recovered through assignments are considered as time spent in class and approved curricular content, if the student replaces and complies with the tasks assigned through replacement.

1. The students will be responsible of recuperating their loss of time in class through assignments that are highly related to the material and development of the skills not acquired by the absences and lack of performance. The student will have the opportunity to recover up to a maximum of ten (10) justified absences.
2. Each professor will hand in the Replacement Plan and its Registry Sheet for each of their students with excused absences to the Counseling Office on a weekly basis for preventive counseling and student contact. Each professor will submit weekly attendance sheets for each of the students with justified absences in the practicum courses to the Registrar's Office for entry of the retakes into the system. Then, the professor will keep custody of the original document (plan) until the end of the session and it will be delivered to the Office of Academic Affairs.
3. At the moment of the final evaluation of the course, the students with justifiable absences that have completed their replacement plan, only the attendance class grade will be affected and not other criteria and/or evaluation indicators included in the final calculation of the grade of the course. This only applies to grade Practicum courses.
4. In cases where the student does not have any reasonable justification for the absences they will not be able to claim that a replacement plan be handed to them.
5. Those students with justifiable excuses, who got a Replacement Plan and did not comply with it, they will not be able to request plans and/or additional alternatives to recover class time and curricular contents.
6. For Armed Forces member enrolled, including reserve components and National Guard members, faculty should accommodate short absences for such services in the Armed Forces.

The Attendance to Class Policy will be part of the introduction to each class and/or assignment, the Professor will have the responsibility of discussing with the students the content, scope, and conditions of the policy. Additionally, they will notify the student previously about the criteria and/or indicators of the course evaluation, attendance grade calculation (practicum courses) and final grade.

Consecutive Absences and Administrative Leave

When a student is absent two (2) consecutive days from one or more of their courses, their professors will notify and refer to the Retention Office personnel or Retention and Induction Advisor. In addition, they will document in the institution's official report their preventive contact efforts with the purpose of sharing information that will help the service offices to make quick and effective interventions. Communication will be established with the student by telephone, institutional e-mail or letter and the student will be cited in person to the location they are enrolled, or in a virtual form. If the retention personnel identifies risk situations of academic, social, emotional, among others, the student will be referred to the Counseling Office. If the student does not respond or does not attend the appointment, a partial or total administrative withdrawal will be processed, as applicable.

If a student is absent for fourteen (14) consecutive days (including Saturdays, Sundays and holidays), it will be considered as an unauthorized abandonment to training and immediately the Registrar's Office will process a partial or total administrative withdrawal.

Students will not be admitted to the classroom if the student is in withdrawal status from the course, has not completed the re-entry process, and does not appear properly enrolled/registered in the course.

Any enrolled member of the Armed Forces, including members of the Reserve and National Guard, will be readmitted if such member is temporarily unavailable or must suspend enrollment due to serving in the Armed Forces.

Student Waiting Time when Professor is Absent

Students are obligated to wait for professors in the classroom for 15 minutes for each class hour (1) and if the class has a two (2) hour duration, then students must wait for 30 minutes.

Graduation Requirements

Students are recommended for graduation under the rules and regulations in the official catalog at the time the student entered or was readmitted to the Institution whichever date is later. A student may apply for graduation at the time he has completed 90 percent of the courses required. The student should meet the minimum grade point average and other requirements as indicated in the **Graduation Requirements Tables,** upon completing the total number of required credits for requesting graduation**.** Additionally, the student must have satisfied all outstanding debt with the institution in order to graduate.

A graduation application must be completed and submitted to Registrar's Office before the deadline established in the academic calendar. This application will be effective until the next scheduled graduation ceremony held every year. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. A graduation certification is available upon request. Students, who graduate with two different programs, must complete a separate application for each program and will receive two diplomas. These graduation requirements apply to any Armed Forces member enrolled, including reserve components and National Guard members.

Requirements for the Baccalaureate Certificate Programs

For the Post Baccalaureate Certificate programs there will be no graduation ceremony. When the student completes the program satisfactorily, the student will receive a Professional Certificate.

The following is required:

1. GPA of at least 3.0
2. All courses should be approved with a minimum grade of B.

Graduation Requirements Tables

DIPLOMA PROGRAMS

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
Medical Billing and Coding Specialist	GPA 2.00	

UNDERGRADUATE PROGRAMS

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
Bachelor's Degree in Science in Nursing (RN to BSN)	GPA 2.50	All courses should be approved with a minimum grade of C.
Bachelor's Degree in Science in Psychology	GPA 2.50	All courses should be approved with at least a "C" grade, except for the Capstone and elective courses at graduate level that must be passed with at least "B" grade.

ALL OTHER UNDERGRADUATE PROGRAMS

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
All other Associate's Degree Programs	GPA 2.00	All major courses, and those general education and core courses identified in the catalog should be approved with a minimum grade of C.
All other Bachelor's Degree Programs	GPA 2.00	All major courses, and those general education and core courses identified in the catalog should be approved with a minimum grade of C.

MASTER'S DEGREE PROGRAMS

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
All Master's Degrees in: – Business Administration – Education – Science in Nursing – Information Technology	GPA 3.00	All courses should be approved with a minimum grade of B.
Master's Degree in Industrial Organizational Psychology	GPA 3.00	All courses should be approved with a minimum grade of B, and practicum courses with a "P" (Pass) grade.

DOCTORAL DEGREE PROGRAM

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
Doctorate in Business Administration with Specialty in Strategic Management	GPA 3.00	1. All courses must be approved with a minimum grade of "B" or Pass (P). 2. Approve the doctoral dissertation defense. 3. The student must fulfill the requirements for the degree within a term of eight (8) years. 4. The Doctoral Committee may recommend an extension of this term for no more than two (2) years to the pertinent authorities in exceptional meritorious cases

For purposes of Title IV recipients, the definition of a passed course means any grade higher than an "F". Please refer to the Financial Aid Office for further information.

Graduation Ceremony

The graduation ceremony will be held on a yearly basis. Students who have completed the requirements for graduation for the Institution's programs are eligible to participate in this ceremony. Post Baccalaureate Certificate programs do not participate from the graduation ceremony.

Students whose accounts are not current or have an outstanding debt with the institution, will not be granted a graduation permit to attend the graduation ceremony.

Graduation with Honors

In recognition of high achievement, honors will be awarded as follows:

Academic Excellence Distinction: 4.00 points
Graduates with Academic Excellence distinction will receive an honor cord for the graduation ceremony.

Graduate & Undergraduate Programs:
3.95 - 4.00 points - Summa Cum Laude
3.71 - 3.94 points - Magna Cum Laude
3.50 - 3.70 points - Cum Laude

Graduates will receive a distinction sash with the honor earned.
Graduated students must claim their diplomas in the Registrar's Office no later than one year after the graduation. The Institution will not be responsible for unclaimed diplomas after said period.

General Academic Regulations

Average Length of Programs

Average length of time required to complete the programs is as follows:

- Diploma program is from eight months to one year and a half,
- Associate's Degree is from one and a half to two and a half years,
- Bachelor's Degree it is from three to four and a half years,
- Master's Degree is from one to one and a half year,
- Doctorate Degree is from four to six years.

Likewise, this length of program applies to any Armed Forces member enrolled, including reserve components and National Guard members.

Grade Points and Grade Point Average

Each grade has a grade point value. The grade point average is computed according to the following procedure: write down the grade and number of credits for each course; then multiply the grade point value for each grade by the number of credits of each course. After this, add the number of credits to obtain the total number of credits, add the grade point values to obtain the total grade point value, then divide the total grade point value by the total number of credits. This will provide the grade point average.

Example:	**Grade**	**Point**	**Value**
SPAN 1010	A (4) X	3 CRS.	12
ENGL 1010	B (3) X	3 CRS.	9
BUAD 2050	C (2) X	3 CRS.	6
MATH 1010	D (1) X	3 CRS.	3
HUMA 1010	F (0) X	3 CRS.	0
Totals		15CRS.	30

Grade Point Value **30 ÷ 15 = 2.00 = C**

Grade Point Average for Graduation

It is calculated using the honor points as defined above, but includes only the required and elective courses of the program of study from which the student is graduating.

Remedial Courses

The Institution does not offer remedial courses.

Course Prerequisites

Students are required to take the prerequisites as established in each program of study. Exceptions for the prerequisites are to be approved by the Academic designated personnel.

Elective Courses

Electives are courses included in the offerings of NUC University at the student's level of study. Any student can select from any of these courses to comply with the electives requirements of their program of study, if necessary. Elective courses must be passed with at least a "C" grade.

Academic Year

The Institution's Academic Year is divided into two terms (semesters of approximately four (4) months each). Each academic term may have modules of eight (8) or sixteen (16) weeks. The academic calendar is published every start of an academic term on the webpages.

Class Schedule

The Institution's academic programs are offered during daily (morning and evening) sessions. Class schedule may vary by locations, levels and study modalities.

Credit Hours

For the Bachelor's degree in Information Technology with emphasis in Cybersecurity and the Diploma in Medical Billing and Coding Specialist, the Institution measures and awards credits based on a credit-hour unit of a quarter-term calendar. A quarter credit is defined by a minimum of ten (10) classroom lecture periods of not less than fifty minutes each, twenty (20) laboratory hours where classroom theory is applied and explored, thirty (30) externship hours, or an appropriate combination of all three. In addition, the Bachelor's degree in Information Technology with emphasis in Cybersecurity program will include a minimum of two (2) hours of out-of-class work, or an equivalent amount of work, for every hour of lecture or direct faculty instruction.

For all other undergraduate and graduate programs, the institution defines a credit hour as; one lecture credit is equivalent to 15 lecture contact hours and 30 hours of out-of-class work. One laboratory credit is equivalent to 30 contact hours. Practicum hours may vary depending on the field and Examination Boards, if applicable, but one credit practicum is equivalent to not less than 45 hours per term.

Out-of-Class Work

As required by federal regulation, NUC University's academic programs (undergraduate and graduate) seek to combine the direct faculty instruction (hour of classroom) with out-of-class activities and assignments. The hours of out-of-class activities and assignments will vary depending on the amount of lecture credit hours of each course.

One (1) unit of a semester lecture credit is the equivalent to, at a minimum of one (1) hour of direct faculty instruction and two (2) hours of out of class work during sixteen (16) weeks academic semester.

For details on credit or out-of-class work, please refer to Definition of a Credit Hour for Title IV Purposes.

Academic Load

A program of study is complete when students approve the courses indicated by their program of study. In other words, twelve (12) credits per academic term for diploma and undergraduate programs is considered a full academic load; for graduate programs six (6) credits per academic term is considered a full academic load.

Students who wish to increase their academic load per academic term must complete and submit the program changes form, which must be approved by the Academic designated personnel.

Advanced Placement

Students who have successfully taken one or more of the Advanced Placement Tests of the College Entrance Examination Board may ask for course equivalency. Scores of 3 or more are required for such action. The decision to grant credit for the Advanced Placement Test is based on test equivalency to the content of courses in NUC University. In order for more than one level to be considered by course material, a score of 4 or 5 will be required. Advanced placement or credit action is only taken if the student has specifically requested such consideration and has submitted official score reports from the College Board. No grades are assigned to courses credited.

SCORE	COURSE
3	ENGL 1010 MATH 1010 SPAN 1010
4 or 5	ENGL 1010-1020 MATH 1010 SPAN 1010-1020

National Exams for College Credit

Students earning satisfactory scores on CLEP*, DSST or ECE exams may be awarded credit hours towards a degree program at NUC University. The Registrar's office will determine eligible examinations and the potential number of credits possible for each examination. For more information on exams, how to order study guides, and to find a testing center near you, please visit:

- CLEP http://clep.collegeboard.org/
- DSST http://www.getcollegecredit.com
- ECE http://www.excelsior.edu/exam-list#schools
  *CLEP, DSST and ECE are approved by the American Council on Education (ACE).
  http://www.acenet.edu/news-room/Pages/National-Exams-for-College-Credit.aspx

Shared Courses at NUC University

Students may complete a portion of their program of study at another NUC University location. This applies to all levels of academic programs and modes of study.

Any student enrolled at a particular location who is interested in taking courses at another NUC University location may do so without the need for a formal transfer. This alternative will also be offered to students who, due to some special circumstances, do not have classes available at their location during an academic term. To take on-ground courses at a location other than the one where the student is enrolled, the student must coordinate the request with the Dean/Academic Director, who in turn will manage the approval with the Dean/Academic Director of the receiving location.

To take an online course at another location, a formal request is not required, as long as the number of online courses established in the next section is not exceeded.

Shared courses may vary by program, location, or Online Division, and are subject to availability, accrediting agency requirements, and/or institutional policies. This option applies to all degree levels and may be offered to students as an alternative when they do not have courses available at their location during an academic term. Contact the Office of Academic Affairs for appropriate academic coordination.

University Environment Seminar

The University Environment Seminar course (SEMI 1001) is not transferable, except for those that have been enrolled and approved at NUC University as of November 2021 or later. Course SEMI 1001 must be approved with at minimum grade of "C".

Transition to University and Professional Life

The Transition to University and Professional Life course (SEMI 1010) is not transferable, except for the SEMI 1001 course that has been enrolled and approved at NUC University as of November 2021 or later. Course SEMI 1010 must be approved with at minimum grade of "C".

Course Elimination and other Changes

The Institution reserves the right to eliminate courses, consolidate sessions, change schedules and professors and make changes to the Academic Calendar according to the institution's circumstances or needs.

Explanation of Course Numbering System

The prefix of a course designated in the program outline for each program of study stands for the type of course. Courses are designated with a four (4) digit numerical code.

Distance Education

NUC University recognizes students have varied personal and professional responsibilities in addition to their obligations as students, and as a consequence, many elects to complete a degree through distance learning. NUC's Online Division provides academic flexibility and diversity to meet the needs of students with varied learning styles. Learning combines individual study and engagement with other students in a structured learning environment. Therefore, NUC expects that students meet their academic obligations with a high level of responsibility and timeliness, while on the other hand, expects faculty to maintain flexibility to meet student needs.

Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete course-required activities each week by the required deadline. Students are encouraged to review the course syllabus for details of required activities that constitute active participation. Failure to meet attendance expectations may result in an administrative withdrawal.

NUC University has a wide academic offer where the main methodology of study is on-ground education and integrates the online modality. In both modalities of study, the student is guaranteed equal content, quality in teaching and the provision of administrative services that overcome geographical barriers and facilitate communication. To this end, direct and personal service and technology are adequately used for the development of new modalities in the teaching and learning process.

Support Staff

- Coordinator of Distance Education
- Administrator LMS
- Counseling
- Retention
- Compliance and Regulations
- Information Technology Technicians
- Registrar
- Virtual Library

Validation of Identity in Distance Education Courses

Students enrolled in online courses will be required to enter the modules (courses) weekly to participate in learning activities that will include: online readings, demonstrations, chat discussion, collaborative learning, multimedia presentation, online text presentation, exercises, research, case study, observation and problem-solving. For students to register for attendance, they must access the courses and complete the assignments and/or work assigned on the determined dates.

To ensure access security, NUC University assigns students a username and password. These credentials are unique to the assigned students and cannot be duplicated.

Regarding information technology (IT) security and identity protection, the student's Social Security number does not appear, is not given, or is published in full at any time or during transactions or services offered by CANVAS.

Attendance Policy for Online Students

To comply with state and federal regulations, NUC University must maintain accurate course attendance records. In this aspect, online courses are no different from traditional on-ground courses. However, attendance is managed differently from on-ground mode. The student's attendance in the online courses is defined as active participation in the course. Students are primarily responsible for the class, and attendance is expected

to complete the assignments required in each course by the deadline. We encourage students to revise the course syllabus to know in detail the necessary activities that constitute active participation.

Failure to meet attendance can lead to administrative withdrawal. Participation is captured and recorded as the last date of attendance (LDA) in the system and student's file. Student participation will be updated consecutively as students perform academic related activities. This provides a dynamic update to the LDA in the student's academic record for monitoring their participation throughout the term. In case a student starts the course and requests a withdrawal or a withdrawal is necessary, the LDA will be used as the official date of withdrawal.

Students must communicate to the instructor an absence in advance. It is the discretion of the instructor to accept assignments outside the deadline or allow make up work due to an absence. To this end, each course syllabus clearly outlines expectations about student's notification of absence to instructors, class participation and acceptance of the work out of date.

Students who want to drop one or all courses after the end of the add/drop period (first week of term), should refer to the University's withdrawal policies and to their Student Services Advisor, Counseling Office or Academic Department for options. Students who stop attending class will receive an earned letter grade of W or A-F at the end of the term, determined by the student's last date of class attendance.

Library Resources and Services

The library resources will be online through the institutional web page, Library web page, including dictionaries, encyclopedias, newspapers, e-books, databases, translators, grammar and education resource area. Online and on ground students, have the same access to all learning resources through institutional website https://libguides.crev.edukgroup.com/virtual/nuc.

Service for Online Students

In some instances, students participating in online courses have scheduled on-ground courses in the institution as well. Therefore, these are included in the students service support as offered to the traditional on-ground student population.

Fees for Online Students

Please refer to the Tuition and Fees section.

Academic Calendar

Please refer to the Academic Calendars.

Consortium Agreement for Courses in other Locations of NUC University

Students can complete a portion of their program of study through online courses. The online courses may vary by student and program, subject to availability and institutional policies.

All student enrolled in a particular location and is interested in taking courses in another location of NUC University can do so without requesting a formal transfer; as long as it is less than 50% of their study program. In cases where the amount of credits is greater than 50% of their study program, the student must take necessary steps with the Registrar's Office to formalize the transfer request from one location to another. This applies to all applicable academic program levels in residential or on-line study modalities. This alternative will also be provided to students in cases where they have a special program and do not have classes available in their location during some academic term.

Students must complete the application at the Registrar's Office to request authorization to take courses in another location different from the one enrolled. Then, the Academic Department will evaluate and approve the application. Once the student's application is approved, the Academic Department will establish communication with the Academic Department from the hosting locations that will receive the student for the corresponding academic coordination.

Distance Education Technical Requirements Information

NUC University uses Canvas Learning Management System Platform as the technological tool to support its online courses. Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Minimum Technical Requirements to Use Canvas

Institutional E-mail Account

This institutional email account is being used to log in using the Canvas Platform, student portal, email account, contact professors, and classmates and receive official notifications from the Institution. (Do not mix it up with your personal e-mail.)

Operating Systems

- Windows 10 or later
- Mac OSX 10.12 or later

Mobile Operating System Native App Support

- iOS 14 or later (versions vary by device)
- Android 8.0 or later

Computer Speed, Processor and Peripherals

- Use a computer 5 years old or newer when possible
- 8GB of RAM minimum (16GB recommended)
- Intel Core i5 processor (10th gen or higher) / AMD Ryzen 3 or higher
- Audio Card (integrated)
- Webcam
- Headset for virtual class sessions and develop audio presentations

Internet Speed

- Minimum 100MB
- Wired connection preferable. Wireless connections are sensitive to weather changes; thus, they are unstable and may cause trouble when you are working or taking a test in the platform.

Browser Compatibility (latest version)

- Chrome
- Firefox
- Microsoft Edge
- Safari

Mobile Browsers Compatibility

✓ **iOS**

- Safari (default browser with limited Canvas support)
- Chrome

✓ **Android**

- Chrome (default browser with limited Canvas support)
- Microsoft Edge
- Firefox

Screen Reader (Accessibility Feature)

- Macintosh: VoiceOver (latest version for Safari and Chrome)
- PC: JAWS (latest version for Microsoft Edge and Chrome)
- PC: NVDA (latest version for Firefox and Chrome)

- Canvas does not provide full screen reader support in Chrome; for best accessibility, use Safari (Mac) or Firefox (PC).

Plugins

- Windows Users: Microsoft Office 365
- MAC Users: Microsoft Office 365
- Open Office (Microsoft Office Alternative) Freeware

Required Knowledge

- Ability to manage, send and receive e-mails
- Ability to open, close, create and save files in the following formats: Word (DOCX), Plain text (TXT), Rich text format (RTF), Power Point (PPTX), Excel (XLSX) and PDF.
- Basic Computer Skills

Minimum technical requirements for the Network and Information Technology programs and, course CYCR 4010 of the Bachelor's Degree in Criminal Justice with major in Cyber Crimes program.

- CPU Intel Core i3 minimum or AMD equivalent

Operating Systems

- Windows 10 or later (recommended)
- Mac OSX 10.12 or later
- Compatibility with native applications of mobile operating systems
- iOS 14 or later

Computer Speed, Processor and Peripherals

- Intel Core i5 (10ª gen or higher) / AMD Ryzen 7 or higher
- 8GB de RAM (16GB recommended*)
- 256GB SSD (512GB recommended*)

Internet Speed

- Minimum 100 Mbps (500 Mbps or higher recommended for video conferencing, multimedia content, and simulators*).

***For an improved learning experience.**

Minimum Electronic Device Requirements – Programs offered in English

Students who choose not to purchase the electronic device offered by the college (see Other Educationally Related Goods for details) must meet the following Minimum Electronic Device Requirements to access the Learning Management System (Canvas). If a student purchases the electronic device from the college, no additional device is required.

For details on electronic device costs and the opt-out policy, please refer to the Tuition and Fees section.

To participate in courses with an online component and use Canvas, students must have access to a personal electronic device outside of NUC University.

NOTEBOOK (GENERAL MINIMUM REQUIREMENTS)	(GENERAL MINIMUM REQUIREMENTS) – MAC EQUIVALENT
Asus BR1104C	Display: 13.3" Retina Display (closest available size)
11.6" Touch Screen	RAM: 8GB Unified Memory (Mac does not offer 4GB in current models)
4GB RAM	Storage: 256GB SSD (Mac does not offer 128GB in current models)

NOTEBOOK (GENERAL MINIMUM REQUIREMENTS)	(GENERAL MINIMUM REQUIREMENTS) – MAC EQUIVALENT
128GB SSD	Processor: Apple M1 Chip (comparable performance to Intel N100)
Intel N100	Operating System: macOS Sonoma (compatible with Windows 11 virtualization if needed)
Windows 11 (64-bit)	

LAPTOP MINIMUM REQUIREMENTS	LAPTOP MINIMUM REQUIREMENTS
Asus VivoBook M1502Y	Display**:** 15.3" Liquid Retina Display (closest available size)
15.6" R5 non-Touch	RAM**:** 8GB Unified Memory
8GB RAM	Storage**:** 512GB SSD
512GB SSD	Processor**:** Apple M2 Chip (comparable performance to AMD Ryzen 5)
AMD Ryzen 5 processor	Operating System: macOS Sonoma
Windows 11 (64-bit)	

MINIMUM REQUIREMENT LAPTOP (GRAPHIC DESIGN PROGRAM)	**LAPTOP** (GRAPHIC DESIGN PROGRAM)	**LAPTOP MINIMUM REQUIREMENTS** (GRAPHIC DESIGN) **MAC EQUIVALENT**
Minimum 16GB of RAM	Asus 16" TUF Gaming A16	Display**:** 16.2" Liquid Retina XDR Display (exceeds 4K resolution)
SSD Hard-Disk	32GB Ram	RAM**:** 16GB Unified Memory (minimum) / 32GB for high performance
Multicore Intel processor or AMD	1TB SSD	Storage**:** 1TB SSD
Minimum 4K Display video card with 4GB of GPU memory	AMD Ryzen AI 9 Processor	Processor**:** Apple M3 Pro (equivalent to AMD Ryzen AI 9)
Windows 11 (64-bit)	NVIDIA GeForce RTX 4060 (4K) 8GB of GPU memory	Graphics**:** 18-core GPU (integrated, but optimized for graphic design software)
	Windows 11 (64-bit)	Operating System**:** macOS Sonoma

Minimum Electronic Device Requirements to access the Learning Management System (Canvas) are found at the following links:
http://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas

http://guides.instructure.com/m/4214/l/41056-which-browsers-does-canvas-supportt

Other Educationally Related Goods
NUC-FTC provides electronic devices for educational purposes as a separate charge, not included in tuition and fees.
The designated electronic device varies by program:

- **Laptop** – Required for students in the following programs:

    - Business Office Specialist (Diploma)
    - Computer Specialist Technician (Diploma)
    - Graduate programs
    - Undergrad programs
        - Business Administration (Bachelor's)
        - Information Technology with Emphasis in Cybersecurity (Bachelor's)
        - Nursing (Associate's & Bachelor's)
- **Graphic Design** – Requires a laptop with specific minimum requirements (see above for details).
- **Notebook** – Provided for students in all other programs.

Opt-Out Policy
Students have the right to opt out of receiving an electronic device from NUC University. If a student chooses to opt out, they are responsible for purchasing an electronic device that meets the *Minimum Electronic Device Requirements* (see that section for details).

Device Return & Refund Policy
- Students who **cancel their enrollment, are withdrawn by the college, or fail to complete their first course** must return the electronic device in reusable condition within **10 days** of cancellation to avoid being charged the full cost.
- Unused electronic devices that are returned within **20 days** of a student's withdrawal (last date of attendance) are eligible for a refund.

Educational Resources Centers and Study Rooms

The Educational Resources Centers and Study Rooms are a fundamental component of our Institution. The centers contain an organized collection of different resources and materials, managed by qualified personnel who support the teaching and learning process. The centers gather orders and circulate bibliographical materials and the didactic and informational resources available to the Institution to foster studying, reading, researching, and support the learning of the academic community.

The centers have the following areas: study hall, Reserve and Reference Collection, periodicals, computers with Internet access, and Microsoft Office applications.

Study Halls

Our study halls provide students with a space to study and resources to complement the learning acquired in the academic programs.

Access to the Information Policy

The Educational Resources Centers and Study Rooms are a resource hub that aims to provide services to the institution's students enrolled in all programs, administrative staff, and faculty members.

- **Resources Loan**: The student requesting borrowed library materials must present identification and fill out a loan application request; books in the circulating collection are loan from one day to two weeks. The faculty may borrow books during an academic term.
- **Reference services**: The center's personnel assist the students to find information they need to do an assignment. At the beginning of each term, an orientation on the resources and services available in the centers is offered to new students. The faculty members that give assignments to a group of students should coordinate with the library or study hall staff.
- **Photocopying of printed material**: Any student or faculty member that uses the library or study hall may photocopy the materials needed in the machines provided as long as they carry out the standards set in the Copyright Act and pay for the service (in the case of students). The faculty members have access to the photocopy machine at no cost. Students and Faculty must ensure compliance with copyright laws before photocopying materials. The U.S. Copyright Act, Title 17 controls the photocopy or other reproduction of copyrighted materials.
- **Computer Laboratory**: Students have access to the use of computers and its software to perform assigned jobs, navigate the Internet and carry out other activities of personal interest. Each student has a maximum of half an hour to use the computer in case there are others requesting the service. Students must sign the computers usage log and provide the time and academic program in which they are enrolled.
- **Finding information online or accessing the Internet:** Is available for use by students and faculty members in the properly identified computers.
- **Loan of audiovisual equipment:** Audiovisual equipment must be separated with a week in advance. Faculty members or users who needs the equipment to conduct presentations, reports, classes, etc.; should complete a loan application form indicating date, time and place where the equipment will be used. The person requesting the equipment is responsible for returning it to the center or study room and ensures the proper use and conservation.

In addition to providing the users with library instruction, there is the information literacy program, which allows students to seek on their own the information needed throughout their lives. To improve the services for the students, the centers make if necessary inter-library loans of library materials throughout all campuses. Library services are available from 7:30 a.m. to 9:00 p.m. Itineraries may vary among campuses depending on the student's needs.

Virtual Library

Students also have access to the Virtual Library, which includes information resources, eBooks, study guides, periodicals, videos, writing style, and tutorials. Users can connect to the Virtual Library from outside through the institution web page. https://libguides.crev.edukgroup.com/virtual/nuc.

The Virtual Library services and resources are organized in a content management system software called LibGuides and LibAnswers. LibGuides serves as the Library's platform and LibAnswers is for the virtual reference services. The Virtual Reference services are called "Ask a Librarian" in which the academic community can interact with the staff through live chat, tickets, email and telephone. The Virtual Library platform maintains a digital collection of bibliographic resources to satisfy the information needs of the academic community. Around 80% of the resources are acquired through subscription content aggregators companies and the remaining 20% comes from open access resources. The collections feature a digital representation of different formats such as: electronic books (eBooks), magazines, academic and professional journals, newspapers, documents, reports, thesis, gray literature, documentaries and educational videos. Evaluations for the selection processes of these materials involve the participation of the library staff, faculty and the academic dean. Bibliographic resources meet the following basic criteria:

- Information resources that support teaching – textbooks, manuals and monographs.
- Information resources for academic research - including reference works, magazines, dissertations and theses.
- Information resources for instructional design - including images, videos and other digital sources.

Collection at Glance

Subscription Database Content	Titles Indexed	Full Text Content
eBooks	401,576	401,576
Journals	316,315	290,434
Videos	22,625	22,625
Dissertations	70,000	70,000
Newspapers	2,223	1,964

Access to the Main Library's platform will be through a link located in the Canvas platform underneath the "Services" section. The link will guide the students to the Library's platform where the learning resources are available seven days a week / 24 hours a day. To facilitate the use of the databases there will in the main page a discovery service called Summon (ProQuest). This service provides the students with a unified index of the content available in the Virtual Library digital collections. Even though the Library's page is always open, the access to the databases by subscription is controlled by an EZproxy so that only active students and faculty of the Institution can use these services. To authenticate the access students and faculty will need to use their institutional email and the same password to enter the Canvas platform. The virtual reference services will be available in the main page of the Library. The Live Chat will be open during working hours and the tickets service will be available seven days a week.

Library Platform and Services

Software	Description
LibGuides CMS	Library Platform
LibAnswers	Virtual reference services (live chat and tickets)

Business Administration Collections Content

Databases	Content
ProQuest Dissertation and Thesis	Dissertations and thesis
Safari	eBooks
Ebrary	
e-Libro Cátedra	
Books24x7	
eBook Subscription Academic Collection	
Digitalia	
Business Source Complete	Journals, magazines, documents
ABI/INFORM Complete	
Accounting and Tax Database	
Banking Information Source	
Canadian Business and Current Affairs (CBCA)	
Career and Technical Education	
European Business	
OxResearch reports from Oxford Analytica	
Research Library	
Academic Search Complete	
Ocenet Universitas	
Ocenet Administración de empresas	
Fuente Academica	
Hospitality and Tourism Index	
Canadian Newsstand Complete	Newspapers
Newsstand	
Latin American Newsstand	
Asian Business and Reference	Reference material
Hoovers Company Records	
Snapshots Series (market reports set)	Reports
Films On Demand	Videos

Information Technology and Network Technology Collections Content

Databases	Content
ProQuest Dissertation and Thesis	Dissertations and thesis
Safari	eBooks
Ebrary	
e-Libro Cátedra	
Books24x7	
eBook Subscription Academic Collection	
Computers and Applied Sciences Complete	Journals, magazines, documents
Computing	
Research Library	
Telecommunications	

Databases	Content
Academic Search Complete	
Fuente Académica	
Library, Information Science and Technology Abstracts	
Latin American Newsstand	Newspapers
Newsstand	
Films On Demand	Videos

Criminal Justice Collection Content

Databases	Content
ProQuest Dissertation and Thesis	Dissertations and thesis
Ebrary	eBooks
e-Libro Cátedra	
eBook Subscription Academic Collection	
Digitalia	
Criminal Justice Abstracts with Full text	Journals, magazines, documents, reference material
Career and Technical Education	
Criminal Justice Periodicals	
Political Science	
Psychology Journals	
Religion	
Research Library	
Social Science Journals	
Sociology	
PRISMA (Publicaciones y Revistas Sociales y Humanísticas)	
Academic Search Complete	
Ocenet Universitas	
Fuente Academica	
Index to Legal Periodicals and Books Full Text	
National Criminal Justice Reference Service	
Abstracts	
SocINDEX with Full Text	
World Politics Review	
Military Collection	
LexJuris	Legal documents
WestLaw	
Canadian Newsstand Complete	Newspapers
Newsstand	
Latin American Newsstand	
Films On Demand	Videos

Educational Leadership Collection Content

Databases	**Content**
ProQuest Dissertation and Thesis	Dissertations and thesis
Ebrary	eBooks
e-Libro Cátedra	
eBook Subscription Academic Collection	
Digitalia	
ERIC	
Educational Administration Abstracts - HOST	
Career and Technical Education	
Education Journals	
Political Science	
Psychology Journals	
Religion	
Research Library	Journals, documents, reference material, magazines, reports
Social Science Journals	
Sociology	
PRISMA (Publicaciones y Revistas Sociales y Humanístic	
Academic Search Complete	
Ocenet Universitas	
Fuente Academica	
Library, Information Science and Technology Abstracts	
SocINDEX with Full Text	
World Politics Review	
Education Research Complete	
Canadian Newsstand Complete	
Newsstand	Newspapers
Latin American Newsstand	
Films On Demand	Videos

Academic Calendars

For updated academic calendar please refer to: https://online.nuc.edu/en/about-us/academic-calendar/

Academic Calendars for Semester Term programs

Doctoral degree and Undergraduate programs

Academic Term: 2024 FALL B – 10/23/2024 to 2/25/2025

Activities	**16 weeks 10/23/2024 to 2/25/2025**	**Module 2: 8 weeks 10/23/2024 to 12/10/2024**	**Module 2: 8 weeks 1/8/2025 to 2/25/2025**
Beginning of the term and LMS platform opens for online courses	10/23/2024	10/23/2024	1/8/2025
Period of changes: academic program and concentration.[1]	10/23/2024 to 11/4/2024	10/23/2024 to 11/4/2024	-
Deadline for changing grades from the previous term or Module.	11/4/2024	11/4/2024	1/22/2025
Last day for teachers to remove incompletes from the previous term or Module in lecture or laboratory courses.	11/4/2024	11/4/2024	1/22/2025
Extended Enrollment	10/23/2024 to 11/5/2024	10/23/2024 to 11/5/2024	-
Last day to complete a Program Change application (next term)	11/18/2024	11/18/2024	-
Last day for teachers to remove incompletes from the previous term practice courses that applies.	12/7/2024	12/7/2024	-
Period expires to receive Official Credit Transcript to validate request for validation of courses for new students of the current term.	12/14/2024	12/14/2024	-
Last day to request partial or total withdrawal	2/18/2024	12/3/2024	2/18/2024
Mid Term Grades due from Faculty	12/16/2024 to 12/21/2024	11/11/2024 to 11/16/2024	1/27/2025 to 2/1/2025
Week to present Competency Exams	10/23/2024 to 10/29/2024	9/16/2024 to 9/21/2024	11/12/2024 to 11/16/2024
Last day to submit Graduation Application	12/27/2024		
Enrollment and Financial Counseling for the next term (January 2025 SPRING A)	1/13/2025 to 1/24/2025		
Registration confirmation period begins for January 2025 SPRING A	2/13/2025		
Final Exams Week	2/19/2025 to 2/25/2025	12/4/2024 to 12/10/2024	2/19/2025 to 2/25/2025
Last day to request an incomplete grade	2/25/2025	12/10/2024	2/25/2025
End of Course	2/25/2025	12/10/2024	2/25/2025
The period expires for teachers to register grades on the Faculty portal	2/28/2025	12/13/2024	2/28/2025
Publication of grades at Portal	3/3/2025	12/16/2024	3/3/2025

*Note: In the calendar holidays are not considered. This calendar is subject to change.

[1]Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.

Academic Term: 2025 SPRING A – 1/8/2025 to 4/29/2025

Activities	**16 weeks 1/8/2025 to 4/29/2025**	**Module 1: 8 weeks 1/8/2025 to 2/25/2025**	**Module 2: 8 weeks 3/10/2025 to 4/29/2025**
Beginning of the term and LMS platform opens for online courses	1/8/2025	1/8/2025	3/10/2025
Period of changes: academic program and concentration.[1]	1/8/2025 to 1/20/2025	1/8/2025 to 1/20/2025	-
Deadline for changing grades from the previous term or Module.	1/20/2025	1/20/2025	3/22/2025
Last day for teachers to remove incompletes from the previous term or Module in lecture or laboratory courses.	1/20/2025	1/20/2025	3/22/2025
Extended Enrollment	1/8/2025 al 1/20/2025	1/8/2025 al 1/20/2025	-
Last day to remove courses without attendance, Partial Show (PS)	1/17/2025	1/17/2025	-
Last day to reinstall courses without attendance, Partial Show (PS)	1/18/2025	1/18/2025	-
Last day for teachers to remove incompletes from the previous term practice courses that applies.	2/22/2025	2/22/2025	-
Period expires to receive Official Credit Transcript to validate request for validation of courses for new students of the current term.	2/22/2025	2/22/2025	-
Last day to request partial or total withdrawal	4/26/2025	2/22/2025	4/26/2025
Last day to Mid Term Grades due from Faculty	2/21/2025	1/31/2025	4/4/2025
Week to present Competency Exams	2/17/2025 to 2/21/2025	1/27/2025 to 1/31/2025	3/31/2025 to 4/4/2025
Last day to submit Graduation Application	4/9/2025		
Financial Counseling for May 2025 SUMMER A	3/9/2025 to 3/24/2025		
Final Exams Week	4/23/2025 to 4/29/2025	2/19/2025 to 2/25/2024	4/23/2025 to 4/29/2025
Last day to request an incomplete grade	4/29/2025	2/25/2025	4/29/2025
End of Course	4/29/2025	2/25/2025	4/29/2025
The period expires for teachers to register grades on the Faculty portal	4/30/2025	2/26/2025	4/30/2025
Publication of grades at Portal	5/2/2025	2/28/2024	5/2/2025

*Note: In the calendar holidays are not considered. This calendar is subject to change.

[1]Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.

Academic Term: 2025 SPRING B – 3/10/2025 to 6/24/2025

Activities	**16 weeks 3/10/2025 to 6/24/2025**	**Module 1: 8 weeks 3/10/2025 to 4/29/2025**	**Module 2: 8 weeks 5/5/2025 to 6/24/2025**
Beginning of the term and LMS platform opens for online courses	3/10/2025	3/10/2025	5/5/2025
Period of changes: academic program and concentration.[1]	3/10/2025 to 3/22/2025	3/10/2025 to 3/22/2025	-
Deadline for changing grades from the previous term or Module.	3/22/2025	3/22/2025	5/17/2025
Last day for teachers to remove incompletes from the previous term or Module in lecture or laboratory courses.	3/22/2025	3/22/2025	5/17/2025
Extended Enrollment	3/10/2025 to 3/24/2025	3/10/2025 to 3/24/2025	-
Last day to remove courses without attendance, Partial Show (PS)	3/21/2025	3/21/2025	-
Last day to reinstall courses without attendance, Partial Show (PS)	3/22/2025	3/22/2025	-
Last day for teachers to remove incompletes from the previous term practice courses that applies.	4/24/2025	4/24/2025	-
Period expires to receive Official Credit Transcript to validate request for validation of courses for new students of the current term.	4/24/2025	4/24/2025	-
Last day to request partial or total withdrawal	6/21/2025	4/26/2025	6/21/2025
Last day to Mid Term Grades due from Faculty	4/25/2025	4/4/2025	5/30/2025
Week to present Competency Exams	4/21/2025 to 4/25/2025	3/31/2025 to 4/4/2025	5/26/2025 to 5/30/2025
Last day to submit Graduation Application	6/4/2025		
Financial Counseling for May 2025 SUMMER B	5/9/2025 to 5/24/2025		
Final Exams Week	6/18/2025 to 6/24/2025	4/23/2025 to 4/29/2024	6/18/2025 to 6/24/2025
Last day to request an incomplete grade	6/24/2025	4/29/2025	6/24/2025
End of Course	6/24/2025	4/29/2025	6/24/2025
The period expires for teachers to register grades on the Faculty portal	6/25/2025	4/30/2025	6/25/2025
Publication of grades at Portal	6/27/2025	5/2/2024	6/27/2025

*Note: In the calendar holidays are not considered. This calendar is subject to change.

[1]Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.

Master degree – 4 Weeks Calendar

Academic Term: 2024 FALL 4W-E – 10/21/2024 to 2/27/2025

Activities	**Module 16 weeks 20246-CW 16** 10/21/2024- 2/27/2025	**Module 8 weeks 2024-6CW8** 10/21/2024- 12/12/2024	**Module 1 2024-6CW** 10/21/2024- 11/14/2024	**Module 2 2024-7CW** 11/18/2024 - 12/12/2024	**Module 8 weeks 2024-8CW8** 1/7/2025 – 2/27/2025	**Module 3 2024-8CCW** 1/7/2025– 1/30/2025	**Module 4 2024-9CW** 2/3/2025- 2/27/2025
Beginning of the term and LMS platform opens for online courses	10/21/2024	10/21/2024	10/21/2024	11/18/2024	1/7/2025	1/7/2025	2/3/2025
Period of changes: academic program and concentration.[1]			10/21/2024 to 10/24/2024				
Deadline for changing grades from the previous term or Module.	10/24/2024	10/24/2024	10/24/2024	11/21/2024	1/10/2025	1/10/2025	2/6/2025
Last day for teachers to remove incompletes from the previous term or Module in lecture or laboratory courses.	10/24/2024	10/24/2024	10/24/2024	11/21/2024	1/10/2025	1/10/2025	2/6/2025
Extended Enrollment	10/21/2024 to 10/24/2024						
Elimination of unattended courses - Partial Show (PS)	10/28/2024	10/28/2024	10/28/2024	11/25/2024	1/13/2025	1/13/2025	2/10/2025
Last day to appeal courses Partial Show (PS)	10/29/2024	10/29/2024	10/29/2024	11/26/2024	1/14/2025	1/14/2025	2/11/2025
Period expires to receive Official Credit Transcript to validate request for validation of courses for new students of the current term.	12/5/2024						
Last day for teachers to remove incompletes from the previous term in applicable practicum courses.	12/5/2024						
Academic Progress Notification (Midterm)	1/9/2025	11/14/2024	10/31/2024	11/28/2024	1/30/2025	1/16/2025	2/13/2025
Last day to submit Graduation Application	1/20/2025						
Enrollment and Financial Counseling for the next term (if necessary)	1/27/2025 to 2/1/2025						
Last day to request partial withdrawal	2/22/2025	12/7/2024	11/9/2024	12/7/2024	2/22/2025	1/25/2025	2/22/2025
Last day to request total withdrawal	2/22/2025						
Last day to request an incomplete grade	2/27/2025	12/12/2024	11/14/2024-	12/12/2024	2/27/2025	1/30/2025	2/27/2025
Exams / Final projects	2/24/2025 to 2/27/2025	12/19/2024 to 12/12/2024	11/11/2024 to 11/14/2024	12/9/2024 to 12/12/2024	2/24/2025 to 2/27/2025	1/27/2025 to 1/30/2025	2/24/2025 to 2/27/2025
End of Course	2/27/2025	12/12/2024	11/14/2024	12/12/2024	2/27/2025	1/30/2025	2/27/2025
The period expires for teachers to register grades on the Faculty portal	2/28/2025 before 12:00 pm	12/13/2024 before 12:00 pm	11/15/2024 before 12:00 pm	12/13/2024 before 12:00 pm	2/28/2025 before 12:00 pm	1/31/2025 before 12:00 pm	2/28/2025 before 12:00 pm
Publication of grades at Portal	3/1/2025	12/14/2024	11/16/2024	12/14/2024	3/1/2025	2/1/2025	3/1/2025

*Note: In the calendar holidays are not considered. This calendar is subject to change.

[1]Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.

Academic Term: 2025 SPRING C 1/7/2025 to 5/1/2025

Activities	**Module 16 weeks 202501-CW 16** 1/7/2025- 5/1/2025	**Module 8 weeks 2025-1CW8** 1/7/2025- 2/27/2025	**Module 1 2025-1CW4** 1/7/2025- 1/30/2025	**Module 2 2025-2CW4** 2/3/2025- 2/27/2025	**Module 8 weeks 2025-3CW8** 3/10/2025- 5/1/2025	**Module 3 2025-3CW4** 3/10/2025- 4/3/2025	**Module 4 2025-3CCW4** 4/7/2025- 5/1/2025
Beginning of the term and LMS platform opens for online courses	1/7/2025	1/7/2025	1/7/2025	2/3/2025	3/10/2025	3/10/2025	4/7/2025
Period of changes: academic program and concentration.[1]			1/7/2025 to 1/11/2025				
Deadline for changing grades from the previous term or Module.	1/11/2025	1/11/2025	1/11/2025	2/7/2025	3/14/2025	3/14/2025	4/11/2025
Last day for teachers to remove incompletes from the previous term or Module in lecture or laboratory courses.	1/11/2025	1/11/2025	1/11/2025	2/7/2025	3/14/2025	3/14/2025	4/11/2025
Extended Enrollment	1/11/2025						
Elimination of unattended courses - Partial Show (PS)	1/11/2025	1/11/2025	1/11/2025	2/7/2025	3/14/2025	3/14/2025	4/11/2025
Last day to appeal courses Partial Show (PS)	1/12/2025	1/12/2025	1/12/2025	2/8/2025	3/15/2025	3/15/2025	4/12/2025
Period expires to receive Official Credit Transcript to validate request for validation of courses for new students of the current term.	2/21/2025						
Last day for teachers to remove incompletes from the previous term in applicable practicum courses.	2/21/2025						
Academic Progress Notification (Midterm)	2/20/2025	1/30/2025	1/16/2025	2/13/2025	4/3/2025	3/20/2025	4/17/2025
Last day to submit Graduation Application	4/11/2025						
Enrollment and Financial Counseling for the next term (if necessary)	3/8/2025 to 3/23/2025						
Last day to request partial and total withdrawal	4/24/2025	2/20/2024	1/23/2025	2/20/2025	4/24/2025	3/27/2025	4/24/2025
Last day to request an incomplete grade	5/1/2025	2/27/2025	1/30/2025	2/27/2025	5/1/2025	4/3/2025	5/1/2025
Exams / Final projects	5/1/2025	2/27/2025	1/30/2025	2/27/2025	5/1/2025	4/3/2025	5/1/2025
End of Course	5/1/2025	2/27/2025	1/30/2025	2/27/2025	5/1/2025	4/3/2025	5/1/2025
The period expires for teachers to register grades on the Faculty portal	5/2/2025 before 12:00 pm	2/28/2025 before 12:00 pm	1/31/2025 before 12:00 pm	2/28/2025 before 12:00 pm	5/2/2025 before 12:00 pm	4/4/2025 before 12:00 pm	5/2/2025 before 12:00 pm
Publication of grades at Portal	5/4/2025	3/2/2025	2/2/2025	3/2/2025	5/4/2025	4/6/2025	5/3/2025

*Note: In the calendar holidays are not considered. This calendar is subject to change.

[1]Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.

Academic Term: 2025 SPRING D 2/3/2025 to 5/29/2025

Activities	**Module 16 weeks 202502-CW 16** 2/3/2025- 5/29/2025	**Module 8 weeks 2025-2CW8** 2/3/2025- 4/3/2025	**Module 1 2025-2CW4** 2/3/2025- 2/27/2025	**Module 2 2025-3CW4** 3/10/2025- 4/3/2025	**Module 8 weeks 2025-3CCW8** 4/7/2025- 5/29/2025	**Module 3 2025-3CCW4** 4/7/2025- 5/1/2025	**Module 4 2025-4CW4** 5/5/2025- 5/29/2025
Beginning of the term and LMS platform opens for online courses	2/3/2025	2/3/2025	2/3/2025	3/10/2025	4/7/2025	4/7/2025	5/5/2025
Period of changes: academic program and concentration.[1]			2/3/2025 to 2/7/2025				
Deadline for changing grades from the previous term or Module.	2/7/2025	2/7/2025	2/7/2025	3/14/2025	4/11/2025	4/11/2025	5/9/2025
Last day for teachers to remove incompletes from the previous term or Module in lecture or laboratory courses.	2/7/2025	2/7/2025	2/7/2025	3/14/2025	4/11/2025	4/11/2025	5/9/2025
Extended Enrollment	2/7/2025						
Elimination of unattended courses - Partial Show (PS)	2/7/2025	2/7/2025	2/7/2025	3/14/2025	4/11/2025	4/11/2025	5/9/2025
Last day to appeal courses Partial Show (PS)	2/8/2025	2/8/2025	2/8/2025	3/15/2025	4/12/2025	4/12/2025	5/10/2025
Period expires to receive Official Credit Transcript to validate request for validation of courses for new students of the current term.	3/20/2025						
Last day for teachers to remove incompletes from the previous term in applicable practicum courses.	3/20/2025						
Academic Progress Notification (Midterm)	3/27/2025	2/27/2025	2/13/2025	3/20/2025	5/1/2025	4/17/2025	5/15/2025
Last day to submit Graduation Application	5/9/2025						
Enrollment and Financial Counseling for the next term (if necessary)							
Last day to request partial and total withdrawal	5/22/2025	3/27/2024	2/20/2025	3/27/2025	5/22/2025	4/24/2025	5/222025
Last day to request an incomplete grade	5/29/2025	4/3/2025	2/27/2025	4/3/2025	5/29/2025	5/12025	5/29/2025
Exams / Final projects	5/29/2025	4/3/2025	2/27/2025	4/3/2025	5/29/2025	5/12025	5/29/2025
End of Course	5/29/2025	4/3/2025	2/27/2025	4/3/2025	5/29/2025	5/12025	5/29/2025
The period expires for teachers to register grades on the Faculty portal	5/30/2025 before 12:00 pm	4/4/2025 before 12:00 pm	2/28/2025 before 12:00 pm	4/4/2025 before 12:00 pm	5/30/2025 before 12:00 pm	5/2/2025 before 12:00 pm	5/30/2025 before 12:00 pm
Publication of grades at Portal	6/1/2025	4/6/2025	3/2/2025	4/6/2025	6/1/2025	5/4/2025	6/1/2025

*Note: In the calendar holidays are not considered. This calendar is subject to change.

[1]Any course added to the existing academic program after this date may change the amount eligible for T IV Federal Pell Grant. Please contact the Financial Aid Office and Bursar Office for the impact on your account.

Academic Calendars for Quarter Terms programs

Add/Drop Period and Incomplete Request Grade Change Deadline Academic Calendar

Course Start Date	Course End Date	Add/Drop Deadline	Incomplete Grade Change Deadline
January 13, 2025	February 6, 2025	January 20, 2025	February 20, 2025
February 10, 2025	March 6, 2025	February 17, 2025	March 20, 2025
March 10, 2025	April 3, 2025	March 17, 2025	April 17, 2025
April 7, 2025	May 1, 2025	April 14, 2025	May 15, 2025
May 5, 2025	May 29, 2025	May 12, 2025	June 12, 2025
June 2, 2025	June 26, 2025	June 9, 2025	July 10, 2025
June 30, 2025	July 24, 2025	July 7, 2025	August 7, 2025
July 28, 2025	August 21, 2025	August 4, 2025	September 4, 2025
August 25, 2025	September 18, 2025	September 1, 2025	October 2, 2025
September 22, 2025	October 16, 2025	September 29, 2025	October 30, 2025
October 20, 2025	November 13, 2025	October 27, 2025	November 27, 2025
November 17, 2025	December 17, 2025	November 24, 2025	January 22, 2026

Make-Up Day Schedule

Holiday Date	Holiday	Make-Up Day
January 20, 2025	Martin Luther King Day	Tuesday, January 21, 2025
May 26, 2025	Memorial Day	Tuesday, May 27, 2025
June 19, 2025	Juneteenth Day	Tuesday, June 17, 2025
September 1, 2025	Labor Day	Tuesday, September 2, 2025

Scheduled Breaks

Programs begin periodically throughout the year. Enrollment is ongoing. Beginning and ending dates vary throughout the year and represent an academic year. For holidays, see the Scheduled Breaks above. Start Dates are subject to change.

2025 Holidays Calendar

(Campus closed)

January 1, 2025	New Year's Day
January 20, 2025	Martin Luther King Day
May 26, 2025	Memorial Day
June 19, 2025	Juneteenth Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 11, 2025	Veteran's Day
November 25 to 28	Fall Break
November 27, 2025	Thanksgiving Day
November 28, 2025	Day after Thanksgiving
December 18, 2025 to January 6, 2026	Winter Break
December 24 and 25, 2025	Christmas
December 31, 2025	New Year's Eve
January 1, 2026	New Year's Day

GENERAL POLICIES AND CONSUMER INFORMATION

Institutional General Policies and Consumer Information

Special Facilities and Services Available to Students with Disabilities

NUC University is committed to providing services to students with disabilities. This has resulted in positive attitudes on behalf of faculty, administrative and support personnel. The facilities are essentially barrier free and include ramps, elevators (not all campuses) and handicapped accessible bathrooms. In terms of services, NUC University supports students who self-identify a disability and provide documentation of their disability from an appropriate source. If students have disabilities that require special accommodations in terms of learning, mobility or class access, it is incumbent upon the student to contact the Student Services Office and provide this information.

Visitors

The presence of visitors is limited to the administrative areas. In order to access any other area, a representative of the institution must accompany them. Children's access to classrooms is not permitted. Their presence is limited to the administrative area, while accompanied by an adult, for their own safety.

Educational Resources

Educational resources are those academic support services provided by the Institution to students, faculty, administration and alumni. These resources consist of laboratories and the Educational Resources Centers with access to technology.

Classrooms and Labs

The institution has the classrooms and labs required by the academic programs. The labs provide instructional equipment and materials that support the achievement of each program's educational objectives.

Uniforms

In the case of programs required the use of the institutional uniform, it is the responsibility of each student to wear the uniform designated for the program during classes with lab and externship components. For academic programs not assigned an institutional uniform, students must meet the student standard of professional appearance and image.

Publications

The Financial Aid Student Guide and the Student Handbook supplement this Catalog. The purpose of this publication is to increase the information offered to students in relation to the norms, procedures and policies that are in force within our Institution.

Posters or Promotions

The placement or distribution of announcements must have the locations authorities' approval. Placement of announcements or distribution of promotional materials is not permitted without previous authorization. In addition, it is prohibited to promote particular interests of students or entities.

Housing and Transportation

However, it does provide transportation in some locations and established routes. Not all locations have this service available, please check with your location for more information.

Prevention of Cyberbullying Policy

In keeping with the prevention of cyberbullying, defined as bullying through electronic information (text messages, websites, mobile, social media, email, instant messaging, blogs, etc…), NUC University recognizes the right of students to their personal safety; free from harassment and intimidation by technology (cyberbullying); to study in a healthy environment; for their privacy and personal dignity; to an education that enable them to pursue higher education or provide them access into the labor market within and outside Puerto Rico, and to organize and participate in the activities of their study centers.

The Institution will not allow any student to be exposed to treatment that will cause emotional distress and concern. The institution will not allow threats, sexual connotations, pejorative labels written in different electronic media regarding false and defamatory information of any student.

If a student understands that is being cyber bullied, they have the right to file a complaint with the Counselors Office. The counselor will provide immediate intervention to the concerned student and will guide through the process of filing a complaint against the offending student.

Non Discrimination Policy

NUC University promotes a healthy environment, free from intimidation, harassment and discrimination and in an affirmative manner, prevent, discourage and attends any conduct that could be interpreted as discriminatory on the basis of sex in accordance with the amendments on Title IX which states that:
"No person in the United States and territories shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

It is policy to ensure equal opportunities to their applicants for job and admissions, as well as students and employees, both in terms of educational opportunities and employment, as in the enjoyment of academic services and programs offered and on terms and conditions of employment. The Institution does not exclude from participation, deny benefits, or discriminate against any person regardless of gender, sexual orientation, gender identity, status of full or part time studies, disability, race or national origin in its programs and educational activities.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, NUC University designated Ms. Yamaira Serrano, Human Resources Director, as its Title IX Coordinator. The following nondiscrimination policy and grievance procedures are hereby published to address any complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. NUC University does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
2. The Title IX Coordinator for the Institution is Ms. Yamaira Serrano, Institutional Human Resources Director, NUC University. She can be contacted at the Human Resources Office, Ave. Ponce de León #61 San Juan, PR 00917, telephone (787)982-3000.
3. All inquiries concerning the application of Title IX and its implementing regulations may be referred to the Institutional Human Resources Director or to the Office for Civil Rights of the US Department of Education at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.

4. Any complaints of discrimination based on age, race, color, place of birth, social origin or condition, physical or mental handicap or political or religious beliefs will also follow the grievance procedures policy mentioned below and as described in the Student Handbook and institutional policies.
   The following procedure should be followed in order to file/address complaints of discrimination on the basis of sex in educational programs and activities at this institution.
   a. The student or employee should submit their complaint in writing to the Human Resources Office to the attention of the Institutional Human Resources Director of the NUC University.
   b. The complaint will be reviewed by the designated officials within five business days after filing.
   c. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

Registered Sex Offenders / Sexual Predators in Florida

In 1996, Megan's Law became federal law. Megan's Law requires state and local law enforcement agencies in all 50 states to notify colleges, schools, day care centers and parents about the presence of dangerous offenders. The Florida Department of Corrections advises NUC-FTC when registered sexual offenders / sexual predators may be enrolling or may be enrolled. Information regarding registered sex offenders / sexual predators in Florida may be found at the FDLE Registered Sex Offenders website at https://offender.fdle.state.fl.us/offender/sops/home.jsf; by phone 1-888-357-7332, TTY/TTD users dial 711 to connect with the telecommunications relay service (TRS); or by email at sexpred@fdle.state.fl.us

Continuity of Offering Courses According with the Curricular Sequence

NUC University is committed to the academic development of its students and in providing learning opportunities that trains them to incorporate into the workforce in the maximum time allowed under the Satisfactory Academic Progress Policy.

The Institution is responsible for providing continuity to the programs after the student is admitted to the program. Likewise, keeps each program with an updated course outline, which serves as a guide to the academic community to maintain an effective courses offering. Students who come in as transfer and with validate courses will be oriented to eventually enter the sequence of their program. The Institution takes into consideration the needs of courses as students' progress following the pace of studies stipulated in the sequential and academic offerings. NUC will ensure that students who follow the curriculum sequence and take scheduled courses can complete their program of study in the time regulated by the Satisfactory Academic Progress Policy.

Students will be responsible for taking the courses when scheduled in order to avoid have pending courses when close to completion of their studies. Students will be responsible in keeping control of their study program and assume the consequences of courses withdrawn without a valid reason. However, the institution reserves the right to eliminate course, consolidate sections, make changes in the programs, or request moratorium on study programs when deemed necessary or appropriate according to institutional circumstances. This policy applies to all academic programs offered at the institution.

Continuity of the Offering to Students Enrolled in Programs to Be Closed or Placed in Moratorium

When an academic program is placed on moratorium or termination status, neither new students nor reentries will be permitted to enroll. For active currently enrolled students in these programs, NUC University will ensure that the necessary courses that these students need to complete their programs are offered in accordance

with the curricula of these programs. However, if a student withdraws from a course or discontinues studies in the academic program that was placed on a moratorium, NUC University does not guarantee the offer of the course or program.

In the case of inactive students that wish to reenter a program that has either been placed on moratorium status or is planned to be terminated, they will have the option of transferring to another program that is being offered, and request a transfer of credits in accordance with the Transfer of Credit policy of NUC.

Institutional Security Policy / Crime Statistical Data (Clery Act)

NUC University recognized as legitimate institutional interest to facilitate the protection of life and safety by keeping a safe environment for students, employees and visitors. State and federal law requires educational institutions that receive Title IV funds the responsibility of providing protection and security to the members of its academic community. NUC reaffirms commitment to improve and expand security measures and protection in favor of the academic community and all external community that benefits from the services of the institution. Promoting healthy lifestyles prevention and security programs that help improve the quality of life of our community.

This policy aims to promote and maintain a safe working and study environment, risk-free, violence and danger. It also recognizes the right of students, prospects, and academic community in general to be informed about any criminal act occurred on campus and on public property, also data is collected, information is disclosed and the community is kept informed throughout about criminal incidents occurred at NUC University's locations. Anyone who by action or omission violates any state or federal statute shall be subject to disciplinary measures established by the institution or may be civil or criminally prosecuted by the laws that apply.

For the complete Annual Security Report and Crime Statistical Data please visit:
https://www.nuc.edu/politicas/.

Institutional Policy on the Manufacture, Distribution, Supply, Illegal Use of Controlled Substances and Alcohol Use and Abuse

The use and abuse of drugs and alcohol is detrimental to human welfare and development. NUC University is aware of the problem it presents to its employees and students, therefore has the commitment to promote a healthy work and study environment, free of the difficulties and limitations caused by the use and abuse of controlled substances and alcohol by the students and the personnel who provide and receive services. It responds to the serious consequences that the use of such substances represents for the service and for the proper execution of the tasks and assignments to be performed by the student, employee or official in question. The presence of controlled substances and alcohol in the workplace and studies can manifest itself in various ways that can directly affect the safety, quality of services, productivity and physical and emotional health of staff and students. As a result of this concern, state and federal legislation has been passed to combat the use and abuse of controlled substances and alcohol.

The Institution adopts an active policy to prevent, by all possible and available means, the manufacture, distribution, supply, possession, and illegal use of these controlled substances in this Institution, as defined in Act No. 4 of June 23, 1971, the Controlled Substances Act of Puerto Rico. The use and abuse of alcohol is also prohibited in harmony with the Drug-Free Schools and Communities Act (Public Law No. 101-226) of December 12, 1989.

For the complete institutional policy, please visit: https://www.nuc.edu/politicas/.

Institutional Policy and Process Anti-Hazing

Policy Statement

NUC University is committed to promoting a safe, respectful, and harassment-free educational environment. This policy aims to prevent, detect, and sanction any conduct related to hazing within our academic communities.

The term "hazing" means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
   a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
   b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
   c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
   d. causing, coercing, or otherwise inducing another person to perform sexual acts;
   e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
   f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
   g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

NUC University strictly prohibits all forms of hazing including, but not limited to:

- Direct participation in hazing acts.
- Inciting or forcing others to participate.
- Witnessing and failing to report such acts.
- Concealing or allowing such practices within student groups.

Any violation of this policy may result in severe disciplinary actions including, but not limited to:

- Suspension or expulsion of the offending student.
- Sanctions against the student organization involved, including deactivation.
- Referral to police and judicial authorities.

NUC University encourages all members of the community to report any acts of hazing. Reports may be submitted confidentially through:

- Campus Director of Student Affairs at Puerto Rico Campuses
- Executive Director or their designee at Puerto Rico Technical Divisions and CCU Campuses
- Academic Dean at NUC Online

NUC University provides confidentiality and prohibits retaliation against anyone who, in good faith, reports an act of hazing.

The above excerpts are from the institutional policy, which is summarized here for brevity.

Student Right to Know Information Disclosures

The federal Student Right To Know Act requires that annually (no later than July 1) institutions of postsecondary education prepare and disseminate information about their graduation rates of full-time, first-time in undergraduate programs leading to a certificate, associate's or bachelor's degree. In addition, the institution must also provide information on:

- Graduation rates disaggregated by gender, by each major racial and ethnic subgroup as defined by the Integrated Postsecondary Education Data System (IPEDS), by recipients of a Federal Pell Grant, by recipients of a Federal Direct Loan (other than a Federal Direct Unsubsidized Stafford Loan) who did not receive a Federal Pell Grant, and recipients of neither a Federal Pell Grant nor a Federal Direct Loan (other than a Federal Direct Unsubsidized Stafford Loan),
- Retention rates reported to IPEDS,
- Placement rates and types of employment obtained by graduates, and
- Types of graduate and professional education in which graduates of the institution's four-year degree programs have enrolled.

For the complete disclosure, please visit: https://www.nuc.edu/politicas/.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

For the complete notification, please visit: https://www.nuc.edu/politicas/.

DOCTORAL DEGREE IN BUSINESS ADMINISTRATION ACADEMIC PROGRAM

Doctorate in Business Administration with Specialty in Strategic Management

DESCRIPTION

The Doctorate in Business Administration (DBA) program with a specialization in Strategic Management will prepare students in formulating, implementing, and controlling business strategies within an organization. They will apply strategies for analyzing the challenges that companies face today, such as strategic management of information systems and financial and market decisions that support corporate strategy. Likewise, students will develop critical skills to lead teams within companies, superior skills for strategic management, and profound knowledge of theory and applied research in business. Program graduates will be able to work in high-level leadership positions in private corporations, non-profit organizations, and government agencies. In addition, they will be able to work as organizational consultants or university professors.

OBJECTIVE

The Doctorate program in Business Administration program with specialty in Strategic Management will prepare students with the necessary professional and research competencies in the business world. Graduates of this program will integrate theoretical foundations from a strategic perspective of modern trends in administrative sciences. Furthermore, they will develop ethical leadership according to global standards of business sustainability, innovation, and change management.

LANGUAGE OPTION AND MODALITY

- Available in Spanish and English languages via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: DBA

Core Courses:

DBA 7000	Introduction to Doctoral Studies	3
DBA 7010	Business Economy	3
DBA 7020	Strategic Marketing	3
DBA 7100	Strategic Financial Analysis	3
DBA 7110	Human Resources Strategic Development	3
DBA 7200	Business Innovation Management	3
DBA 7210	Global Strategic Management	3
DBA 7300	Quantitative Methods and Metrics for Decision Making	3
REME 7000	Research Methodology for Businesses	3
STAT 7000	Statistics for Business Research	3
		30

Specialty Courses:

STRA 8000	Corporate Strategy	3
STRA 8100	Strategic Management	3
STRA 8200	Strategic Organizational Leadership	3
STRA 8300	Information Systems Strategic Management	3
		12

Research/Dissertation Courses:

RESE 9000	Dissertation Seminar	6
RESE 9100	Dissertation I	6
RESE 9200	Dissertation II	6
		18

TOTAL CREDITS	**60**

NOTES:

- *All core and specialty courses must be approved with at minimum grade of "B".*
- *Dissertation courses are approved (P), in progress (IP), or not approved (NP).*
- *The Doctorate in Business Administration with Specialty in Strategic Management program requires successful completion of all required courses and meeting graduation requirements. Generally, students will need to complete continuation courses. Continuation courses are research/dissertation courses that allow students to continue to work on their dissertation until the doctoral dissertation defense is approved or the maximum time to complete the program is met. Students who take continuation courses will extend the time to complete their program and will incur additional tuition and fees, as published in the catalog.*

DOCTORAL DEGREE IN BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

DBA 7000: Introduction to Doctoral Studies: 3 credits
In this course, students will examine the requirements of the Doctorate in Business Administration (DBA), as well as the resources and support available at the doctoral level. They will analyze general aspects of the academic journey in the program by attending a series of lectures. Students will value the importance of doctoral research and the use of the Publication Manual of the American Psychological Association for academic writing and research. Likewise, they will argue about topics related to doctoral research, academic honesty, ethics, and strategies for presenting and publishing research.

DBA 7010: Business Economy: 3 credits
In this course, students will analyze economic information on business activities and their environment based on the economic theory of entrepreneurship. They will also prepare statistical and economic reports for decision-making. In addition, Students will support an economic analysis for decision-making regarding the implementation of new strategies and improvements in a business or enterprise.

DBA 7020: Strategic Marketing: 3 credits
In this course, students will integrate the strategic planning process into the design of marketing programs and an organization's general mission and vision. They will evaluate the corporate environment in the creation of ethical and socially responsible marketing strategies. Students will justify strategic marketing decisions made by the business leader, such as branding, as well as product, price, place, and promotion strategies.

DBA 7100: Strategic Financial Analysis: 3 credits
In this course, students will examine the fundamental principles of corporate finances, and the methods and tools commonly used by financial managers in the business environment. They will determine economic aspects that influence financial decision-making. Students will discuss long- and short-term investment opportunities, capital structure balance, and capital project management.

DBA 7110: Human Resources Strategic Development: 3 credits
In this course, students will value key human resources management roles from a strategic perspective. They will examine talent acquisition and development policies and processes. Furthermore, they will evaluate the performance management process. Students will integrate organizational development processes and initiatives into human resources management.

DBA 7200: Business Innovation Management: 3 credits
In this course, students will analyze fundamentals and models of creativity and innovation for the design of innovative business strategies. They will examine tools for innovation management, such as the generation of ideas to foster successful business efforts and achieve a competitive advantage at the local and global levels. Likewise, students will apply strategies and tools for the sustainability and success of creative and innovative companies.

DBA 7210: Global Strategic Management: 3 credits
In this course, students will analyze the theoretical and practical fundamentals of global strategic management. They will evaluate the creation of value and competitive advantage through the international expansion of companies and the management of the structure, coordination, and control of operations dispersed across borders. Likewise, they will justify the practical application of theoretical assumptions from recent empirical research in identifying real-world business issues and possible lines of investigation.

DBA 7300: Quantitative Methods and Metrics for Decision Making: 3 credits
In this course, students will examine the role Administrative Sciences play in the decision-making process, in conceptual terms. They will identify the problems, opportunities, and decisions faced by managers in the current business world. Students will analyze the topics of descriptive and inferential statistics, as well as the mathematical models used in management for decision making

REME 7000: Research Methodology for Businesses: 3 credits
In this course, students will critically evaluate the different aspects of quantitative, qualitative, and mixed research methods. They will analyze the ethical principles for the protection of the rights of participants in a research study, including data confidentiality, privacy, autonomy, and dignity. They will also use the processes for writing research objectives and questions, preparing the literature review, and collecting and analyzing relevant data for a research paper.
Prerequisites: STAT 7000

RESE 9000: Dissertation Seminar: 3 credits
In this course, students will write the prospectus for their doctoral dissertation in the business field. They will establish the research problem, the significance of its study, the theoretical or conceptual framework, as well as the research questions. Finally, they will justify the appropriate methodology and design for their research.
Prerequisites: DBA 7000, 7010, 7020, 7100, 7110, 7200, 7210, 7300, REME 7000, STAT 7000, STRA 8000, 8100, 8200, 8300

RESE 9100: Dissertation I: 3 credits
In this course, students will develop their research proposal. They will justify their research problem and the relevant literature that supports their work. Students will identify possible research questions and hypotheses and the proper methodology. They will verify the articulation of their research proposal's components. They will verify their research according to the feedback of their peers and director. Finally, students will submit their research proposal for evaluation and approval of the Institutional Review Board (IRB).
Prerequisite: RESE 9000

RESE 9200: Dissertation II: 6 credits
In this course, students will execute the research protocol for data collection, as proposed and approved by the Institutional Review Board (IRB). They will apply the appropriate analysis to their research design to ensure a reliable interpretation of data. Furthermore, they will present the conclusions and recommendations of their research. They will produce the final dissertation document, demonstrating their academic capacity for analysis, evaluation, and synthesis of the knowledge acquired through the research. Finally, they will defend their dissertation before the members of the Dissertation Committee and the academic community.
Prerequisite: RESE 9100

STAT 7000: Statistics for Business Research: 3 credits
In this course, students will apply statistical techniques, such as hypothesis tests and sampling, inferential statistics, and nonparametric tests, among others to be used in research for population analysis and decision-making in business settings. They will interpret statistical concepts related to correlation and multivariate methods. They will determine the adequate methods for the use of time series and forecasts done with various methodologies.

STRA 8000: Corporate Strategy: 3 credits
In this course, students will contrast strategic vision and contemporary organizational policy. They will evaluate the fundamentals and processes of formulation, development, implementation, and evaluation of the corporate strategy. Students will also design a corporate strategy with a focus on market positioning.

STRA 8100: Strategic Management: 3 credits
In this course, students will apply the fundamental principles of strategic management by critically evaluating the techniques, strategies, and models inherent in the execution of business strategies. They will critically analyze the positioning of a company to design the strategy that best suits the corporate objectives. In addition, students will evaluate the implementation process of business strategies for decision-making from a strategic, competitive, and sustainable perspective. *Prerequisites: STRA 8000*

STRA 8200: Strategic Organizational Leadership: 3 credits

In this course, students will evaluate the paradigms and trends of strategic organizational leadership in the operation of local or global businesses. They will determine the impact of leadership styles on the management of human talent in organizations. Additionally, they will propose strategies for human talent management that promote organizational effectiveness.

STRA 8300: Information Systems Strategic Management: 3 credits

In this course, students will evaluate the fundamentals of strategic planning and the implementation of information systems for the effective management of an organization. They will examine literature related to the use of data and service management strategies for enhancing a company's competitive position. Finally, students will develop a proposal for integrating information technology (IT) into an organization's operations, which includes strategies to address the challenges and opportunities related to its implementation.

MASTER'S DEGREES IN BUSINESS ADMINISTRATION ACADEMIC PROGRAMS

Master's Degree in Business Administration

DESCRIPTION

The Master's Degree in Business Administration (MBA) program develops skills from all functional areas of business. This program provides the principal concepts of the view of the purpose, operation and management of business entities. This program provides a graduate education in foundational business practices, such as accounting, finance, marketing and management. Students can guide the degree in fields as diverse as planning and strategy and digital marketing industry. Graduates of this program will be able to apply business policy and decision-making as well as be able to understand management theory and organizational behavior.

OBJECTIVE

The graduates of the **Master's Degree in Business Administration** will be able to implement management principles, while applying the process and analysis of optimal evaluation to contemporary business problems. Manage organizations within a dynamic and competitive global environment, using proper business tools for qualitative and quantitative research and resolve organizational problems. Furthermore, evaluate business theories according to their relevance and application to the world of global business and develop professionally with an appreciation of the importance of social responsibility, ethics, and excellence.

In **Digital Marketing** will train students in the application of analytical skills to formulate digital marketing strategies and measure their effectiveness. Students will develop a strategic mindset toward company achievements through the application of creative and innovative solutions and the use of digital communication channels, such as social networks, websites, SEM, and SEO. Likewise, they will employ action plans that include strategies for enhancing a company's brand through digital marketing.

In **Healthcare Management** prepares students with fundamental knowledge in managing the functional areas of marketing, accounting, and finance. Graduates of this program will integrate managerial, legal, and ethical principles into the operational decision-making processes of a company that provides health services. In addition, students will develop competencies in project management and health information management.

In **Human Resources** will prepare students with the knowledge needed for managing human talent, organizations, and work environments. Students will develop interpersonal and leadership skills as well as competencies in business acumen to create initiatives that align with organizational strategies. They will also apply strategic thinking to effectively manage a human resources department based on ethics, legal compliance, and the creation of a diverse and inclusive work environment.

In **Management** will equip students with the management and leadership competencies necessary to overcome challenges, make the most of opportunities, and achieve success and organizational sustainability in the contemporary business environment. Students will examine global initiatives for the implementation of effective strategies and consider economic, political, and cultural factors when making ethical strategic decisions. Likewise, they will use project management and human capital management skills.

In **Planning and Strategy** aspires to develop professionals with the necessary knowledge and skills to manage daily and non-routinary operations within the company. The graduates from this program will be able to develop strategic projects and at the same time participate effectively in the management of operations. Furthermore, the student will be able to manage quantitative, qualitative, comparative, and analytical methodological tools, as well as tools in planning, direction, and control of operations in organization.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Also, specialties in General Business, Human Resources and Healthcare Management is available in English Language via online delivery method.
- Students should only enroll in classes and

programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.

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

DEGREE TYPE EARNED: MBA

Core Courses:

MBA 5000	Organizational Behavior	3
MBA 5010	Marketing Management	3
MBA 5020	Managerial Economics	3
MBA 5040	Managerial Accounting	3
MBA 5050	Managerial Finance	3
REME 5100	Research Methodology	3
STAT 5210	Statistics	3
MBA 6000*	Business Administration Integrating Seminar (Capstone)	3
		24

Business Administration specialty courses:

MBA 5030	Human Resources Development Administration and Management	3
MBA 5200	Business Leadership	3
MBA 5220	Social and Ethical Responsibility	3
MBA 5240	Project Management and Administration	3
MBA 5260	Managerial Information Systems	3
		15

Digital Marketing specialty courses:

MKTG 6000	Fundamentals of Digital Marketing	3
MKTG 6015	Digital Advertising	3
MKTG 6025	Search Engine Marketing (Sem-Seo)	3
MKTG 6035	Social Media Marketing	3
MKTG 6045	Digital Marketing Analytics	3
		15

Healthcare Management specialty courses:

HEMA 6010	Fundamentals of Health Care Management	3
HEMA 6015	Health Planning and Policies	3
HEMA 6020	Legal and Ethical Issues in Health Care Management	3
HEMA 6030	Health Information Management	3
HEMA 6040	Project Management in Health Care Organizations	3
		15

Human Resources specialty courses:

HURE 6000	Human Resources Role in Organizations	3
HURE 6015	Total Compensation Strategy	3
HURE 6025	Employment Law	3
HURE 6035	People Analytics	3
HURE 6045	Strategic Human Resources Management (Capstone)	3
		15

Management specialty courses:

MANA 6000	Management and Strategic Leadership	3
MANA 6010	Ethical Leadership	3
MANA 6020	Global Strategic Management	3
MANA 6030	Human Capital Management	3
MBA 5240	Project Management and Administration	3
		15

Planning and Strategy specialty courses:

MBA 5240	Project Management and Administration	3
PLAN 6010	Operations Management	3
PLAN 6015	Strategic Management	3
PLAN 6020	Strategic Planning	3
PLAN 6030	Quantitative Analysis for Decision Making	3
		15

TOTAL CREDITS **39**

NOTES:

- *All courses must be passed with at least a "B" grade.*
- **This course includes the use of simulator.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.*

MASTER'S DEGREES IN BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

HEMA 6010: Fundamentals of Health Care Management: 3 Credits
In this course, the student will analyze the fundamentals of health services administration and the perspectives on service delivery. Students will distinguish the types of health organizations, their operation, structure, and components, including human capital. In addition, the student will value the importance of operational and quality indicators in strategic planning as metrics that facilitate the evaluation of efficiency in the provision of health services.

HEMA 6015: Health Planning and Policies: 3 Credits
In this course, the student will analyze the fundamentals related to the development of public policy for the resolution or reduction of problems that affect the prevalence and incidence of diseases in the population. Students will interpret the challenges in health access based on social determinants and the management of comorbidities in the population for the establishment of federal and state public policy. In addition, he/she will propose changes in the provision of health services according to the needs and problems identified in the population. Likewise, it will design an institutional policy based on research and compliance with current public policies for the improvement in the provision of health services to patients.
(Pre-requisito: HEMA 6010)

HEMA 6030: Health Information Management: 3 Credits
In this course, the student will examine the fundamentals of health information management. Students will evaluate the elements related to confidentiality, privacy, and security of medical information in traditional and electronic health records. Also, the student will analyze secondary data sources and statistics related to health care for interpretation and decision making.

HEMA 6040: Project Management in Health Care Organizations: 3 Credits
In this course, the student will analyze the theoretical foundations of project management methodologies applicable to health service organizations. Students will evaluate the elements related to the initiation, planning, execution, and closing of a project directed to a health services organization. Also, develop plans for the achievement of compliance standards and project success.

HURE 6000: Human Resources Role in Organizations: 3 credits
In this course, students will develop a general understanding of the functions and activities related to human resources. They will strategically examine the employment life cycle, including talent acquisition, retention, and development. They will analyze the ethical aspects of the profession, the importance of effective communication to improve their management and their consultant role as a strategic partner of the company.

HURE 6015: Total Compensation Strategy: 3 credits
In this course, students will demonstrate skills in the process of designing and executing total compensation systems strategically aligned to organizational needs. They will also analyze existing compensation structures with recommendations for changes corresponding to a company's internal needs and external market factors. Finally, they will create a total compensation strategy for attracting and retaining top talent locally and globally. (Pre-requisite: HURE 6000)

HURE 6025: Employment Law: 3 credits
In this course, students will examine the fundamentals of federal and state labor law and its applicability in the field of human resources. They will analyze complex situations related to worker protection, harassment, and employment discrimination to identify and apply the main corresponding laws. Additionally, they will evaluate employment contract terms and employment termination, along with their legal implications in both cases. (Pre-requisite: HURE 6000)

HURE 6035: People Analytics: 3 credits
In this course, students will examine the fundamental principles of data collection and analysis for human resource analytics. They will analyze the results of key performance indicators (KPIs) such as onboarding, training, and talent acquisition for strategic decision-making in human resources management. In addition, students will apply data visualization tools for understanding human resources analytics.
(Pre-requisite: HURE 6000)

HURE 6045: Strategic Human Resources Management (Capstone): 3 credits
In this course, students will examine the alignment of human capital strategy with the strategy, direction, and goals of a company. Additionally, they will evaluate how human resource decisions contribute to a company's organizational effectiveness and competitive advantage. Finally, they will analyze the role of managers in organizational development and the implementation of effective, efficient, and ethical human resource practices that support organizational strategic objectives. This course utilizes a simulator to complete practical exercises. (Pre-requisite: HURE 6000)

MANA 6000: Management and Strategic Leadership: 3 credits
In this course, students will develop skills for implementing hybrid management models, innovation, and diversity management. They will integrate innovation into the strategic planning process for operational decision-making and the development of high-performance organizational cultures. Likewise, they will evaluate managerial practices that strategically guide and facilitate change in response to contemporary leadership challenges, strengthening organizational resilience and sustainability.

MANA 6010: Ethical Leadership: 3 credits
In this course, students will value the importance of ethical leadership for decision-making and the long-term success of an organization. They will evaluate ethical dilemmas in organizations to make responsible decisions, considering different options, possible consequences, risk management, and appropriate actions in accordance with ethical and legal standards. Furthermore, they will apply measures to establish a strong organizational culture that values ethics in the workplace.

MANA 6020: Global Strategic Management: 3 credits
In this course, students will analyze the historical and conceptual evolution of global management, the impact of culture, and technological changes on the development and implementation of ethical and effective business strategies. They will determine the factors that contribute to the successful implementation of global business strategies, as well as various types of leadership and business structures. Additionally, they will evaluate the applicability of an optimal strategy for a business, considering the cultural, political, and economic factors that impact international expansion.

MANA 6030: Human Capital Management: 3 credits
In this course, students will evaluate the fundamentals and strategies for effectively identifying and planning human capital. They will develop skills for identifying and recruiting top talent. Additionally, they will compare available strategies for assessing needs and designing training and development programs, promoting employee engagement within the organization, and strategies for retaining human capital.

MBA 5000: Organizational Behavior: 3 credits
In this course, students will examine theories and concepts related to organizational behavior. They will develop skills that enable them to manage behavior in work groups, corporate culture, and their implications on organizational performance. Students will also analyze the relationship between motivation, communication, and conflict management, as well as the performance of individuals within an organization.

MBA 5010: Marketing Management: 3 credits
In this course, students will analyze market segmentation and brand positioning from a managerial approach. They will evaluate the challenges and opportunities in the environment for business decision-making. Students will develop marketing strategies based on market research.

MBA 5020: Managerial Economics: 3 credits
In this course, students will examine economic theories, their application in the business environment, and the analysis of the connections that exist between the company and its various areas with its economic environment. They will analyze production, costs, and consumer behavior as key elements in business decision making. They will evaluate market structures related to economic growth and stability.

MBA 5030: Human Resources Development Administration and Management: 3 credits
In this course, the student will analyze the fundamentals of strategic management of human resources and its relevance to meet business needs and objectives. Students will evaluate the sources of recruitment and new technological trends for talent acquisition in companies, as well as strategies for the development of a workforce that contributes to the continued success of the organization. In addition, he/she will determine the effectiveness of strategies for the retention and development of human talent, as well as for the effective management of the work environment.

MBA 5040: Managerial Accounting: 3 credits
In this course, the student will analyze accounting as a tool for obtaining relevant and accurate information. Students will use cost systems for the selection of information and the formulation of effective strategies to solve problems. Finally, students will design profit maximization and productivity strategies to support decision making.

MBA 5050: Managerial Finance: 3 credits
In this course, students will examine the fundamental concepts of managerial finance functions. They will analyze the financial statements of an organization to support its financial decision-making. Finally, students will evaluate the inherent risk in investment instruments as a basis for making both short-term and long-term financing decisions.

MBA 5200: Business Leadership: 3 credits
In this course, students will analyze the main concepts and theories regarding business leadership and development of the skills needed to exercise effective leadership. The students will critically evaluate current leadership challenges and their implications in an organization's changes and performance. In addition, students will examine the human resources of a company through an ethical, fair, democratic, and inspiring process.

MBA 5220: Social and Ethical Responsibility: 3 credits
In this course, students will examine the benefits of integrating ethical considerations and corporate social responsibility (CSR) into the development of business policies. They will evaluate the influence of morality and ethical values in business decision-making. Additionally, they will analyze ethical leadership and the development of codes of ethics within organizations.

MBA 5240: Project Management and Administration: 3 credits
In this course, the student will analyze the fundamental concepts of project management and how they impact the organizational strategy. It will examine the processes in the project life cycle for successful risk management, as well as the disclosure of results in scope, time and costs. In addition, you will integrate communication processes into project management and closure.

MBA 5260: Managerial Information Systems: 3 credits
In this course, students will analyze the concepts, processes and modern techniques used to ensure control of information management as well as the security, integrity and quality of the data stored in the information systems. Students will discuss security techniques used in information management of a network system. Also, they will develop a relationships diagram that implements automation and security processes for a company or business.

MBA 6000: Business Administration Integrating Seminar (Capstone): 3 credits
In this course, students will demonstrate competitive competencies and strategies in a business in order to obtain annual operating profits, a competitive contribution margin, and a growth in stock value that solidifies its position in the market through the role of a senior management executive. They will also develop effective strategies for inventory management, according to the metrics established by the company, aimed at promoting success in the market and avoiding incurring loans for operating losses. Likewise, they will prepare detailed written and oral reports to communicate their analysis and support their decisions to the stakeholders within a company. This course utilizes a simulator to complete practical exercises. (Pre-requisites: MBA 5000, 5010, 5020, 5030, 5040, 5050, 5240, STAT 5210 or

MBA 5000, 5010, 5020, 5040, 5050, 5240, STAT 5210 or MBA 5000, 5010, 5020, 5040, 5050, STAT 5210)

MKTG 6000: Fundamentals of Digital Marketing: 3 credits
In this course, students will interpret the theoretical foundations and key elements of digital marketing, as well as its effect on behavior and decision-making in the business environment. They will assess the marketing mix strategies used by marketing specialists, consumer behavior in the digital sphere, and the platforms for the implementation of digital strategies. In addition, they will create a digital marketing plan with objectives and strategies for the attraction, conversion, and loyalty of consumers. (Pre-requisite: MBA 5010)

MKTG 6015: Digital Advertising: 3 credits
In this course, students will analyze the foundations of digital advertising including its components, distribution channels, and formats. They will develop advertising campaigns through strategies for landing pages, paid search marketing, email marketing, and social ads. In addition, students will create a strategic plan for digital advertising. This course requires the use of a simulator to complete practical exercises. (Pre-requisite: MKTG 6000)

MKTG 6025: Search Engine Marketing (SEM-SEO): 3 credits
In this course, students will develop search engine marketing (SEM) strategies aimed at highlighting a company's products or services on a search page. They will apply search engine optimization (SEO) techniques to broaden the company's visibility on organic search results. Students will evaluate the best practices for the improvement of classification in search engines, such as keyword research and link creation. This course uses a simulator to provide students with an experience closer to their professional field. (Pre-requisite: MKTG 6000)

MKTG 6035: Social Media Marketing: 3 credits
In this course, students will analyze fundamental social media marketing concepts in order to distinguish the digital presence of a brand. They will evaluate the audience, market, and performance indicators of a brand on social media platforms to develop recommendations for organic and paid content in digital campaigns. Students will also develop a strategic social media plan for a product or service. This course utilizes a simulator to complete practical exercises (Pre-requisite: MKTG 6000)

MKTG 6045: Digital Marketing Analytics: 3 credits
In this course, students will develop techniques for the evaluation, interpretation, and integration of data obtained through tools for the measurement of digital marketing data. They will evaluate, by means of practical exercises, the metrics obtained through digital tools for the measurement of success of online and social media digital campaigns. Likewise, students will formulate digital marketing strategies based on analyzed data. This course uses a simulator to provide students with an experience closer to the reality of the professional field. (Pre-requisite: MKTG 6015, MKTG 6035)

PLAN 6010: Operations Management: 3 credits
In this course, students will analyze the concepts, business strategies, and skills necessary for operations management in manufacturing and services environments. They will select methods and tools for operational excellence to meet quality standards and improve operations management. They will evaluate strategies, operational flow, industrial engineering, inventory, and the supply chain as a practical introduction to the field of business operations.

PLAN 6015: Strategic Management: 3 credits
In this course, students will analyze theoretical concepts and fundamentals of strategic management in different organizations. Additionally, they will analyze three main areas: strategic management models, strategy formulation, and the roles related to strategic management. They will also analyze the management and administration of strategies in organizations.

PLAN 6020: Strategic Planning: 3 credits
In this course, students will analyze the strategic planning theories at a corporate level. They will evaluate the different models of strategic planning from the perspective of its evolution, relevance, importance, and benefits. They will develop a strategic plan in all of its parts. They will analyze the factors that could cause the failure of strategic plans and design strategies to avoid it. They will create a plan to implement strategic plans, evaluation measures, and control mechanisms. (Pre-requisites: PLAN 6015)

PLAN 6030: Quantitative Analysis for Decision Making: 3 credits
In this course, students will analyze the theoretical foundations of quantitative analysis and its applicability in managerial decision making. They will assess the use of regression models with quantitative and qualitative variables, as well as their applicability in business environments. Additionally, they will formulate different types of quantitative forecasts based on theoretical foundations. They will also determine the importance of inventory control models for productivity and efficiency in businesses. (Pre-requisite: STAT 5210)

REME 5100: Research Methodology: 3 credits
In this course, students will examine the research process as a means of finding solutions to business problems. In addition, they will identify the methods, designs, principles, and instruments used in an investigation. Students will develop skills in the application of research methodology through critical analysis of research publications.

STAT 5210: Statistics: 3 credits
In this course, students will analyze descriptive statistics and its key concepts, as well as the presentation, interpretation, and graphical representation of data. They will explain the nature of probability distribution and its application in practical situations. In addition, students will apply hypothesis testing using different techniques such as ANOVA and the concepts of linear regression and multiple regression in the solution of problems.

MASTER'S DEGREES IN EDUCATION ACADEMIC PROGRAMS

Master's Degree in Education

DESCRIPTION
The Master's Degree in Education (MEd) Program prepare students to assume different dynamic roles in order to lead transformative changes in their professional endeavors, inside or outside the educational field.

OBJECTIVE
Specialty in Educational Leadership will provide the students with the necessary knowledge, skills and competencies to: function as transformative leaders in public and private educational organizations, effectively, ethically and productively; promote through innovative management and instructional practices a school climate conductive to learning for all constituents; encourage the formation and strengthening of learning communities in constant development and the creation and maintenance of a service-oriented organizational culture of the highest quality to all customers. It is characterized by the attitude toward collaboration, participation and sense of commitment from all participants.

Specialty in Assessment and Effectiveness aims to develop competent leaders in their profession, capable of designing and implementing evaluation plans for assessments of the learning outcomes and aspects concerning the effectiveness of the academic process. In addition, it prepares the students with the skills, concepts and attitudes necessary to support the continuous improvement of institutions by assessing and evaluating the effectiveness of their educational and organizational processes.

Specialty in Curriculum will equip students with the necessary knowledge for the design, development, implementation, and evaluation of innovative curricula in public or private educational organizations. Graduates of this program will be able to apply their knowledge and skills by articulating creative activities that result in the continuous improvement of academic performance, as well as their professional skills in the educational field.

LANGUAGE OPTION AND MODALITY
- Available in Spanish and English languages via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: M.Ed.

Core Courses for Educational Leadership and Assessment and Effectiveness specialties:

EDUC 5100	Educational Research Methods	3
EDUC 5110	Psychosocial Foundations of Education	3
EDUC 5120	Organizational Behavior and Change	3
EDUC 5200	Theories, Principles and Processes Governing the Design of Educational Programs	3
EDUC 5210	Ethical and Legal Aspects of Education	3
EDUC 5220	Human Resources Administration	3
EDUC 5140	Administration of Special Education Programs	3
EDUC 6050	Integrative Seminar in Education	3
		24

Core Courses for Curriculum specialty:

EDUC 5100	Educational Research Methods	3
EDUC 5110	Psychosocial Foundations of Education	3
EDUC 5150	Behavior and Curriculum Innovation	3
EDUC 5160	Integrating the Special Curriculum into the Mainstream Program	3
EDUC 5200	Theories, Principles and Processes Governing the Design of Educational Programs	3
EDUC 5210	Ethical and Legal Aspects of Education	3
EDUC 5250	Resource Allocation for Curriculum Implementation	3
EDUC 6050	Integrative Seminar in Education	3
		24

Educational Leadership specialty courses:

EDUC 5230	Instructional Leadership in Educational Scenarios	3
EDUC 5240*	Ethical and Transformational Leadership	3
EDUC 6000	Educational Supervision	3
EDUC 6010	Seminar on Processes and Controversial Issues in Educational Management	3
EDUC 6025	Leadership for Diversity	3
		15

Assessment and Effectiveness specialty courses:

EDUC 6225	Fundamentals of Assessment and Effectiveness	3
EDUC 6230	Effectiveness in Higher Education	3
EDUC 6240	Evaluation of the Teaching-Learning Process	3
EDUC 6250	Assessment of Educational Programs and Systems	3
EDUC 6060	Planning and Evaluation	3
		15

Curriculum specialty courses:

EDUC 6200	Curriculum Design and Planning	3
EDUC 6240	Evaluation of the Teaching-Learning Process	3
EDUC 6260	Theories and Principles of Curriculum in Contemporary Education	3
EDUC 6060	Planning and Evaluation	3
EDUC 6070	Curriculum, Instruction, and Learning	3
		15

TOTAL CREDITS	**39**

NOTES:

- *All courses must be passed with at least a "B" grade.*
- *Before beginning seminar, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.*
- **This course includes the use of simulator.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.*

MASTER'S DEGREES IN EDUCATION COURSE DESCRIPTIONS

EDUC 5100: Educational Research Methods: 3 credits
In this course, students will evaluate research processes, methods, and designs to prepare a research proposal. They will select the methodology and data collection instruments aligned with a scientific perspective for an educational scenario. In addition, they will develop an educational research proposal as a contribution to the generation of knowledge.

EDUC 5110: Psychosocial Foundations of Education: 3 credits
In this course, students will analyze the learning process of pupils from the point of view of the main schools of thought in psychology and sociology that influence education. They will examine aspects that influence the psychosocial and moral development of the pupil taking into account social diversity and school culture. They will evaluate the relationship between social change and education, as well as the impact of psychosocial and cultural factors on the school environment and the educational system.

EDUC 5120: Organizational Behavior and Change: 3 credits
In this course, students will evaluate the concepts, theories, principles, and models that govern organizational behavior and change, and their influence on the role of the educator as an agent of change. Likewise, they will assess the usefulness of effective communication for the educator and members of the school community as a factor in the proper development of curricula in educational institutions. Additionally, they will analyze the importance of developing learning communities to achieve excellence in education.

EDUC 5140: Administration of Special Education Programs: 3 credits
In this course, students will evaluate the role of educators and support staff in the processes of intervention, diagnosis, evaluation, and curricular adaptation for students with disabilities. They will analyze the legal foundations regulating these processes in special education programs and their applicability in documents such as the Individualized Education Program (IEP) and procedural safeguards. In addition, they will apply new trends and practices in special education in accordance with the regulations and procedures established in the educational environment for the academic, social, transitional, and behavioral development of these students.

EDUC 5150: Behavior and Curriculum Innovation 3 credits
In this course, students will evaluate the concepts, theories, principles, and models that govern organizational behavior and change, and their influence on the role of the educator as an agent of change. Likewise, they will assess the usefulness of effective communication for the educator and members of the school community as a factor in the proper development of curricula in educational institutions. Additionally, they will analyze the importance of developing learning communities to achieve excellence in education.

EDUC 5160: Integrating the Special Curriculum into the Mainstream Program: 3 credits
In this course, students will evaluate the role of educators and support staff in the processes of intervention, diagnosis, evaluation, and curricular adaptation for students with disabilities. They will analyze the legal foundations regulating these processes in special education programs and their applicability in documents such as the Individualized Education Program (IEP) and procedural safeguards. In addition, they will apply new trends and practices in special education to improve the special curriculum and integrate these students into the mainstream program.

EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits
In this course, students will analyze the curricular foundations, principles, concepts, models, and theories applied to the design of programs in educational settings. Students will also evaluate the elements and resources useful for implementing cutting-edge changes in the development of new educational programs in the 21st century. Lastly, they will design a curriculum guide that responds to an educational program, considering context analysis, evaluation, educational processes, learning styles, and innovative instructional strategies, among others.

EDUC 5210: Ethical and Legal Aspects of Education: 3 credits
In this course, students will critically evaluate the ethical and moral concepts, as well as the professional standards, of educational leadership. They will analyze the legal foundations that intervene and regulate the public and private education system in the United States of America and their ramifications in the territories or commonwealths. They will examine a variety of case laws in order to value the importance of ensuring due legal process in their career. They will apply relevant laws and concepts to the role of the educator with the aims of improving the educational environment in order to foster the best academic achievement for the students.

EDUC 5220: Human Resources Administration: 3 credits
In this course, students will analyze the basic concepts of human resources administration and its importance in the educational context. They will value an administration that promotes equal opportunities and acceptance of diversity. Students will evaluate the role and competencies of the educator in a dynamic, competitive, and globalized environment. Students will responsibly interpret federal and state labor laws affecting human resources management in contemporary educational organizations.

EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits
In this course, students will analyze the necessary skills for the professional development of the school principal as an instructional leader. In addition, they will assess the importance of the professional standards of managers and teachers in setting and achieving goals. Students will also develop action plans based on scientifically-based models for the continuous improvement of the school and all students.

EDUC 5240: Ethical and Transformational Leadership: 3 credits
In this course, students will analyze the evolutional development of the educational leadership concept. Likewise, they will distinguish between the ethical, transactional, transformative, and negative leadership styles and their application in effective contemporary organizations. Moreover, they will implement decision making, changes, and sustainability processes, as well as strategic thinking and promoting of a vision of future. This course includes the use of simulator.

EDUC 5250: Resource Allocation for Curriculum Implementation: 3 credits
In this course, students will analyze the basic concepts of human resources processes and responsibilities and their importance in curriculum implementation. They will promote equal opportunities and acceptance of diversity. They will evaluate the role and competencies of the educator in a dynamic, competitive, and current environment. They will responsibly interpret federal and state laws related to human resources and curriculum in contemporary educational organizations.

EDUC 6000: Educational Supervision: 3 credits
In this course, students will combine the theoretical, material, and human structure of the school through effective supervision models and styles. They will promote the development of teachers through the integration of innovative strategies focused on their professional growth and the improvement of academic management. *(Pre-requisite: EDUC 5230)*

EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits
In this course, students will examine the role of an educational administrator executing their duties in accordance with the vision, mission, goals, and objectives of an educational organization. They will also evaluate controversial issues and problems in educational management, legislation, and reform. Students will analyze the characteristics of new generations and the impact of technological advances on the educational system. Finally, they will develop an integration project to improve the school climate in an educational organization.

EDUC 6015: Field Experiences in the Educational Scenario I: 3 Credits
In this course, students will integrate aspects of the educational setting and its administrative and pedagogical processes in an authorized educational center, from the perspective of a future leader. They will apply techniques and strategies for collecting information from

different aspects and components of the educational setting to contribute to the continuous improvement of the educational center. Additionally, they will reflect on their professional practice in a school setting for their preparation as future educational leaders. *(Pre-requisites: EDUC 5100, EDUC 5110, EDUC 5120, EDUC 5140, EDUC 5200, EDUC 5210, EDUC 5220, EDUC 5230, EDUC 5240)*

EDUC 6025: Leadership for Diversity: 3 Credits
In this course, students will analyze the challenges faced by leaders within educational contexts in a highly diverse and multicultural society. They will evaluate the main leadership theories from the perspective of diversity, inclusion, and equity in learning environments and educational organizations. Students will assess inclusive leadership styles that justify decision-making and communication within an organization.

EDUC 6035: Field Experiences in the Educational Scenario II: 3 Credits
In this course, students will integrate the theories of instructional and administrative leadership into their practice in an educational setting. They will plan integration activities in order to improve the school climate and educational equality using appropriate specialized technology. They will formulate solutions to ethical, legal, and work-related problems and their effect on the decision-making process in current educational settings. *(Pre-requisites: EDUC 6015)*

EDUC 6050: Integrative Seminar in Education: 3 credits
In this course, students will integrate the theories and principles of educational leadership into the analysis of cases or situations related to the role of educational leaders in various educational settings. They will argue about the trends in 21st-century education related to curriculum, the teaching and learning process, and the evaluation of students and human resources, keeping the established policies and laws within their proper perspective. Lastly, they will create an innovative project according to their area of work, in which they will consider an existing problem and its possible solutions in a particular educational setting. *(Pre-requisites for Assessment and Effectiveness: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6060, 6225, 6230, 6240.) (Pre-requisites for Curriculum: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6200, 6240, 6260, 6060.) (Pre-requisites for Educational Leadership: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 5230, 5240, 6010, 6025.)*

EDUC 6060: Planning and Evaluation: 3 credits
In this course, students will examine the operational considerations related to educational planning and development. They will analyze elements for the articulation of an educational plan, program, or project. Additionally, they will evaluate planning and evaluation tools and models in the field of education.

EDUC 6070: Curriculum, Instruction, and Learning: 3 credits
In this course, students will analyze curriculum development processes and how they influence educational design. They will integrate curricular elements for the design, implementation, and evaluation of effective curricula and innovative instructional strategies. Likewise, students will examine a curriculum evaluation process that aligns with the purpose and philosophy of an educational organization and its impact on current education.

EDUC 6200: Curriculum Design and Planning: 3 credits
In this course, students will analyze the foundations, approaches, phases, and models of instructional design and curriculum planning. They will evaluate learning strategies and instructional resources for designing lessons that foster educational change. Additionally, they will design an instructional module with didactic materials that address a specific need within the teaching-learning process.

EDUC 6225: Fundamentals of Assessment and Effectiveness: 3 credits
In this course, students will discuss the fundamental principles of the assessment process and its relationship with teaching effectiveness in educational settings. They will evaluate assessment techniques and strategies used in teaching and learning processes. In addition, students will develop a learning assessment plan to determine the effectiveness of educational processes.

EDUC 6230: Effectiveness in Higher Education: 3 credits
In this course the student will discuss the historical development and function of higher education as well as the advantages and challenges when evaluating the effectiveness of a higher education institution. They evaluate the effectiveness of the academic, administrative and fiscal structures in higher education institutions. Additionally, they will assess the assessment process as a tool to improve and evidence the effectiveness of higher education. *(Pre-requisites: EDUC 5120, 5220 or EDUC 6225)*

EDUC 6240: Evaluation of the Teaching-Learning Process: 3 credits
In this course, students will analyze the theoretical foundations that support assessment cycle processes and procedures for the teaching-learning process. They will develop assessment activities to measure learning. They will support their decision-making based on the results and findings obtained in the evaluation cycle. *(Pre-requisites: EDUC 6225)*

EDUC 6250: Assessment of Educational Programs and Systems: 3 credits
In this course, students will examine the assessment process for educational systems. They will evaluate the attainment of students' professional competencies and the outcomes of effectiveness indicators or key performance indicators (KPIs) of academic programs. They will develop action plans based on the results obtained, enabling continuous improvement of the educational system. *(Pre-requisites: EDUC 5200, 5210, 5140, 5100, 6060, 6225 or EDUC 6225, EDUC 6230))*

EDUC 6260: Theories and Principles of Curriculum in Contemporary Education: 3 credits
In this course, students will evaluate the philosophical, psychological, and social curricular foundations and principles of the educational process. They will design effective study plans based on individual student needs. They will analyze assessment data and effective strategies for the continuous improvement of curriculum design and implementation in educational settings. *(Pre-requisites: EDUC 5200, 6240)*

EDUC 6280: Leading Educational Organizations: 3 credits
In this course, students will evaluate the components of leadership by examining the competencies of the leader of an educational organization. They will justify the elements of self-management as efficient agents for transformational leadership, and investigate several leadership models for educational organizations. Students will discuss educational reform processes and the challenges of education in the 21st century. They will design a profile for an effective organizational leader who can promote and develop the goals and objectives of the organization. Likewise, they will develop intervention proposals aimed at managing those challenges faced by education in the 21st century.

MASTER'S DEGREES IN TECHNOLOGY ACADEMIC PROGRAMS

Master's Degree in Information Technology

DESCRIPTION

The Master's Degree in Information Technology (MIT) Program immerse students in the information technology field providing them all the necessary knowledge and advanced skills to work efficiently in a corporate organization.

OBJECTIVE

The master's degree in Information Technology enables students to develop, coordinate, evaluate and implement technological solutions in various business scenarios. Students who graduate from this program will be able to analyze information systems, applying research, communication, leadership and project management skills with the purpose of supporting and maximizing processes and implementing solutions. Additionally, it prepares students with the theoretical and practical aspects of technologies involving extraction, analysis, data visualization and interpretation of results, as well as information security.

LANGUAGE OPTION AND MODALITY

- Available in Spanish and English languages via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: MIT

MAJOR COURSES

MIT 5000	Information Technology Management	3
MIT 5010	Operating Systems Administration	3
MIT 5020	Data Collection and Modeling	3
MIT 5030	Networks Architecture and Administration	3
MIT 5040	IT Service Management	3
MIT 5050	Data and Information Analysis	
MIT 5060	Leadership and Ethical Issues in Information Technology	3
MIT 5070	Strategic System Analysis and Design	3
MIT 5080	Information Technology Security	3
MIT 5200	Information Technology Project Management	3
MIT 5220	Virtualization and Cloud Computing	3
MIT 5240	Information Technology Auditing	3
MIT 6000	Information Technology Seminar (Capstone)	3
TOTAL CREDITS		**39**

NOTES

- *All courses must be passed with at least a "B" grade.*
- *Before beginning seminar, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.*

MASTER'S DEGREES IN TECHNOLOGY COURSE DESCRIPTIONS

MIT 5000: Information Technology Management: 3 credits
In this course, students will analyze how to manage Information Technologies (IT) and Information Systems to tackle the needs of a company and improve its competitive position. They will evaluate the fundamental principles and practices indicated to strategically use and manage information, to become well-informed and competent IS participants. Finally, students will assess the importance of IS and IT in the problem solving and decision-making processes, in order to contribute to the digital transformation and business strategy of the company.

MIT 5010: Operating Systems Administration: 3 credits
In this course, students will analyze the basic characteristics of the infrastructure of a computer, as well as the structure of different types of operating systems and their evolution in the business context. In addition, they will develop an operating systems management plan through the use of diverse applications. They will also evaluate the necessary protection and safety requirements to manage an operating system.

MIT 5020: Data Collection and Modeling: 3 credits
In this course, students will analyze concepts related to the general architecture of data warehouse systems, including data marts. They will discuss business intelligence (BI) concepts, such as online analytical processing (OLAP) and data mining. Students will describe the business drivers used to take decisions regarding investment in data warehousing, and the data modeling techniques used to design transactional databases. Likewise, they will apply the knowledge acquired during the course using a database management system to build a physical model.

MIT 5030: Networks Architecture and Administration: 3 credits
In this course, students will analyze the concept framework for the strategic planning to design a network architecture and its communication protocols. They will evaluate in detail the reference models and protocol specifications. In addition, students will research the emerging technologies for servicing diverse networks. They will also, integrate the best practices in security, privacy, and ethics to the information systems strategic planning and service management process.

MIT 5040: IT Service Management: 3 credits
In this course, students will analyze the IT Service Management framework for external clients and internal users in alignment with the 4th edition of the Information Technology Infrastructure Library (ITIL®). They will evaluate a strategic approach to designing, delivering, managing, and improving IT services within an organization while adding value to its customers. Furthermore, students will integrate the service value chain and management practices into the validation of processes, people, and technologies suitable for achieving the organization's business objectives. *(Pre-requisite: MIT 5000)*

MIT 5050: Data and Information Analysis: 3 credits
In this course, students will analyze concepts, tools and methods related to Big Data Analytics. They will discuss different strategies to collect, process and use the enormous amounts of data available in numerous public sources. In addition, they will use technology to implement the processes involved in the collection, extraction, analysis, and visualization of data, as well as in the interpretation of results. *(Pre-requisite: MIT 5020)*

MIT 5060: Leadership and Ethical Issues in Information Technology: 3 credits
In this course, students will evaluate the internal and external environments of organizations in the processes of implementing information technologies from a managerial perspective. Likewise, they will analyze the managerial roles and responsibilities that are developed in information technology management processes and their implications in the ethical decision-making process. Furthermore, they will integrate various effective leadership strategies used in dynamic organizational environments.

MIT 5070: Strategic System Analysis and Design: 3 credits
In this course, students will examine the types of information systems, the phases of the Systems Development Life Cycle (SDLC), and the requirements and specifications of a business. They will also apply various methodologies and strategies for the proper management of these requirements and specifications. Furthermore, they will design a proposal with functional recommendations that provide viable solutions according to the specific needs of the company. *(Pre-requisites: MIT 5010, 5030)*

MIT 5080: Information Technology Security: 3 credits
In this course, students will research different vulnerability scenarios of computer information systems with the objective of implementing solutions to security issues in the operations and systems. They will assess security risks to incorporate planning, recovery and business continuity plans in the eventuality of a natural or human-caused disaster. They will analyze policies and legal aspects relevant to network security. *(Pre-requisites: MIT 5010, 5030)*

MIT 5200: Information Technology Project Management: 3 credits
In this course, students will analyze management principles focused on the planning and execution of Information Technology (IT) projects. They will evaluate theoretical fundamentals for project planning, such as scope and resources management; cost development and schedules; risk and change management; and using earned value analysis for project control in project management. Students will also analyze human resources management when planning and executing projects, and examine project management techniques that are essential for the success of technology-driven organizations. Finally, students will analyze current trends that affect IT project management, such as globalization, virtual teams, and outsourcing.

MIT 5220: Virtualization and Cloud Computing: 3 credits
In this course, students will analyze concepts related to cloud computing and computer services offered through the internet. They will develop a plan for the implementation, configuration, and management of the different types of services associated with virtual machines, servers, networks, and web applications. In addition, they will set up virtual servers, storage services, and virtual network traffic routing with security groups.

MIT 5240: Information Technology Auditing: 3 credits
In this course, students will integrate the principles and processes used to conduct an information technology (IT) audit within a company. They will also analyze the standards and regulations applicable to the audit process. Students will evaluate the audit lifecycle of different IT systems, such as operating systems, databases, web applications, and desktop applications, among others. In addition, they will create audit plans based on security risk assessment and the results of vulnerability tracking tools. They will present the results of these assessments through reports. Furthermore, they will produce business continuity and disaster recovery plans. *(Pre-requisite: MIT 5080)*

MIT 6000: Information Technology Seminar (Capstone): 3 credits
In this capstone seminar, students will apply the skills acquired during the Information Technology master's degree program. They will examine the needs and challenges of the information systems (IS) for the strategic planning of information technologies (IT) in an organization. On the other hand, they will evaluate the organizational goals in order to propose solutions to IT-related challenges. In addition, they will set up the management of an IT project in each of its stages to ethically incorporate possible solutions to security and business collaboration issues.

MASTER'S DEGREES IN NURSING ACADEMIC PROGRAMS

Master's Degree in Science in Nursing

DESCRIPTION

The master's degree program in Science in Nursing (MSN) aims to prepare students as nursing specialists who are able to apply advanced nursing concepts and clinical judgment, grounded in scientific principles for decision-making at various levels of health prevention. Graduates of this program will be capable of practicing nursing in various healthcare institutions, both public and private. They will successfully and excellently take on present and future challenges in the field of nursing through planning, implementing, and evaluating effective and efficient interventions focused on the quality and safety of healthcare services for diverse populations. Additionally, students will develop leadership skills, with a strong understanding of human values, in their involvement in the treatment and rehabilitation of individuals, families, and community groups.

OBJECTIVE

The Master in **Science in Nursing program with specialty in Education** will prepare students with the professional competencies necessary to perform effectively as nursing specialists in education. Students will apply advanced nursing concepts and clinical judgment to decision-making at different levels of health prevention for individuals, families, and communities. Graduates of this program will demonstrate professional competencies and leadership in the integration of innovative strategies and technologies into the planning, implementation, and evaluation of effective and efficient interventions focused on the quality and safety of healthcare services for diverse populations.

In Medical Surgical and a role in Education will prepare students with the professional competencies to practice as nursing specialists in an educator role. Students will apply advanced nursing concepts and clinical judgment in decision-making across different levels of health prevention for individuals, families, and communities. Graduates of this program will demonstrate professional competencies and leadership in the integration of innovative strategies and technologies into the planning, implementation, and evaluation of effective and efficient interventions focused on the quality and safety of healthcare services for diverse populations

In Medical-Surgical Nursing and a role in Administration and Executive Leadership will prepare students with the professional competencies necessary to practice as nursing specialists in the role of administrator. Students will apply advanced nursing concepts and clinical judgment in decision-making across different levels of health prevention for individuals, families, and communities. Graduates of this program will demonstrate professional competencies and leadership in the integration of innovative strategies and technologies into the planning, implementation, and evaluation of effective and efficient interventions focused on the quality and safety of healthcare services for diverse populations.

In Adults and the Elderly (Education Role or Management) will prepare students with the professional competencies necessary to practice as nursing specialists in the roles of educator or manager. Students will apply advanced nursing concepts and clinical judgment for decision-making at various levels of health conditions in individuals, families, and communities. Graduates of this program will demonstrate professional competencies and leadership in the integration of innovative strategies and technologies into the planning, implementation, and evaluation of effective and efficient interventions focused on the quality and safety of healthcare services for diverse populations.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Also, specialty in Education is available in English Language via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: MSN

Core Courses

NURS 5111	Advanced Nursing Research Proposal	3
NURS 5112	Advanced Nursing Research Project	3
NURS 5200	Advanced Pathophysiology	3
NURS 5210	Advanced Pharmacology	3
NURS 5220	Advanced Physical Exam	3
STAT 5210	Statistics	3
		18

Specialty in Education Courses

NURS 6140	Teaching and Learning Strategies in Nursing	3
NURS 6150	Assessment of Nursing Educational Process	3
NURS 6151	Curriculum Development in Nursing Education	3
		9

Specialties in Medical Surgical and role in Education, and Role in Management and Executive Leadership Courses

NURS 6000	Advance Surgical	3
NURS 6012	Advanced Medical-Surgical I	3
NURS 6022	Advanced Medical-Surgical II	3
		9

Specialties in Adults and the Elderly (Education Role or Management) Courses

NURS 6100	Advanced Care of Adults and the Elderly I	3
NURS 6110	Advanced Care of Adults and the Elderly II	3
NURS 6120	Advanced Care of Adults and the Elderly III	3
		9

Role Courses (specialty in Education)

NURS 6130	Theories, Principles, and Processes Governing the Design of Educational Programs in Nursing	3
NURS 6170	Teaching Processes In Nursing Education	3
NURS 6195P	Practice in Educational Processes in Nursing	3
		9

Role Courses (specialty in Medical Surgical and a role in Education)

NURS 6140	Teaching and Learning Strategies in Nursing	3
NURS 6170	Teaching Processes in Nursing Education	3
NURS 6190P	Teaching Practice in Nursing Education	3
		9

Role Courses (specialty in Medical Surgical and Role in Management and Executive Leadership)

NURS 6050	Human Resources Development in Nursing Management	3
NURS 6160	Administrative Processes in Nursing Services	3
NURS 6180P	Administrative Practice in Nursing Services	3
		9

Role Courses (Specialty in Adults and the Elderly (Role in Education))

NURS 6140	Teaching and Learning Strategies in Nursing	3
NURS 6170	Teaching Processes in Nursing Education	3
NURS 6190P	Teaching Practice in Nursing Education	3
		9

Role Courses (Specialty in Adults and the Elderly (Role in Management))

NURS 6050	Human Resources Development in Nursing Management	3
NURS 6160	Administrative Processes in Nursing Services	3
NURS 6180P	Administrative Practice in Nursing Services	3
		9

TOTAL CREDITS **36**

NOTES:

- *All courses must be passed with at least a "B" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.*
- *This program is designed to prepare graduates to be nurse specialists. In Puerto Rico, nurse specialists must be licensed by the Puerto Rico Board of Nursing. For more information about this licensure, contact the Puerto Rico Board of Nursing, https://orcps.salud.gov.pr/.*
- *For the internship courses students may be required to present the inoculation certificate issued by the Puerto Rico Health Department, certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.*

MASTER'S DEGREES IN NURSING COURSE DESCRIPTIONS

EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits
In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

NURS 5111: Advanced Nursing Research Proposal: 3 Credits
In this course, students will assess aspects of ethical integrity, morality, and respect for diversity in the regulatory and compliance processes applied to research in advanced nursing practice. They will demonstrate the ability to manage technological competencies in developing the literature review chapter for their advanced nursing research proposal. They will evaluate the methodological design of their research proposal in advanced nursing as part of their research competencies. They will create a high-quality advanced nursing research proposal using critical and creative thinking and logical reasoning for the planning, execution, and evaluation of the methodology. *(Prerequisites: STAT 5210)*

NURS 5112: Advanced Nursing Research Project: 3 credits
In this course, students will develop the competencies and skills of a nursing professional based on principles of integrity, responsibility, and respect for cultural, ethnic, and social diversity. Students will apply techniques for critically evaluating scientific evidence and statistical data analysis. They will conduct advanced nursing research to improve the quality of healthcare. *(Prerequisites: STAT 5210, NURS 5111)*

NURS 5200: Advanced Pathophysiology: 3 credits
In this course, students will evaluate recent research and scientific evidence to make well-informed clinical decisions based on best practices in the care of patients with pathophysiological disorders. They will analyze high-incidence pathological processes across the lifespan using oral and written communication strategies. They will establish the relationship between normal physiology and specific alterations resulting from injuries or diseases through the application of critical thinking. Additionally, they will critically examine the pathophysiology of various medical conditions using both qualitative and quantitative information within medical care procedures.

NURS 5210: Advanced Pharmacology: 3 credits
In this course, students will analyze the fundamentals of pharmacology, drug action principles, pharmacokinetics, and pharmacotherapy in the context of advanced nursing practice. They will evaluate the ethical and legal aspects governing the use and distribution of drugs, as well as the role of nursing professionals in medication administration. Students will integrate research findings and evidence-based practices into the study of chemical processes and the therapeutic effects of pharmacological treatment on the human body systems.

NURS 5220: Advanced Physical Exam: 3 credits
In this course, students will determine criteria for safely, competently, and comprehensively assessing and promoting health. They will employ advanced diagnostic reasoning and physical assessment skills to identify and communicate changes in acute and chronic health patterns. Students will apply processes for detailed information gathering with a systematic focus on health assessment and physical examination, incorporating the use of technology. Additionally, they will demonstrate ethical and legal principles when differentiating, interpreting, and documenting physical, biological, psychosocial, and cultural data related to normal findings and possible alterations.

NURS 6000: Advance Surgical: 3 credits
In this course, students will analyze the fundamental concepts of advanced surgical nursing practice throughout the perioperative phases (preoperative, intraoperative, and postoperative). They will evaluate the general and specific considerations essential for specialist nursing professionals, including anatomy, various

surgical procedures, potential complications, and side effects. Students will substantiate the roles of surgical nursing professionals in advanced perioperative practice, applying critical thinking, clinical judgment, and evidence-based practice across various perioperative stages. They will differentiate pathological conditions that require invasive and non-invasive surgical procedures. Furthermore, they will establish specific considerations and ethical and legal aspects when working with adult, pediatric, and geriatric clients, as well as issues related to surgical trauma, along with complementary and alternative therapies.

NURS 6012: Advanced Medical-Surgical I: 3 credits
In this course, students will examine the evolution and trends of the medical-surgical nursing specialty. They will analyze the competencies of the medical-surgical nursing specialist in caring for adult and older adult patients with pathophysiological alterations or mental health issues in various healthcare scenarios. Students will identify the cultural, ethical, and legal considerations and common health problems in adult and older adult patients. Likewise, they will integrate critical thinking, clinical judgment, and evidence-based practice in justifying the nursing specialists' actions and the various stages of the nursing process. Students will also develop expertise in advanced nursing interventions for patients with problems of the integumentary, respiratory, and cardiovascular systems and in managing fluid, electrolyte, and acid-base balance. (Prerequisites: NURS 5200, NURS 5210, NURS 5220, NURS 6000)

NURS 6022: Advanced Medical-Surgical II: 3 credits
In this course, students will develop expertise in the advanced nursing management of clients with health problems related to the immune, hematological, neurological, musculoskeletal, gastrointestinal, endocrine, renal, and male and female reproductive systems. They will integrate critical thinking, clinical judgment, and evidence-based practice to justify the nursing specialists' actions and the various stages of the nursing process. Likewise, they will establish ethical and legal considerations when working with adult and elderly clients with various health problems. *(Prerequisites: NURS 5200, NURS 5210, NURS 5220)*

NURS 6050: Human Resources Development in Nursing Management: 3 credits
In this course, students will develop the skills and knowledge necessary for the effective management of nursing personnel. Additionally, they will implement planning, recruitment, selection, retention, and training practices for the personnel under their supervision. They will also analyze the labor laws regulating nursing practice and the management of employee relations.

NURS 6100: Advanced Care of Adults and the Elderly I: 3 credits
In this course, students will assess the needs of adult and elderly patients to justify advanced nursing interventions. They will analyze pathophysiological principles, therapeutic pharmaceuticals, theories, and research applicable to health conditions affecting the population. Students will integrate advanced nursing knowledge and required skills according to their selected role in education or administration. (Prerequisites: NURS 5200, NURS 5210, NURS 5220)

NURS 6110: Advanced Care of Adults and the Elderly II: 3 credits
n this course, the student will apply advanced nursing interventions for common medical conditions in adults and the elderly. They will analyze the problems of the body systems that affect this population. They will investigate hematological disorders and their treatment alternatives. (Prerequisites: NURS 5200, NURS 5210, NURS 5220)

NURS 6120: Advanced Care of Adults and the Elderly III: 3 credits
In this course, the student will analyze the most common health problems in adults and the elderly, such as cardiovascular, respiratory, gastrointestinal, renal, genitourinary, and gynecological problems, as well as the trends and indicators that define their health status. Likewise, they will apply the concepts and theories presented in diverse research related to these health problems. In addition, they will critically evaluate the nursing process based on their knowledge of pathophysiology and pharmacology and data from the physical assessment. (Prerequisites: NURS 5200, NURS 5210, NURS 5220)

NURS 6130: Theories, Principles, and Processes Governing the Design of Educational Programs in Nursing: 3 credits
In this course, students will analyze the curriculum fundamentals, principles, concepts, models, and theories applicable to the design of nursing educational programs. Additionally, they will evaluate the elements and resources necessary for generating changes in the development of new educational programs. Furthermore, they will design a curriculum guide for an educational program that considers, among other aspects, context analysis, assessment, educational processes, learning styles, and innovative instructional strategies.

NURS 6140: Teaching and Learning Strategies in Nursing: 3 credits
In this course, students will analyze different educational philosophies and theories based on andragogy and the teaching-learning process in nursing courses. Additionally, they will develop lesson plans and educational activities that respond to various teaching and learning evaluation models for different environments like the classroom and simulated scenarios. Students will also design lessons that promote practice based on evidence and nursing competencies, such as respect for diversity and the use of technology.

NURS 6150: Assessment of Nursing Educational Process: 3 credits
In this course, students will analyze the theoretical fundamentals of the assessment process and its relationship with the educational process. They will evaluate assessment and evaluation strategies, as well as the usefulness of assessment results as a means for improving student learning. They will design evaluation instruments that best respond to the educational objectives and goals planned in the teaching-learning process.

NURS 6151: Curriculum Development in Nursing Education: 3 credits
In this course, students will analyze the basic concepts of curriculum and curriculum design in nursing. They will assess the structural components of the curriculum such as content, methods, teaching-learning strategies, resources, and assessment strategies. They will assess the structural components of the curriculum, such as content, methods, teaching-learning strategies, resources, and assessment strategies. They will argue about the processes of adaptation to change in nursing curriculum development.

NURS 6160: Administrative Processes in Nursing Services: 3 credits
In this course, students will examine theories of management, administration, leadership, human behavior, staffing patterns, budgets, and their application to management and leadership in the Department of Nursing. They will analyze various methods of problem-solving, decision-making, planning, organization, direction, and evaluation of outcomes. Furthermore, students will apply management and human behavior concepts to promote individual health.

NURS 6170: Teaching Processes In Nursing Education: 3 credits
In this course, students will analyze the educational process in nursing and the role of faculty in higher education, including their rights, responsibilities, and the ethical-legal aspects governing educational practice. They will examine the theoretical foundations of the teaching-learning process, as well as strategies for promoting critical thinking and active learning to achieve learning goals. Furthermore, they will apply teaching and learning processes, integrating various media, multimedia materials, and information resources. Likewise, they will integrate assessment processes and strategies to measure learning outcomes.

NURS 6180P: Administrative Practice in Nursing Services: 3 credits
In this course, students will demonstrate the competencies, knowledge, communication, and leadership skills in their roles as administrators and executive leaders during their practice in various healthcare settings. They will develop creative strategic plans related to needs assessment, quality improvement, personnel planning, and budget management to provide effective solutions for managing conflicts and solving problems. They will also analyze the importance of technology and the ethical and legal aspects of cultural diversity within a healthcare services organization.
(Prerequistes: NURS 5112, NURS 6160)

NURS 6190P: Teaching Practice in Nursing Education: 3 credits
In this course, students will demonstrate their commitment and leadership as nurse educators by completing practicum hours and applying theoretical knowledge and professional skills. They will critically analyze the applicability of teaching methodologies and strategies in the planning process to meet teaching objectives. Students will also justify the use of evidence-based practice for decision-making. They will employ innovative strategies and technology in the instructional and evaluation processes. Furthermore, they will integrate teaching activities with particular emphasis on diversity, promoting ethical and moral judgment, and compliance with nursing laws and regulations. *(Prerequisite: NURS 5112, NURS 6140)*

NURS 6195P: Practice in Educational Processes in Nursing: 3 credits
In this course, students will demonstrate the skills, competencies, and knowledge required to perform the role of nurse educator and to integrate evidence-based practice and clinical judgment when teaching the discipline of nursing. They will also apply various strategies, methods, and techniques to evaluate teaching and learning processes within higher nursing education. Furthermore, students will develop innovative teaching strategies to foster nursing student learning across various educational environments. *(Prerequisites: NURS 6130, NURS 6140) Corequisites: NURS 6150, NURS 6151, NURS 6170)*

STAT 5210: Statistics: 3 credits
In this course, students will analyze descriptive statistics and its key concepts, as well as the presentation, interpretation, and graphical representation of data. They will explain the nature of probability distribution and its application in practical situations. In addition, students will apply hypothesis testing using different techniques such as ANOVA and the concepts of linear regression and multiple regression in the solution of problems.

MASTER'S DEGREES IN PSYCHOLOGY ACADEMIC PROGRAMS

Master's Degree in Industrial Organizational Psychology*

DESCRIPTION

The Master's Degree in Industrial Organizational Psychology program will train students in the study of human behavior in the work environment from a scientific perspective and focused on research. In addition, students will develop theoretical knowledge and skills for the analytical and critical thinking required to promote strategic reinvention for greater profitability in the workplace. The program graduate will be able to perform as an expert in the areas of staff psychology, organizational development and leadership, among others.

OBJECTIVE

The Master's Degree in Industrial Organizational Psychology program will train students in the development of scientific, theoretical and ethical principles from an organizational management perspective. The program graduate will apply techniques for data management in scientific and critical analysis as a response to human resources and organizational difficulties. In addition, they will apply fundamental psychology skills to explain their effectiveness in industries and organizations.

LANGUAGE OPTION AND MODALITY

- Available in Spanish and English languages via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: MS

Core Courses

PSYC 5000	Human Development	2
PSYC 5010	Human Behavior in the Social and Multicultural Environment	3
PSYC 5020	Biological Bases of Behavior	3
PSYC 5040	Statistical Methods Applied to Psychology	3
PSYC 5100	Cognitive-Affective Bases of Behavior	3
PSYC 5120	Research Methodology	3
PSYC 5130	Ethics, Values, and Professional Issues in Psychology	2
		19

Major Courses

PSYC 5030	Topics in Industrial and Organizational Psychology	3
PSYC 5110	Industrial Psychology Advanced Seminar	3
PSYC 5200	Psychological Testing and Assessment	3
PSYC 5220	Evaluation Techniques	3
PSYC 5230	Professional Consulting Seminar	3
PSYC 5240	Current and Global Business Dilemmas	2
PSYC 5210	Organizational Psychology Advanced Seminar	3
PSYC 6000	Industrial and Organizational Psychology Seminar (Capstone)	6
		26

TOTAL CREDITS **45**

NOTES:

- *All courses must be passed with at least a "B" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

**The Master's Degree in Industrial Organizational Psychology program is not available to students located in Puerto Rico. This program is designed for students who will not practice the Psychology profession, who will not present themselves to the public with the title of Psychologist and who are not interested in taking the Puerto Rico Psychologists' licensing examination or other licensing examinations. Upon completing the degree requirements, students enrolled in this program will not be able to practice the profession of Psychology, will not be able to present himself to the public with the title of Psychologist and will not be able to apply to take the Puerto Rico Psychologists' licensing*

examination or other licensing examinations. Students enrolled in this program at the NUC University-South Florida Campus who would like to transfer to another NUC University campus where the program is only available via residential or hybrid delivery methods will not be able to transfer more than 30 percent of the credits completed in the online modality.

*Possible Employment Opportunities**:*

After completing the program, graduates may work in the areas of staff psychology, organizational development and leadership, human resources, human resources research, employee relations, training and development, coaching and development, leadership development, evaluation and assessment, and testing, among others.

****These examples are intended to serve only as a general guide of possible employment opportunities. Career options may require additional experience, training, or other factors beyond the successful completion of this online MS in Industrial and Organizational Psychology degree program. NUC University cannot guarantee its graduates any particular job. Some positions may require licensure or other certifications. We encourage you to research the requirements for the particular position you desire.*

MASTER'S DEGREES IN PSYCHOLOGY COURSE DESCRIPTIONS

PSYC 5000: Human Development: 2 credits
In this course, students will analyze the main theories about human growth and development. They will evaluate cognitive, personality, physical, and psychosocial development areas from the main psychological trends. They will identify changes in the life cycle from physical, cognitive, and psychological perspective.

PSYC 5010: Human Behavior in the Social and Multicultural Environment: 3 credits
In this course, students will analyze the influence of culture on human cognition and behavior. They will examine the philosophical tenets of European, American, and Latin American social psychology. They will also evaluate cultural, political, and gender factors, among others, and their impact on social attitudes and behaviors from a holistic and global perspective.

PSYC 5020: Biological Bases of Behavior: 3 credits
In this course, students will examine the neural structure and processes, as well as the biological and physiological components of the nervous system. They will evaluate the biological and neural basis of cognitive, affective, and social processes in human behavior. Furthermore, they will analyze biophysiological functioning and phenomena of human behavior that require clinical attention in the field of psychology.

PSYC 5030: Topics in Industrial and Organizational Psychology: 3 credits
In this course, students will analyze issues, models, and advanced practices related to industrial and organizational psychology. They will apply key methodologies based on succession planning, multicultural leadership development models, strategic planning, staffing models, and other current topics. They will design strategic plans, systems, and processes that impact industries and organizations through critical thinking.

PSYC 5040: Statistical Methods Applied to Psychology: 3 credits
In this course, students will evaluate the basic principles of scientific methods and data statistical analysis related to psychology. Furthermore, they will apply procedural implementation techniques to descriptive and inferential statistics. Finally, they will use statistical reasoning to calculate basic measures applicable to socio-psychological problems.

PSYC 5100: Cognitive-Affective Bases of Behavior: 3 credits
In this course, students will analyze basic concepts of history and philosophy of psychology as behavioral science. Furthermore, they will evaluate how humans beings process information and organize their emotional experiences and knowledge from the perspective of central theories of cognition and affectivity, as well as factors that influence cognitive performance, in the emotional experience and their interaction. In addition, they will explain memory function, language, reasoning and problem solving, while taking into consideration the multidimensional nature of cognition and affectivity.

PSYC 5110: Industrial Psychology Advanced Seminar: 3 credits
In this course, students will analyze theories and techniques related to understanding, forecasting, and managing human behavior within industries. They will apply key methodologies for job analysis, recruitment, and selection of employees, among others, emphasizing the profession's ethical principles and values. They will employ company training and human capital development strategies. In addition, they will evaluate human resource management, including individual performance within the organization.

PSYC 5120: Research Methodology: 3 credits
In this course, students will evaluate the process and fundamental approaches of scientific or interpretive research for selecting a research topic in the field of industrial-organizational psychology. They will examine the theory for formulating a research proposal from topic selection to methodology, completing practical exercises. Additionally, they will analyze the concepts and importance of approaches, designs, methods, and data collection processes employed in research. *(Pre-requisite: PSYC 5040)*

PSYC 5130: Ethics, Values, and Professional Issues in Psychology: 2 credits
In this course, students will examine the ethical principles and professional regulations governing the professional practice of industrial and organizational psychology. Furthermore, they will evaluate state and federal norms, regulations, and

standards from a normative, valued, legal, and professional perspective. They will value the responsibility, commitment, and role of the industrial-organizational psychologist in managing the resolution of ethical issues in their professional practice. They will employ ethical practices in professional matters where industrial and organizational psychology is involved.

PSYC 5200: Psychological Testing and Assessment: 3 credits
In this course, students will examine the main theories and principles of psychological assessment. Furthermore, they will analyze the methods for the selection, development, and critical evaluation of psychological tests (intelligence, personality, aptitude, interest, and achievement). Additionally, students will apply the techniques for the development of psychological assessment instruments with emphasis on the ethical aspects of the field of study.
(Pre-requisite: PSYC 5040)

PSYC 5210: Organizational Psychology Advanced Seminar: 3 credits
In this course, students will analyze the theories and techniques related to the understanding, prognosis, and management of human behavior within organizations. Furthermore, they will apply methodologies related to leadership, organizational behavior, organizational development, organizational climate and culture, and health psychology.

PSYC 5220: Evaluation Techniques: 3 credits
In this course, students will analyze the historical background of psychometrics, the succession of metrics, the emergence of controversies, theoretical evolution, and the use of instrumentation. They will critically examine the measurement instrumentation in the workplace through the analysis of test items and the evaluation of validity and reliability components. Additionally, they will apply psychological measurement techniques by recognizing perspectives, selecting instrumentation, conducting tests, and analyzing results with consideration for ethics and validity.

PSYC 5230: Professional Consulting Seminar: 3 credits
In this course, students will evaluate the principles, concepts, theories, strategies, and models of professional psychological consulting. Additionally, they will analyze the main roles and functions of consulting practice from an industrial-organizational psychology perspective. Furthermore, they will examine key ethical controversies related to the practice of organizational consulting. *(Pre-requisites: PSYC 5040, PSYC 5120)*

PSYC 5240: Current and Global Business Dilemmas: 2 credits
In this course, students will examine current and global dilemmas in companies from a scientific-investigative perspective, with an emphasis on integration and globalized labor relations, as well as the application and implementation of emerging literature in areas related to industrial-organizational psychology. Additionally, they will analyze the key methodologies highlighted in the course, including organizational coaching, entrepreneurship, innovation, technology application in companies, and project management, among others. Likewise, they will develop a proposal for organizational training.

PSYC 6000: Industrial and Organizational Psychology Seminar (Capstone): 4 credits
In this course, students will analyze the findings and contributions of the functional areas of industrial organizational psychology through the application of various professional competencies in research. They will substantiate the plan, scope, and approach of scientific research, emphasizing literature review and creative critical thinking. Additionally, they will demonstrate knowledge in writing a publishable article using the American Psychological Association (APA) style manual on a topic relevant to the discipline.
(Pre-requisites: PSYC 5000, PSYC 5010, PSYC 5020, PSYC 5030, PSYC 5040, PSYC 5100, PSYC 5110, PSYC 5120, PSYC 5130, PSYC 5200, PSYC 5210, PSYC 5220, PSYC 5230)

POST BACCALAURATE CERTIFICATES ACADEMIC PROGRAMS

Graduate Certificate in Accounting

DESCRIPTION
This certificate may be used as complement to any bachelor's degree in business administration in order to obtain a comprehensive education that helps students further their understanding of the accounting transactions that take place within a company.

OBJECTIVE
The Graduate Certificate in Accounting explores accounting and financial information systems, trade laws, auditing techniques, and engages in an in-depth study of cost accounting. These studies will help students to acquire the knowledge and skills needed to occupy an intermediate-level accounting position.

LANGUAGE OPTION AND MODALITY
- Available in Spanish and English languages via online delivery method.Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: GradCert

COURSES:

ACCE 5000	Financial Accounting I	3
ACCE 5005	Financial Accounting II	3
ACCE 5010	Regulations	3
ACCE 5020	Advanced Auditing	4
ACCE 5030	Advanced Cost Accounting	4
ACCE 5040	Taxes	3
TOTAL CREDITS		**20**

NOTES:
- *All courses must be passed with at least a "B" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 32 weeks.*

Graduate Certificate in Management and Educational Leadership

DESCRIPTION

The new trends in public and private educational systems indicate that, besides the educational leaders in charge of teaching and management in an educational organization, there are other professionals who are pivotal to enabling change and transformational processes. Accordingly, the Graduate Certificate in Management and Educational Leadership procures that its students acquire the necessary skills to serve as a leader within the educational or social field. Through the certificate, students will broaden their knowledge on educational leadership, planning, and process evaluation. The certificate consists of 18 credits.

OBJECTIVE

The Graduate Certificate in Management and Educational Leadership strives to qualify students with the necessary knowledge and skills to effectively perform as managers or administrators in educational or social programs related to public or private institutions. Leadership skills are important to manage and lead effective efforts to promote, within educational scenarios, ethical and moral values through curricular and extracurricular activities.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: GradCert

COURSES:

EDUC 5220	Human Resources Administration	3
EDUC 5230	Instructional Leadership in Educational Scenarios	3
EDUC 5240*	Ethical and Transformational Leadership	3
EDUC 6010	Seminar on Processes and Controversial Issues in Educational Management	3
EDUC 6025	Leadership for Diversity	3
EDUC 6050	Integrative Seminar in Education	3
TOTAL CREDITS		**18**

NOTES:

- *All courses must be passed with at least a "B" grade.*This course includes the use of simulator.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 32 weeks.*

Graduate Certificate in Online Education

DESCRIPTION

The use of new technologies and the automation of the teaching-learning process is gaining recognition given the opportunities generated for transmission of knowledge. These new technologies provide alternatives to facilitate instruction, representing a valuable option due to their versatility and originality. This education approach requires a specialized training to enable full mastery of the new technologies. The Graduate Certificate in Online Education consists of 18 credits, divided in six terms. Students will broaden their knowledge in instructional design and planning focused on virtual education. Hence, the goal is to equip professionals with the concepts and skills required for online course development that integrate innovative strategies in the design, planning, development, and assessment of online teaching.

OBJECTIVE

The Graduate Certificate in Online Education strives to qualify educators in the design and assessment of online teaching. The creation of learning communities in virtual spaces serves as strategy to obtaining accessible information that will enable students to learn the most advanced teaching methodologies and strategies to offer technological training processes at different levels. By using innovative educational models based on the new information technologies, we aim to develop professionals with the necessary knowledge, competence, and skills to develop online courses.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: GradCert

COURSES:

EDUC 5200	Theories, Principles, and Processes Governing the Design of Educational Programs	3
EDUC 6205	Online Learning for Educators	3
EDUC 6210	Learning Assessment in Online Education	3
EDUC 6215	Instructional Design and Online Teaching	3
EDUC 6220	Learning Communities and Virtual Education	3
EDUC 6050	Integrative Seminar in Education	3
TOTAL CREDITS		**18**

NOTES:

- *All courses must be passed with at least a "B" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 32 weeks.*

POST BACCALAURATE CERTIFICATES COURSE DESCRIPTIONS

ACCE 5000: Financial Accounting: 3 credits
In this course, students will evaluate the framework for the financial reporting of business entities, government entities, and other nonprofit organizations. They will apply the Generally Accepted Accounting Principles in the United States (US GAAP) to prepare financial statements and their corresponding supporting documents, which include the classification of accounts and the record of information in the subsidiary ledger and in the general ledger. In addition, they will deduce the differences between the financial statements prepared by US GAAP, the International Financial Reporting Standards (IFRS), and the Government Accounting Principles issued by the Governmental Accounting Standards Board (GASB).

ACCE 5005: Financial Accounting II: 3 credits
In this course, students will apply accounting principles generally accepted in the United States (US GAAP) for the recording, valuation, calculation, and presentation of specific transactions and their disclosures. They will examine accounting processes related to business combination and leasing. Additionally, students will evaluate the financial reporting framework for governmental entities and non-profit organizations.

ACCE 5010: Regulations: 3 credits
In this course, students will examine commercial laws that apply to businesses, contracts, and agents, as well as the main government regulations for workers. They will evaluate the federal tax procedures with which professionals in the accounting field must comply. They will also identify the characteristics of the various business structures, along with their advantages and disadvantages. In addition, they will analyze the concepts related to the professional and ethical responsibilities of accountants in the tax practice.

ACCE 5020: Advanced Auditing: 4 credits
In this course, students will evaluate the auditing standards promulgated in the United States of America for public and private companies, government entities, nonprofit entities, and employee benefit plans. They will apply standards related to assurance and limited assurance contracts, as well as standards for performing accounting and review services. Students will likewise examine study material on auditing topics from the Uniform Certified Public Accountant Examination taken by accountants.

ACCE 5030: Advanced Cost Accounting: 4 credits
In this course, students will integrate concepts used in cost accounting, as well as cost behavior, administration, accumulation, and synthesized reports of organizational activities with an emphasis on manufacturing businesses. They will evaluate the usefulness of financial tools provided to management with the explanation of cost behavior. Students will interpret systems for cost recording, especially in manufacturing businesses, recognizing their application to trading and service businesses. They will develop a strategic financial plan for the benefit of managers, its use being a fundamental tool for the achievement of set goals and global competitiveness.

ACCE 5040: Taxes: 3 credits
In this course, students will apply tax procedures and aspects from legal and administrative sources of federal income taxes, according to the federal Internal Revenue Code. Additionally, they will evaluate elements of individual income tax and the valuation of property transactions. Students will analyze tax structure and treatment of corporations and societies. Furthermore, they will examine tax fundamentals for estates, trusts, and gifts.

EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits
In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

EDUC 5220: Human Resources Administration: 3 credits
In this course, students will analyze the basic concepts of human resources administration and

its importance in the educational context. They will value an administration that promotes equal opportunities and acceptance of diversity. Students will evaluate the role and competencies of the educator in a dynamic, competitive, and globalized environment. Students will responsibly interpret federal and state labor laws related to human resources management in contemporary educational organizations.

EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits
In this course, students will analyze the necessary skills for the professional development of the school principal as an instructional leader. In addition, they will assess the importance of the professional standards of managers and teachers in setting and achieving goals. Students will also develop action plans based on scientifically-based models for the continuous improvement of the school and all students.

EDUC 5240: Ethical and Transformational Leadership: 3 credits
In this course, students will analyze the evolutional development of the educational leadership concept. Likewise, they will distinguish between the ethical, transactional, transformative, and negative leadership styles and their application in effective contemporary organizations. Moreover, they will implement decision making, changes, and sustainability processes, as well as strategic thinking and promoting of a vision of future. This course includes the use of simulator.

EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits
In this course, students will examine the role of an educational administrator executing their duties in accordance with the vision, mission, goals, and objectives of an educational organization. They will also evaluate controversial issues and problems in educational management, legislation, and reform. Students will analyze the characteristics of new generations and the impact of technological advances on the educational system. Finally, they will develop an integration project to improve the school climate in an educational organization.

EDUC 6025: Leadership for Diversity: 3 Credits
In this course, students will analyze the challenges faced by leaders within educational contexts in a highly diverse and multicultural society. They will evaluate the main leadership theories from the perspective of diversity, inclusion, and equity in learning environments and educational organizations. Students will assess inclusive leadership styles that justify decision-making and communication within an organization.

EDUC 6050: Integrative Seminar in Education: 3 credits
In this course, students will integrate the theories and principles of educational leadership into the analysis of cases or situations related to the role of educational leaders in various educational settings. They will argue about the trends in 21st-century education related to curriculum, the teaching and learning process, and the evaluation of students and human resources, keeping the established policies and laws within their proper perspective. Lastly, they will create an innovative project according to their area of work, in which they will consider an existing problem and its possible solutions in a particular educational setting. *(Pre-requisites for Assessment and Effectiveness: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6060, 6225, 6230, 6240.) (Pre-requisites for Curriculum: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6200, 6240, 6260, 6060.) (Pre-requisites for Educational Leadership: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 5230, 5240, 6010, 6025.)*

EDUC 6205: Online Learning for Educators: 3 credits
In this course, students will discuss the history, theoretical foundations, and current modalities of distance learning. They will examine learning strategies, instructional design models, and current online course classifications. Finally, they will develop a learning module or object, applying an instructional design model and integrating of authorship tools or learning management systems platforms (LMS).

EDUC 6210: Learning Assessment in Online Education: 3 credits
In this course, students will analyze the fundamentals of assessment and its importance in educational processes. Additionally, they will evaluate assessment types and their relevance according to the goals and objectives of the institution. Students will identify appropriate technological tools for carrying out distance learning assessment processes. They will also create an institutional assessment plan to strengthen learning in online education.

EDUC 6215: Instructional Design and Online Teaching: 3 credits
In this course, students will analyze the instructional design fundamentals for the development of effective online teaching processes. They will create learning activities, evaluations and assessments, as well as educational materials according to the methodological models of effective learning theories in virtual and online environments. Moreover, they will justify their design decisions and the selection of appropriate technological tools for this learning and teaching environment. *(Pre-requisite: EDUC 6200)*

EDUC 6220: Learning Communities and Virtual Education: 3 credits
In this course, students will analyze the theory and pedagogical foundations of learning communities. Additionally, they will evaluate methods, necessary transformation processes, and possible activities for their creation. Finally, they will create a plan for the development of a virtual learning community, supported with technological resources for the educator.

UNDERGRADUATE
ALLIED HEALTH SCIENCES - SEMESTER ACADEMIC CALENDAR PROGRAMS

Associate's Degree in Medical Billing and Coding

DESCRIPTION

The associate degree program in Medical Billing and Coding will train students in the application of coding rules and billing procedures in the outpatient, inpatient, and dental healthcare settings. Students will employ the knowledge and skills necessary to accurately code and assign diagnostic, service, and procedure codes using the updated International Statistical Classification of Diseases and Related Health Problems (ICD), Current Procedural Terminology (CPT), Current Dental Terminology (CDT), and Healthcare Common Procedure Coding System (HCPCS) manuals. They will apply the processes required for efficient billing using electronic billing programs, following applicable policies and regulations. Students will demonstrate appropriate professional behavior in their interaction with clients and team members. They will develop personal attitudes and qualities conducive to career success, both in the field of medical billing and the health insurance industry in compliance with current state and federal laws.

OBJECTIVE

The associate degree program in Medical Billing and Coding will train students in the application of coding rules and billing procedures in outpatient, inpatient, and dental healthcare settings. Graduates of this program will demonstrate knowledge and skills for accurately applying diagnostic, service, and procedure codes using the updated manuals of the International Statistical Classification of Diseases and Related Health Problems (ICD), Current Procedural Terminology (CPT), Current Dental Terminology (CDT), and Healthcare Common Procedure Coding System (HCPCS). They will employ the necessary processes for efficient billing using electronic billing programs, following applicable policies and regulations. Furthermore, they will develop professional competencies for effective interaction with clients and work teams in healthcare organizations and insurance companies, in accordance with current state and federal laws.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online and hybrid delivery methods.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: AAD

GENERAL EDUCATION:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
HUMA 1010	Humanities I	3
MATH 1010	Basic Mathematics	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
		18

MAJOR COURSES:

BIOL 1200	Fundamentals of Anatomy and Physiology	3
BUMA 1050	Introduction to Entrepreneurship	3
ITTE 1031L	Computer Literacy and Lab	3
MESE 1010	Medical Terminology	3
MEBC 1000*	Introduction to Billing	3
MEBI 1160L**	Electronic Medical Record and Laboratory	3
MEBC 1011L**	Anatomy, Nomenclature with Codes and Dental Billing and Laboratory	4
MEBC 1100*	Diagnostic Coding (ICD-10-CM)	3
MEBC 1120*	Coding Procedures I (CPT)	3
MEBC 1030L**	Electronic Medical Billing and Laboratory	3
MEBC 1130*	Coding Procedures II (HCPCS)	3
MEBC 1300**	Hospital Procedure Coding (PCS)	3
MEBC 2010**	Auditing and Legal Aspects in Medical Billing and Coding	4
MEBC 2020L**	Integrative Seminar: Medical Billing and Coding and Laboratory	3
		44

ELECTIVES COURSES

SEMI 1010*	Transition to University Life and Professional Training Seminar	1

TOTAL CREDITS **63**

NOTES:

- **All courses must be passed with at least a "C".*
- ***This course includes the use of simulator.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

UNDERGRADUATE
ALLIED HEALTH SCIENCES
COURSE DESCRIPTIONS
(Semester academic calendar programs)

BIOL 1200: Fundamentals of Anatomy and Physiology: 3 credits
In this course, students will determine the importance of the organization of the human body and the different systems that make it up. They will analyze the anatomy of the various body systems, their constituent organs, and their basic functions. In addition, they will examine the relationship between body systems and their proper functioning, as well as the effect of pathologies on the organs.

MEBC 1000: Introduction to Billing: 3 credits
In this course, students will analyze fundamental concepts related to medical billing systems. They will also evaluate the characteristics of various types of health insurance for decision-making in invoice processing. In addition, they will determine the necessary actions for the efficient management of CMS-1500 and CMS-1450 (UB-04) forms based on the coverage type and the corresponding characteristics of health insurance in medical billing processes.

MEBC 1011L: Anatomy, Nomenclature with Codes and Dental Billing, and Laboratory: 4 credits
In this course, students will distinguish terms related to the various structures and anatomical points of the teeth and oral cavity. They will also apply procedures for dental billing, both manually and electronically, according to the "Code on Dental Procedures and Nomenclature" (CDT Code). Furthermore, they will use invoice report information for processing complaints or other payment-related situations. (This course includes the use of a simulator).
(Pre-requisite: BIOL 1200, MEBC 1000)

MEBC 1030L: Electronic Medical Billing and Laboratory: 3 credits
In this course, students will analyze the impact of technology on electronic billing systems. They will evaluate the management process of medical billing systems for healthcare personnel. Additionally, they will integrate knowledge and skills related to the billing cycle, the electronic reconciliation processes and claims to secondary medical plans through electronic billing programs. This course includes the use of simulator. *(Pre-requisite: MEBC 1000)*

MEBC 1100: Diagnostic Coding (ICD-10-CM): 3 credits
In this course, students will apply the coding of the International Classification of Diseases (ICD-10-CM) system in billing for diagnoses, through hypothetical cases of inpatient and outpatient patients. Additionally, they will justify the assignment of codes using clinical data from medical records. Furthermore, they will analyze the role of medical billers and coders in medical billing and the impact of billed codes on morbidity and mortality statistics in the population, from an ethical perspective. *(Pre-requisite: BIOL 1200, MEBC 1000) (Co-requisite: MESE 1010)*

MEBC 1120: Coding Procedures I (CPT): 3 credits
In this course, students will analyze the history and evolution of Current Procedural Terminology (CPT) codes in the medical coding field, including format, organization, and symbols. They will apply rules for the identification of main terms, sub-terms, cross-references, and codes in the CPT. They will distinguish highlighted procedures in medical records and the suitable documentation for coding purposes. They will describe procedures, standards and necessary documentation for coding in accordance with CPT. They will accurately assign procedure codes according to the CPT Manual.
(Pre-requisites: BIOL 1200, MESE 1010, MEBC 1100, MEBC 1011L)

MEBC 1130: Coding Procedures II (HCPCS): 3 credits
In this course, students will value the importance of the Healthcare Common Procedure Coding System (HCPCS) as an essential tool in medical coding and billing in Puerto Rico and the United States. Likewise, they will use the Level II HCPCS codes with precision. Furthermore, they will interpret the necessary information to comply with professional ethics, as well as state and federal laws regarding reimbursement for services rendered..
(Pre-requisites: MESE 1010, MEBC 1100, MEBC 1120)

MEBC 1300: Hospital Procedure Coding (PCS): 3 credits
In this course, students will analyze the fundamental concepts of ICD-10-PCS (International Classification of Diseases, Tenth Revision, Procedure Coding System) used for coding procedures performed on acute or extended care hospitalized patients, including its structure and organization. They will apply the conventions, guidelines, and rules for assigning ICD-10-PCS codes across sections and subsections, including term definitions and specific code selection rules. Furthermore, they will evaluate the importance of proper clinical documentation to ensure accurate and complete coding of procedures performed and to obtain reimbursement for services rendered..
(Pre-requisites: BIOL 1200, MESE 1010, MEBC 1100, MEBC 1120) (Co-requisite: MEBC 1130)

MEBC 2010: Auditing and Legal Aspects in Medical Billing and Coding: 4 credits
In this course, students will analyze general concepts, laws, and regulations required for the evaluation of medical audit procedures required by the governing management agencies of healthcare services. Examine payment remittance that include the abbreviations and codes corresponding to the denials in payment remittances and the necessary documents complementary to invoicing. They will develop quality processes for managing information and methods for sending invoices to medical insurers. Finally, they will explain the medical billing and coding audit process. *(Pre-requisites: MESE 1010, MEBC 1000, MEBC 1011L, MEBC 1030L, MEBC 1100, MEBC 1120, MEBC 1130, MEBI 1160L, MEBC 1300) (Co-requisite: MEBC 2020L)*

MEBC 2020L: Integrative Seminar: Medical Billing and Coding and Laboratory: 3 credits
In this seminar, students will integrate the knowledge, skills, and abilities developed throughout their academic training in the program. They will analyze fundamental concepts related to medical billing systems. They will examine data entry methods required by electronic billing programs. Students will justify the importance of diagnostic and procedural coding in medical record analysis. They will integrate the knowledge and skills related to the electronic reconciliation and claims process. *(This course includes the use of billing and electronic record simulators)*
(Pre-requisites: MESE 1010, MEBC 1000, MEBC 1011L, MEBC 1030L, MEBC 1100, MEBC 1120, MEBC 1130, MEBI 1160L, MEBC 1300) (Co-requisite: MEBC 2010)

MEBI 1160L: Electronic Medical Record and Laboratory: 3 credits
In this course, students will analyze the basic concepts of electronic medical records management and the basic functions of an electronic health record. They will discuss the importance of using electronic medical records (EHR) in medical offices and hospitals. Also, they will examine compliance regulations, as well as ethical- legal principles for the use of information and technology resources in the healthcare industry. (This course includes the use of a simulator).
(Pre-requisite: MEBC 1000, MEBC 1011L, MEBC 1100, MEBC 1120) (Co-requisites: MEBC 1130, MEBC 1300)

MESE 1010: Medical Terminology: 3 credits
In this course, students will evaluate the composition, structure and derivation of the words that are part of medical terminology. They will analyze the meaning of the segments of a medical term and their relationship to anatomy, health conditions, and procedures or treatments performed on patients. They will also apply the medical terminology used in various branches of health, such as physiology and pathology. *(Pre-requisites: BIOL 1010, 2000 or BIOL 1200 for the Medical Billing and Coding program)*

UNDERGRADUATE
ALLIED HEALTH SCIENCES - QUARTER ACADEMIC CALENDAR PROGRAMS

Bachelor's Degree in Allied Health Management

DESCRIPTION

The Bachelor's Degree program in Allied Health Management is comprised of a combination of courses providing skills such as managing the administrative area within a health services organization, medical law/regulations, and current procedural coding with health information resources. The program is designed to prepare a student for a career as an administrator in the health services field.

The Clinical Basic X-Ray concentration track is designed to prepare graduates for Florida Licensure in Basic Xray Machine Operator.

Students must transfer in credits from allied health diploma or degree program and meet completion requirements.

LANGUAGE OPTION AND MODALITY

- Available in English language via hybrid delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

DEGREE TYPE EARNED: BS

BACHELOR COURSES:

Lower Level Courses:

MBC1105	Health Information Resources^^	5.0
MBC1405	Medical Billing and Insurance^^	5.0
MED1055	Medical Office Procedures^^	5.0
MED1060	Anatomy and Physiology with Medical Terminology I^^	6.0
MED1065	Anatomy and Physiology with Medical Terminology II^^	6.0
ACG1100	Accounting I Lecture/Lab^^	4.5
BUS2230	Business Management Lecture/Lab^^	4.5
MKT2010	Introduction to Marketing^^	4.5
ECO202	Microeconomics^^	4.5

Upper Level Courses:

BUS3320	Leadership and Organizational Behavior Lecture/Lab^^	4.5
HSA3300	Health Services Organization Management and Marketing Lecture/Lab^^	4.5
HSA3315	Health Information Systems Lecture/Lab^^	4.5
HSA3320	Healthcare Human Resource Management Lecture/Lab^^	4.5
HSA3325	Introduction to Healthcare Financial Management Lecture/Lab^^	4.5
HSA4405	Healthcare Policy and Law^^	6.0
HSA4415	Population and Health^^	4.5

General Education Courses^^:

6.0 credits X 9	54.0

(54 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

CONCENTRATION TRACKS (SELECT ONE TRACK)

Concentration Track 1: Medical Coding:

MBC1205	Current Procedural Codes/CPT^^	5.0
MBC1305	Diagnostic Coding/ICD-10^^	5.0
MBC2805	Certified Insurance and Coding Exam Prep^^	6.0
MBC2900	Capstone^^	5.0
MBC3000	Advanced CPT/IDC-10 Coding^^	4.5
MBC3100	CPC Exam Prep^^	4.5
HSA400	Leadership in Healthcare^^	6.0
BUS309	Business Ethics^^	6.0
HSA4420	Practice Management Policies, Protocols, & Risk Management^^	5.0
BAD360	Operations Management^^	4.5
HSA4410	Long-Term Managed Care Systems Lecture/Lab^^	4.5

Concentration Track 2: Clinical Basic X-Ray:

MBC1205	Current Procedural Codes/CPT^^	5.0
MBC1305	Diagnostic Coding/ICD-10^^	5.0
MED1070	Clinical Procedures*	5.0
MED1075	Laboratory Procedures*	5.0
MED2065	Introduction to Pharmacology*	5.0
MED2075	Basic Cardiorespiratory Procedures*	5.0
MED2805	Certified Medical Assistant Exam Prep^^	6.0
MED3000	Externship^	4.0
BBMO2810	Advanced Fundamentals of Basic X-Ray Machine**	5.0
BBMO2805	Fundamentals of Basic X-Ray Machine**	5.0
BBMO2815	Basic X-Ray Machine Operator Exam Prep^^	6.0

Concentration Track 3: Clinical Practice Manager:

MBC1205	Current Procedural Codes/CPT^^	5.0
MBC1305	Diagnostic Coding/ICD-10^^	5.0

MED1070	Clinical Procedures*	5.0
MED1075	Laboratory Procedures*	5.0
MED2065	Introduction to Pharmacology*	5.0
MED2075	Basic Cardiorespiratory Procedures*	5.0
MED2805	Certified Medical Assistant Exam Prep^^	6.0
MED3000	Externship^	4.0
HSA4410	Long-Term Managed Care Systems Lecture/Lab^^	4.5
HSA4420	Practice Management Policies, Protocols & Risk Management^^	5.0
HSA4425	Certified Physician Practice Manager Exam Prep^^	6.0

Concentration Track 4: Pre-Professional:

BUS309	Business Ethics^^	6.0
BAD360	Operations Management^^	4.5
HSA4410	Long-Term Managed Care Systems Lecture/Lab^^	4.5
HSA400	Leadership in Healthcare^^	6.0
ELECTIVE 1	Elective Course	6.0
ELECTIVE 2	Elective Course	6.0
ELECTIVE 3	Elective Course	4.5
ELECTIVE 4	Elective Course	4.5
ELECTIVE 5	Elective Course	4.5
ELECTIVE 6	Elective Course	4.5
ELECTIVE 7	Elective Course	4.5

TOTAL CREDITS 187.5/188 Quarter Credits

Students must successfully complete 187.5/188 Quarter Credits in order to qualify for graduation. (See Additional Admissions Requirements and Graduation Requirements sections for more information.)

NOTES:

^^These courses are only available fully online.

UNDERGRADUATE
ALLIED HEALTH SCIENCES
COURSE DESCRIPTIONS
(Quarter academic calendar programs)

Course Numbering System
Courses numbered in the 100 or 1000 series are generally considered freshman level; those in the 200 or 2000 series, sophomore level. Courses numbered in the 300 or 3000 series are generally considered junior level; those in the 400 or 4000 series, senior level.

NUC-FTC reserves the right to change course offerings within programs when it is in the best interest of the student.

ACG1100 Accounting I Lecture/Lab 4.5 Quarter Credits
In this course, students will analyze business transactions in both manual and computerized environments, as well as the vital role of ethics in accounting. Moreover, they will apply accounting terminology, concepts, and the accounting cycle, including the adjusting process, closing process, and preparation of financial statements, in the context of business organizations. In addition, students will examine the nature of internal control for cash and the bank reconciliation process.

BAD360 Operations Management 4.5 Quarter Credits
In this course, students will analyze basic concepts, principles, and business operations. They will assess the fundamentals of the human resources management and leadership management aspects of running a business, and the importance of workforce motivation and engagement. Moreover, they will demonstrate their understanding of the functions of management in today's business environment and how this impacts the global economy.

BBMO2805 Fundamentals of Basic X-Ray Machine 5.0 Quarter Credits
In this course, students will develop technical knowledge in the fundamentals for the use, maintenance, and storage of xray equipment and radiologic film in image production. To this end, they will apply basic mathematics and physics in radiographic procedures. Students will explore the principles of image and film processing, as well as exposure and image quality techniques. They will further practice computed radiography (CR) and digital radiography (DR) systems, among other skills that employers look for in today's healthcare industry.

BBMO2810 Advanced Fundamentals of Basic X-Ray Machine 5.0 Quarter Credits
In this course, students will evaluate advanced concepts of x-ray procedures, image production, and x-ray evaluation. They will examine transferring and positioning techniques, and relevant anatomy for radiological studies of the upper and lower extremities, skull, and torso, with an emphasis on the bony thorax and chest areas. Students will also apply advanced knowledge of radiobiology in evaluation procedures, diagnosis and medical laboratory skills to perform bone densitometry.

BBMO2815 Basic X-Ray Machine Operator Exam Prep 6.0 Quarter Credits
In this course, students will analyze ethical issues, legal requirements, principles of professionalism, and effective communication skills necessary in the healthcare workplace. They will also examine workplace safety standards required by regulating agencies, focusing on reducing the spread of disease and infection control. Likewise, students will evaluate patient-centered care. Additionally, they will explore topics covered in the Florida Health and the American Registry of Radiologic Technologists (ARRT) certification for Basic X-Ray Machine Operator (BMO), such as patient care, safety, image preparation, and procedures. Prerequisites: BBMO2805, BBMO2810

BUS309 Business Ethics 6.0 Quarter Credits
In this course, students will examine the importance of ethics in a business context. Moreover, they will explore ethical issues and dilemmas emerging in business today. Also, students will analyze the ethical decision-making process, and the influence of an individual's perceptions, values, and backgrounds. Furthermore, they will value the development, management, and implementation of an organizational ethics program in compliance with the applicable norms.

BUS2230 Business Management Lecture/Lab 4.5 Quarter Credits
In this course, students will examine the types of global economic systems and how economic performance is measured. They will analyze the forms of business ownership with their

advantages and disadvantages, as well as their organizational structure. They will explain human resource management activities, including employee motivation techniques, diversity, and marketing strategies. In addition, they will utilize management information systems, accounting information, financial statements, and social media in business.

BUS3320 Leadership and Organizational Behavior Lecture/Lab 4.5 Quarter Credits
In this course, students will analyze the general perspective of organizational behavior and the dynamic environment of organizations. They will examine behaviors in an organizational context based on personalities and characteristics. Also, students will investigate the development processes of groups and teams for effective performance. In addition, they will distinguish the influence of leadership on employee behavior and administrative or organizational effectiveness.

BUS4405 Labor Relations Lecture/Lab 4.5 Quarter Credits
In this course, students will examine the different processes unions and employers develop within the work environment. They will examine the history of organized labor in the United States, the negotiation process, the collective bargaining 126 agreement and how it is administered. In addition, students will assess bargaining issues and the possible effect on the labor relations process.

ECO202 Microeconomics 4.5 Quarter Credits
In this course, students will create a logical and coherent framework in which to organize economic phenomena related to microeconomics. The students will analyze several economic models for the explanation and hypothesis of wide variety of economic (and seemingly non-economic) phenomena. Likewise, the student will interpret the microeconomic theory that allows the student to gain a fundamental understanding of the effect that human behavior, preferences and choices have in an economic setting.

ENT2041 Managing Change Lecture/Lab 4.5 Quarter Credits

In this course, students will develop skills related to organizational development (OD) and change management. They will also create a comprehensive change management plan for effective change implementation. Furthermore, the students will evaluate the key success factors in change effectiveness.

HSA400 Leadership in Healthcare 6.0 Quarter Credits
In this course, students will analyze the foundations of leadership within the context of healthcare, including various types of theories and styles. They will also explore leadership and followership in the solution of organizational challenges. In addition, students will evaluate leadership skills applicable to organizational management in healthcare.

HSA3300 Health Services Organization Management and Marketing Lecture/Lab 4.5 Quarter Credits
In this course, the students will analyze foundational aspects of health care organizations. They will examine specific areas, including the development and evolution of the industry, operational procedures, and administrative oversight. They will also evaluate the performance of health care professionals, teamwork motivation, communication and conflict management, and the development and implementation of strategy.

HSA3315 Health Information Systems Lecture/Lab 4.5 Quarter Credits
In this course, students will examine the general principles of finance as they relate to health care organizations; these include sources of revenue for various health care entities, fundamentals of finance for health care organizations, principles of accounting, interpretations of ratios using industry-wide comparisons, balance sheet and income statement preparation and analysis, budget analysis and cost control measures, cash flow, and financial reporting. They will also analyze issues surrounding budgeting dynamics that alter financial conditions.

HSA3320 Healthcare Human Resource Management Lecture/Lab 4.5 Quarter Credits
This course introduces contemporary healthcare human resource management issues within the U.S. Healthcare system. Contrasts the differences between personnel administration and elements of strategic human resource management. Students learn key concepts such as; line vs. staff relationships, the manager/employee relationship, job design, job analysis, position descriptions, recruitment, retention, promotion, succession planning, legal issues, safety issues, labor relations, training, compensation, benefits, and performance appraisals. Current trends in healthcare human resource management are covered.

HSA3325 Introduction to Healthcare Financial Management Lecture/Lab 4.5 Quarter
In this course, students will examine the general principles of finance as they relate to health care organizations; these include sources of revenue for various health care entities, fundamentals of finance for health care organizations, principles of accounting, interpretations of ratios using industry-wide comparisons, balance sheet and income statement preparation and analysis, budget analysis and cost control measures, cash flow, and financial reporting. They will also analyze issues surrounding budgeting dynamics that alter financial conditions. *Prerequisite: MAT1010*

HSA4405 Healthcare Policy and Law 6.0 Quarter Credits
In this course, students will analyze healthcare policy, regulation, and law. They will also review sources of common, statutory, and constitutional law; contracts; and intentional torts. In addition, students will discuss the organization and management of corporate, for-profit, and nonprofit healthcare organizations (HCOs). Furthermore, they will assess liability issues for individuals and HCOs, admission and discharge issues emergency care issues, consent treatment consent issues, taxation issues, and antitrust issues. Moreover, students will examine medical staff appointments and privileges. Finally, they will evaluate fraud, abuse, and corporate compliance programs

HSA4410 Long-Term Managed Care Systems Lecture/Lab 4.5 Quarter Credits
In this course, students will assess the role of health care management, understanding the structure, staffing, and organizational leadership needed in the long-term care environment. They will analyze medical terminology to understand caregiver responsibilities, including communication, administration, and restoration of residents. They will examine essential needs, medical conditions, and disabilities, as well as the application of concepts and protocols to laboratory exercises. Students will also understand how to provide care for diverse residents.

HSA4415 Population and Health Issues Lecture/Lab 4.5 Quarter Credits
This course allows the students to examine community health issues, wellness and disease, and quality of life of defined consumer populations at the state and federal levels, along with lifestyle issues and practices and the impact they have upon health services. In addition, the student will explore population health issues in relation to the impact they have on the use of available goods and services, illness and disease and overall community health and wellness programs.

HSA4420 Practice Management Policies, Protocols & Risk Management 5.0 Quarter Credits
In this course, students will examine the general principles of finance as they relate to health care organizations; these include sources of revenue for various health care entities, fundamentals of finance for health care organizations, principles of accounting, interpretations of ratios using industry-wide comparisons, balance sheet and income statement preparation and analysis, budget analysis and cost control measures, cash flow, and financial reporting. They will also analyze issues surrounding budgeting dynamics that alter financial conditions.

HSA4425 Certified Physician Practice Manager Exam Prep 6.0 Quarter Credits
In this course, students will review the management of multiple processes affecting the institution and the patients including revenue cycle, compliance regulations, human resources, health information, and policy and law as presented in previous courses. They will demonstrate the acquired skills in preparation to challenge the Physician Practice Management Certification.

HUM101 Humanities 6.0 Quarter Credits
In this course, students will evaluate the relevance of human expression throughout history. They will analyze the fundamental aspects of the evolution of mankind with emphasis on the human experience as expressed in art, music, literature, and visual arts. Students will examine the development of social, economic, political, religious, and cultural movements of the Western and Eastern civilizations, from ancient history to postmodernism.

MBC1105: Health Information Resources: 5.0 Quarter credits
In this course, students will analyze electronic health record (EHR) administrative functions and regulatory standards. They will evaluate the purpose, applications, and benefits of using EHR software in health information management. Students will practice database management and data entry for the proper processing, storage, and retrieval of patient health information. Also, they will assess privacy and security standards, and the potential of health informatics in a clinical scenario.

MBC1205: Current Procedural Codes/CPT: 5.0 Quarter credits
In this course, students will analyze the rules and guidelines of the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) Level II coding manuals. They will also assess the benefits of using coding manuals for those working in the medical field as a medical biller, coder, collector, or office administrator. Additionally, students will evaluate coding procedures and services following CPT and HCPCS Level II coding manuals and encoder software. *(Prerequisite: MED1065)*

MBC1305: Diagnostic Coding/ICD-10: 5.0 Quarter credits
In this course, students will examine chapter-specific guidelines and basic diagnostic conventions of the International Classification of Diseases, Tenth Edition, Clinical Modification (ICD-10-CM). They will also apply diagnostic codes to medical scenarios according to ICD-10-CM guidelines. *(Prerequisite: MED1065)*

MBC1405: Medical Billing and Insurance: 5.0 Quarter credits
In this course, students will examine the revenue cycle management (RCM) procedures in relation to the billing and coding of medical services. Additionally, they will analyze the different types of insurance programs, governmental and private third-party payers, workers' compensation packages, and disability coverage.

MBC2805: Certified Insurance and Coding Exam Prep: 6.0 Quarter credits
In this course, students will interpret coding procedure principles covered throughout the medical billing and coding program courses, including those related to medical terminology, insurance, and documentation compliance. They will also demonstrate the skills acquired for NCCT certification in insurance and coding through extensive practice exercises. *(Prerequisite: All previous program courses).*

MBC2900: Capstone: 5.0 Quarter credits
In this course, students will demonstrate knowledge, skills, and abilities related to office insurance finances, the revenue cycle, managed care issues, the collections process, and insurance claims in medical coding and billing. In addition, they will determine codes used in encoder software for diagnoses, procedures, and services. *(Prerequisite: All previous program courses except MBC2805).*

MBC3000 Advanced CPT/ICD-10 Coding 4.5 Quarter Credits
In this course, students will use coding references to assign proper diagnosis and procedural codes in order to document medical necessity for proper third-party reimbursement in the revenue cycle. Concurrently, they will dissect the process of evaluating medical documentation to recognize relevant data and the importance of following guidelines for proper coding. Students will also practice how to use an electronic encoder system

for real world cases in surgical and non-surgical environments. *Prerequisite(s): MBC1205, MBC1305*

MBC3100 CPC Exam Prep 4.5 Quarter Credits
In this course, students will receive an overview of the national coding certification exam from American Academy of Professional Coders, which is accepted nationally and internationally. In addition, students will assess the CPT®, ICD-10- CM, and HCPCS Level II codebooks. Furthermore, they will test for accuracy and speed with mock exams that will prepare them to successfully complete the Certified Professional Coder (CPC) exam. Once you pass the National Exam, you will earn the credentials of CPC-A.
Prerequisite: MBC3000

MED1055: Medical Office Procedures: 5.0 Quarter credits
In this course, students will examine skills related to medical office administrative procedures such as the use of electronic health records (EHR), appointment scheduling, filing, handling mail, and preparing office budgets. They will also analyze stress management strategies and the importance of workplace ethics, privacy laws (HIPAA), and effective communication in diverse environments. Furthermore, students will identify changes and challenges in the 21st century workplace and the role of the administrative professional within that setting.

MED1060: Anatomy and Physiology with Medical Terminology I: 6.0 Quarter credits
In this course, students will explore the organization of the human body and the relationship between structure, function, and homeostasis of the integumentary, the musculoskeletal, and the nervous system, including special senses. They will also dissect the meaning of medical terms and abbreviations according to their basic components —prefixes, suffixes, and roots— in addition to special numerical, positional, and condition-related components.

MED1065: Anatomy and Physiology with Medical Terminology II: 6.0 Quarter credits
In this course, students will analyze concepts related to the anatomy and physiology of the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems of the human body. They will also examine medical terminology related to the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems of the human body. Furthermore, they will determine the etiology, diagnosis, and treatment of diseases of the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems.

MED1070 Clinical Procedures 5.0 Quarter Credits
In this course, students will analyze practical clinical skills for working in a medical office environment. They will explore patient education and medical history, focusing on effective communication skills. Furthermore, students will assist healthcare staff in taking patients' vital signs, physical examinations, and various treatment modalities.

MED1075 Laboratory Procedures 5.0 Quarter Credits
In this course, students will evaluate specimen collection methods. They will also perform laboratory procedures and CLIA waived tests according to sanitation standards, focusing on effective communication with patients. In addition, students will explore automated laboratory testing techniques. Furthermore, students will practice acquired skills by completing practical lab exercises in preparation for the certification test.

MED2065 Introduction to Pharmacology 5.0 Quarter Credits
In this course, students will analyze the basic rules of preparation and administration of oral and parenteral medications. They will examine the parts of a prescription as well as commonly prescribed medications, how they affect the body, and why they are prescribed. They will demonstrate preparation and administration of medications using various techniques, including intramuscular, subcutaneous, intradermal, and Z-track injections. In addition, they will evaluate the Occupational Safety and Health Administration (OSHA) guidelines in preparation for the OSHA bloodborne pathogen certification.

MED2075 Basic Cardiorespiratory Procedures 5.0 Quarter Credits
In this course, students will analyze commonly-performed cardiovascular and pulmonary function studies. They will identify life threatening signs of arrhythmia, as well as daily functions and responsibilities of a medical assistant technician. In addition, they will also perform cardiorespiratory procedures such as a 12-lead electrocardiogram without artifacts as well as first aid and basic life-

support procedures. They will practice acquired skills by completing lab exercises in preparation for the certification test.

MED2805 Certified Medical Assistant Exam Prep 6.0 Quarter Credits
In this course, students will reinforce their knowledge of the topics and practical skills covered throughout the Medical Assistant Technician program in anticipation of enrolling in the externship and applying for the medical assistant certification examination. They will evaluate medical assistant administrative and exam room tasks, the electronic health record (EHR) system, and the information required to complete the medical records. In addition, students will analyze the influence of nutrition in a patient's health and the importance of pharmacology concepts and procedures. They will also examine basic cardiology, phlebotomy, and laboratory procedures. They will practice acquired skills by completing lab exercises in preparation for the certification test.
Prerequisites: All previous courses, except for MED3000

MED3000 Externship 4.0 Quarter Credits
In this course, students will apply administrative and clinical skills obtained throughout the Medical Assistant program at an approved externship site. Students will also gain hands-on experience in healthcare settings, where they will work under the direct supervision of a clinical professional. Furthermore, they will demonstrate their clinical skills while working with patients, doctors, and other members of the healthcare team.
Prerequisite: All previous courses with a minimum CUM GPA of 2.0

MKT2010 Introduction to Marketing 4.5 Quarter Credits
In this course, students will analyze essential marketing concepts for long-term success in business settings. They will also examine the basic marketing challenges, trends, and approaches in today's multicultural, generational, and diverse workforce environment. In addition, students will evaluate the main elements and methods in decision-making for brands and advertising, as well as the fundamental aspects of ethics and social responsibility.

UNDERGRADUATE NURSING ACADEMIC PROGRAMS

Bachelor's Degree in Science in Nursing (RN to BSN)

DESCRIPTION

The Bachelor of Science in Nursing (RN to BSN) option trains the student in the competencies of leadership, management, critical thinking, communication, and ethical-legal decision making related to the nursing profession. In addition, the student will develop skills to provide direct nursing care by practicing in simulated environments and clinical experiences. The graduate of this program will be able to practice as a generalist nurse, independently and interdependently, in medical offices, public and private hospitals and in communities, at the primary, secondary and tertiary levels under the collaboration of a specialist or advanced practice nursing professional.

OBJECTIVE

The Bachelor's Degree in Science in Nursing (RN to BSN) option trains students in the development of the knowledge and skills of the profession related to human care and teaching with a holistic approach. Graduates of this program will be able to apply the competencies of leadership, management, critical thinking, assertive communication, and ethical and legal decision making, specific to the different needs of groups, populations and situations. In addition, students will employ their skills in the clinical and biopsychosocial aspects during their intervention with clients, families and the community, therefore contributing to the betterment and development of the quality of life in the society.

LANGUAGE OPTION AND MODALITY

- Available in Spanish and English languages via hybrid delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: BSN

GENERAL EDUCATION (Spanish version):

ENGL 2050	Conversational English	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 2040	Writing and Composition	3
		18

GENERAL EDUCATION (English Version):

ENGL 1200	Grammar for Speaking and Writing	3
ENGL 2040	English Writing and Composition	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
		18

CORE COURSES:

CHEM 2031	General Chemistry	3
NUTR 1000	Introduction to Nutrition	2
STAT 2000	Introduction to Statistics	3
		8

MAJOR COURSES

NURS 3006	Transition of the Role of Nurses in Current Society	3
NURS 3015	Physical Assessment	3
NURS 3040	Informatics in Healthcare Systems	3
NURS 3050	Research in Nursing	3
NURS 3055	Leadership and Management	3
NURS 3130	Critical Interventions in Professional Nursing with Adults	3
NURS 4000	Global and National Health Policies	3
NURS 4020	Nursing Interventions with Families and Communities	3
NURS 4025P	Practice in Nursing Interventions with Families and Communities	2
		26

TOTAL CREDITS **52 (122)**

NOTES:

- *All courses must be passed with at least a "C" grade.*
- **Course NURS 4025P requires the student to complete community service hours on ground.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 64 weeks.*
- *Before beginning course NURS 4025P, students must have completed all prerequisites of this course in accordance with the curriculum of the program.*
- *Course NURS 4025P credits are equivalent to 110 hours (2 credits) hours each.*
- *For the internship courses, all students will be required to present certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.*

Any person interested in practicing a regulated profession such as Nursing should contact the appropriate State regulatory agency with regard to any additional requirements.

Admission Requirements:

- Complete and submit the admission application.
- Have an associate degree in nursing from an accredited institution that is recognized by the United States Department of Education or by an official agency from the country of origin.
- Have a minimum GPA of **2.25** or its equivalent, according to the grading system of the institution of origin. Show proficiency in computer literacy.
- Have a permanent RN license in United States or Puerto Rico and show evidence that such license is active.
- *All students must keep their license active during their time of study.

Notice: Given this program requires all applicants to have an active, permanent RN license in the United States or Puerto Rico to be admitted to the program and requires all students to keep their license active during their time of study, this program is not designed to prepare graduates to obtain licensure as an RN. Applicants interested in programs designed to prepare graduates to obtain licensure as an RN should consider NUC's Associate Degree in Nursing or the Bachelor Degree in Science in Nursing.

Documents that must be submitted with the admission application:

- Transcript of the academic file or certification that includes a cumulative average and a degree conferred by the college or university of origin.
- If the transcript comes from a foreign university, it will be the responsibility of the student to have the document translated to English by a certified translator and have the transcript evaluated by a credentials evaluator who is member of the National Association of Credential Evaluation Services to determine the equivalency of the credentials to credentials awarded by institutions in the United States. These documents must be sent directly to the academic dean.
- Pay the admissions fee.

Transfer of credits for the Bachelor's Degree in Science in Nursing (RN to BSN) Program

Academic Degree: Bachelor's Degree in Science in Nursing (RN to BSN)
Terms: 4 full-time
Total credits: RN to BSN -52 credits
Credits required for graduation: **122 credits**
The conferred Associate's Degree in Nursing by an accredited institution, and the permanent and active RN license will be awarded as a prior learning and equivalent of the 70 credits Associate's Degree in Nursing at NUC University. The student will be required to take all the 52 credits of the Bachelor's Degree in Sciences in Nursing (RN to BSN) program. No additional courses will be transferred, without exception.

UNDERGRADUATE NURSING COURSE DESCRIPTIONS

CHEM 2031: General Chemistry: 3 credits
In this course, students will analyze the classification of matter, the atomic structure, and the formation of chemical bonds, as well as the measurement systems used in chemistry. They will differentiate the types of chemical reactions and solutions. In addition, students will examine different organic compounds and biological molecules. *(Pre-requisites: MATH 1010)*

NURS 3006: Transition of the Role of Nurses in Current Society: 3
In this course, students will evaluate the historical evolution of the nursing profession, holistic concepts, nursing theories, and the levels of education in the practice of the profession. They will examine ethical and legal principles, cultural diversity in the face of professional challenges, and the role of the profession within the evolving healthcare system. Additionally, students will assess research findings, evidence-based practice, and the integration of technology into the nursing profession within contemporary society. *(Co-requisites: None) (Pre-requisites: NURS 1000)*

NURS 3015: Physical Assessment: 3 credits
In this course, students will assess the history of the role of nursing in holistic care health assessment for adult and elderly clients. They will learn about physical assessment methodology and the techniques of performing the physical exam as part of the nursing professional role. Included will be attention to documenting a clients' health history and physical exam as part of the process for clinical decision-making. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2540, 2541P, 2550, 2551P, 2620, 2621P, 2630, 2631P, 2710, 2721P or NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2540, 2545P, 2550, 2555P, 2620, 2625P, 2630, 2635P, 2710, 2725P)*

NURS 3040: Informatics in Healthcare Systems: 3 credits
In this course, students will examine the fundamental concepts and roles of nursing professionals regarding informatics and their use. They will also analyze the management, practices and applications of information systems in clinical and educational settings; and, explain the ethical and legal controversies involved when dealing with information in a healthcare system. At the same time, they will evaluate the impact of technology and its applications in clinical, educational and research environments. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 1000)*

NURS 3050: Research in Nursing: 3 credits
In this course, students will evaluate the role, as well as the importance, of research in professional nursing practice, including the conducting and dissemination of research and its principles and evidence-based practice models. They will also examine the ethical and legal considerations related to the subjects within nursing research. In addition, they will describe the nursing research process and interpret evidence-based research in order to apply it to nursing practice. *(Pre-requisites: MATH 1010, NURS 3006, STAT 2000)*

NURS 3055: Leadership and Management: 3 credits
In this course, the student will analyze concepts of leadership and management, as well as the necessary tools for the fulfillment of the nursing professional role in light of new perspectives in health services administration. The student will evaluate theories and models for management practice in nursing. The student will design effective organizational structures for determining administrative and management resources applicable to nursing services. Also, the student will justify the importance of establishing effective and safe work environments in order to sustain the motivation of the nursing professional and the quality of the health services. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 3006)*

NURS 3130: Critical Interventions in Professional Nursing with Adults: 3 credits
In this course, students will examine the importance of the role of nursing and holistic care in the critical care environment for adult patients and their families. They will also value the role of the nursing professional when caring for critically ill adults. Students will differentiate between diagnoses and treatments in the collaborative management of critical conditions. In addition, they will analyze the nursing skills required for care of critical and acute pathological conditions

in adults that require intensive care. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 3006, 3015)*

NURS 4000: Global and National Health Policies: 3 credits
In this course, students will analyze national and global health policies and their financing. They will also evaluate the processes for health service rendering, the field's ethical-legal aspects at national and global levels, and the role of the nursing professional. Students will examine the principles of public policy in the rendering of services at a national and global level, as well as the influence of epidemiology and Healthy People 2030 have had on the tendencies and controversies of the national and global health systems. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 3006)*

NURS 4020: Nursing Interventions with families and communities: 3 credits
In this course, students will apply the nursing process to the client, their family, and the community. They will demonstrate leadership skills in the promotion of health and disease prevention for the client, their family, and the community. Students will integrate the principles of public health in the nursing process to promote health and control risks in groups and populations through the primary, secondary, and tertiary levels of prevention in the community's health. This course includes the use of simulator. *(Co-requisites: NURS 4021P or 4025P, 4021 or 4025 *RN-BSN) (Pre-requisites: NURS 3006, 3015, 3050, 3055)*

NURS 4025/4025P: Practice in Nursing Interventions with families and communities: 2 credits
In this course, students will apply competencies required for the direct care of patients, families, and communities based on the nursing process. They will also demonstrate skills for communication, interpersonal relations, leadership, management, teaching, and critical thinking in the treatment of patients, their families, and communities. Furthermore, students will perform their clinical practice in communities or simulated environments with diverse populations or groups. This course includes the use of simulator. *(Co-requisites: NURS 4020) (Pre-requisites: NURS 3006, 3015, 3050, 3055)*

NUTR 1000: Introduction to Nutrition: 2 credits
In this course, students will assess the importance of nutrition in the wellbeing and promotion of health of the client. They will analyze the process of digestion, absorption, metabolism, and excretion of food and its nutrients. Likewise, they will evaluate the influence of food in the stages of growth and development, in weight management, and in most common health disorders.

STAT 2000: Introduction to Statistics: 3 credits
In this course, students will apply descriptive statistics and its key concepts in different professional scenarios. They will analyze several methods for collecting, summarizing, presenting, and interpreting quantitative and categorical data, as well as graphs for grouped and ungrouped data. Likewise, students will explain the nature of probability distribution and its application in practical situations. (Pre-requisite MATH 1010)

UNDERGRADUATE
BUSINESS ADMINISTRATION - SEMESTER ACADEMIC CALENDAR PROGRAMS

Bachelor's Degree in Business Administration

DESCRIPTION

The Bachelor's degree in Business Administration program provides students with knowledge and skills in organizational leadership that include finance, economic, information systems and technology, human resources, management and marketing. Otherwise, the student will develop an understanding of the ethical challenges related to business and management. It aims to develop in the students effective strategies, for solving these issues in the professional scenario and to guide the organization to success in the global Marketplace.

OBJECTIVE

The bachelor's degree program in Business Administration with major **in General Business** provides students with the necessary knowledge, skills, and abilities to apply management principles to contemporary business problems, lead organizations, and use business theories according to their global relevance and application.

In Accounting trains students in the knowledge and skills necessary to perform in entry-level business administration with an emphasis in accounting. Furthermore, students will be prepared with the analysis, research, synthesis, and interpretation skills of the accounting cycle from the approach of costs, tax, and forensic, operational, and systems audit for decision making. In addition, students will learn accounting theory and principles applicable to government and non- profit organizations, as well as an understanding of the technology involved in the configuration of an accounting information system.

In Business Intelligence, will prepare students with the essential knowledge and skills for data collection, extraction, analysis, and visualization. Students will apply analytical techniques and tools to transform data into valuable information that supports strategic decision-making. Additionally, they will present comprehensive solutions that help organizations effectively achieve their goals and objectives.

In **Finance** provides students with the basic knowledge and skills necessary to perform an analysis of a company's financial position, which allows top management to make strategic decisions with the purpose of optimizing financial resources. Additionally, it prepares students in the fields of risk, insurance, personal finances, bank administration and investments.

In **Human Resources** will train students with the knowledge inherent to the labor cycle and human capital management. It will foster the development of the skills and abilities necessary for the effective management of human talent through leadership, problem-solving, and supervision, among others. Finally, the program will prepare students with the global, inclusive, and strategic mentality necessary to manage the continuous changes in the professional field.

In **Healthcare Management** will prepare students to provide support in the administrative management of organizations that provide health services. Students will apply the leadership skills necessary for their performance in administrative positions that do not require a professional license. Additionally, they will develop decision-making skills that promote ethics and compliance with laws and regulations applicable to the healthcare industry.

In Management will equip students with the knowledge and competencies necessary for planning, organizing, directing, and controlling businesses. Students will develop skills in supervision, leadership, and data analysis for informed decision-making. In addition, they will foster innovation and sustainability in their work environment.

In **Project Management** provides students with the skills and competencies necessary to strategically plan the scope, time, costs, resources and quality of a project, taking preventive measures to manage risk. Additionally, students will have the opportunity to lead simulated projects in all their phases: initiation, planning, execution, monitoring, control and closure. Furthermore, it provides students with tools to develop knowledge in business administration, which will help them to face economic, social and political challenges of the workplace. This program is aligned with the Project Management Institute (PMI) standards.

In **Social Media Marketing** prepares students with the knowledge and skills needed to develop social media marketing strategies using digital media, online communities, content creation, and network analytics. It promotes the development of strategies to position a brand on social media, promote ideas, products, or services, and build the image of companies, organizations, or individuals. By developing these skills, students will be prepared to take on strategic positions related to social media marketing at different organizational levels.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Majors in Accounting and Human Resources are available in English language via online delivery method
- Students should only enroll in classes and programs

delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise,students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.

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

DEGREE TYPE EARNED: BBA

General Education (For Spanish version):

BISC 1010	Biological Sciences	3
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
ITTE 1031L	Computer Literacy and Laboratory	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
		39

General Education (For English version):

BISC 1010	Biological Sciences	3
ENGL 1100	Oral Communication & Presentation Skills	3
ENGL 1200	Grammar for Speaking and Writing	3
ENGL 2040	English Writing and Composition	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
ITTE 1031L	Computer Literacy and Laboratory	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	3
		39

Core Courses (For General Business, Business Intelligence, Management, Project Management, Social Media Marketing):

ACCO 1000	Introduction to Accounting I	4
ACCO 3520	Managerial Accounting	4
BUAD 1020	Business Information Systems	3
BUAD 2000	Fundamentals of Management	3
BUAD 3000	Human Resources Administration	3
BUAD 3010	Compared Management	3
BUAD 3050	Ethics in Business	3
BUAD 4000[1]	Integrative Seminar Business Administration	3
BUMA 1000	Introduction to Business	3
ECON 2000	Micro Economics	3
ECON 3200	Macro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 1050	Business Mathematics	3
MATH 2080	Quantitative Methods	3
MKTG 1010	Marketing Principles	3
STAT 2000	Introduction to Statistics	3
		50

Core Courses (For Accounting):

BUAD 2000	Fundamentals of Management	3
BUAD 3000	Human Resources Administration	3
BUAD 3010	Compared Management	3
BUAD 3050	Ethics in Business	3
BUAD 4000[1]	Integrative Seminar Business Administration	3
BUMA 1000	Introduction to Business	3
ECON 2000	Micro Economics	3
ECON 3200	Macro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 1050	Business Mathematics	3
MATH 2080	Quantitative Methods	3
MKTG 1010	Marketing Principles	3
STAT 2000	Introduction to Statistics	3
		39

Core Courses (For Finance):

ACCO 1000	Introduction to Accounting I	4
ACCO 1050	Introduction to Accounting II	4
ACCO 3520	Managerial Accounting	4
BUAD 1020	Business Information Systems	3
BUAD 2000	Fundamentals of Management	3
BUAD 2050	Business Law	3
BUAD 3000	Human Resources Administration	3
BUAD 3050	Ethics in Business	3
BUAD 4000[1]	Integrative Seminar Business Administration	3
BUMA 1000	Introduction to Business	3
ECON 2000	Micro Economics	3
ECON 3200	Macro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 1050	Business Mathematics	3
MATH 2080	Quantitative Methods	3
MKTG 1010	Marketing Principles	3
STAT 2000	Introduction to Statistics	3
		54

Core Courses (For Healthcare Management and Human Resources majors):

ACCO 1000	Introduction to Accounting I	4
ACCO 3520	Managerial Accounting	4
BUAD 1050	Multiculturalism	3
BUAD 2000	Fundamentals of Management	3
BUAD 3000	Human Resources Administration	3
BUAD 3010	Compared Management	3
BUAD 3050	Ethics in Business	3
BUAD 4000[1]	Integrative Seminar Business Administration	3
BUMA 1000	Introduction to Business	3

ECON 2000	Micro Economics	3
ECON 3200	Macro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 1050	Business Mathematics	3
MATH 2080	Quantitative Methods	3
MKTG 1010	Marketing Principles	3
STAT 2000	Introduction to Statistics	3
		50

Major courses (General Business):

BUAD 2010	Policies and Business Strategies	3
BUAD 2040	Creativity and Innovation in Business	3
BUAD 2070	Entrepreneurship	3
BUAD 3020	Project Management for Administrators	3
BUAD 3190	Organizational Leadership	3
BUAD 3200	Change Management and Organizational Development	3
MGMT 1020	Operations Management	3
MKTG 2050	Introduction to Digital Marketing	3
		24

Major courses (Accounting):

ACCO 1000	Introduction to Accounting I	4
ACCO 1050	Introduction to Accounting II	4
ACCO 2100	Intermediate Accounting I	3
ACCO 2270L	Computerized Accounting and Laboratory	4
ACCO 3150	Intermediate Accounting II	3
ACCO 3320	Federal Taxes	3
ACCO 3420	Introduction to Cost Accounting	3
ACCO 3550	Accounting Information Systems	3
ACCO 4000	Accounting for Governmental and Nonprofit Entities	3
ACCO 4220	Principles of Auditing	3
ACCO 4400	Advanced Accounting	3
ACCO 4500	Forensic Accounting	3
ACCO 4550	Operational and Systems Auditing	3
FINA 1020*	Financial Statement Analysis	
OR		
ACCO 2200	PR Taxes	3
		34

**FINA 1020 - for English version. ACCO 2200 - for Spanish version. Students in Spanish version residing outside PR may decide to take the ACCO 2200 course or substitute it for a free, directed o recommended elective.*

Major courses (Business Intelligence):

BUIN 1015	Introduction to Business Intelligence	3
BUIN 1020	Introduction to Data Base	3
BUIN 2000	Decision Support Systems	3
BUIN 2010	Business Analytic	3
BUIN 3000	MS Excel for Business Intelligence	3
BUIN 3015	Database Management	3
BUIN 4000	Data Warehousing, Data Mining and Data Analysis	3
BUIN 4015	Business Intelligence Solutions for Companies	3
		24

Major courses (Human Resources):

HURE 1000	Talent Adquisition	3
HURE 1015	Development of Human Talent	3
HURE 2000	Full Compensation	3
HURE 2010	Leadership In Human Resources	3
HURE 3000	Human Resources Information Systems	3
HURE 3010	Employment And Labor Law	3
HURE 4000	Organizational Development and Effectiveness	3
HURE 4010	Strategic Management Of Human Resources (Capstone)	3
		24

Major courses (Healthcare Management):

HEMA 2000	Introduction to Health Services Management	3
HEMA 2010	Planning and Policies in Health Service Management	3
HEMA 2020	Operations Management in Health Services Organizations	3
HEMA 3000	Finance in Health Services Organizations	3
HEMA 3010	Information Systems in Health Services Organizations	3
HEMA 3020	Legal and Ethical Issues in Health Services Management	3
HEMA 4000	Risk Management and Compliance in Healthcare	3
HEMA 4010	Leadership in Health Services Organizations	3
		24

Major courses (Finance Courses):

FINA 1020	Financial Statements Analysis	3
FINA 1050	Financial Modeling	3
FINA 2400	Financial Management	3
FINA 2700	Money and Banking	3
FINA 3000	Financial Markets	3
FINA 3200	Personal Finance	3
FINA 4000	Fundamentals of Investments	3
FINA 4010	Risk Management and Insurance	3
		24

Major courses (Management):

BUAD 2040	Creativity and Innovation an Business	3
BUAD 3020	Project Management For Administrators	3
MGMT 2000	Communication For Managers	3
MGMT 2010	Diversity Management In The Workplace	3
MGMT 3000	The Supervisor as a Leader	3
MGMT 3010	Business Operations Management	3

MGMT 4000	Change Management and Sustainability	3
MGMT 4010	Business Strategy and Management	3
		24

Major courses (Project Management):

MGMT 1020	Operations Management	3
PROM 1000	Project Management Fundamentals	3
PROM 1050	Project Communications and Stakeholder Management	3
PROM 2000	Quality Management	3
PROM 2050	Cost and Time Management	3
PROM 3000	Project Risk Management	3
PROM 3050	Contracts and Procurement Management	3
PROM 4000	Technology for Project Management	3
PROM 4010	Project Management Seminar (Capstone)	3
		27

Major courses (Social Media Marketing):

MKTG 1020	Integrated Marketing Communications	3
MKTG 2010	Consumer Behavior	3
MKTG 2030	Content Marketing	3
MKTG 3000	Marketing Research	3
SOME 1000	Introduction to Social Media	3
SOME 2000	Social Media Marketing Strategies	3
SOME 2010	Public Relations in Social Media	3
SOME 3000	Web and Social Media Analytics	3
SOME 4000	Social Media Marketing Campaign (Capstone)	3
		27

Electives Courses*:* *(for General Business and Human Resources majors)*

SEMI 1010	Transition to University Life and Professional Training Seminar	1
Electives		6
		7

Electives Courses*:* *(for Accounting – English version)*

SEMI 1010	Transition to University Life and Professional Training Seminar	1
Directed Elective		3
Elective		3
		7

Electives Courses*:* *(for Accounting – Spanish version)*

SEMI 1001	University Environment Seminar	1
Directed Elective		3
Elective		3
		7

Electives Courses: *(for Business Intelligence major)*

SEMI 1010	Transition to University Life and Professional Training Seminar	1
Directed Elective		3
Elective		3
		7

Electives Courses: *(for Finance major)*

SEMI 1001	University Environment Seminar	1
EXCL 1000	Basic Excel (Directed Elective)	3
		4

Electives Courses: *(for Healthcare Management and Human Resources majors)*

SEMI 1001	University Environment Seminar	1
Electives		6
		7

Electives Courses*:* *(for Project Management and Social Media Marketing majors*

SEMI 1001	University Environment Seminar	1
Electives		3
		4

TOTAL CREDITS **120/121/130**

NOTES:

- *All courses must be passed with at least a "C" grade.
- [1] *This course includes the use of simulator.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 144 to 160 weeks.*
- Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

Associate's Degree in Business Administration

DESCRIPTION

The Associate's degree in Business Administration program provides students with the opportunity to develop the ability and skills in the principles and practice for entry level positions in the field. It aims to develop in the students an understanding of management situations while they have the opportunity to improve skills such as problem solving, teamwork, communication, self-management and administrative techniques.

OBJECTIVE

The Associate's Degree in Business Administration program prepares students with the basic knowledge and skills necessary for organization management. Graduates of this program will recognize business theories for their application in the contemporary business world.

The Business Administration in Entrepreneurship program trains students in the skills essential to planning, establishing, and managing a business operation. Students in this program will develop a business plan from the formulation of an idea to its execution, evaluation, and optimization. The program aims to prepare professionals with the managerial, ethical, and legal knowledge necessary to develop and manage socially responsible businesses.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online and hybrid delivery methods.
- Also available in English language via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise,students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: AAD

General Education:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
		36

Core Courses:

ACCO 1000	Introduction to Accounting I	4
BUMA 1000	Introduction to Business	3
ITTE 1031L	Computer Literacy and Laboratory	3
MKTG 1010	Marketing Principles	3
		13

Business Administration Courses:

ACCO 1050	Introduction to Accounting II	4
BUAD 1050	Multiculturalism	3
BUAD 2000	Fundamentals of Management	3
BUAD 2010	Policies and Business Strategies	3
ECON 2000	Micro Economics	3
FINA 2100	Finance and Cash Flow	3
		19

Entrepreneurship Courses:

ACCO 2000	Fundamentals of Accounting and Financial Management for the Entrepreneur	3
BUMA 1050	Introduction to Entrepreneurship	3
BUMA 2010	Legal, Tax and Social Responsibility in Business	3
BUMA 2050	Small Business Planning	3
BUMA 2250	Small Business Planning II	3
		15

Elective Courses:

SEMI 1001	University Environment Seminar	1

TOTAL CREDITS **65/69**

NOTES:

- **All courses must be passed with at least a "C" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

Associate's Degree in Accounting

DESCRIPTION

The Associate's Degree in Accounting Program prepares students with the necessary knowledge and skills to perform tasks related to the accounting profession, as well as the analysis of financial statements and bookkeeping. Throughout their course of study, students will learn the basic principles of accounting, federal and state income tax rules, as well as the conceptual framework that governs the profession. The 64-credit curriculum includes Business Administration courses such as Economics, Finance, and Management. The major courses include basic accounting courses, as well as Computerized Accounting, Federal Taxes, and Puerto Rican Taxes. Graduates of this academic program may work as accountants in a public or private entity and in a diversity of industries. Other positions include accounting assistant or accounting clerk.

OBJECTIVE

The Associate's Degree in Accounting trains students in the knowledge and skills needed to perform the tasks related to the profession of accounting, including the analysis of financial statements and bookkeeping. This program provides students with learning experiences through the use of technology to ensure their success in modern businesses.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online and hybrid delivery methods.
- Also available in English language via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: AAD

GENERAL EDUCATION:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
		36

Accounting Courses:

ACCO 1000	Introduction to Accounting I	4
ACCO 1050	Introduction to Accounting II	4
ACCO 2100	Intermediate Accounting I	3
ACCO 2270L	Computerized Accounting and Laboratory	4
ECON 2000	Micro Economics	3
FINA 2100	Finance and Cash Flow	3
MATH 1050	Business Mathematics	3
ITTE 1031L	Computer Literacy and Laboratory	3
		27

Elective Courses:		**Credits**
SEMI 1001	University Environment Seminar	1

TOTAL CREDITS **64**

NOTES:

- *All courses must be passed with at least a "C" grade.*
- *Electives depend on the academic offering available in each term. Students should consult with their academic advisor.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

UNDERGRADUATE
BUSINESS ADMINISTRATION
COURSE DESCRIPTIONS
(Semester Academic Calendar)

ACCO 1000: Introduction to Accounting I: 4 credits
In this course, students will analyze the fundamentals of accounting and their impact on business operations. They will categorize account types for registering transactions in the corresponding ledgers. Also, they will create the necessary financial reports when completing the accounting cycle of a business.
(Pre-requisite: MATH 1010)

ACCO 1050: Introduction to Accounting II: 4 credits
In this course, students will analyze accounting operations and the creation of financial statements for a merchandising business. They will measure the depreciation expense of assets acquired by businesses. They will differentiate inventory types, how they function, and valuation methods. They will also evaluate the rules for payroll calculation, receivables, and current and long-term business liabilities.
(Pre-requisites: ACCO 1000, MATH 1010)

ACCO 2000: Fundamentals of Accounting and Financial Management for the Entrepreneur: 3 credits
They will evaluate the responsibilities of a businessperson in the fiscal development, operation, and compliance of a business. Additionally, they will analyze the financial information of a business with the objective of encouraging informed decisions and sound financial management. They will also identify best practices used for the promotion of a balance between a business' finances and its owners' personal finances. *(Pre-requisite: ACCO 1000)*

ACCO 2100: Intermediate Accounting I: 3 credits
In this course, students will evaluate the generally accepted accounting principles in a company. They will analyze the objectives of presenting a company's financial information. They will also prepare financial statements and explain their importance in the decision making process of investors and other users.
(Pre- requisites: ACCO 1050)

ACCO 2200: Puerto Rican Taxes: 3 credits
In this course, students will analyze the fundamentals and history of the income tax system in Puerto Rico. They will describe the Internal Revenue Code to determine the tax liability of individuals and corporations. They will also prepare individual and corporate tax returns. *(Pre-requisites: ACCO 1050)*

ACCO 2270L: Computerized Accounting and Lab: 4 credits
In this course, students will analyze accounting cycles using specialized accounting software. They will create economic transactions in said software. Also, students will generate the necessary accounting documents and reports, either for their own business or a company.
(Pre-requisites: ACCO 1000, ITTE 1031L)

ACCO 3150: Intermediate Accounting II: 3 credits
In this course, students will analyze the composition of a company's assets. They will assess, classify, and present inventory items and determine an adequate management and control system. They will contrast the fundamental aspects of tax accounting for a corporation. They will also prepare the stockholders' equity of a corporation. (Pre-requisites: ACCO 2100)

ACCO 3320: Federal Taxes: 3 credits
In this course, students will analyze the Federal Internal Revenue Code. They will use the Code in light of organization's needs and different types of taxpayers. They will differentiate the forms used in the Federal Income Tax process.
(Pre-requisites: ACCO 1050)

ACCO 3420: Introduction to Cost Accounting: 3 credits
In this course, students will analyze the basic concepts of cost in the production process of manufacturing and nonmanufacturing companies. They will discuss the conceptual framework of a company's cost systems. Additionally, they will analyze and explain the role of cost accounting in a company's decision-making process. *(Pre-requisites: ACCO 2100, 2200)*

ACCO 3520: Managerial Accounting: 4 credits
In this course, students will analyze and explain the accounting information to plan, direct and control the operations of a business. They will evaluate the types of costs in companies and perform cost, volume, and profit analyses as a tool to facilitate decision-making. They will prepare a master budget and explain its characteristics and advantages to facilitate the planning process. In addition, they will evaluate

and apply the appropriate techniques for decision-making, both short- and long-term, as well as perform an analysis of financial statements. *(Pre-requisite: ACCO 1000)*

ACCO 3550: Accounting Information Systems: 3 credits
In this course students will examine the components of the accounting information systems that businesses use for the recording, processing, and transformation of data. They will evaluate internal control systems that promote information security and the integrity of accounting data. Students will analyze the processes of basic commercial activities for the identification of threats and the implementation of necessary controls to mitigate them. *(Pre-requisite: ACCO 2100)*

ACCO 4000: Accounting for Governmental and Nonprofit Entities: 3 credits
In this course, students will analyze the basic concepts, applications, and practices of fund accounting and financial reporting for governmental and nonprofit entities, as well as the pronouncements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). They will explain the role of budgeting in the government sector. Additionally, they will develop a transaction register for economic events along with their general and special journal entries for governmental entities, according to existing economic facts or contexts. *(Pre-requisite: ACCO 3150)*

ACCO 4220: Principles of Auditing: 3 credits
In this course, students will analyze and explain the basic elements and kinds of audits as well as the role of the CPA. They will contrast the various audit reports, their presentation, and the techniques to interpret them. Additionally, they will discuss professional ethics, legal elements of the audit, evidence in audit processes, and internal control mechanisms. (*Pre-requisites: ACCO 3150)*

ACCO 4400: Advance Accounting: 3 credits
In this course, students will analyze accounting principles, practices, transactions, and reports. They will prepare corporate and consolidated business reports. They will evaluate stock, bond, and dividend transactions. Students will analyze the valuation of foreign currency operations of a business and the effect it has on a company when they implement the international accounting standards to their accounting process. They will also contrast the accounting process of partnerships, estates, trusts, and nonprofit organizations. *(Pre-requisite: ACCO 3150)*

ACCO 4500: Forensic Accounting: 3 credits
In this course, students will analyze the basic concepts of forensic accounting, criminology, and forensic auditor ethics. They will contrast the different types of fraud, financial crimes, and cybercrimes and the legal framework to counter them. Additionally, they will investigate fraud schemes and methods used to commit fraud and will apply investigation strategies for the collection, assessment, and recovery of embezzled funds. *(Pre-requisites: ACCO, 3150)*

ACCO 4550: Operational and Systems Auditing: 3 credits
In this course, students will distinguish the basic components of every organizational operation and the expected goals of a company. They will apply the appropriate auditing procedures for the examination of operational processes to support the efficiency and safety of the business. Additionally, students will evaluate the components of the internal controls needed for auditing electronic information systems for fraud mitigation. Lastly, they will develop processes leading to ethical environments both in public and private industries. *(Pre-requisite: ACCO 4220)*

BUAD 1020: Business Information Systems: 3 credits
In this course, students will analyze the fundamentals of information systems, focusing specifically on their business application and their impact on modern organizations. They will examine the principles of business intelligence, e-commerce, information management, decision support tools for managers, and cybersecurity. Additionally, they will evaluate the ethical and social aspects of using information systems, including emerging technologies such as artificial intelligence, and cyber risk management. *(Pre-requisite: ITTE 1031L)*

BUAD 1050: Multiculturalism: 3 Credits
In this course, students will understand the complexity and value of a multicultural environment in organizations. They will also explore the impact of differences regarding culture, generations, sexual and gender

orientation, and functional diversity, among others, on the management and operational processes of an organization. Furthermore, they will integrate the acquired knowledge in the analysis of different elements of an organization and the tools that enable them to effectively manage its resources, as well as how this impacts the fulfillment of the organization's mission and vision.

BUAD 2000: Fundamentals of Management: 3 Credits
In this course, students will critically analyze the main concepts about managerial work and the organizational environment. In addition, they will assess the impact of the different schools of management thought and their exponents on contemporary management. Furthermore, they will integrate the concepts and processes related to planning, organizing, leading, and controlling into the essential role of the manager.
(Pre-requisite: BUMA 1000)

BUAD 2010: Policies and Business Strategies: 3 Credits
In this course, students will analyze the foundations of strategic planning and the role of internal and external environments in business growth. They will develop strategies for managing their product and business portfolio. Additionally, they will examine the implementation of strategies through evaluation and control processes aimed at the achievement of sustainable competitive advantages for businesses. *(Pre-requisites: BUMA 1000)*

BUAD 2030: E-Comerce: 3 Credits
In this course, students will analyze the basic concepts and models of electronic commerce. Evaluate the process and the technologies needed to develop a Web presence for e-commerce and marketing. Also, discuss on ethical, legal, and privacy protection aspects regarding any electronic commerce.
(Pre-requisites: ITTE 1031L)

BUAD 2040: Creativity and Innovation in Business: 3 credits
In this course, students will analyze creativity and innovation management in business with the aim of obtaining sustainable competitive advantages. Likewise, they will examine tools and techniques that foster individual and group creativity, as well as management practices related to innovation. In addition, they will apply methods for developing and evaluating ideas for new products or services and the business models for their execution. *(Pre-requisite: BUMA 1000)*

BUAD 2050: Business Law: 3 credits
In this course, students will analyze the fundamental concepts and nature of business law. Evaluate legal situations of business law and its relation to the economic activities of our society. Explain the importance of information and communication technologies (ICT) in trade negotiations. Also, appreciate the importance of ethics in the practice of the legal services, both globally and nationally.

BUAD 2070: Entrepreneurship: 3 Credits
In this course, students will analyze the historical aspects of entrepreneurship, the characteristics of entrepreneurs, and the role of entrepreneurs in local and international companies. Likewise, they will evaluate challenges and opportunities in the creation of new companies and relevant information for making business decisions. In addition, students will devise a business idea based on the legal and organizational structure selected. *(Pre-requisite: BUMA 1000)*

BUAD 3000: Human Resources Administration: 3 credits
In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

BUAD 3010: Comparative Management: 3 Credits
In this course, students will analyze the impact globalization has had on countries, industries, companies, and communities in general. They will determine the competencies that management must possess for an international operation, using the components of international trade as a

reference framework. They will evaluate the role of organizational culture and cross-cultural communication in international management. Students will also explain the various controls that are implemented in the management of international operations in the areas of administration, marketing, and human resources, as well as the principles of social and ethical responsibility that should prevail.
(Pre-requisites: BUAD 2000)

BUAD 3020: Project Management for Administrators: 3 Credits
In this course, students will evaluate the processes for initiating, planning, executing, monitoring, and closing a project. They will also integrate technological tools and various procedures for managing the balance of a project's scope, cost, and time. Additionally, they will determine the necessary resources for risk and quality management, as well as communication and change management processes.
(Pre-requisites: BUAD 2000, BUAD 3190)

BUAD 3050: Ethics in Business: 3 credits
In this course, students will analyze the origin and development of ethics as a philosophical principle, as well as its relationship and application in the business and professional environment. They will also evaluate the principles that promote a greater social responsibility inside and outside of an organization as a solution to current ethical problems. In addition, they will distinguish between the applicable principles and codes of ethics according to the type of organization or business. Furthermore, students will outline a code of ethics that meets the needs of a profession or organization.

BUAD 3190: Organizational Leadership: 3 credits
In this course, students will analyze the evolution and theoretical foundations of leadership in contemporary organizations. They will determine how the study of personality and cognitive models affects the development of effective leadership. Furthermore, they will assess the characteristics that make up an integral leader and their role in relationship building, as well as the ethical aspects of leading strategic change in the company

BUAD 3200: Change Management and Organizational Development: 3 credits
In this course, students will analyze change management in organizations and the change agents in businesses. They will examine the driving forces of organizational change, the process of implementing changes, and the behavioral change theory in individuals and organizations. Finally, students will develop strategies for managing individual, group, and organizational change.
(Pre-requisites: BUAD 2000, BUAD 3190)

BUAD 4000: Integrative Seminar Business Administration: 3 Credits
In this course, students will analyze the principles of strategic management and the management skills needed to manage a company. They will evaluate ethics and social responsibility, as well as the planning, human resource management, financial, and marketing aspects for decision-making within a company. Finally, they will formulate business strategies within the strategic and operational execution planning of a company. *This course includes the use of simulator.*
(Pre-requisites: ACCO 1000, BUAD 2000, BUAD 3000, BUAD 3010, BUAD 3050, BUMA 1000, ECON 2000, ECON 3200, FINA 2100, MATH 1050, MATH 2080, MKTG 1010, STAT 2000 OR ACCO 1000, BUAD 2000, BUAD 3000, BUAD 3050, BUMA 1000, ECON 2000, ECON 3200, FINA 2100, MATH 1050, MATH 2080, MKTG 1010, STAT 2000)

BUIN 1010: Principles of Information Systems: 3 Credits
In this course, students will examine the fundamentals and various information systems. Evaluate the various components that make up an information system. Also, discuss the importance of information systems in business processes in order to support problem solving and decision making. *(Pre-requisites: ITTE 1031L)*

BUIN 1015: Introduction to Business Intelligence: 3 Credits
In this course, students will examine the fundamentals of business intelligence and the need to use its components within data processing. They will evaluate the steps of data integration workflow and apply them according to the necessary required data. Additionally, they

will explain how to manage a business intelligence projects appropriately.

BUIN 1020: Introduction to Data Base: 3 Credits
In this course, students will analyze databases, management systems, structures to data modeling and the design process. They will use the elements of the Structured Query Language (SQL) in the structure and design of databases. They will also develop a database under a standardized model.

BUIN 2000: Decision Support Systems: 3 Credits
In this course, students will analyze the fundamentals and key aspects of the managerial decision-making process. They will examine the structure and functioning of decision support systems based on various analytical criteria. In addition, they will propose a decision support system along with its corresponding implementation plan, according to a given scenario. *(Pre-requisites: BUIN 1015)*

BUIN 2010: Business Analytics: 3 Credits
In this course, students will analyze the fundamentals of business analytics. They will also apply descriptive and predictive analysis techniques to support business decision-making. Additionally, they will design graphical visualizations to represent business analytics results. *(Pre-requisites: BUIN 1015)*

BUIN 3000: MS Excel for Business Intelligence: 3 Credits
In this course, students will use MS Excel as a tool for data analysis. They will focus on the creation of Excel tables, graphs, and dynamic tables and graphs for transforming data, whether it be text files or is located in databases into valuable information. Additionally, they will apply basic concepts for logical, numerical, and date and time formulas and functions to transform data and obtain results.
(Pre-requisites: ITTE 1031L; BUIN 2010)

BUIN 3015: Database Management: 3 Credits
In this course, students will apply advanced techniques for the management, maintenance, and optimization of databases. In addition, they will examine the management of large volumes of data and the implementation of data security and backup policies. Likewise, they will demonstrate knowledge and skills for effective database management in business environments. *(Pre-requisites: BUIN 1020)*

BUIN 4000: Data Warehousing, Data Mining and Data Analysis: 3 Credits
In this course, students will analyze the fundamental concepts of a data warehouse. They will evaluate the preparation of data, information delivery, visualization, and result analysis. They will use data mining to help individuals and organizations to make better decisions. They will describe the tools for analyzing gathered data and how they help business intelligence. *(Pre-requisites: BUIN 1020, BUIN 2000)*

BUIN 4015: Business Intelligence Solutions for Companies: 3 Credits
In this course, students will identify the needs of a company for designing effective business intelligence (BI) solutions. Likewise, they will apply the best BI practices and strategies in practical case studies. They will also develop reports and presentations with recommendations tailored to the needs of a company. *(Pre-requisites: BUIN 2010)*

BUMA 1000: Introduction to Business: 3 credits
In this course, students will distinguish fundamental business concepts. They will analyze theoretical foundations related to key areas for operating a business, such as management, human resources management, marketing, finances, and global business. Additionally, students will develop the knowledge and skills to understand the world of business and the essential skills necessary to ensure successful business development in today's competitive market.

BUMA 1050: Introduction to Entrepreneurship: 3 credits
In this course, students will analyze the general aspects, techniques and basic skills needed to develop a company. They will justify the planning and development of a business plan. Additionally, they will explain and develop an ethical and social conscience that will allow them to have good performance in the business world.

BUMA 2010: Legal, Tax and Social Responsibility in Business 3 credits
In this course, students will apply corporate social responsibility concepts and their ethical foundations. They will also recognize the stakeholders and actors involved in a corporation. Likewise, they will value the importance of the common good as the basis for a fair and inclusive society. Furthermore, students will evaluate processes related to the implementation of a socially responsible system. *(Pre-requisite: BUMA 1050)*

BUMA 2050: Small Business Planning: 3 credits
In this course, students will analyze the types of legal structures, the market, and strategies for the operational viability of a business. They will also evaluate the structure of the internal and external environment of a business for decision making in the market study. Furthermore, students will apply planning concepts for a small business, including idea proposal, business model, market research phases, and starting the business plan. *(Pre-requisites: BUMA 1050)*

BUMA 2250: Small Business Planning II: 3 credits
In this course, students will create a marketing plan and other supporting sections for their business proposal. They will prepare a financial plan for the search and acquisition of the necessary financing for the operation. Students will develop operational strategies related to customer service, risk prevention, and vulnerabilities in the business. At the end of the course, they will complete their business plan by incorporating supporting documents, an executive summary, and a business pitch. *(Pre-requisite: BUMA 2050)*

ECON 2000: Micro economics: 3 credits
In this course, students will analyze the basic elements of microeconomics, taking into consideration economic problems and policies. They will justify the theory of consumer and producer behavior, emphasizing the different types of markets and agents. Additionally, they will interpret the supply and demand models with their respective changes, the concept of the elasticity model, and the State's intervention in the markets. Likewise, they will explain the different market structures, evaluating efficiency, equity, and their respective failures.

ECON 3200: Macroeconomics: 3 credits
In this course, students will analyze the basic elements of macroeconomics, taking into account the macroeconomic variables related to economic growth and development. They will justify the implications of how fiscal and monetary policy work for the stabilization of the economy. In addition, students will interpret the financial and monetary systems in the capital investment market and their relationship with economic growth. They also will explain the effects of economic policies in the globalized economy. *(Pre-requisites: ECON 2000)*

FINA 1020: Financial Statements Analysis: 3 credits
In this course, students will analyze and interpret financial statements to evaluate the profitability of a company, and to make credit, loan and investment decisions, as well as any other decisions based on financial data. They will understand cash flow statements and the methods used to present them. Students will assess the risk associated with the most common financial transactions of the company. In addition, they will analyze the accounts receivable and long-term assets of a company, in order to make asset management decisions. *(Pre-requisite: ACCO 1000)*

FINA 1050: Financial Modeling: 3 credits
In this course, students will develop financial models for statistical and investment purposes, such as shares and bonds appraisal, capital structure modeling, and capital budget modeling. They will apply the theories and concepts learned in the introductory finance and accounting courses in a practical way using spreadsheet. In addition, they will use the Microsoft Excel program to solve financial problems, as well as to manage and analyze information to take financial decisions. *(Pre-requisites: EXCL 1000, FINA 1020)*

FINA 2100: Finance and Cash Flow: 3 credits
In this course, students will evaluate the financial management landscape from the internal perspective of the companies and the activities that take place in the financial markets. They will analyze the results of the different financial statements and tax obligations. They will also measure the impact of acquiring bonds and

shares in terms of the company's expected risk and return. *(Pre-requisites: MATH 1010)*

FINA 2400: Financial Management: 3 credits
In this course, students will analyze the impact of financial decisions that at short and long-term affect the achievement of the business goals and its performance. They will ponder risk, return, investment, debt and capital cost decisions. Students will evaluate cash and capital budgets to comply with the finance planning and control process. They will evaluate the capital structure and debt level of the company in order to recommended informed financial decisions. Students will also develop net working capital analysis competencies, as well as skills to make financial decisions regarding current assets and debts. They will analyze corporate decisions on leases, mergers, acquisitions, reorganization, liquidation, and bankruptcy, in addition to the impact of international investment decisions.

FINA 2700: Money and Banking: 3 credits
In this course, students will study the role of money and of the financial markets in the overall economy. They will analyze the leading role the banking industry and other financial institutions play in the financial system of a country. In addition, they will examine the relevance of the Federal Reserve System as a mechanism to control the monetary policy of a country with the objective of achieving economic stability. Lastly, students will evaluate the theoretical foundations, instruments, and strategies used to interpret the application of monetary policies at the national and international levels.

FINA 3000: Financial Markets: 3 credits
In this course, students will comprehend the function of financial markets and the role of economic and monetary theory in the economy. They will examine the structure and operations of financial markets. Finally, they will analyze the role of commercial banks and other financial institutions on the investment decision making process of organizations.

FINA 3200: Personal Finance: 3 credits
In this course, students will analyze the knowledge and abilities essential to make informed decisions about financial issues. They will also examine their current financial situation to set basic financial goals as part of their personal financial plan. Likewise, they will apply the necessary tools to keep track of their finances to efficiently maintain their budget. Finally, they will evaluate different opportunities and the importance of professional careers in the area of personal finance.

FINA 4000: Fundamentals of Investments: 3 credits
In this course, students will develop the skills to analyze investments and manage investment portfolios. In addition, they will apply basic investment concepts and principles, such as investment policies, types of securities, and factors that influence price changes. They will examine financial assets purchase and sale processes, as well as risk measures and how to calculate the return on investment. Finally, students will develop a general vision of the stock market and its behavior, including mutual funds, government securities, and other financial options*. (Pre-requisites: FINA 2400, FINA 3000)*

FINA 4010: Risk Management and Insurance: 3 credits
In this course, students will analyze the fundamental principles of risk management and the different insurance types used to mitigate risks. They will evaluate how insurance companies operate, what determines their solvency, and the regulations governing them. They will also examine the process of selecting insurances and how they are used to transfer the risks that could impact the company finances. Finally, students will apply the appropriate processes, techniques, and tools to develop risk monitoring and control strategies and plans in companies. *(Pre-requisites: FINA 2400, FINA 3000)*

HEMA 2000: Introduction to Health Services Management: 3 credits
In this course, students will analyze the fundamentals of health services administration, the characteristics of healthcare systems, and the nature of their components, with a broad perspective on systems in the United States and Puerto Rico. They will also evaluate the different providers within the healthcare field, including hospitals, outpatient care centers, and hospices, among others. In addition, they will examine health insurance models and healthcare payment systems.

HEMA 2010: Planning and Policies in Health Service Management: 3 credits
In this course, students will explain the nature of managing health service organizations and the importance of a clear vision in their planning and management processes. They will also analyze the characteristics and responsibilities of management at different levels within the organization. Furthermore, they will discuss decision-making processes related to both operations and personnel management. Additionally, students will develop a strategic plan for a health organization. *(Pre-requisite: HEMA 2000)*

HEMA 2020: Operations Management in Health Services Organizations: 3 credits
In this course, students will apply fundamental principles of operations management in the context of organizations providing health services. They will also discuss concepts, models, and limitations within the industry. Students will analyze operational problems to generate solutions that ensure service efficiency and quality. Furthermore, they will develop skills in decision-making and problem-solving within healthcare organizations.

HEMA 3000: Finance in Health Services Organizations: 3 credits
In this course, students will analyze the application of basic financial concepts in the management of healthcare service organizations. They will discuss the processes and financial implications for different types of health service organizations, as well as the sources through which these organizations generate revenue. Furthermore, students will evaluate the financial status of health service organizations using various tools. Likewise, they will justify strategic decision-making within these organizations. *(Pre-requisites: ACCO 3520, HEMA 2000, FINA 2100)*

HEMA 3010: Information Systems in Health Services Organizations: 3 credits
In this course, students will discuss the importance of using health management information systems (HMIS) in the health services sector. They will also apply different evaluation criteria to select the most appropriate HMIS technological infrastructure for the operational needs of an organization. Furthermore, they will analyze strategic planning concepts related to technological projects in the health services sector. *(Pre-requisite: HEMA 2000)*

HEMA 3020: Legal and Ethical Issues in Health Services Management: 3 credits
In this course, students will analyze the principles and foundations of law, along with the constitutional basis of the legal system. They will evaluate policy and legal aspects related to the provision of health services. Additionally, they will interpret state and federal legislation concerning privacy rights, labor rights, and health services.

HEMA 4000: Risk Management and Compliance in Healthcare: 3 credits
In this course, students will identify the inherent risks of managing organizations that provide health services. They will also examine the practices and procedures necessary for compliance with applicable regulations and standards in this industry. Furthermore, they will analyze the necessary steps to create corrective action plans to mitigate risks.

HEMA 4010: Leadership in Health Services Organizations: 3 credits
In this course, students will apply leadership principles and theories to team management within health service organizations. They will also develop skills in change management, decision-making, and conflict resolution in the context of these organizations. Furthermore, they will demonstrate competencies in communication, motivation, change management, and effective leadership to foster a positive organizational culture.

HURE 1000: Talent Acquisition: 3 credits
In this course, students will value the tools and techniques aimed at the acquisition and retention of talented employees in an organization. They will evaluate the planning processes for identifying human talent and its relation to the strategic objectives of a business and its employer branding. They will determine the effectiveness of the talent selection process through the analysis of metrics. *(Pre-requisite: BUAD 3000)*

HURE 1015: Development of Human Talent: 3 credits
In this course, students will examine the importance of human talent development to

strengthen an organization's competitiveness. They will also analyze the skills required for the design, implementation, and evaluation of training for an organization's human talent. In addition, they will create a talent development plan aimed at fostering a high-performance workforce and achieving organizational objectives. *(Pre-requisite: BUAD 3000)*

HURE 1070: International Labor Law: 3 Credits
Upon completion of this course, students will analyze the principles and evolution of international labor relations and collective bargaining processes. Evaluate the economic and social impact of the development of labor laws in international organizations. The students will also argue about the role of unions in promoting and developing labor laws.
(Pre-requisite: BUAD 3000)

HURE 1090: Puerto Rico Labor Law: 3 credits
In this course, students will examine the social and historical conditions that propelled the approval and implementation of labor laws in Puerto Rico. Analyze local labor laws and their relevance in human resource management in business. Furthermore, evaluate how the administrative and judicial interpretations of labor laws affect their application in the workplace.
(Pre-requisites: BUAD 3000)

HURE 2000: Full Compensation: 3 credits
In this course, students will identify the scope of compensation systems design to achieve sustainable competitive advantage. They will analyze external competitiveness and internal alignment to design salary scales or structures as part of the value proposition for human talent. Likewise, they will evaluate the importance of total compensation plan administration.
(Pre-requisite: BUAD 3000)

HURE 2010: Leadership in Human Resources: 3 credits
In this course, students will evaluate the main competencies and functions of supervisors when faced with the challenges of managing human resources, as well as the role of a leader in achieving business goals. They will also integrate the best practices of supervision and leadership when performing human resources talent management duties in compliance with legal and regulatory aspects as well as inclusion policies. Additionally, they will analyze influential and impactful leadership strategies in the field of human resources, in order to adapt to new trends and supervisory challenges from a global perspective, as well as to implement effective communication and motivation models.
(Pre-requisite: BUAD 3000)

HURE 3000: Human Resources Information Systems: 3 credits
In this course, students will analyze the evolution of technology in talent management, as well as the organizational and strategic aspects of integrating technological tools as part of the business value chain. They will evaluate technological advancements in human talent recruitment and selection processes, as well as in their training and professional development within organizations. In addition, students will distinguish the metrics for the evaluation of operations and work team performance.
(Pre-requisite: BUAD 3000)

HURE 3010: Employment and Labor Law: 3 credits
In this course, students will examine the historical development of the labor movement in the United States and the labor laws applicable to labor-management relations regarding contractual aspects and wage justice. Students will evaluate the types of discrimination, as well as the rights and duties of employees and employers related to privacy in employment, protection in the face of retirement, and different types of harassment in the workplace. In addition, they will assess the federal laws that guarantee the right of all employees to access the workplace, reasonable accommodation, health, occupational safety, and employment protection. *(Pre-requisite: BUAD 3000)*

HURE 4000: Organizational Development and Effectiveness: 3 credits
In this course, students will learn the principles of organizational change management. They will analyze the basic principles applicable to any complex process of change and the practical application regarding collaborations with individuals, teams, and organizations in change management. Finally, students will evaluate change management models and the communication strategies for good change management. *(Pre-requisite: HURE 2010)*

HURE 4010: Strategic Management of Human Resources (Capstone): 3 credits
In this course, students will design strategies for human resource management as well as their execution. They will evaluate models and strategies directed towards increasing efficacy in the department of human talent and increasing the value of the people in their organizations. Finally, students will validate the alignment of the human resources strategies with the organizational strategy. *(Pre-requisite: HURE 4000)*

INBU 1000: Introduction to International Business: 3 credits
In this course, students will identify the nature and environment of international business. They will describe the basis for international business as well as its main concepts and theories. They will discuss the main international business agreements and the countries that participate in them. Students will justify the environment of the international financial system and its implication for commerce between nations.
(Pre-requisites: BUMA 1000, BUAD 2000)

INBU 1010: International Finance: 3 credits
In this course, students will analyze the fundamental aspects of international finance. They will distinguish between factors that determine the value of currencies and how the main stock exchanges of the world function, as well as for concepts related to capital exchanges between countries and organizations that facilitate these processes. They will justify the different management decisions that are made concerning international finance, such as setting interest rates, currency exchange rate, supply and demand, and the influence of governments. Additionally, they will acquire a perspective on international finance, from a macroscopic and general outlook of the global financial environment, to the specific financial management decisions made by organizations. *(Pre-requisites: BUMA 1000, FINA 2100, MATH 1050; MATH 2080)*

INBU 1020: International Marketing: 3 credits
In this course, students will use a managerial approach to analyze the marketing programs used by organizations with a global outreach. They will evaluate business opportunities on the international market and select the most effective marketing strategies to enter said markets. The students will also discuss the different strategies that comprise the marketing mix as well as how they apply to international scenarios. *(Pre-requisites: BUMA 1000, BUAD 2000, MKTG 1010)*

INBU 1030: International and Multicultural Management: 3 credits
In this course, students will analyze the importance that applied strategic management has for international organizations with a diversified labor force. They will describe the specific characteristics of the different types of international and multicultural organizations. They will discuss the impact that cultural factors have on contemporary organizations. Additionally, they will evaluate the management tools used to make strategic corporate and functional decisions, while maintaining an internationalized and culturally diversified perspective. *(Pre-requisites: BUAD 2000)*

INBU 1040: Legal Issues in International Business: 3 credits
In this course, students will examine the basis and principles of mercantile law and their main applications to international transactions. They will also examine the principles of business law and their importance in the international business setting. They will discuss the role of the World Trade Organization and of fair competition beyond the regulations that govern the transactions that take place in the international markets. *(Pre-requisites: INBU 1000)*

MATH 1050: Business Mathematics: 3 credits
In this course, students will solve business administration problems using basic concepts of algebra and geometry. They will analyze reasoning, proportion, and progression exercises in finance. In addition, they will solve problems of systems of linear equations through any solution method and determine the factors that can influence profit on an investment. (*Pre-requisite: MATH 1010)*

MATH 2080: Quantitative Methods: 3 Credits
In this course, students will develop models of situations related to business administration using linear, polynomial, exponential and

logarithmic functions. In addition, they will apply matrix theory to linear systems solution, optimization, and linear programming. They will also analyze investment and annuity problems using successions and series. (*Pre-requisites: MATH 1010, 1050)*

MGMT 1020: Operations Management: 3 credits
In this course, students will analyze production systems in manufacturing and service companies to increase productivity through effective value chain management. They will develop skills in project management, preparing accurate forecasts, and implementing strategies for effective inventory control. Furthermore, they will examine quality control principles, including Lean systems, for optimizing operations, reducing waste, and delivering high-quality products or services to customers.

MGMT 2000: Communication for Managers: 3 credits
In this course, the student will discuss the nature and importance of communication for the success of organizations. They will analyze the role of individual characteristics and their impact on communication processes. They will apply the principles of managerial communication to their work environment. Also, integrate the different communication tools, both face-to-face and distance, in terms of organizational communication. *(Pre-requisite: BUAD 2000)*

MGMT 2010: Diversity Management in the Workplace: 3 credits
In this course, the student will analyze the complexity and value of a multicultural environment in organizations. They will also examine the impact of cultural, generational, sexual orientation, gender, and functional diversity differences in the managerial and operational processes of an organization. In addition, you will develop strategies for promoting inclusion and improving productivity in a diverse work environment. *(Pre-requisites: BUAD 2000, BUMA 1000)*

MGMT 3000: The Supervisor as a Leader: 3 credits
In this course, the student will analyze leadership principles and theories applicable to supervisory processes in a business environment. They will also evaluate effective strategies for change management, decision making, and conflict resolution. In addition, students will demonstrate communication, motivation, change management, and effective leadership skills in the development of a positive organizational culture for the achievement of the company's goals and objectives.

MGMT 3010: Business Operations Management: 3 credits
In this course, the student will examine the processes related to budgeting and cost analysis. They will also develop competencies for the control and optimization of financial and operational resources. In addition, they will apply strategies to improve the efficiency and sustainability of the company.

MGMT 4000: Change Management and Sustainability: 3 credits
In this course, the student will analyze strategies for managing organizational change and promoting sustainable practices. They will also develop leadership skills for managing change processes and adapting operations to be sustainable. In addition, students will integrate sustainability into corporate policies and strategies.

MGMT 4010: Business Strategy and Management: 3 credits
In this course, the student will evaluate business strategies for strategic business management. It will also examine the processes for conducting market and competitiveness analysis. In addition, the student will evaluate various factors for the creation of action plans aligned with organizational objectives.

MKTG 1010: Marketing Principles: 3 credits
In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. They will evaluate the selected market's cultural, social, economic, and political dimensions while considering basic elements like product, price, promotion, and place (distribution). Likewise, they will design product, price, promotion, and place strategies to successfully compete in national and international markets. They will explain the different digital media and how they can be applied to marketing strategies. Finally, they will analyze the relationship between the digital marketing strategy and the traditional marketing strategy.

MKTG 1020: Integrated Marketing Communications: 3 credits
In this course, students will analyze the importance of integrating communication elements through different media to convey a clear, coherent and convincing message about a company, product, service, or brand. They will evaluate the role of advertising in integrated marketing communications (IMC) strategies aimed at the target market to promote the success and value of the brand of an organization. Additionally, they will apply communications planning and design skills to developing an integrated communications plan. *(Pre-requisite: MKTG 1010)*

MKTG 2010: Consumer Behavior: 3 credits
In this course, students will analyze consumer behavior, as well as the external and internal factors influencing the consumer's purchasing behavior. They will analyze in depth the purchasing decision process to identify the specific consumer needs and determine which must be fulfilled with priority, in order to develop effective marketing strategies. *(Pre-requisite: MKTG 1010)*

MKTG 2030: Content Marketing: 3 credits
In this course, students will discuss the principles, concepts, and strategies necessary for content marketing campaigns. They will analyze the formats and types of content relevant to the target market and consistent with the objectives included in the marketing plan for brand development. Furthermore, students will develop the skills necessary for the execution and monitoring of a content marketing plan, as well as in the interpretation of relevant metrics. *(Pre-requisites: MKTG 1010, MKTG 1020)*

MKTG 2050: Introduction to Digital Marketing: 3 credits
In this course, students will evaluate the advantages of digital marketing and its importance for the success of the overall marketing strategy of small and medium-sized businesses. They will develop the elements of a digital marketing plan along with the different digital channels, their advantages, and ways of integration. Moreover, they will apply search engine optimization (SEO) and website development strategies. They will analyze ways to obtain information on trends linked to the execution, development, and impact of digital marketing on the success of companies. *(Pre-requisite: MKTG 1010)*

MKTG 3000: Marketing Research: 3 credits
In this course, students will evaluate the basic research methodology applied to marketing topics. They will examine methods and techniques for the collection, analysis and interpretation of primary and secondary data, both for individual and business clients. *(Pre-requisites: MKTG 1020, MKTG 2010)*

PROM 1000: Project Management Fundamentals: 3 credits
In this course, students will comprehend the fundamentals and practices of project management. Likewise, they will examine all the components of the lifecycle of a project, from initiation to closure. They will also assess theoretical aspects of project management, aligned with the PMBOK® Guide of the Project Management Institute (PMI).

PROM 1050: Project Communications and Stakeholder Management: 3 credits
In this course, students will apply the tools used for planning, monitoring and controlling the communication plan for a project. They will develop strategies to maintain an effective communication with interested parties and stakeholders throughout all the phases of the project, with the objective of gaining their support and reducing resistance. In addition, students will examine the best practices in human resources planning, acquisition, development and management to procure the success of the project. *(Pre-requisites: PROM 1000)*

PROM 2000: Quality Management: 3 credits
In this course, students will analyze the evolution of project quality management, and its impact on the portfolios, programs and projects of the organization. They will evaluate quality management processes used in project development, in order to comply with their requirements. They will also examine concepts related to planning, control and quality assurance. Finally, students will discuss the international quality standards established by the International Organization for Standardization (ISO) and the methodologies used to achieve continued quality improvement in the internal processes of an enterprise, as well as in the

design and marketing of their products and services. *(Pre-requisites: PROM 1000)*

PROM 2050: Cost and Time Management: 3 credits
In this course, students will develop a certificate of incorporation and planning structure for a project. They will apply time-management and project budget strategies, considering the challenges faced by organizations. Additionally, students will design a cost plan and schedule, based on the resources to be used in the project. Likewise, they will evaluate the project performance using monitoring and cost control techniques. *(Pre-requisites: PROM 1000, 2000)*

PROM 3000: Project Risk Management: 3 credits
In this course, students will examine the main processes related to risk management, such as planning, risk identification and register, qualitative and quantitative analysis, response preparation, and risk control. On the other hand, they will evaluate risk management principles according to the standards established by the Project Management Body of Knowledge (PMBOK© Guide), of the Project Management Institute. Also, they will develop a plan that will enable them to establish risk management strategies for any project.
(Pre-requisites: PROM 2050)

PROM 3050: Contracts and Procurement Management: 3 credits
In this course, students will examine the components of a resource acquisition and management plan, using the latest edition of the PMBOK as a frame of reference, in order to ensure that all assignments and deliverables in the project plan are completed. Furthermore, they will evaluate the bid or procurement documents and contracts necessary for the acquisition of resources for a project. They will also design strategies for the management of an acquisition plan that includes managing relations with the providers and monitoring the performance of the goods and services procured. *(Pre-requisites: PROM 3000)*

PROM 4000: Technology for Project Management: 3 credits
In this course, students will analyze several Project Management Information Systems (PMIS) applications used for process automation. They will also describe different applications for project control and monitoring, groupware applications, and applications for communications via internet, including mobile applications. On the other hand, students will explain the impact of current and future technologies on project management.
(Pre-requisites: PROM 1000 / BUAD 1020)

PROM 4010: Project Management Seminar (Capstone): 3 credits
In this capstone seminar, students will apply the knowledge acquired in the major courses of the bachelor's degree in Business Administration with major in Project Management, to initiate, plan, execute, control, and close a simulated project. They will develop the deliverables, following the mission and goals of the business plan. They will select processes and courses of action that will optimize the development and execution of the project, to benefit all interested parties. They will further integrate the basic alignments defined in the PMBOK® Guide of the Project Management Institute (PMI). *(Pre-requisites: PROM 1000, 1050, 2000, 2050, 3000, 3050)*

SOME 1000: Introduction to Social Media: 3 credits
In this course, students will summarize the most relevant aspects of the history of social media, along with its fundamental theories. They will determine the impact of social media in the fields of marketing, public relations, and publicity. They will explain what constitutes a marketing and content creation strategy for social media. Students will compare the metrics traditionally used in marketing with those used in social media. By the same token, they will evaluate the trends and technological tools available for the development of a social medial plan. *(Pre-requisite: MKTG 1010)*

SOME 2000: Social Media Marketing Strategies: 3 credits
In this course, students will discuss the importance of having a social media marketing strategy and the benefits it provides to a business. They will analyze the components of a plan to establish a social media strategy. They will discuss how to create a business profile in the primary social network platforms, and analyze content strategies and their optimization. In addition, students will get acquainted with several emerging channels in social media to

develop marketing strategies.
(Pre-requisite: SOME 1000)

SOME 2010: Public Relations in Social Media: 3 credits
In this course, students will evaluate the evolution of social media, as well as its impact on public relations. They will apply the necessary basic skills to develop, in an ethical and responsible manner, strategic messages consistent with the organizational objectives. In addition, they will analyze the phases of the development of public relations campaigns on social media: research, planning, implementation, and evaluation. *(Pre-requisites: SOME 1000, SOME 2000)*

SOME 3000: Web and Social Media Analytics: 3 credits
In this course, students will discuss the importance of data analysis and measurement on digital platforms, such as websites, social media, and other channels of digital marketing. They will analyze user segments, audiences, profiles, and preferences in order to understand their behavior using effectiveness metrics and key performance indicators. Additionally, they will integrate the tools and data measurement services from websites and social media in the elaboration of reports for the development of an integrated communications plan and the decision-making of a business.*(Pre-requisite: SOME 2000)*

SOME 4000: Social Media Marketing Campaign (Capstone): 3 credits
In this course, students will design a plan for a marketing campaign on social media. They will develop marketing strategies through practical exercises in order to reach the goals and objectives of the plan. They will also identify opportunities for improving the campaigns through monitoring social media.
(Pre-requisites: MKTG 1020, 2010, 2030, 3000, SOME 1000, 2000, 2010, 3000)

STAT 2000: Introduction to Statistics: 3 credits
In this course, students will apply descriptive statistics and its key concepts in different professional scenarios. They will analyze several methods for collecting, summarizing, presenting, and interpreting quantitative and categorical data, as well as graphs for grouped and ungrouped data. Likewise, students will explain the nature of probability distribution and its application in practical situations *(Pre-requisite MATH 1010)*

UNDERGRADUATE
BUSINESS ADMINISTRATION - QUARTER ACADEMIC CALENDAR PROGRAMS

Bachelor's Degree in Business Administration

DESCRIPTION
The Bachelor's Degree program in Business Administration is comprised of a combination of courses, which provide skills in such areas as capital planning, strategic management, leadership and organizational behavior, and Internet marketing. This program is designed to prepare a student for a career as an entrepreneur, manager, and/or marketing professional.

LANGUAGE OPTION AND MODALITY
- Available in English language via online delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

DEGREE TYPE EARNED: BS

BACHELOR COURSES:

Lower Level Courses:

ECO202	Microeconomics	4.5
FTC2200	Career Development Lecture	6.0
ACG1100	Accounting I Lecture/Lab	4.5
ACG2000	Accounting II	4.5
BAD100	Introduction to Business	4.5
CAP1001	Introduction to Computer Operations	4.5
HRM200	Human Resources Management	4.5
MKT2010	Introduction to Marketing	4.5
BUS2230	Business Management Lecture/Lab	4.5
BUS2040	Information Management	4.5
MKT2250	Marketing Research Lecture	6.0

Upper Level Courses:

ENT3311	Entrepreneurship Lecture/Lab	4.5
MAR3523	Consumer Behavior Lecture/Lab	4.5
BAD360	Operations Management	4.5
MKT405	Advertising and Sales	4.5
ENT4320	Entrepreneurial Revenue	4.5
ENT4330	Entrepreneurial Costs and Budgets	4.5
ENT4340	Entrepreneurial Capital	4.5
ENT4351	Entrepreneurial Strategy Lecture/Lab	4.5
ENT4361	Business Plan and Implementation Lecture/Lab	4.5
BUS3320	Leadership and Organizational Behavior Lecture/Lab	4.5
FIN400	Financial Management	4.5
BUS4999	Strategic Management Lecture	6.0

General Education Courses^^:
6.0 credits X 9 — 54.0

(54 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

Electives Courses:
4.5 credits X 4 — 18.0

TOTAL CREDITS 180 Quarter Credits / 36 months

UNDERGRADUATE
BUSINESS ADMINISTRATION
COURSE DESCRIPTIONS
(Quarter academic calendar programs)

Course Numbering System
Courses numbered in the 100 or 1000 series are generally considered freshman level; those in the 200 or 2000 series, sophomore level. Courses numbered in the 300 or 3000 series are generally considered junior level; those in the 400 or 4000 series, senior level.

NUC-FTC reserves the right to change course offerings within programs when it is in the best interest of the student.

ACG1100 Accounting I Lecture/Lab 4.5 Quarter Credits
In this course, students will analyze business transactions in both manual and computerized environments, as well as the vital role of ethics in accounting. Moreover, they will apply accounting terminology, concepts, and the accounting cycle, including the adjusting process, closing process, and preparation of financial statements, in the context of business organizations. In addition, students will examine the nature of internal control for cash and the bank reconciliation process.

ACG2000 Accounting II 4.5 Quarter Credits
In this course, students will review the principles learned in Accounting I. They will apply concepts related to financial and management accounting, cost accounting, and financial analysis. In addition, they will identify the tools and techniques used in solving business problems and making sound financial decisions. They will also examine various topics, including the accounting cycle, capital budgeting, and financial statement analysis.
Prerequisite: ACG1100

BAD100 Introduction to Business 4.5 Quarter Credits
In this course, students will examine the concepts, principles, and operations of business. They will determine the functions of modern business management, marketing, product and brand management, and pricing strategies. In addition, they will analyze the fundamentals of the human resources management side of running a business and the importance of workforce motivation and engagement. Furthermore, they will examine the relationship between accounting and financial management, as well as the impact of global business.

BAD360 Operations Management 4.5 Quarter Credits
In this course, students will analyze basic concepts, principles, and business operations. They will assess the fundamentals of the human resources management and leadership management aspects of running a business, and the importance of workforce motivation and engagement. Moreover, they will demonstrate their understanding of the functions of management in today's business environment and how this impacts the global economy.

BUS2040 Information Management 4.5 Quarter Credits
In this course, students will analyze the role and function of the information systems (IS) department in business and society. They will examine information systems for business processes, including tools and technology for the improvement of the decision-making process as well as the collection, organization, and analysis of data. In addition, students will apply strategic planning and project management through new technology, artificial intelligence, and expert systems that impact the future of business.

BUS3320 Leadership and Organizational Behavior Lecture/Lab 4.5 Quarter Credits
In this course, students will analyze the general perspective of organizational behavior and the dynamic environment of organizations. They will examine behaviors in an organizational context based on personalities and characteristics. Also, students will investigate the development processes of groups and teams for effective performance. In addition, they will distinguish the influence of leadership on employee behavior and administrative or organizational effectiveness.

BUS4999 Strategic Management Lecture 6.0 Quarter Credits
In this course, students will analyze strategic management and strategic leadership and how to pursue strategies to have a major impact on a company's performance relative to its competitors. They will examine administrative processes under conditions of uncertainty

including an integrating analysis applied to all fields of business.

CAP1001: Introduction to Computer Operations: 4.5 quarter credits
In this course, students will examine computer hardware, operating systems, and applications such as Microsoft Office 365 and Office 2021. They will distinguish software applications relevant to personal and organizational needs such as the Internet and Microsoft Excel. Students will also analyze the social and business benefits of using Microsoft Outlook for human capital. In addition, they will apply knowledge about word processors, Internet browsers, search engines, spreadsheets, and graphics in PowerPoint presentations.

ECO202 Microeconomics 4.5 Quarter Credits
In this course, students will create a logical and coherent framework in which to organize economic phenomena related to microeconomics. The students will analyze several economic models for the explanation and hypothesis of wide variety of economic (and seemingly non-economic) phenomena. Likewise, the student will interpret the microeconomic theory that allows the student to gain a fundamental understanding of the effect that human behavior, preferences and choices have in an economic setting.

ENT3311 Entrepreneurship Lecture/Lab 4.5 Quarter Credits
In this course, students will assess and appraise fundamental aspects of entrepreneurship, distinguish key attributes of entrepreneurs, identify and evaluate opportunities, compose a business plan, decide on marketing elements, make financing decisions, and consider means of raising capital. They will critique the most common business structures and explore the mechanisms available to protect intellectual property rights. Overall, students will acquire the necessary entrepreneur thinking skills to achieve success in business

ENT4320 Entrepreneurial Revenue 4.5 Quarter Credits
In this course, students will assess financial and managerial skills that are important for pursuing careers in an 135 entrepreneurial setting. They will apply quantitative techniques, integrating the knowledge and skills needed to deepen their understanding of various valuation methods. Within the scope of entrepreneurial management, they will further determine how to implement decision-making concepts in the functional areas of their business through practices and policies.

ENT4330 Entrepreneurial Costs and Budget 4.5 Quarter Credits
In this course, students will analyze the role of an entrepreneur in the development and start of a new business venture. They will apply the budgeting process for the improvement of organizational performance with regards to teamwork, planning, and control in the workplace or business. They will also examine the key concepts of the budgeting process, such as the who, what, when, where, and why of the process. Moreover, they will evaluate the process and components of a business budget, including how to estimate business expenses and inflows. *Prerequisite(s): ENT3310 or ENT3311*

ENT4340 Entrepreneurial Capital 4.5 Quarter Credits
In this course, students will differentiate between the financial intermediaries that comprise financial markets. They will also explore the fundamental role of the Federal Reserve in conducting the nation's monetary policy. Furthermore, they will examine the process by which investment banker's price and bring new securities to the market. Moreover, they will discuss the impact that the Sarbanes-Oxley Act of 2002 had on the securities market. Through the course study, students will enhance their proficiency in the valuation of stocks, the pricing of bonds, and the evaluation of other hybrid investments. Overall, students will develop the skills to assess market conditions and determine the appropriate sources and blend of venture capital to fund entrepreneurial growth.
Prerequisite(s): ENT3310 or ENT311

ENT4351 Entrepreneurial Strategy Lecture/Lab 4.5 Quarter Credits

In this course, students will formulate strategies for the materialization of their entrepreneurial ventures. They will also analyze the options available for starting a new venture. They will examine customer behavior and interests for marketing growth strategies. Likewise, students will explore the foundations of small business growth. ENT4361 Business Plan and Implementation Lecture/Lab 4.5 Quarter Credits In this capstone course, students will combine both analytical and conceptual skills related to business planning and implementation. They will analyze the structural components of a new business venture. They will also apply the skills acquired in previous entrepreneurial courses.

FIN400 Financial Management 4.5 Quarter Credits
In this course, the student will examine the tools and practices that entrepreneurs utilize in making prudent financial decisions. They will also evaluate a company's financial performance to understand that the time value of money concept forms the foundation for the use of net present value and capital budgeting decisions. In addition, they will analyze the concepts of operating and financial leverage, capital asset pricing model, weighted average cost of capital, and risk and reward tradeoff to be able to make effective financial management decisions. On the other hand, students will be able to explain what is risk analysis, capital budgeting, capital structure, and working capital management.

FTC2200: Career Development Lecture: 6.0 quarter credits
In this course, students will be provided practical strategies to employ throughout the job searching process. They will establish connections between the chosen academic field and their career objective. Students taking this course will be able to focus on their career options while in college and after obtaining their program degree. Emphasis is placed on developing their personal brand, résumé, interview and networking skills, and online presence to improve their employability possibilities.

HRM200 Human Resources Management 4.5 Quarter Credits
This course serves as an introductory course in human resources management (HRM) with a particular emphasis on the disciplines used by business professionals. Using the Employee Life Cycle as a framework, the class will explore the historical evolution and philosophical foundations of the field as well as examine the current practices that are being used to support human resources.

MAR3523 Consumer Behavior Lecture/Lab 4.5 Quarter Credits
In this course, students will develop an in-depth understanding of the buyer's information search, decision-making, acquisition, and evaluation process, in addition to their purchase and post-purchase behavior. Social and psychological theories are used to conceptualize and predict consumer behavior. Students will learn how to apply behavioral science concepts to address the problems related to planning, pricing, and promotional decision-making in marketing. *Prerequisite: MKT2010*

MKT2010 Introduction to Marketing 4.5 Quarter Credits
In this course, students will analyze essential marketing concepts for long-term success in business settings. They will also examine the basic marketing challenges, trends, and approaches in today's multicultural, generational, and diverse workforce environment. In addition, students will evaluate the main elements and methods in decision-making for brands and advertising, as well as the fundamental aspects of ethics and social responsibility.

MKT2250 Marketing Research Lecture 6.0 Quarter Credits
In this course, students will analyze the foundations of marketing research to include ethical principles. They will also examine different types of data including those related to Decision Support Systems (DSS) and Customer Relationship Management (CRM). In addition, students will investigate various research methods used to collect and analyze data. *Prerequisite: MKT2010*

UNDERGRADUATE TECHNOLOGY - SEMESTER ACADEMIC CALENDAR PROGRAMS

Bachelor's Degree in Information Technology

DESCRIPTION
The Bachelor's Degree in Information Technology Program prepares students with the knowledge and skills for a career in the field of information technology. Given that, the student's will acquire knowledge in computer management and information sharing. Also, the program will prepare students with advanced skills in which they will be able to work as computer support specialists, programmers, network administrators, database developers, technicians, and consultants. Students also take selected business and general education courses to gain a perspective of the field of Information Technology Specialists in business organization.

OBJECTIVE
The **Bachelor's Degree in Information Technology with majors in:**

Information Assurance and Security will prepare students to identify and manage cyber threats. Graduates will be able to apply techniques for the prevention, mitigation, and restoration of security. Additionally, they will develop critical and ethical incident management skills for the effective administration of information systems in a business environment.

Network Administration will prepare students with the knowledge and skills necessary for the design, configuration, and management of key operational areas of a physical or cloud network. Students will develop critical and ethical incident management skills for the effective administration of information systems in a business environment.

Software Analysis and Development will prepare students with the knowledge and skills necessary to apply design and development methodologies for applications, in order to address the computing needs of an organization. Graduates of this program will demonstrate skills for creating and implementing applications using programming languages in the development of back-end and front-end algorithms. Additionally, they will develop critical and ethical incident management skills for the effective administration of information systems in a business environment.

LANGUAGE OPTION AND MODALITY
- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: BIT

General Education:

BISC 1010	Biological Sciences	3
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
ITTE 1031L	Computer Literacy And Laboratory	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
		39

Core Courses:

CISE 1000L	Fundamentals of Cybersecurity and Laboratory	3
CISE 1050	Information Systems Auditing	3
COMP 1000L	Components of Personal Computers and Laboratory	3
COMP 1050L	Installation of Servers and Laboratory	3
COMP 2000L	Diagnosis and Repair of Computers and Laboratory I	3
COMP 2010L	Diagnosis and Repair of Computers and Laboratory II	3
COMP 2070	CompTIA A+ Certification Exam Review	3
COMP 2080L	Fundamentals of Cloud Computing and Laboratory	3
INTE 1045	Information Technology Project Management	3
INTE 1100L	Open Source Operating Systems and Laboratory	3
INTE 1200L	Fundamentals of Operating Systems and Laboratory	3
INTE 2440L	Network Fundamentals and Laboratory	3
INTE 2470L	User Support Technician and Laboratory	3
INTE 4000L	Information Technology Seminar and Laboratory	4
MATH 2050	Applied Mathematics	3
PROG 1035L	Introduction to Computer Programming Logic and Laboratory	3
PROG 2400L	Scripting Languages and Laboratory	3
PROG 3360L	Python Programming and Laboratory	3
		55

Major courses (Information Assurance and Security):

CISE 2000L	Offensive and Defensive Security and Laboratory	3
CISE 3000L	Ethical Hacking and Laboratory	4
CISE 3050L	Forensic Analysis and Laboratory	3
COMP 3050	CompTIA Security+ Certification Exam Review	3
INAS 1050L	Fundamentals of Operating System Security and Laboratory	3
INAS 2050L	Security and Server Hardening and Laboratory	3
INAS 3000	Compliance and Regulations in Telecommunications	3
INAS 3050L	Security and Redundancy in Telecommunications and Laboratory	3
		25

Major courses (Network Administration):

COMP 3000	CompTIA Network+ Certification Exam Review	3
COMP 3050	CompTIA Security+ Certification Exam Review	3
COMP 3060	CompTIA Cloud+ Certification Exam Review	4
INTE 2770L	Diagnosis and Maintenance of Networks and Laboratory	3
ITNA 1050L	Cloud Network Fundamentals and Laboratory	3
ITNA 2050L	Network Administration and Implementation and Laboratory	3
ITNA 3000L	Cloud Network Design and Implementation and Laboratory	3
ITNA 3050L	Cloud Computing Administration and Laboratory	3
		25

Major courses (Software Analysis and Development):

ITSA 2000L	Introduction to Back-End Development and Laboratory	3
ITSA 2050L	Web Back-End Development and Laboratory	4
ITSA 3000L	Database Administration and Laboratory	3
ITSA 3050L	Web Application Security and Laboratory	3
WADE 1000L	Front End Technologies and User Interface (UI) and Laboratory	3
WADE 1050L	Web Page Creation and Design and Laboratory	3
WADE 2050L	Data Structures and Laboratory	3
WADE 2000L	Content Management Systems (CMS) and Laboratory	3
		25

Elective Courses:

SEMI 1010	Transition to University Life and Professional Training Seminar	1

TOTAL CREDITS **120**

NOTES:

- **All courses must be passed with at least a "C" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.*

Bachelor's Degree in Network Technology and Applications Development

DESCRIPTION

The Bachelor's degree in Network Technology and Applications Development will develop student's skills and knowledge in technology areas aligned with the demands of the current job market. Also, they will acquire advanced knowledge in the architecture, administration, diagnosis, maintenance of communication networks, management, configuration and programming of computers. In addition, the students will apply fundamental skills and techniques that allow them to design and create applications in different environments and to use different tools for Web design and e-commerce.

OBJECTIVE

The Bachelor's Degree in Network Technology and Applications Development program will equip students to configure, manage, and audit communications networks. They will develop the skills needed to apply several programming languages, manage relational databases, and design dynamic websites that integrate and manage various web technologies.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: BA

GENERAL EDUCATION:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	3
		45

TECHNOLOGY COURSES:

ACCO 1000	Introduction to Accounting I	4
BUMA 1000	Introduction to Business	3
ITTE 1031L	Computer Literacy and Laboratory	3
PROG 1035	Introduction to Computer Programming Logic	3
PROG 1140L	Data Base Design and Laboratory	3
MATH 2050	Applied Mathematics	3
PROG 2280L	Visual Basic Programming and Laboratory	3
PROG 2370L	Operating Systems & Architecture and Laboratory	3
PROG 2390L	Introduction to Java Script and Laboratory	3
PROG 2480L	Analysis, Design & Implementation Systems and Laboratory	3
INTE 2440L	Network Fundamentals and Laboratory	3
INTE 2460L	Data Communications and Laboratory	3
INTE 2520L	Web Page Design and Laboratory	3
INTE 2570L	Networks Administration and Laboratory	3
INTE 2740L	Diagnostic & Maintenance of Computer Systems and Laboratory	3
BUAD 3000	Human Resources Administration	3
PROG 3360L	Phython Programming and Laboratory	3
PROG 3365L	C# Programming and Laboratory	3
PROG 3375L	Object Oriented Programming and Laboratory	3
PROG 3425L	Data Base Management and Laboratory	3
INTE 3510L	Web Technology and Laboratory	3
INTE 4010	Networks Security and Auditing	3
INTE 4125L	Introduction to Electronic Commerce and Laboratory	3
INTE 4200	Network Technology and Applications Development Integration Seminar	4
		74

ELECTIVES

SEMI 1001	University Environment Seminar	**1**

TOTAL CREDITS **120**

NOTES:

This program is not currently offered for new students.

- **All courses must be passed with at least a "C" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.*
- *Electives depend on the academic offering available in each term. Students should consult with their academic advisor.*

Associate's Degree in Network Technology and Applications Development

PROGRAM DESCRIPTION
The Associate's degree in Network Technology and Applications Development provides students with the opportunity to develop skills and knowledge in technology areas aligned with the demands of the current job market. They will develop knowledge and skills in the architecture, administration, diagnosis, maintenance of communication networks and management, customer service, configuration and programming of computers. They will become familiar with network auditing and security principles while preparing the configuration of Internet communication protocols.

OBJECTIVE
The Associate's Degree in Network Technology and Applications Development will equip students with the basic skills to work with the architecture and administration of communication networks. Also, students will recognize the process of applications development in various programming languages and will design websites.

LANGUAGE OPTION AND MODALITY
- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: AAD

GENERAL EDUCATION:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
		36

TECHNOLOGY COURSES

ITTE 1031L	Computer Literacy and Laboratory	3
INTE 2440L	Network Fundamentals and Laboratory	3
INTE 2460L	Data Communications and Laboratory	3
INTE 2520L	Web Page Design and Laboratory	3
INTE 2570L	Networks Administration and Laboratory	3
INTE 2740L	Diagnostic & Maintenance of Computer Systems And Lab	3
INTE 3510L	Web Technology and Laboratory	3
PROG 1035	Introduction to Computer Programming Logic	3
PROG 1140L	Data Base Design and Laboratory	3
PROG 2280L	Visual Basic Programming and Laboratory	3
PROG 2370L	Operating Systems & Architecture and Laboratory	3
PROG 2480L	Analysis, Design & Implementation Systems and Laboratory	3
		36

Elective Courses:

SEMI 1001	University Environment Seminar	1
	Electives	1
		2

TOTAL CREDITS **74**

NOTES:
This program is not currently offered for new students.

- **All courses must be passed with at least a "C" grade.*
- *Electives depend on the academic offering available in each term. Students should consult with their academic advisor.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.*

UNDERGRADUATE TECHNOLOGY COURSE DESCRIPTIONS (Semester academic calendar programs)

BUAD 3000: Human Resources Administration: 3 credits
In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

BUMA 1000: Introduction to Business: 3 credits
In this course, students will distinguish fundamental business concepts. They will analyze theoretical foundations related to key areas for operating a business, such as management, human resources management, marketing, finances, and global business. Additionally, students will develop the knowledge and skills to understand the world of business and the essential skills necessary to ensure successful business development in today's competitive market.

CISE 1000L: Fundamentals of Cybersecurity and Laboratory: 3 credits
In this course, students will examine the fundamental principles of cybersecurity and the challenges associated with different types of cyberattacks and their motivations. Students will analyze the operational security processes, policies, standards, and procedures. In addition, they will select controls for risk management to protect systems and networks against cyberattacks. This course includes practical laboratory exercises for the application of theoretical knowledge acquired.

CISE 1050: Information Systems Auditing: 3 credits
In this course, students will apply the principles, practices, and techniques necessary for conducting audits and monitoring information systems. Likewise, they will identify information systems vulnerabilities to mitigate risks in the IT assets of an industry. Additionally, they will analyze data flow structures and control mechanisms established within information systems based on their industry and regulatory framework. *(Prerequisites: CISE 1000L)*

CISE 2000L: Offensive and Defensive Security and Laboratory: 3 credits
In this course, students will evaluate processes for protecting and securing systems of information against cyber threats. They will also apply offensive and defensive techniques for protecting information systems against vulnerabilities. Likewise, they will develop a security plan that includes strategies for business continuity and ensuring the integrity and confidentiality of data in digital settings. This course includes practical laboratory exercises that will allow the student to apply the theoretical knowledge acquired. *(Prerequisites: CISE 1000L)*

CISE 3000L: Ethical Hacking and Laboratory: 4 credits
In this course, students will apply security analysis and evaluation techniques to identify vulnerabilities and weaknesses in computer systems. They will also use tools and methodologies to conduct penetration testing and assessing system resilience against cyberattacks. In addition, they will implement preventive and corrective measures to strengthen the security of systems and networks.
(Prerequisites: CISE 1050, CISE 2000L)

CISE 3050L: Forensic Analysis and Laboratory: 3 credits
In this course, students will develop knowledge in the methodologies used for the investigation of computer security incidents and cybercrime. They will apply techniques for the identification, collection, and preservation of digital evidence in a forensic environment. In addition, they will prepare forensic reports for documenting the investigation process and results, evaluating vulnerabilities in systems and applications, and providing recommendations for incident resolution. *(Prerequisites: CISE 1000L, 1050, CISE 2000L)*

COMP 1000L: Components of Personal Computers and Laboratory: 3 credits
In this course, students will evaluate the types and characteristics of technological devices and components used in computers. They will select appropriate cables and connectors for networks,

devices, and peripherals, as well as the necessary components for assembling and configuring functional computer systems. Additionally, they will recommend options for device maintenance, enhancement, and security. This course includes practical laboratory exercises to apply the theoretical knowledge acquired.

COMP 1050L: Installation of Servers and Laboratory: 3 credits
In this course, students will analyze concepts and processes related to the installation of servers. They will also examine the roles, features, and versions of server operating systems, server management and interfaces. In addition, they will apply the theory and techniques acquired through exercises focused on server installation, virtualization, and tools for diagnosing the operating system. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisites: COMP 1000L, INTE 1100L)*

COMP 2000L: Diagnosis and Repair of Computers and Laboratory I: 3 credits
In this course, students will apply the methodology for diagnosing and solving problems in computers, mobile devices, and networks. They will resolve common issues in hardware, storage units, video, mobile devices, printers, and wired and wireless networks. In addition, they will implement preventive measures and documentation processes for the maintenance and proper functioning of computer and network systems. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisites: COMP 1000L)*

COMP 2010L: Diagnosis and Repair of Computers and Laboratory II: 3 credits
In this course, students will develop skills in managing, diagnosing, and resolving software program issues. They will analyze common issues with Windows, MacOS, and Linux operating systems. In addition, they will apply solutions to common problems in networks and the security of operating systems. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisites: COMP 2000L)*

COMP 2050L: Design and Configuration of Servers and Laboratory: 3 credits
In this course, students will develop the design for configuring Windows Server services. They will also employ the appropriate network services and roles for servers. Likewise, they will utilize tools to detect and solve network issues through the servers. This course includes practical laboratory exercises to apply the theoretical knowledge acquired. *(Pre-requisite: COMP 1050L)*

COMP 2070: CompTIA A+ Certification Exam Review: 3 credits
In this course, students will develop knowledge related to the identification, selection, and configuration of hardware, software, and networks. They will distinguish processes related to the installation and configuration of operating systems, networks, and mobile devices to troubleshoot errors and failures in information systems within business environments. In addition, they will evaluate the best practices in operational procedures related to computer security and compliance with IT professional standards. *(Pre-requisites: INTE 2470L)*

COMP 2080L: Fundamentals of Cloud Computing and Laboratory: 3 credits
In this course, students will analyze concepts and principles of cloud computing. They will demonstrate competence in understanding cloud service models and implementing and managing infrastructures in the cloud. They will apply techniques for designing and deploying software in cloud environments. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisites: COMP 1050L, INTE 2440L)*

COMP 3000: CompTIA Network+ Certification Exam Review: 3 credits
In this course, students will analyze the fundamentals of communication networks, their topology, and architecture. They will also evaluate network connectivity by implementing wired and wireless devices in physical and virtual environments. In addition, they will apply network strengthening and security techniques in response to common performance and availability issues. *(Prerequisites: INTE 2740L)*

COMP 3050: CompTIA Security + Certification Exam Review: 3 credits
In this course, students will evaluate various scenarios for detecting threats, attacks, and vulnerabilities in computer systems. In addition, they will select policies, processes, and procedures for resolving security incidents. They will also explain the relevance of governance systems and security regulations in business environments. This course will use a simulator of practical exercises useful in preparing the student for the CompTIA Security+ certification exam. *(Prerequisites: CISE 1050L, CISE 2000L)*

COMP 3060: CompTIA A+ Certification Exam Review: 4 credits
In this course, students will analyze the foundations of Cloud Computing including its architecture and design. They will also solve common issues related to cloud management and the implementation of cloud services and solutions. Furthermore, they will apply security measures to ensure data integrity based on an assessment of security and privacy issues in cloud environments. *(Prerequisites: ITNA 3050L)*

COMP 3070L: Server Administration and Laboratory: 3 credits
In this course, the student will analyze the application of Windows Server administration skills to improve system performance and security. Students will also implement installation and configuration procedures for network services and remote access in virtualized environments. In addition, you will apply automation processes in virtualization and redundancy technologies for the management of servers, strengthening their security and business continuity. This course includes practical laboratory exercises for the application of the acquired knowledge. *(Prerequisites: COMP 2050L)*

INAS 1000: Introduction to Information Assurance and Security: 3 credits
In this course, students will evaluate information technologies security techniques to determine a system's level of security. They will identify malicious programs known as malware to examine the way in which they spread throughout the user's system. Students will integrate tools, technologies and standards to protect the target system's network.

INAS 1050: Fundamentals of Operating System Security and Laboratory: 3 credits
In this course, the student will analyze the principles and the planning process involved in information security. The student will evaluate risk management and security processes of computer networks, as well as which technologies and implementation methods best respond to an organization's need to secure its information. Also, describe the professional, ethical and legal aspects of information security. *(Pre-requisites: CISE 1000L, INTE 1200L)*

INAS 2050L: Security and Server Hardening and Laboratory: 3 credits
In this course, students will examine strategies and techniques aimed at strengthening server security (server hardening) to reduce attack risks and vulnerabilities. They will also explore the implementation of hardening measures, such as secure configurations, regular updates, strong authentication, and data encryption to protect systems. Additionally, they will apply server hardening practices in business environments to ensure the integrity and reliability of servers in their critical roles within the technology infrastructure. *(Pre-requisite: COMP 1050L)*

INAS 3000: Compliance and Regulations in Telecommunications: 3 credits
In this course, students will examine the regulations and standards governing telecommunications at the national and international levels. They will analyze legal requirements and standards for privacy, security and data protection in the field of communications. They will also explore effective compliance management of established policies and regulations to ensure the integrity and confidentiality of communications in a constantly changing technological environment. *(Pre-requisites: CISE 1050, INTE 2440L)*

INAS 3050L: Security and Redundancy in Telecommunications and Laboratory: 3 credits
In this course, students will examine best practices for implementing security in networks and communication systems. They will also program advanced security measures designed to create redundant solutions that ensure operational continuity in the face of potential failures or attacks. Additionally, they will develop skills in designing and configuring resilient

network architectures, as well as implementing appropriate security protocols. *(Pre-requisites: CISE 2000L, INTE 2440L)*

INTE 1000: Human-Computer Interface and Interactions: 3 credits
In this course, students will analyze the history of the evolution of computer system interfaces and the levels of human-computer interaction. They will identify the available sensory systems by following interface design specifications. They will develop a project based on HCI using all of the design steps and the methodologies established by analyzing the specifications.

INTE 1010: Information Technology Strategic Planning: 3 credits
In this course, students will analyze the challenges of managing technology and information systems. They will evaluate how the information is controlled, how the data centers are managed and the hiring process. They will examine the practice of acquiring technology and how to manage the relationship with the suppliers in order to achieve agreements that are acceptable to both. They will verify that the organization's strategic plan for Information Technology is aligned with its needs.

INTE 1020: Inf. Technology Infrastructure Management: 3 credits
In this course, students will analyze the evolution and basic concepts of IT infrastructure management. They will evaluate data management tools, as well as the storage and security management for an information system. They will also argue about the technological solutions available in the market, the business systems and the supply chain management. In addition, students will explain the relationship between the IT strategic planning process and the insourcing and outsourcing strategies.
(Pre-requisites: INTE 1010)

INTE 1030: Inf. Technology Performance Analysis and Design: 3 credits
In this course, students will examine the management models and frameworks used to measure the performance of an IT department. They will evaluate the integration of management, operational and performance strategies with the purpose of measuring the success of the management of information systems department. They will analyze the performance of the service delivery life cycle results provided by an IT department. Students will also examine diverse tools that will help evaluate the performance of service delivery and its comparison with industry standards.

INTE 1040: Information Technology Project Management: 4 credits
In this course, students will analyze the different metrics and measurements used in project management. They will apply project management techniques to real industry situations. They will also develop the processes that are necessary for every project (risk and scope). They will distinguish between the programs used for planning and those used to generate estimates. They will analyze quality management and the models associated with it.

INTE 1045: Information Technology Project Management: 3 credits
In this course, students will develop skills in planning and executing information technology projects. They will also evaluate tools and techniques for effective project monitoring and control in the field of information technology. In addition, they will apply effective communication and leadership techniques in project team management, including conflict resolution techniques and collaboration with internal and external stakeholders.

INTE 1100L: Open-Source Operating Systems and Laboratory: 3 credits
In this course, students will perform the installation, configuration, and management of open-source operating systems using graphical interfaces or command lines. They will manage processes for creating user accounts and groups, as well as planning techniques for resource control. In addition, they will implement security, protection, and optimization measures to ensure the integrity, confidentiality, and efficiency of the operating system. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisite: COMP 1000L)*

INTE 1200L: Fundamentals of Operating Systems and Laboratory: 3 credits
In this course, students will analyze the principles, functions, and essential components involved in the installation and administration of

an operating system. They will evaluate file formats and device storage capacity. In addition, they will determine the types of updates, monitoring, and security tools necessary for operating system protection. This course includes practical laboratory exercises for the application of theoretical knowledge acquired.

INTE 2440L: Network Fundamentals and Laboratory: 3 Credits
In this course, students will examine the basic concepts of telecommunications networks, along with the essential components of a network. They will analyze the most commonly used reference models in computer networks. In addition, they will develop skills for designing, implementing, and maintaining communication network connectivity. This course includes practical laboratory exercises for the application of the theoretical knowledge acquired. *(Pre-requisites: PROG 2370L or INTE 1100L)*

INTE 2460L: Data Communications and Laboratory: 3 credits
In this course, students will discuss the components of data transfer and transmission. They will differentiate between various communication protocols. They will explain the physical and wireless methods used in data communication. They will discuss communication standards and models. In addition, they will also establish safety rules to improve the quality of communication. *(Pre-requisite: INTE 2440L, ITTE 1031L, PROG 2370L)*

INTE 2470L: User Support Technician and Laboratory: 3 credits
In this course, students will apply the user support process and the techniques and skills necessary to provide support and assistance to technology users in various environments. They will execute techniques and strategies for identifying and resolving common hardware, software, and network issues. In addition, they will develop communication and interpersonal skills when interacting with users, handling difficult situations, and managing expectations regarding their entry into and performance within the technical support services job field. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisite: COMP 2010L)*

INTE 2520L: Web Page Design and Laboratory: 3 credits
In this course, students will contrast basic concepts of structure design, development, maintenance, and implementation of a webpage or website. Design a webpage or website to integrate multimedia and advanced design elements. The student will also recognize the social responsibility that involves the development and publication of content on a website. *(Pre-requisites: ITTE 1031L)*

INTE 2570L: Network Administration and Laboratory: 3 credits
In this course, students will configure and administer network operating systems. They will design and implement group and safety policies for a domain system using Windows Server TM tools. Additionally, they will configure in a web server (IIS) and install servers in the cloud (cloud computing). *(Pre-requisites: INTE 2440L)*

INTE 2740L: Diagnostic & Maintenance of Computer Systems and Laboratory: 3 Credits
In this course, students will analyze diagnostic techniques to identify and resolve connectivity, performance, and security issues in computer networks. They will also apply specialized tools and software for monitoring and analyzing network traffic to optimize the performance of devices and services. Additionally, they will examine preventive maintenance practices to ensure the availability and stability of the network infrastructure.
(Pre-requisites: PROG 2370L or INTE 2440L)

INTE 2770L: Diagnostic & Maintenance of Computer Systems and Laboratory: 3 Credits
In this course, students will apply diagnostic techniques to identify and resolve connectivity, performance, and security issues in computer networks. They will also use specialized tools and software for monitoring and analyzing network traffic to optimize device and service performance. Furthermore, they will examine preventive maintenance practices to ensure the availability and stability of network infrastructure. (*Pre-requisites: INTE 2440L)*

INTE 3510L: Web Technology and Laboratory: 3 credits
In this course, students will examine the advanced functions related to website development. Additionally, they will design web pages or sites using PHP codes. They will also create dynamic functions and pages using PHP scripts and integrating MySQL databases that expand the functions and services of a website. *(Pre-requisites: INTE 2520L, PROG 1035, PROG 2370L)*

INTE 4010: Networks Security and Auditing: 3 credits
In this course, students will analyze techniques and safety and auditing functions of information systems. They will evaluate the vulnerability of physical and wireless information systems. They will analyze the tools available to counter attacks and ensure the continuity of the business. Additionally, they will differentiate between the various methods of computer auditing. *(Pre-requisite: INTE 2440L)*

INTE 4125L: Introduction to Electronic Commerce and Laboratory: 3 Credits
In this course students, will analyze the fundamentals and structure of an electronic business (e- business). Explain factors, conditions, and legal aspects when creating an electronic business. Design components of an e-commerce website. Integrate quality standards and security technologies to protect content and online business transactions. The student will also evaluate the fundamentals and general aspects of electronic commerce (e-commerce) marketing. *(Pre-Requisites: INTE 2520L)*

INTE 4200: Network Technology and Applications Development Integration Seminar: 4 Credits
In this course students will develop an application with database and webpage using the skills acquired in previous concentration courses. Create a graphic interface (GUI), write the code and design the required database, as well as perform the required standardization tests. The student will also prepare performance and productivity reports of the application and its packaging. *(Pre-requisites: INTE 2570L, INTE 3510L, PROG 1140L, PROG 3365L, PROG 3375L or INTE 2570L, INTE 3510L, PROG 1140L, PROG 3375L)*

ITNA 1050L: Cloud Network Fundamentals and Laboratory: 3 credits
In this course, students will develop knowledge of cloud networks, virtualization, cloud computing, and infrastructure as a service. They will also apply skills in configuring and managing networks in cloud environments using tools and services from leading providers to achieve adequate connectivity and security. In addition, they will solve connectivity and performance issues in the cloud through data analysis and the implementation of solutions. *(Pre-requisite: COMP 2080L)*

ITNA 2050L: Network Administration and Implementation and Laboratory: 3 credits
In this course, students will develop knowledge in the principles of telecommunication network administration and implementation. They will apply routing, switching, and network segmentation techniques to optimize traffic and enhance performance. Additionally, they will manage network services to generate solutions to common network problems. *(Pre-requisite: INTE 2740L)*

ITNA 3000: Cloud Network Design and Implementation and Laboratory: 3 credits
In this course, students will develop knowledge in the design and implementation of cloud networks. They will also examine the basic principles of cloud computing and its relationship with networks, virtualization, scalability, and elasticity. Furthermore, they will use best practices for designing cloud networks, considering aspects such as performance, security, and redundancy. *(Pre-requisite: ITNA 1050L)*

ITNA 3050: Cloud Computing Administration and Laboratory: 3 credits
In this course, students will develop knowledge in cloud computing administration, as well as the available service and implementation models in the market. They will apply skills in capacity planning, on-demand resource provisioning, and cloud security policy implementation. In addition, they will examine the legal and regulatory aspects related to data management in the cloud, as well as strategies for risk mitigation and information privacy protection. *(Pre-requisite: COMP 2080L)*

ITSA 2000L: Introduction to Back-End Development and Laboratory: 3 credits
In this course, students will develop skills in creating dynamic applications and websites from the server-side (back-end). They will apply techniques for database management and the development of Application Programming Interfaces (APIs) using various runtime environments and database management programs. In addition, they will determine appropriate security processes during the development of dynamic applications and websites. *(Pre-requisite: WADE 1050L)*

ITSA 2050L: 2050L Web Back-End Development and Laboratory: 4 credits
In this course, students will develop skills in implementing frameworks for creating robust and scalable web applications. They will design authentication and authorization systems for application and data security. In addition, they will apply techniques for optimizing application performance, maintaining code quality, and integrating with external services. *(Pre-requisite: ITSA 2000L)*

ITSA 3000L: Database Administration and Laboratory: 3 credits
In this course, students will develop skills in designing and implementing efficient and secure database systems. They will apply techniques for data modeling and advanced SQL querying, as well as integrating databases with web applications using various technologies. Furthermore, they will manage databases that support the optimal functioning of web applications. *(Pre-requisite: WADE 2050L)*

ITSA 3050L: Web Application Security and Laboratory: 3 credits
In this course, students will develop knowledge and skills in identifying and mitigating common vulnerabilities in web application development. They will also implement secure coding practices. In addition, they will apply security techniques to protect web applications against common attacks and security flaws. *(Pre-requisite: PROG 2400L, ITSA 2000L)*

MATH 2050: Applied Mathematics: 3 credits
In this course, students will analyze different problems and situations encountered in information systems using as a basis the set theory, propositional logic, and Boolean algebra. Solve combinatorial problems and successions. Also, examine various abstract structures using graphs and trees in order to explain and implement them.

PROG 1035: Introduction to Computer Programming Logic: 3 Credits
In this course, students will discuss fundamental concepts for developing a computer program. They will explain how a program operates and the flow of data using flowcharts. They will describe the use of data, variables, and designs focused on objects in programming. They will also develop a graphic interface that integrates various program structures.

PROG 1035L: Introduction to Computer Programming Logic and Laboratory: 3 Credits
In this course, students will discuss the fundamental concepts of logical principles underlying computer system programming. Likewise, they will develop skills for identifying logical patterns, problem-solving through logical reasoning, and constructing algorithms. Students will also demonstrate skills in designing and evaluating logic circuits, as well as knowledge of their operation and applications. This course includes practical laboratory exercises for the application of knowledge acquired.

PROG 1140L: Data Base Design and Laboratory: 3 credits
In this course students will analyze the concepts of a database (tables, forms, reports, queries) and explain each role in the creation of a database. Design a database, while manipulating data and producing reports. The student will also assess the necessary security measures for an organization. *(Pre-requisite: ITTE 1031L)*

PROG 2280L: Visual Basic Programming and Laboratory: 3 Credits
In this course, students will analyze the attributes and functionalities of the Visual Basic programming language for Object-Oriented design. They will develop programs that include creating graphical user interface and programming integration, by applying the diverse control, arrays and files management structures, and integrating database. Additionally, they will

plan and design applications based on the specific needs of the user. *(Pre-requisites: ITTE 1031L; PROG 1035; PROG 1140L)*

PROG 2370L: Operating Systems and Architecture, and Laboratory: 3 credits
In this course, students will analyze operating systems and their integration into personal computers and their architecture. Integrate and evaluate the structure, functions, work patterns, and characteristics of different operating systems. Also, outline the configuration, implementation, and management of different platforms, environments, and data retrieval management plans. *(Pre-requisite: ITTE 1031L)*

PROG 2390L: Introduction to Java Script and Laboratory: 3 Credits
In this course, students will design control structures (decision and repetition) using the concepts and components of JavaScript. They will identify various existing libraries and frameworks. They will apply programming concepts adapted to JavaScript to create dynamic webpages, integrating HTML and CSS. *(Pre- requisites: PROG 1035, INTE 2520L)*

PROG 2400L: Scripting Languages and Laboratory: 3 credits
In this course, the student will develop skills and knowledge for the efficient use of scripting tools for task automation. They will execute the function of scripts for validation and definition of data structures for proper handling. In addition, you will design logic and scripting for configuration automation, program execution, and network (controls) and security administration for the creation of practical solutions in computing contexts and their application in real industry scenarios. This course includes practical laboratory exercises for the application of the acquired knowledge. *(Pre-requisite: PROG 1035L)*

PROG 2480L: Analysis, Design & Implementation Systems and Laboratory: 3 Credits
In this course, the student will explain the key concepts in the development and implementation of an information system using the Systems Development Life Cycle process (SDLC). Evaluate different methods and issues important for the development of an information system, regardless of the type of company that needs it. The student will also develop quality control in the development and implementation of an information system. *(Pre-Requisites: PROG 1140L)*

PROG 3360L: Phython Programming and Laboratory: 3 Credits
In this course, students will analyze the fundamental concepts of Python Programming. They will apply techniques for data manipulation and management using lists, dictionaries, and other structures for processing and transforming information. In addition, they will design interactive programs, simple web applications, and projects that involve accessing databases and using external Application Programming Interfaces (APIs). This course includes practical laboratory exercises for the application of the acquired knowledge. acquired knowledge. *(Pre-requisites: PROG 1035 o PROG 1035L)*

PROG 3365L: C# Programming and Laboratory: 3 Credits
In this course, students will analyze the attributes and functionalities of the C# programming language for Object-Oriented design. They will develop applications with graphical user interfaces for desktop and Web. In addition, they will integrate a database to a project in C#.
(Pre-requisite: PROG 2280L)

PROG 3375L: Object Oriented Programming and Laboratory: 3 credits
In this course, students will identify Java as a robust programming system and versatile language. Students will learn and master the JAVA platform and language. Create and compile applications and also use graphic applications (IDE). *(Pre-Requisites: PROG 2280L)*

PROG 3425L: Data Base Management and Laboratory: 3 credits
In this course, students will design, manage, and provide maintenance to databases created in an SQL environment. Explain the analysis tools used in logical and relational databases in SQL. Describe characteristics of tables, forms of relationship and data modification strategies to reduce the loss of information in a database. The student will also generate and evaluate information in a database using SQL functions.
(Pre-Requisite: PROG 1140L)

STAT 2000: Introduction to Statistics: 3 credits
In this course, students will apply descriptive statistics and its key concepts in different professional scenarios. They will analyze several methods for collecting, summarizing, presenting, and interpreting quantitative and categorical data, as well as graphs for grouped and ungrouped data. Likewise, students will explain the nature of probability distribution and its application in practical situations. *(Pre-requisite MATH 1010)*

WADE 1000L: Front End Technologies and User Interface (UI) and Laboratory: 3 credits
In this course, students will develop skills for creating attractive and high-performance interfaces. They will also use front-end programming languages such as HTML, CSS, and JavaScript to design interactive and adaptive user interfaces. Furthermore, they will create appealing and functional designs through a practical, project-based approach. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisite: PROG 1035L)*

WADE 1050L: Web Page Creation and Design and Laboratory: 3 credits
In this course, students will develop a website using programming languages such as HTML and CSS, among others. They will integrate graphic and multimedia elements into web page design, taking into consideration the user experience (UX). Additionally, they will examine best practices in web design. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisite: WADE 1000)*

WADE 2000L: Content Management Systems (CMS) and Laboratory: 3 credits
In this course, students will examine the characteristics, structures, tools, and functionalities that facilitate the development and organization of web applications. They will create a web page, taking into account its organization, format, and content. Additionally, they will implement user settings and permissions to efficiently publish content. This course includes practical laboratory exercises to apply the theoretical knowledge acquired. *(Pre-requisite: WADE 1050L)*

WADE 2050L: Data Structures and Laboratory: 3 credits
In this course, students will analyze the fundamentals of creating organized and efficient structures for information storage and management. They will employ the Structured Query Language (SQL) syntax for creating, managing, and using relational database structures. Furthermore, they will develop skills in managing and protecting the database to meet project requirements. This course includes practical laboratory exercises for the application of theoretical knowledge acquired. *(Pre-requisite: PROG 1035L)*

UNDERGRADUATE TECHNOLOGY - QUARTER ACADEMIC CALENDAR PROGRAMS

Bachelor's Degree in Information Technology with emphasis in Cybersecurity

DESCRIPTION

The Bachelor Degree program in Information Technology with emphasis in Cybersecurity introduces students to a variety of topics, such as assessing the security vulnerability of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and counter measures. As a graduate of the program, students will be prepared for a career as a developer of security design, information assurance, computer forensic investigator, ethical hacker, and/or any digital security related jobs.

LANGUAGE OPTION AND MODALITY

- Available in English language via online delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

DEGREE TYPE EARNED: BS

Lower Level Courses:

FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
CERT200	Preparing for A+ Certification	4.5
CIS110	Computer Programming Design	4.5
CIS4500	Programming for Security (Python)	4.5
EEL1101	A+ Hardware, Networking & Mobile Computer Systems	4.5
EEL1111	A+ Software, Security & Operating Systems	4.5
EEL2090	Routing and Switching	4.5
EEL2150	Networking Fundamentals	4.5
EEL2160	Security Fundamentals	4.5
PRG2040	LAN Analysis and Design	6.0
PRG2100	Windows Professional	4.5
PRG2110	Windows Server	4.5
PRG2120	Windows Network Infrastructure	4.5
PRG2161	Designing Security for a Windows Network Lecture/Lab	4.5
PRG2800	Virtualization and Cloud Management	4.5

Upper Level Courses:

PRG3100	Linux Administration	4.5
SEC3000	Information Assurance	6.0
SEC3100	Cyber Laws and Compliance	6.0
SEC3200	Network Hardening	4.5
SEC3300	Web Applications and Social Network Security	4.5
SEC3400	Cryptography and Network Security	4.5
SEC4000	Intrusion Detection and Incident Response	4.5
SEC4100	Digital Forensics I	4.5
SEC4200	Digital Forensics II	4.5
SEC4500	Ethical Hacking	4.5

General Education Courses^^:

6.0 credits X 9 — 54.0

(54 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.

Elective Courses:

CAP1001	Introduction to Computer Operations	4.5

TOTAL CREDITS — **181.5 Quarter Credits**
36 months

UNDERGRADUATE TECHNOLOGY COURSE DESCRIPTIONS (Quarter academic calendar programs)

CAP1001: Introduction to Computer Operations: 4.5 quarter credits
In this course, students will examine computer hardware, operating systems, and applications such as Microsoft Office 365 and Office 2021. They will distinguish software applications relevant to personal and organizational needs such as the Internet and Microsoft Excel. Students will also analyze the social and business benefits of using Microsoft Outlook for human capital. In addition, they will apply knowledge about word processors, Internet browsers, search engines, spreadsheets, and graphics in PowerPoint presentations.

CERT200: Preparing for A+ Certification: 4.5 quarter credits
In this course, students will develop technical skills and knowledge on how to administer, maintain, and operate different computer information systems. They will learn to evaluate different computer system components in order to modify and assemble them based on industry standards and business requirements. Students will use simulation tools to assess and modify computer system configuration to improve the system security functionality. This course will enhance students' knowledge of computer information systems and prepare them to challenge the CompTIA A+ Certification.
(Prerequisites: EEL1101, EEL1111)

CIS110: Computer Programming Design: 4.5 quarter credits
In this course, students will evaluate a variety of interactive systems from the new generation of interfaces used in different careers, from software developer to usability engineer. They will also analyze human information processing issues in the context of interactive system designs. In addition, students will apply the concepts learned to several kinds of interfaces with Java programming language.

CIS4500: Programming for Security (Python): 4.5 quarter credits
In this course, students will explore the foundational concepts, theories, and technical skills of the Python programming language. They will also analyze algorithms and pseudocode that can be used to automate computer tasks and information processing. Students will use simulation tools and applications in the assessment, modification, and development of their own Python code. They will also apply these tools in the processing, storage, and automation of computer tasks. Furthermore, students will practice acquired skills by completing lab exercises. *(Prerequisites: CIS110)*

EEL1101: A+ Hardware, Networking & Mobile Computer Systems: 4.5 quarter credits
In this course, students will analyze computer hardware in a personal computer. They will also examine a personal computer's components, protocols, and functions. Additionally, students will distinguish storage systems, power supplies, and I/O devices. They will compare local network configuration processes. Furthermore, students will explore mobile device types, printer configuration, and virtualization architecture.

EEL1111: A+ Software, Security & Operating Systems: 4.5 quarter credits
In this course, students will examine common computer configurations, operating systems, and customer support skills. They will also practice the installation of Windows operating systems and the configuration of a local network. In addition, students will compare personal computer troubleshooting techniques. Moreover, they will discuss computer system security strategies. Furthermore, students will analyze mobile devices, multiuser operating systems, and scripting technologies.

EEL2090: Routing and Switching: 4.5 quarter credits
This course covers the components used to segment a local-area network (LAN), including bridges, switches, and routers. It provides a greater understanding of access control lists, routing protocols, local-area network and wide-area network (WAN) design, switching, virtual local-area networks (VLANs), and frame relay. Furthermore, students will develop the skills required for implementing and configuring network devices. Finally, students will be able to practice the skills acquired by completing practical lab exercises.

EEL2150: Networking Fundamentals: 4.5 quarter credits
The goal of this course is to provide students with an introduction to networking technologies and design. The student will receive training in technology standards, governing bodies,

hardware, security, troubleshooting, and site survey methodology. Students will be able to assess the benefits and limitations of various cabling options, implementation of WLANs (wireless local area networks) and the use of virtual local area networks (VLANs). Lab Included.

EEL2160: Security Fundamentals: 4.5 quarter credits
In this course, students will evaluate vulnerability issues that could affect systems, networks, software, and web security. Students will also describe information security methods, such as encryption, authentication, key generation, auditing, monitoring, and risk evaluation. They will discuss confidentiality, privacy, integrity, availability, and fraud prevention as part of information security policies. Additionally, students will learn techniques used to ensure secure equipment configuration and placement within the different types of networks. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

FTC1000: Success Strategies: 4.5 quarter credits
In this course, students will identify strategies and support services that will help them have a successful transition into college. They will also apply academic skills, such as critical thinking, time management, learning strategies, and goal setting. Finally, they will develop life-management skills, like ethical decision-making, self-care, and communication that can later be applied at both a personal and a professional level.

FTC2200: Career Development Lecture: 6.0 quarter credits
In this course, students will be provided practical strategies to employ throughout the job searching process. They will establish connections between the chosen academic field and their career objective. Students taking this course will be able to focus on their career options while in college and after obtaining their program degree. Emphasis is placed on developing their personal brand, résumé, interview and networking skills, and online presence to improve their employability possibilities.

PRG2040: LAN Analysis and Design: 6.0 quarter credits
In this course, students will analyze the fundamental models of data networking, such as the Open Systems Interconnection (OSI) reference model and its protocols that function at various model layers. They will examine the structure, design, and maintenance requirements of a corporate computer network (LAN). In addition, students will design a network by applying scenario-based solutions.

PRG2100: Windows Professional: 4.5 quarter credits
In this course, students will study all the functions and features of installing, configuring, and maintaining operating systems. In-depth details are presented on implementing, managing, and troubleshooting hardware devices and drivers, network protocols, and security; monitoring and optimizing performance and reliability; and configuring and troubleshooting the desktop environment. Students will implement, manage, and troubleshoot storage, display, and peripheral devices. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

PRG2110: Windows Server: 4.5 quarter credits
In this course, students will analyze the Windows Server 2019 in different scenarios, including datacenter and cloud environments that rely on virtualization and containers. Additionally, students will set up the initial server, storage, and the troubleshoot procedures for performance issues. They will evaluate common Windows Server technologies and network services, including Active Directory, Certificate Services, DNS, DHCP, WSUS, IIS, file sharing, printing, and remote access. *(Prerequisites: PRG2100)*

PRG2120: Windows Network Infrastructure: 4.5 quarter credits
In this course, students will analyze the Windows Server services in different scenarios, including data centers and cloud environments depending on virtualization and containers. They will discuss the Active Directory Infrastructure. Also, they will control various types of user accessibility to resources in a network. Additionally, they will explore the Windows Updates technology.

PRG2161: Designing Security for a Windows Network Lecture/Lab: 4.5 quarter credits
In this course, students will analyze and design security solutions that meet predetermined business requirements. They will also study threats and the tools used to combat them in order to safeguard networks and clients. Upon completion, students will be able to provide security and disaster recovery recommendations for a wide range of scenarios. Additionally, students will be able to practice the skills acquired by completing practical lab exercises.

PRG2800: Virtualization and Cloud Management: 4.5 quarter credits
This course will help the student become proficient in architecting and managing complex virtualization technologies using virtual networks powerful tools on site or over the cloud integrating cloud management, and focusing in updated Microsoft technologies. *(Prerequisites: PRG2161)*

PRG3100: Linux Administration: 4.5 quarter credits
In this course, students will develop technical skills and knowledge on how to administer, maintain, and operate a Linux computer information system. Students will evaluate Linux operating systems, and learn to configure, secure, manage, and install Linux computer systems based on industry standards and business requirements.

SEC3000: Information Assurance: 6.0 quarter credits
In this course, students will evaluate the fundamental theories and principles of information security. They will implement best practices, policies, strategies, and techniques from the National Institute of Standard and Technology (NIST) Cybersecurity Framework. In addition, they will develop procedures related to defense-in-depth, layered security, vulnerability assessment, risk management, governance and compliance, and encryption. Furthermore, students will practice acquired skills by completing lab exercises in preparation for the CompTIA Security + Certification. *(Prerequisites: PRG2161)*

SEC3100: Cyber Laws and Compliance: 6.0 quarter credits
In this course, students will analyze the legal framework governing electronic information management, focusing on privacy, ethical use of information, legislation, and compliance. They will assess current threats on data security and the importance of risk mitigation, within the context of enabling secure data management and access. Students will also examine prevailing laws, regulations, policies, and standards, as well as the role of regulatory organizations that guide and monitor data integrity, security compliance, and user education. *(Prerequisites: SEC3000)*

SEC3200: Network Hardening: 4.5 quarter credits
In this course, students will determine the steps required to implement fully secured elements to the network design. They will analyze tasks related to cybersecurity consultants, including software and computer security, automation, threat chasing, and IT governing compliance. Furthermore, students will apply hardening techniques in practical laboratory activities. *(Prerequisites: SEC3000)*

SEC3300: Web Applications and Social Network Security: 4.5 quarter credits
In this course, students will analyze the origins of the internet, its evolution, infrastructure, and the diversity of web-based applications, along with the principles behind network security and risk mitigation. They will evaluate e-commerce, social media, email applications, and security compliance, as well as the importance of vulnerability assessments for network security. Students will further determine the effects of the human risk factor on cybersecurity, current social engineering techniques, and how to mitigate risk with data security education and best practices. *(Prerequisites: SEC3000)*

SEC3400: Cryptography and Network Security: 4.5 quarter credits
In this course, students will analyze the fundamental theories and principles of network security. They will also evaluate network security applications, including firewalls, cryptography, defense in depth, intrusion detection systems (IDS), and intrusion prevention systems (IPS). In

addition, students will develop technical skills on network security tools and defensive countermeasures. Furthermore, students will practice acquired skills by completing lab exercises. *(Prerequisites: PRG2161)*

SEC4000: Intrusion Detection and Incident Response: 4.5 quarter credits
In this course, students will analyze the foundations of information security to understand important managerial, legal, and ethical aspects. They will also examine the project management process as future information security professionals to help them develop and implement an information security project plan, which includes the selection of personnel for an organization. In addition, students will evaluate intrusion detection and prevention systems, focusing on planning, risk management, and technical controls used secure information assets and physical assets. Furthermore, they will practice acquired skills by completing lab exercises. *(Prerequisites: SEC3000)*

SEC4100: Digital Forensics I: 4.5 quarter credits
In this course, students will analyze the basic concepts, theories, and legal aspects of digital forensics. They will also assess digital evidence tools and computer forensic methodologies for different operating systems. Additionally, students will evaluate Windows, MAC, and Linux operating systems, including correct evidence handling, chain of custody, documentation, and presentation of evidence procedures to support an investigation. Furthermore, they will practice acquired skills by completing lab exercises. *(Prerequisites: SEC3000)*

SEC4200: Digital Forensics II: 4.5 quarter credits
In this course, students will examine evidence acquisition tools and methods used in digital forensics investigations. In addition, students will evaluate digital forensic software and applications used in the collection and analysis of digital artifacts pertinent to a network. Moreover, they will analyze information collected from web browser and email data as it relates to forensic investigations. Furthermore, students will practice acquired skills by completing lab exercises. *(Prerequisites: SEC4100)*

SEC4500: Ethical Hacking: 4.5 quarter credits
In this course, students will analyze the practice of ethical hacking and penetration testing. They will also examine techniques, tools, and technology that detect vulnerabilities. Additionally, students will evaluate cybersecurity attacks and threats, focusing on the ways in which organizations and individuals mitigate risk. Furthermore, they will be able to practice the skills acquired by completing practical lab exercises. *(Prerequisites: SEC3400)*

UNDERGRADUATE CRIMINAL JUSTICE ACADEMIC PROGRAMS

Bachelor's Degree in Criminal Justice

PROGRAM DESCRIPTION
The Bachelor's degree in Criminal Justice provides students the opportunity to acquire knowledge on various aspects of crime, the justice system, and the law, including the role and origin of criminality, and social policy. The students will obtain skills and understanding in matters such as justice policy, law enforcement, and juvenile system. In addition, it will prepare students with an appropriate academic discipline and core courses that introduce them to pursue their interest and be successful in their future professional scenario in the global society.

OBJECTIVE
The Bachelor's degree in Criminal Justice trains students in the legal, social, and investigative processes of the criminal justice system, safeguarding the rights of victims, witnesses, suspects, and the accused, as well as the processes of rehabilitation and treatment. Students will apply different interview, interrogation, and court statement techniques, as well as procedures in the investigative, procedural, criminal, ethical, and legal areas, and in fields related to human behavior. Furthermore, students will develop skills in the drafting of reports and management of different types of evidence to be presented before a court of law, in compliance with the due process of law.

**In Cyber Crimes trains students with the necessary knowledge, skills, abilities, and techniques to oversee investigations, seizures, collection, analysis and interpretation of digital media, document presentation processes, crime adjudication, and further prosecution of cybercrimes such as fraud, identity theft, cyber terrorism and other cybercrimes committed around the world.

In Forensic Investigation trains students with the necessary knowledge, techniques, and skills for the criminal investigation process inside a crime laboratory through the application of investigation techniques in crime scenes, maintaining records, collecting, packaging, and preserving evidence for the purpose of reconstructing scenes, and analyzing physical evidence to prove the perpetrator's guilt.

In Homeland Security prepares students with theoretical and practical knowledge of homeland security policy, focusing on all the planning and operations aimed at protecting the United States and its territories from external threats. In addition, students will be trained on the operational components and infrastructure used to offer intelligence services, customs and border protection, security and technological communications, planning and operations in threat scenarios of natural or man-made disasters, in order to preserve the integrity of the economic system and protect all citizens.

**In Human Services prepares students with the necessary knowledge, skills and abilities to provide services to vulnerable populations such as crime victims, controlled substances users, juvenile offenders and members of the correctional population in a variety of institutional and community contexts in the criminal justice system, in order to achieve social readaptation.

LANGUAGE OPTION AND MODALITY
- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: BA

General Education:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing and Composition	3
STAT 1500	Statistics for Social Sciences	3
JUST 2070	Sign Language	3
JUST 2080	Redaction and Professional Writing In Criminal Justice	3
PSYC 2510	Psychology	3
PSYC 3010	Emotional Intelligence: Managing Stressful Situations	3
		51

Core Courses:

ITTE 1031L	Computer Literacy and Laboratory	3
JUST 1000	Introduction to Organization and Administration in Criminal Justice and Public Security	3
JUST 1015	Human and Civil Rights	3
JUST 1025	Fundamentals of Penal Laws	3
JUST 1030	Special Penal Laws	3
JUST 1040	Introduction to Criminology	3
JUST 1050	Evidence	3
JUST 2010	Interview and Interrogation	3
JUST 2020	Rules of Criminal Procedure	3

JUST 2025	Court Testimony	3
JUST 2050	Criminal Investigation	3
JUST 2100	Electronic Evidence	3
JUST 3125	Juvenile Justice	3
JUST 3610	White Collar Crimes and Fraud Detection	3
JUST 4020	Seminar of Criminal Justice	3
		45

Criminal Justice:

JUST 3130	Drug Addiction and Rehabilitation	3
JUST 3200	Penology and Correctional System	3
JUST 4100	Information Systems Management in Criminal Justice System	3
PSYC 3110	Psychological Problems in Children, Adolescents and Adults	3
PSEC 2000	Leadership, Criminal Justice, and Public Safety	3
		15

****Cyber Crimes:**

CYCR 4010	Cyber Crimes: Operating Systems and Architecture	3
CYCR 4015	Cyber Terrorism	3
CYCR 4020	Applicable Law to Cyber Crimes	3
CYCR 4040	Introduction to Cyber Crimes	3
CYCR 4055*	Computer Forensics	3
JUST 3120	Federal Jurisdiction	3
		18

Forensic Investigation:

FOIN 1010	Introduction to Forensic Investigation	3
FOIN 2020	Forensic Photography	3
FOIN 2030	Collection and Analysis of Physical Evidence	3
FOIN 3030	Forensic Firearm Examination	3
FOIN 3040	Crime Scene Processing	3
FOIN 3050	Research and Analysis of Post Mortem Examinations	3
		18

Homeland Security:

HOSE 1010	Forensic Psychology	3
HOSE 3010	Homeland Security and Operational Components	3
HOSE 3040	Terrorism	3
HOSE 4015	Federal Emergency Management	3
HOSE 4060	Cyber Security	3
JUST 3120	Federal Jurisdiction	3
		18

****Human Services:**

HUSE 1010	Drug Addiction and Legal-Ethical Aspects	3
HUSE 2020	Young Offenders	3
HUSE 2030	Services in Correctional Institutions and Rehabilitation	3
HUSE 4015	Services for Domestic Violence Victims and Other Crimes	3
HUSE 4060	Restorative Justice	3
JUST 2035	Crime Victims	3
		18

Elective Courses: (For Criminal Justice general program)

SEMI 1001	University Environment Seminar	1
	Electives (Directed)	9
		10

Elective Courses:
(For Cyber Crime, Forensic Investigation, Homeland Security and Human Services)

SEMI 1001	University Environment Seminar	1
	Electives	6
		7

TOTAL CREDITS **121**

NOTES:

- *All courses must be passed with at least a "C" grade.*
- **This course includes the use of simulator.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.*
- ***Majors in Cyber Crimes and Human Services are not currently offered for new students.*

Associate's Degree in Criminal Justice

PROGRAM DESCRIPTION

The Criminal Justice Program trains students in the legal, social, and investigative aspects of the criminal justice system to ensure compliance with the law while safeguarding the rights of victims, witnesses, suspects, and defendants. Furthermore, they will develop skills in the methods and procedures of the investigative, procedural, criminal, and ethical-legal areas, and the field of human behavior. Graduates of this Program will be able to serve as law enforcement officials, process servers, or correctional officers, among others, within different public or private agencies.

OBJECTIVE

The Associate's Degree in Criminal Justice trains students in legal, social, and investigative processes, safeguarding the rights of victims, witnesses, suspects, and the accused. Furthermore, students will develop the skills to apply procedures and different methods in investigative, procedural, criminal, ethical, and legal areas, as well as other fields related to human behavior.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: AAD

General Education:

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
JUST 2070	Sign Language	3
JUST 2080	Redaction and Professional Writing in Criminal Justice	3
STAT 1500	Statistics for Social Sciences	3
PSYC 2510	Psychology	3
		36

Core Courses:

ITTE 1031L	Computer Literacy and Laboratory	3
JUST 1000	Introduction to Organization and Administration in Criminal Justice and Public Security	3
JUST 1015	Human and Civil Rights	3
JUST 1025	Fundamentals of Penal Laws	3
JUST 1030	Special Penal Laws	3
JUST 1040	Introduction to Criminology	3
JUST 1050	Evidence	3
JUST 2010	Interview and Interrogation	3
JUST 2020	Rules of Criminal Procedure	3
JUST 2025	Court Testimony	3
JUST 2050	Criminal Investigation	3
		33

Elective Courses:

SEMI 1001	University Environment Seminar	1
		1

TOTAL CREDITS **70**

NOTES:

- **All courses must be passed with at least a "C" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

Associate's Degree Leadership in Public Security

DESCRIPTION

The Associate's Degree in Leadership in Public Security program equips students to make decisions and integrate the various areas that comprise public safety and the criminal justice system. They will examine the components and processes of public safety agencies, as well as the policies by which they are regulated. Graduates of this program will be able to serve in different public institutions, including the 911 emergency system, emergency and disaster management, and as law enforcement officers.

OBJECTIVE

The Associate's Degree in Leadership in Public Security program equips students to make decisions and integrate the various areas that comprise public safety and the criminal justice system. Graduates of this program will be able to apply the knowledge related to the investigation, processes, and policies for managing emergency situations as first responders. In addition, they will employ individual and collaborative work skills for solving problems ethically and with compassion, as established in the basic level of their profession.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online delivery method.
- Students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: AAD

GENERAL EDUCATION

ENGL 1010*	Basic English I	3
ENGL 1020	Basic English II	3
MATH 1010*	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SPAN 1010*	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
		18

CORE COURSES:

ETHI 1010	Ethics and Professionalism	3
PSYC 2510	Psychology	3
ITTE 1031L	Computer Literacy and Laboratory	3
		9

MAJOR COURSES:

JUST 1000	Introduction to the Organization and Administration of the Criminal Justice and Public Safety System	3
JUST 1015	Human and Civil Rights	3
JUST 1025	Fundamentals of Penal Laws	3
JUST 1030	Special Penal Laws	3
JUST 1050	Evidence	3
JUST 2020	Rules of Criminal Procedure	3
HEED 1500	First Aid	3
PSEC 2000	Leadership, Criminal Justice, and Public Safety	3
PSEC 2010	Conscience and Reach in Self Defense	3
PSEC 2020	Basic Emergency Management	3
		30

ELECTIVES COURSES

SEMI 1001*	University Environment Seminar	1
	Directed Elective	3
		4

TOTAL CREDITS **61**

NOTES:

- **All general education with an asterisk and all core and major courses must be passed with at least a "C" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

UNDERGRADUATE
CRIMINAL JUSTICE
COURSE DESCRIPTIONS

CYCR 4010: Cyber Crimes: Operating Systems and Architecture: 3 credits
In this course, the student will analyze operating systems and their integration into personal computers as well as its architecture. The student will integrate and evaluate the structure, functions, work modalities, and characteristics of different operating systems. Furthermore, the student will also design the implementation, configuration, and management of different environments, platforms, and the management plan for data recovery. *(Pre-requisites: ITTE 1031L)*

CYCR 4015: Cyber Terrorism: 3 credits
In this course, students will analyze the historical development of cyberterrorism and the theories of cybercrime and cyberterrorism. Furthermore, they will examine the types of crimes and terrorist acts committed using computer networks, theories on computer hackers and other cybercriminals, as well as investigative and legal strategies aimed at these criminal acts. They will also evaluate the divide between the criminal justice system and the technical issues that arise while investigating cybercrimes.

CYCR 4020: Applicable Law to Cyber Crimes: 3 credits
In this course, students will analyze cases of cybercrimes classified in the United States and Puerto Rico along with their consequences and processing in the federal jurisdiction, in addition to legislation and jurisprudence. Additionally, they will discuss the general fundamentals, infrastructure, technological challenges, and legal aspects of cyberattacks. They will also develop research topics and tools for the collection of data or evidence that contribute to the future of cybercrime investigation. *(Pre-requisites: CYCR 4010)*

CYCR 4040: Introduction to Cyber Crimes: 3 credits
In this course, the student will discuss the basics of cyber-crimes, cyber-criminal profile, methods and mechanisms to commit cybercrimes, and the classification of cyber-crimes. Also, evaluate and discuss the methods used to commit identity theft, organized crime, and terrorism. In addition, the student will distinguish the importance of computer forensics at present and explain the process for the search and seizure of computer evidence.

CYCR 4055: Computer Forensics: 3 credits
In this course, students will analyze the fundamentals of computer forensics, the processes followed during investigations and the collection of digital evidence. They will also evaluate legal issues reflected in cases, situations in digital crimes scenes, and digital evidence as an investigation method. Additionally, they will examine the evidence validation tools, including image applications, digital evidence in Windows and Unix/Linux systems, as well as social media and internet browsers.

FOIN 1010: Introduction to Forensic Investigation: 3 credits
In this course, students will examine the principles, basic concepts, and historical evolution of forensic investigation. They will also analyze methods, procedures, techniques, and types of evidence in the study of forensic investigation scenes. Furthermore, students will evaluate the forensic investigator role from a scientific, ethical, and legal perspective.

FOIN 2020: Forensic Photography: 3 credits
In this course, students will examine the historical and technological development of forensic photography, the process of digital photography, and the equipment used by the forensic photographer. Additionally, they will analyze the technical work of the forensic photographer and the importance of the investigator in a crime scene and during the legal process. Students will also justify the use of photography in the process of identifying evidence and its importance in criminal proceedings. *(Pre-requisite: FOIN 1010)*

FOIN 2030: Collection and Analysis of Physical Evidence: 3 credits
In this course, students will evaluate the physical evidence in a forensic investigation, as well as the proper procedures for its conservation and protection. In addition, they will differentiate the appropriate techniques used for performing a presumptive blood test and for collecting and preserving blood samples. They will contrast types of fingerprints and their patterns, the techniques used for their detection and

identification, and the transfer process during fingerprint collection. *(Pre-requisite: FOIN 1010)*

FOIN 3030: Forensic Firearm Examination: 3 credits
In this course, students will examine the principles, basic concepts, and historical development of firearms. They will analyze the methods, procedures, and techniques used in the study of firearms in order to solve a crime. Students will also evaluate the role of the firearms examiner from a scientific, ethical, and legal perspective.

FOIN 3040: Crime Scene Processing: 3 credits
In this course, students will analyze the measures used to process a crime scene. They will also identify the techniques used to search for and find evidence in a crime scene. Additionally, they will discuss the requirements for obtaining a search warrant. *(Pre-requisite: FOIN 1010)*

FOIN 3050: Research and Analysis of Post Mortem Examinations: 3 credits
In this course, students will analyze the process of death of a human being, its various types, and the characteristics that allow for establishing the time of death. They will evaluate different traumatic deaths, such as basic traumas, deaths due to traffic accidents, and deaths caused by fire. Furthermore, students will describe different types of traumas present in a corpse and the importance of this identification in the scene reconstruction processes. *(Pre-requisite: FOIN 1010)*

ETHI 1010: Ethics and Professionalism: 3 credits
In this course, students will analyze the fundamental concepts of professional ethics and their importance in work settings. They will evaluate the role of ethics in human relations and interactions, while considering the values, morals, and virtues dictated by society. Likewise, students will examine the aspects that an ethical professional should know in the workplace, in terms of politics, diversity, responsibility, interpersonal relationships, human resources, effective communication, conflict management and negotiation, among others.

HEED 1500: First Aid: 3 credits
In this course, students will compile information on techniques employed for the immediate care of a person in a medical emergency situation for the prevention of harm or death. Additionally, they will demonstrate appropriate intervention for fractures, intoxication, animal stings or bites, and burns, among other situations that require first aid because of an accident or external situation. Moreover, they will explain the status of the victim for the application of appropriate cardiopulmonary resuscitation techniques in case of shock.

HOSE 1010: Forensic Psychology: 3 credits
In this course, students will analyze the historical and conceptual development of forensic psychology. They will also examine the creation of psychological profiles, the use of interrogation techniques, and the mechanisms used for determining the mental capacity or incapacity of the accused in the criminal justice system. Furthermore, students will research relevant topics related to scientific findings in this discipline and its implications.

HOSE 3010: Homeland Security and Operational Components: 3 credits
In this course, students will analyze the concept of national security, its historical development, the functions of its operational and supporting components, as well as other elements that make up the Department of Homeland Security, which is responsible for protecting the nation against terrorist attacks, immigration, natural or manmade disasters, transportation, maritime protection, fraud, forgery, and cybersecurity. Additionally, students will examine the mission, vision, values, organizational structures, goals, strategic objectives, functions, professional careers, and other elements associated to each one of the operational components that make up the United States Department of Homeland Security.

HOSE 3040: Terrorism: 3 credits
In this course, students will analyze the historical context, concepts, and ideas of terrorist movements, as well as their repercussions in the world. They will examine the classifications, manifestations, and geographic reach of terrorism, and the financing and communication means to achieve its objectives. Additionally, they

will evaluate the universal legal framework against terrorism and the national security policy of the United States federal government.

HOSE 4015: Federal Emergency Management: 3 credits
In this course, students will analyze the fundamental concepts, historical development, and principles of emergency management. Additionally, they will examine the essential bases, plans of operations, and response coordination in emergency management. They will evaluate the functions of the emergency management program, as well as the processes for planning and recovery in emergency situations. *(Pre-requisite: HOSE 3010)*

HOSE 4060: Cyber Security: 3 credits
In this course, students will analyze concepts related to cybersecurity, its historical development, evolution, and the techniques used to reduce cyberattacks. Students will research the legal consequences involved in this type of criminal activity. Additionally, they will discuss the areas of cybersecurity and their current policies in society. *(Pre-requisite: HOSE 2020 or HOSE 3010, ITTE 1031L)*

HUSE 1010: Drug Addiction and Legal-Ethical Aspects: 3 credits
In this course, students will examine concepts associated with the use and consumption of psychoactive substances. They will identify the factors, consumption risks, and individual and collateral effects of the use of substances from the current theoretical perspectives that address addiction. They will also evaluate, from the legal-ethical construct, resources and services for prevention, as well as the help available for the social reintegration of individuals with problematic use of substances. *(Pre-requisite: JUST 3000 or JUST 1015)*

HUSE 2020: Young Offenders: 3 credits
In this course, students will analyze the conceptual framework, the criminogenic factors that influence juvenile delinquency, and the psychosocial problems that young offenders face. They will examine the psychological factors that cause juvenile delinquency, the profile of a young offender in Puerto Rico, and the difference between juvenile delinquency and adult crime. They will evaluate prevention programs for at-risk youth, the rights of young offenders in correctional institutions, and the services offered to them. *(Pre-requisite: JUST 3000 or JUST 1015)*

HUSE 2030: Services in Correctional Institutions and Rehabilitation: 3 credits
In this course, students will analyze the conceptual framework and legal aspects concerning the process of a prisoner's rehabilitation and social reintegration. They will explain the fundamental rights of prisoners, both in Puerto Rico and the United States, as well as the laws, jurisprudence, and regulations related to treatments leading to rehabilitation. Likewise, students will examine the service programs offered by correctional institutions for the treatment, rehabilitation, and social reinsertion of the prisoner population. *(Pre-requisite: JUST 3000 or JUST 1015)*

HUSE 4015: Services for Domestic Violence Victims and Other Crimes: 3 credits
In this course, students will connect the theoretical and conceptual framework of domestic violence and other crimes, their variations, and the cycle of domestic violence that victims face. They will also explain the laws and rights of the victims and their families in Puerto Rico and the United States, as well as the impact of crime on their lives. Furthermore, students will evaluate the criminal justice system factors that impact revictimization, and the services available for victims of crime and domestic violence and their family members. *(Pre-requisite: JUST 2035)*

HUSE 4060: Restorative Justice: 3 credits
In this course, students will analyze the historical development, concepts, and foundations of restorative justice as a systematic response to crime in the penal justice field. They will examine the role of restorative justice elements and processes integrated into the criminal justice systems in Puerto Rico and around the world. Students will value the elements used in restorative programs and their projection in the future.
In this course, the student will differentiate between concepts that are related to restorative justice, its historical development and theories as a systematic response to crime within the scope of criminal justice. The student will distinguish the foundations, characteristics or central values that

explain restorative justice. The student will also compare the mechanisms used in restorative programs, as well as the future of restorative justice. *(Pre-requisite: JUST 3000 or JUST 1015)*

JUST 1000: Introduction to the Organization and Administration of the Criminal Justice and Public Safety System: 3 credits
In this course, students will discuss the structure, organization, and administration of the criminal justice and public safety system in Puerto Rico. They will analyze the roles of the components of these systems and their effectiveness regarding the application of laws and penalties. They will also evaluate the public policy concerning social order and crime prevention. Additionally, they will examine the Constitution of the Commonwealth of Puerto Rico, as well as the powers of the State.

JUST 1015: Human and Civil Rights: 3 credits
In this course, students will identify due process and the equal protection of the law. Additionally, they will distinguish protections identified as civil rights, according to the content of the laws and jurisprudence. Likewise, students will examine the international experience regarding the acknowledgment of human rights in order to recognize its evolution, preparing to anticipate changes in the future.

JUST 1025: Fundamentals of Penal Laws: 3 credits
In this course, students will examine the general principles of criminal law and the authority of the State for the creation, changes, or removal of crimes. Additionally, they will analyze the fundamental rights recognized for citizens who are facing criminal proceedings against them, stressing the applicable protections during the investigative stage. Students will likewise evaluate the present crimes in our legal system, forms of guilt, the available defense, the consequences of crimes, and court discretion during the process of imposing penalties.

JUST 1030: Special Penal Laws: 3 credits
In this course, students will analyze the foundations and principles for establishing special criminal laws. They will describe special criminal laws and their relationship to the operation of the Criminal Justice System. Additionally, they will explain the jurisprudence wherever special criminal laws have been applied.

JUST 1040: Introduction to Criminology: 3 credits
In this course, students will examine basic concepts of criminology. They will analyze the historical background, evolution, and vision of crime, as well as some auxiliary sciences for the study of criminology. Students will compare criminology approaches, models, and theories concerning deviant behavior from a biopsychosocial perspective.

JUST 1050: Evidence: 3 credits
In this course, students will examine the requirements established by the criminal justice system for admitting or rejecting compiled evidence based on due process of law. Additionally, they will determine the existing types of evidence, the process of challenging a witness, the sufficiency of the required evidence, and the existing limitations in the search for truth. Students will likewise evaluate instances in which new evidence may emerge during the post-sentencing stage and its subsequent procedural implications when requesting another trial.
(Pre-requisites: JUST 1010 or JUST 1000)

JUST 2010: Interview and Interrogation: 3 credits
In this course, students will examine current concepts related to interviewing and interrogation techniques, as well as the characteristics that the interviewer should have. In addition, they will analyze different interviewing techniques, taking into consideration psychological, ethical, scientific, and legal aspects, among others. Moreover, they will assess the importance of the interview and interrogation as the main investigative tool to obtain information for solving a crime.
(Pre-requisites: JUST 1015)

JUST 2020: Rules of Criminal Procedure: 3 credits
In this course, students will analyze the rights of the defendant, from the investigative stage through the culmination of the criminal proceedings. They will evaluate the applicable criteria during the determination of probable cause to make an arrest, the bail order, the

preliminary hearing, the trial and the judgement. Additionally, students will examine the different resources available for an individual convicted of a criminal offence in the post-sentencing stage of the criminal proceedings.
(Pre-requisite: JUST 1050)

JUST 2025: Court Testimony: 3 credits
In this course, students will discuss the conceptual framework of both civil and criminal procedures in regard to the expert witness figure. Additionally, they will evaluate the historical background of witnesses and the development of the expert witness skills in the legal setting. Moreover, they will examine procedural regulations regarding the use of experts. Likewise, they will analyze the use of expert evidence in criminal proceedings. *(Pre-requisite: JUST 2010)*

JUST 2035: Crime Victims: 3 credits
In this course, students will examine the concepts and theoretical aspects of victimology, as well as the different types of victims. They will analyze the personal and social impact faced by victims, their traumas and aftermaths, victimization by the penal system and social justice, and their rights. Additionally, students will apply tools and skills for professional case handling, aiming to see a change from a punitive vision to a humanistic one.

JUST 2050: Criminal Investigation: 3 credits
In this course, students will examine fundamental aspects of criminal investigations, its historical development, and its leading figures. They will evaluate current investigation techniques and their applicability at different stages of the investigative process, as well as the importance of the auxiliary sciences. They will apply the methodology of preservation, management, and investigation of the crime scene. Moreover, they will analyze different types of crime and its processes, ranging from arrests to post-sentencing procedures. *(Pre-requisites: JUST 1050, 2010, 2020)*

JUST 2070: Sign Language: 3 credits
In this course, students will analyze the anatomy and physiology of the human ear while focusing on the various types of hearing loss and their effects on the communication process. They will distinguish the idiosyncrasy of the deaf community through the study of important aspects related to pragmatics in the management of the deaf patient. Students will apply effective communication techniques and basic knowledge of signs in diverse languages for deaf people (movement, position and location of the hands, gestures and conceptual framework). Also, they will interpret the laws that protect people with hearing disabilities and their impact in the development of basic skills directed towards the Public Safety and Criminal Justice System professionals.

JUST 2080: Composition and Professional Writing in Criminal Justice: 3 credits
In this course, students will develop the necessary tools and resources to write professional administrative reports and conduct research in the field of criminal justice. They will also analyze the importance and the different types of written reports used in the field of criminal justice. Furthermore, they will produce a variety of reports related to criminal justice through effective, correct, concise, and precise writing.

JUST 2100: Electronic Evidence: 3 credits
In this course, students will analyze the conceptual framework of electronic evidence and the elements related to technology and the authentication of evidence. They will explain the methodology and the procedures associated with the acquisition, authentication, and admissibility of e-mails, text messages, digital files, photographs, internet pages, social networks, GPS, and drones, so that this kind of evidence may be admissible in court, according to the rules of evidence. Additionally, students will examine what is established in the rules of evidence regarding the proof of reference, its exceptions, and other elements related to electronic evidence. Likewise, they will identify examples of electronic evidence and the rights that protect all citizens. Lastly, they will interpret the jurisprudence related to electronic evidence.

JUST 2200: Comparative Law: 3 credits
In this course, students will examine the methodology of comparative law for the study of legal systems in other jurisdictions. They will analyze the differences, similarities, and responsibilities of the components of the criminal

justice system related to common and civil law. Additionally, students will apply comparative law methodology when contrasting different justice systems with that of Puerto Rico.

JUST 3100: Conflict Mediation: 3 credits (elective course)
In this course, students will explain mediation as an alternative method of conflict resolution. In addition, they will evaluate conflict theories, mediation models and the ethical-moral aspects of the professional in the negotiation process. They will also analyze the roles of the mediator, in accordance with the current laws and alternative methods in the judicial system for conflict resolution.

JUST 3110: Gender and the Criminal Justice Systems: 3 credits (elective course)
In this course, students will analyze the fundamental concepts and the historical evolution of women as the offender, as well as the biopsychosocial factors at play on their behavior as criminals in the Criminal Justice System. In addition, they will evaluate the contributions of theoretical approaches on female crime and victimization. They will propose alternatives for the rehabilitation and social reintegration of women in penal institutions based on the analysis of the types of crimes, the factors and motives for female delinquency. Likewise, they will justify the importance of implementing treatment and rehabilitation programs and services in penitentiary institutions for women.

JUST 3120: Federal Jurisdiction: 3 credits
In this course, students will examine the historical development and structural organization of the federal jurisdiction. In addition, they will analyze the criminal procedure under the federal jurisdiction and the limits of said jurisdiction, as well as the agencies that make up the justice system under the federal jurisdiction. Likewise, they will evaluate the federal system, the central government, and the relations between the states and territories. *(Pre-requisites: JUST 1010 or JUST 1000)*

JUST 3125: Juvenile Justice: 3 credits
In this course, students will examine the causes of juvenile delinquency, as well as the sociological, biological, and psychological factors of criminal behavior. They will analyze the rehabilitative nature of juvenile justice, the legal framework, the balance between treatment and punishment, deviant juvenile behavior, and the efficacy of the judicial system's intervention. Also, students will evaluate the rehabilitative treatment of the delinquent minor, according to experts in human behavior.

JUST 3130: Drug Addiction and Rehabilitation: 3 credits
In this course, students will examine the general concepts about the dependence on different types of legal and illegal addictive chemical substances, as well as the psychobiological and sociological factors and the current incidence. They will explain the etiology of drug addiction, its neurobiological base, and the theoretical approaches linked to addictive behavior as well as its connection with criminal behavior. Students will interpret the relationship between criminal behavior, violence, and the behavior of sex offenders and young offenders, and delinquency and mental health. Also, students will differentiate between public policy, rehabilitation methods and models, preventive approaches, treatment programs, recovery, and social reinsertion of young offenders and delinquents.

JUST 3200: Penology and Correctional System: 3 credits
In this course, students will examine the conceptual framework and background of penology, its impact in the correctional system and the legal-penal reaction. They will analyze the rights of the members of the prison population with those of other countries, their legislation, regulations, and jurisprudence. Furthermore, students will evaluate the social reinsertion services and programs for the members of the prison population.

JUST 3610: White Collar Crimes and Fraud Detection: 3 credits
In this course, students will analyze the origins and consequences of white collar crimes and fraud against today's society. Examine the sociological, economic, ethical, and legal impacts related to white collar crimes and fraud. Analyze the various fraud detection techniques. The students will also argue on measures to prevent white collar crimes and fraud.

JUST 4020: Integrative Seminar on Criminal Justice: 3 credits
In this seminar, students will integrate the knowledge, skills and aptitudes acquired or developed during their academic training in the disciplines related to the criminal justice system of Puerto Rico and the United States, as well as the Puerto Rico Department of Public Safety. They will apply the general principles of criminal law, special criminal law, criminal procedural law and evidentiary law in real situations. They will examine the procedures used in the study of the crime scene through scientific investigation methods. Likewise, students will develop preparatory and fundamental strategies and techniques for their integration into the workplace.
(Pre-requisites: ETHI 1010, JUST 1015, JUST 1025, JUST 1030, JUST 1050, JUST 2020, JUST 2050)

JUST 4021P: Practice in Criminal Justice: 3 credits
In this course, students will apply the knowledge and skills acquired during their academic preparation in the criminal justice system and in the Puerto Rico Department of Public Safety. Through practice, they will also demonstrate the attitudes and skills required for teamwork. In addition, they will make ethical and moral reasoning judgments regarding the Constitution of the Commonwealth of Puerto Rico, its laws, ordinances, and regulations. Graduates of this program will develop the preparatory and fundamental strategies and techniques for their integration into the workplace.
(Pre-requisites: ETHI 1010, JUST 1015, JUST 1025, JUST 1030, JUST 1050, JUST 2020, JUST 2050)

JUST 4100: Information Systems Management in the Criminal Justice System: 3 credits
In this course, students will analyze the basic concepts related to the management of information systems in the criminal justice system, the types of technological and information systems used, as well as their historical evolution in this field. They will establish the purpose of technology in the criminal justice system, the information systems used by the Federal Bureau of Investigation (FBI), and various organizations focused on the field of information systems within the criminal justice system. Furthermore, students will evaluate the information systems used by the police, the correctional system, investigators, forensic scientists, and cyber crime investigators, as well as the technology to maintain the safety of crime victims. Also, they will examine software tools, applications, and free or low cost databases to carry out criminal investigations. *(Pre-requisites: ITTE 1031L, JUST 1010 or JUST 1000)*

POLS 3110: Political Science: 3 credits (elective course)
In this course, students will analyze and discuss concepts, institutions, processes, systems, and philosophy of Political Science. Critically argue about social and cultural factors that influence the development and evolution of a political culture. In addition, examine various political systems and international organizations and their influence in the social duty of a nation.

PSEC 2000: Leadership, Criminal Justice, and Public Safety: 3 credits
In this course, students will analyze the fundamental leadership concepts. Additionally, they will identify the oversight roles in an organization, as well as leadership strategies within the criminal justice and public safety systems. Students will also examine the types of conflicts and ethical dilemmas that can be observed in an organization. Likewise, they will evaluate the various theories on leadership, their paradigms and lenses, the implementation of changes in supervision, influences on leadership, as well as strategies for its development and emergency management, according to the United Nations (UN).
(Pre-requisites: JUST 1000)

PSEC 2010: Conscience and Reach in Self Defense: 3 credits
In this course, students will analyze the concepts, techniques, and resources associated with personal defense. Additionally, they will analyze the legal basis that justifies the use of force in the public safety environment. Likewise, they will apply the problem-solving model (S.A.R.A.) in their role as a public safety leader. *(Pre-requisite: JUST 1015)*

PSEC 2020: Basic Emergency Management: 3 credits
In this course, students will discuss the basic concepts of the National Incident Management System (NIMS). They will examine processes that guide communities, governments, non-governmental organizations (NGOs) and the private sector to work on the preparation, relief, response, and recovery in the aftermath of an emergency or a natural, human, or technological disaster. Additionally, they will apply the initial response process using the emergencies and disasters that recently took place in the United States and Puerto Rico as examples. *(Pre-requisite: JUST 1000)*

PSYC 2510: Psychology: 3 credits
In this course, students will value the historical development and basic concepts of psychology, and its contribution to the scientific and social fields. They will examine the functions of the nervous, limbic, and endocrine systems and their influence on the cognitive, behavioral, and affective functions of the individual. Moreover, they will analyze theories of human development, learning, personality, and motivation, among others, and their contributions to understanding the human lifecycle within current psychology.

PSYC 3010: Emotional Intelligence: Managing Stressful Situations: 3 credits
In this course, students will examine the biological and theoretical fundamentals of emotional intelligence (EI) from a scientific-practical perspective, focusing on the relevance and implementation of emerging literature regarding the applicability of emotional intelligence in stress management. Also, they will analyze the relationship between emotional intelligence and other academic-professional areas such as human talent management, social responsibility, and stress management strategies at school or work, among others. Likewise, students will develop a training proposal to potentiate the use of emotional intelligence in everyday life. *(Pre-requisites: PSYC 2510)*

PSYC 3110: Psychological Problems in Children, Adolescents and Adults: 3 credits
In this course, students will analyze the history of psychological disorders, the psychopathology within the biopsychosociocultural context, and the main concepts that characterize it. Similarly, they will explain the psychological conditions most commonly seen in minors, adolescents, and adults, as well as their etiology, prevalence, and diagnostic theoretical models. Also, students will categorize the structure and the prevention and treatment methods according to the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). Furthermore, they will evaluate the therapeutic models, the interview and interrogation alternatives, and the psychosocial and forensic screening in minors, adolescents, and adults with psychological disorders, considering the professional ethical-legal aspects. *(Pre-requisites: PSYC 2510)*

STAT 1500: Statistics for Social Sciences: 3 credits
In this course, students will review the elemental concepts of statistics within the context of social sciences. They will analyze the data, applying the statistical methods to compile, summarize, present, and interpret quantitative, qualitative, and categorical data. Students will apply the basic principles regarding the concepts of correlation and linear regression by using statistic formulas and applications that allow for data analysis. *(Pre-requisite: MATH 1010)*

UNDERGRADUATE PSYCHOLOGY ACADEMIC PROGRAMS

Bachelor's Degree in Science in Psychology

DESCRIPTION

The Bachelor's Degree in Science in Psychology Program will equip students in the scientific study of individual and collective behavior, based on the biopsychosocial model. They will develop knowledge and skills related to the basic fundamentals of the primary subfields of psychology, research methods, and clinical evaluation. Graduates of this program will be able to work as social service technicians in mental health programs, caseworkers, corrections social workers, therapy assistants in rehabilitation centers at different public or private agencies, as well as other occupations.

OBJECTIVE

The Bachelor's Degree in Science in Psychology Program will equip students in the basic principles of human behavior, with a scientific and ethical focus of the profession. Graduates of this program will identify theoretic models of psychological intervention, as well as psychological disorders and behaviors according to the professional practice. They will apply the scientific method and evidence-based psychological intervention models. Finally, they will develop the knowledge and skills necessary for continuing their professional development through graduate studies or by entering the workforce.

LANGUAGE OPTION AND MODALITY

- Available in Spanish language via online and hybrid delivery methods.
- Also available in English language via online delivery method.
- Students should only enroll in classes and programs delivered in English at NUC University if they have adequately mastered the English language (reading, writing, and speaking). Likewise, students should not enroll in courses and programs delivered in Spanish at NUC University unless they have an adequate master of the Spanish language.
- Completing a course or program in a language other than English may reduce employability where English is required.

DEGREE TYPE EARNED: BS

General Education (For Spanish version):

BISC 1010	Biological Sciences	3
ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
ITTE 1031L	Computer Literacy and Laboratory	3
MATH 1010	Basic Mathematics	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
		30

General Education (For English version):

BISC 1010	Biological Sciences	3
ENGL 1100	Oral Communication & Presentation Skills	3
ENGL 1200	Grammar for Speaking and Writing	3
ENGL 2040	English Writing and Composition	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
ITTE 1031L	Computer Literacy and Laboratory	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
		30

CORE COURSES:

PSYC 1010	Fundamentals of Psychology I	3
PSYC 1020	Fundamentals of Psychology II	3
PSYC 1100	History of Psychology	3
PSYC 1150	Human Development I	3
PSYC 1200	Ethical Principles in Psychology	3
PSYC 1250	Human Development II	3
PSYC 2000	Personality Disorders	3
PSYC 2150	Psychobiology	3
PSYC 2250	Personality Theories	3
PSYC 2350	Industrial and Organizational Psychology	3
PSYC 3000	Experimental Psychology	3
PSYC 3150	Introduction to Evaluation and Measurement	3
PSYC 3510	Social Psychology	3
PSYC 3520	Psychopathology	3
REME 2000	Social Investigation Methodology	3
STAT 1500	Statistics for Social Sciences	3
		48

MAJOR COURSES:

PSYC 2100	Learning and Motivation	3
PSYC 2200	Interviewing Techniques	3
PSYC 2300	Crisis Intervention	3
PSYC 2400	Introduction to Test Building	3
PSYC 3050	Writing Techniques in Psychology	3
PSYC 3100	Law and Mental Health	3
PSYC 3200	The Psychobiology of Addiction	3
PSYC 3250	Psychotherapy Models and Techniques	3
PSYC 4000	Alteration in Functional Development and Diversity	3
PSYC 4010	Integrated Psychology Seminar (Capstone)	4
SEMI 2000	APA Writing Seminar	1
		32

ELECTIVES COURSES (Spanish version)

SEMI 1001*	University Environment Seminar	1
	Directed Electives	9
		10

ELECTIVES COURSES (English Version)

SEMI 1010	Transition to University Life and Professional Training Seminar	1
	Directed Electives	9
		10

TOTAL CREDITS **120**

NOTES:

- *All courses should be approved with at least a "C" grade, except for the Capstone course and elective courses at graduated level that must be passed with at least "B" grade.*
- *Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.*

Pool of electives recommended at Undergraduate level:

HEED 1500	First Aid	3
HOSE 1010	Forensic Psychology	3
JUST 1025	Fundamentals of Penal Laws	3
JUST 1040	Introduction to Criminology	3
JUST 2035	Crime Victims	3
JUST 3130	Drug Addiction and Rehabilitation	3
JUST 3100	Conflict Management	3
JUST 3110	Gender and Criminal Justice	3

Pool of electives recommended at Graduate level:

PSYC 5010	Human Behavior in the Social and Multicultural Environment	3
PSYC 5030	Topics in Industrial and Organizational Psychology	3
PSYC 5240	Current and Global Business Dilemmas	2

The recommended graduate-level electives are directed courses for students interested in pursuing a Master's degree in the Psychology area at NUC University. These courses must be passed with at least a "B" grade.

UNDERGRADUATE PSYCHOLOGY ACADEMIC PROGRAMS

PSYC 1010: Fundamentals of Psychology I: 3 credits
In this course, students will examine the main currents, concepts, and areas that psychology covers. They will explain the scientific method and its relation to psychology. They will also analyze the theoretical and methodological fundamentals in human behavior.

PSYC 1020: Fundamentals of Psychology II: 3 credits
In this course, students will analyze psychology as a scientific discipline. They will explore relevant topics of modern psychology. They will examine the diversity and complexity of human beings. In addition, they will learn the ethical function of the profession. *(Pre-requisite: PSYC 1010)*

PSYC 1100: History of Psychology: 3 credits
In this course, students will analyze the historical background of psychology. They will identify the origin and trajectory of the orientations that have marked its development as a discipline. They will create a historical outline of the main philosophical currents that supported its evolution until arriving at modern psychology. They will position themselves within the current historical context and their vision of the future.

PSYC 1150: Human Development I: 3 credits
In this course, students will examine the systematic transformation of human beings at a biological, cognitive, affective, and behavioral level, from conception until childhood. They will analyze the role of inheritance and the environment in the evolutionary process of the individual. They will identify the primary models and theories that explain the changes throughout the life cycle using an integrated perspective. Likewise, they will describe the phenomena that pertain to each stage of life.

PSYC 1200: Ethical Principles in Psychology: 3 credits
In this course, students will analyze the basic concepts, philosophical principles, and importance of the study of ethics in psychology. They will examine the primary codes of ethics that govern the psychological profession in Puerto Rico and the United States. Also, they will identify the ethical and moral conflicts and the guidelines for managing an ethical conflict. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 1250: Human Development II: 3 credits
In this course, students will apply the biopsychosocial model to the stages from adolescence till death. They will analyze the role of inheritance and the environment in the evolutionary process of the individual. They will identify the primary models and theories that explain the changes throughout the life cycle using an integrated perspective. Likewise, they will describe the phenomena that pertain to each stage of life. *(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 1150)*

PSYC 2000: Personality Disorders: 3 credits
In this course, students will examine the cognitive, affective, and behavioral patterns of individuals with personality disorders. They will identify the classification within its groups and subgroups according to its traits and characteristics. They will design an intervention plan and learn the comorbidity among them in relation to the pathologies. *(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520)*

PSYC 2100: Learning and Motivation: 3 credits
In this course, students will determine the relationship between learning and motivational processes. They will identify explanatory models of learning and motivation, taking into consideration the diversity in human learning. Lastly, they will interpret the concepts and approaches of the cognitive processes of motivation, instincts, seeking excitement, drive reduction, and incentives. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2150: Psychobiology: 3 credits
In this course, students will analyze the models that explain the biological bases and the cognitive, behavioral, and affective functions of individuals. They will examine the neuroanatomy and neurological function of the brain. Likewise, they will apply knowledge of the main theories of neuroconduction, synaptic mechanisms, nervous system, genetics, evolution, mental disorders, and addictive behavior, among others, related to

the functioning and operation of the brain. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2200: Interviewing Techniques: 3 credits
In this course, students will analyze psychological interviews as a resource for obtaining patient data, the types and techniques of interviews, as well as the theoretical models on which they are based. They will evaluate the components of communication, rapport, and ethical considerations during the process of psychological interviewing. Additionally, students will produce a psychodiagnostic report based on the data obtained from the interview, taking into account the particular characteristics of the clients. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2250: Personality Theories: 3 credits
In this course, students will examine the concept of personality from various perspectives and according to the main theoretical approaches and schools of thought. They will evaluate the traits and characteristics observed in the formation and development of personality, taking into consideration cognitive, behavioral, and affective patterns of behavior. Finally, they will critically analyze the historical evolution of the concept of personality and the contributions of various theories that try to define it.
(Pre-requisites: PSYC 1010, PSYC 1020)

PSYC 2300: Crisis Intervention : 3 credits
In this course, students will analyze the phenomenology, characteristics, and manifestations associated with mental health crises and emergencies. They will evaluate the various types of crises associated with human developmental stages and the context in which they manifest to determine the appropriate therapeutic intervention. Additionally, students will apply skills and techniques used in crisis intervention. *(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520)*

PSYC 2350: Industrial and Organizational Psychology: 3 credits
In this course, students will examine the role of the industrial and organizational psychology professional in the face of current dilemmas and challenges in the work environment. They will explain human behavior in the context of business and social organizations. They will present various techniques and criteria used in decision-making within the work environment. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2400: Introduction to Test Building: 3 credits
In this course, students will examine the basic theoretical principles of the construction of psychological tests and the importance of their application in various aspects of human behavior. They will analyze the processes and psychometric properties in the construction of psychological measurement instruments. They will evaluate the appropriate statistics for studying the results of an instrument and its psychometric properties. Furthermore, they will develop a measurement instrument for the selected topic or issue. *(Pre-requisites: MATH 1010, STAT 1500)*

PSYC 3000: Experimental Psychology: 3 credits
In this course, students will examine the historical background and development of psychology as a scientific discipline and experimental science. They will apply the scientific method, as well as its research approaches and designs, as a study tool to generate a research idea. They will develop an experimental and non-experimental research proposal. *(Pre-requisites: MATH 1010, PSYC 1010, PSYC 1020)*

PSYC 3050: Writing Techniques in Psychology: 3 credits
In this course, students will apply writing techniques for organized, clear, and concise communication of ideas in accordance with established norms in the field of psychology. They will prepare papers within the psychological field and scientific writing according to specific characteristics and purposes. Furthermore, they will employ basic knowledge in creating proposals, essays, research papers, progress reports, and text production for professional competence in psychology. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 3100: Law and Mental Health: 3 credits
In this course, the student will evaluate the relationship between the functions of the psychologist as a specialist in human behavior and the rights of patients according to mental health laws in Puerto Rico. They will examine the

current laws that protect minors and vulnerable populations, such as people with functional diversity, with low socioeconomic level, and confined individuals, among others. In addition, the student will value the development of public policy and client protection in his management as a mental health professional through a proposal elaboration. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 3150: Introduction to Evaluation and Measurement: 3 credits
In this course, students will learn the basic concepts and relevance of psychological measurement. They will apply measurement processes used in psychology. They will determine a plan for the implementation of psychological and educational assessment instruments that are used to measure qualities of human behavior. Additionally, they will analyze psychometric theories and the evolution of psychological measurement in Puerto Rico. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 3200: The Psychobiology of Addiction: 3 credits
In this course, students will examine the basic concepts and etiology of addictions from a multifactorial and biopsychosocial approach. They will analyze addiction as a disease, considering currently identified drugs as well as emerging drugs. Additionally, students will evaluate treatment models for substance use disorders to conceptualize and design a treatment plan based on each patient's needs. *(Pre-requisites: PSYC 3520)*

PSYC 3250: Psychotherapy Models and Techniques: 3 credits
In this course, students will analyze the main models of psychotherapy based on personality and learning theories. They will evaluate the processes of analyzing and applying psychotherapeutic techniques, as well as strategies for appropriate and meaningful psychotherapeutic interventions in their future practice. Additionally, they will examine evidence-based theories as a didactic tool and their applicability in the development of practical experience with psychotherapeutic models. *(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520)*

PSYC 3510: Social Psychology: 3 credits
In this course, students will interpret social life from the point of view of the individual. Furthermore, they will identify the prevalent role of social institutions and social groups in the configuration of individuals as social entities. Additionally, students will explain the power of influence from individuals within groups, interaction processes, and social conflicts. Students will also critically analyze certain cultural patterns that promote and perpetuate conflictive interactions between individuals and between groups. *(Pre-requisite: PSYC 2510 or PSYC 1010, PSYC 1020)*

PSYC 3520: Psychopathology: 3 credits
In this course, students will examine the historical background of the development of psychopathology as we know it today. Additionally, they will analyze scientific contributions regarding the following concepts: insanity, normality, mental illness, and mental health. They will identify the main psychological disorders according to the classification of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). They will also evaluate the theoretical basis of the concepts, specific disorders, criteria, differential diagnosis, theoretical models, as well as treatments, ethical and legal implications, and the particular situation in Puerto Rico. *(Pre-requisites: JUST 2020, PSYC 2510, 3510 or PSYC 1010, PSYC 1020)*

PSYC 4000: Alteration in Functional Development and Diversity: 3 credits
In this course, students will examine deviations from the typical course of human development, as well as their causes and effects, both in physical and emotional functioning. Additionally, they will analyze how functional diversity manifests, as well as its impact on the family, academic, and occupational levels. Furthermore, they will evaluate existing laws and programs, along with organizations created to protect and integrate the population experiencing developmental divergence and functional diversity. *(Pre-requisites: PSYC 3520)*

PSYC 4010: Integrated Psychology Seminar (Capstone): 4 credits
In this course, students will apply interview techniques, as well as the ethical principles, skills, and knowledge required for their profession.

They will analyze psychopathologies, along with their signs, symptoms, and intervention approaches. They will explore the concepts of diversity, vulnerable populations, and social contexts. They will also evaluate the importance of self-care for psychologists to prevent and manage syndromes or traumas such as burnout, compassion fatigue, and vicarious trauma, among others. *(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520, PSYC 2000, PSYC 1150, PSYC 1250)*

REME 2000: Social Investigation Methodology: 3 credits
In this course, students will determine the processes and methods of quantitative and qualitative research in the creation of an investigation project. They will analyze the procedures and methods applied to the scientific research. Additionally, they will examine the procedures and techniques used to collect and analyze data. *(Pre-requisite: MATH 1010)*

SEMI 2000: APA Writing Seminar: 1 credit
In this course, students will analyze the writing and style standards of the American Psychological Association (APA). They will apply the APA formatting system for citations and references in the preparation of academic, professional, investigative, and scientific papers. Additionally, they will evaluate the legal and ethical aspects of using the works of other authors, including compliance with copyright regulations. *(Pre-requisites: MATH 1010, STAT 1500)*

STAT 1500: Statistics for Social Sciences: 3 credits
In this course, students will review the elemental concepts of statistics within the context of social sciences. They will analyze the data, applying the statistical methods to compile, summarize, present, and interpret quantitative, qualitative, and categorical data. Students will apply the basic principles regarding the concepts of correlation and linear regression by using statistic formulas and applications that allow for data analysis. *(Pre-requisite: MATH 1010)*

DIPLOMA PROGRAMS

Business Office Specialist

DESCRIPTION

The Business Office Specialist diploma program prepares students with the knowledge and necessary skills to perform various business operational functions using computer equipment and software to manage technical administrative tasks in multiple office environments. Students will develop customer service, problem solving, and communication skills to function appropriately in an office environment.

LANGUAGE OPTION AND MODALITY

- Available in English language via online delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

CONCENTRATION COURSES:

CAP1001	Introduction to Computer Operations^^	4.5
BAD100	Introduction to Business^^	4.5
BOS1000	Business Communications & Word Processing^^	4.5
BOS1010	Office Operations & Spreadsheets^^	4.5
BOS1020	Business Communications & Presentations^^	4.5
ACC100	Accounting Basics^^	4.5
MKT2010	Introduction to Marketing^^	4.5
BUS2040	Information Management^^	4.5
HRM200	Human Resources Management^^	4.5

TOTAL **40.5 Quarter Credits**
36 Weeks

NOTES:

^^These courses are only available fully online.

Computer Support Technician

DESCRIPTION

The Computer Support Technician Diploma program prepares students to demonstrate proficiency in providing technical support and assisting users in troubleshooting, performing technical and system diagnostics, and making the necessary repairs. Students will examine computer concepts, information systems, networking, operating systems, computer hardware, software applications and the Internet. They will analyze the principles of customer service and the importance of problem solving and help desk supportive service. Students will develop the skills necessary to obtain an entry-level position in the field and prepare them to take the CompTIA A+ certification.

LANGUAGE OPTION AND MODALITY

- Available in English language via online delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

CONCENTRATION COURSES:

CAP1001	Introduction to Computer Operations^^	4.5
EEL1101 A+	Hardware, Networking & Mobile Computer Systems^^	4.5
EEL1111 A+	Software, Security & Operating Systems^^	4.5
EEL2090	Routing and Switching^^	4.5
EEL2150	Networking Fundamentals^^	4.5
PRG2100	Windows Professional^^	4.5
PRG2110	Windows Server^^	4.5
CERT200	Preparing for A+ Certification^^	4.5
PRG2120	Windows Network Infrastructure^^	4.5

TOTAL **40.5 Quarter Credits**
36 Weeks

NOTES:

^^These courses are only available fully online.

Graphic Design

DESCRIPTION

The Graphic Design diploma program will prepare students with the competencies required for planning, analyzing, and creating effective visual communication. Additionally, students will apply sketching, color, typography, illustration, and printing techniques for designing competitive visual statements or arguments. Students will also create designs for multimedia, corporate identity, videos, web, social media, and advertising, among others. They will develop skills in managing and operating a graphic design business. Graduates of this program will be able to work as graphic designers or artists in print shops, advertising and marketing agencies, and public or private companies, either in-person or remotely, or as owners of their creative businesses.

LANGUAGE OPTION AND MODALITY

- Available in English language via online delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

CONCENTRATION COURSES:

GADE 1003L	Sketching Techniques and Laboratory	2
OPCO 2098L	Operating Systems (Macintosh) and Laboratory	2
GDAR 1025L	Color Theory and Laboratory	2
GADE 1022L	Basic Typography and Laboratory	2
GDAR 1001L	Graphic Design Principles and Laboratory	2
GADE 1039L	Digital Photography for Advertising and Laboratory	2
GDAR 1026L	Creativity in Graphic Design and Laboratory	2
TEMA 1023L	Scanning and Digital Image Manipulation and Laboratory	2
GADE 1040L	Digital Design for Publishing and Laboratory	2
GADE 1046L	Commercial Digital Design a nd Laboratory	2
GADE 1047L	Design for Multimedia and Web and Laboratory	2
GADE 1042L	Graphic Design in Advertising and Laboratory	2
GADE 1048L	Motion Graphics and Video Editing and Laboratory	4
TEMA 1024L	Digital Reproduction Methods and Laboratory	2
GADE 1049L	Study Portfolio Preparation and Laboratory	2
ADMI 2033	Business Administration and Management	2
COM 1050	Critical Thinking and Communication	2

TOTAL **36 Semester Credits**
12 Months

Medical Billing and Coding Specialist

DESCRIPTION

The Medical Billing and Coding Specialist Diploma Program is designed to prepare students to obtain entry-level positions in the medical billing and coding field through a combination of both clinical and administrative training. Students will learn and practice how to use management software and electronic health records (EHR). They will further become proficient in medical insurance and billing using the ICD-10, CPT, and HCPCS II coding system manuals. The program is focused on preparing students for certification.

LANGUAGE OPTION AND MODALITY

- Available in English language via online delivery method.
- Students should not enroll in courses and programs delivered in English at NUC University unless they have an adequate master of the English language.

CONCENTRATION COURSES:

MED1055	Medical Office Procedures	5.0
MED1060	Anatomy and Physiology with Medical Terminology I	6.0
MED1065	Anatomy and Physiology with Medical Terminology II	6.0
MBC1105	Health Information Resources	5.0
MBC1205	Current Procedural Codes/CPT	5.0
MBC1305	Diagnostic Coding/ICD-10	5.0
MBC1405	Medical Billing and Insurance	5.0
MBC2805	Certified Insurance and Coding Exam Prep	6.0
MBC2900	Capstone	5.0
TOTAL	**48 Quarter Credits** **36 Weeks**	

DIPLOMA
COURSE DESCRIPTIONS

Course Numbering System
Courses numbered in the 100 or 1000 series are generally considered freshman level; those in the 200 or 2000 series, sophomore level. Courses numbered in the 300 or 3000 series are generally considered junior level; those in the 400 or 4000 series, senior level.

NUC-FTC reserves the right to change course offerings within programs when it is in the best interest of the student.

ADMI 2033 Business Administration and Management 2 Semester Credits
In this course, students will examine basic principles of business administration and management. They will discuss topics related to planning, organization, direction, and decision-making. They will distinguish the characteristics of a manager, as well as the functions and challenges of an administrator. Prerequisite: None

BAD100 Introduction to Business 4.5 Quarter Credits
In this course, students will examine the concepts, principles, and operations of business. They will determine the functions of modern business management, marketing, product and brand management, and pricing strategies. In addition, they will analyze the fundamentals of the human resources management side of running a business and the importance of workforce motivation and engagement. Furthermore, they will examine the relationship between accounting and financial management, as well as the impact of global business.

BOS1000 Business Communications & Word Processing 4.5 Quarter Credits
In this course, students will examine the seven Cs of effective business communication. They will evaluate the features and tools available in Microsoft Word for the preparation of business documents. Additionally, students will design business documents based on the needs or requirements of different business environments. Furthermore, students will practice acquired skills in preparation for the Microsoft Office Specialist: Word Associate Certification Exam (MOS).

BOS1010 Office Operations & Spreadsheets 4.5 Quarter Credits
In this course, students will examine the functions of Microsoft Excel for the manipulation and presentation of data, and for the successful completion of project tasks with their acquired knowledge. Moreover, they will develop workbooks and worksheets containing multiple sheets with data, cells, and tables to assist in decision and problem-solving analysis. Also, students will apply the functions to practical exercises that are helpful in the organization of data for managerial reports, such as formulas, charts, and tables with visual graphics. Additionally, students will prepare for the certification exam in Microsoft Office Specialist: Excel Associate Certification.

BOS1020 Business Communications & Presentations 4.5 Quarter Credits
In this course, students will examine the best PowerPoint practices for planning, designing, and evaluating professional presentations in a business environment. Students will also develop a PowerPoint presentation with advanced tools, such as animation effects, hyperlinks, charts, tables, SmartArt graphics, and 3D models. Moreover, they will evaluate views, handouts, and notes as they relate to delivering a presentation in front of an audience. In addition, students will prepare for the Microsoft Office Specialist: PowerPoint Associate Certification Exam.

BUS2040 Information Management 4.5 Quarter Credits
In this course, students will analyze the role and function of the information systems (IS) department in business and society. They will examine information systems for business processes, including tools and technology for the improvement of the decision-making process as well as the collection, organization, and analysis of data. In addition, students will apply strategic planning and project management through new technology, artificial intelligence, and expert systems that impact the future of business.

CAP1001: Introduction to Computer Operations: 4.5 quarter credits
In this course, students will examine computer hardware, operating systems, and applications such as Microsoft Office 365 and Office 2021. They will distinguish software applications relevant to personal and organizational needs such as the Internet and Microsoft Excel. Students will also analyze the social and business benefits of using Microsoft Outlook for human capital. In addition, they will apply knowledge about word processors, Internet browsers, search engines, spreadsheets, and graphics in PowerPoint presentations.

CERT200: Preparing for A+ Certification: 4.5 quarter credits
In this course, students will develop technical skills and knowledge on how to administer, maintain, and operate different computer information systems. They will learn to evaluate different computer system components in order to modify and assemble them based on industry standards and business requirements. Students will use simulation tools to assess and modify computer system configuration to improve the system security functionality. This course will enhance students' knowledge of computer information systems and prepare them to challenge the CompTIA A+ Certification.
(Prerequisites: EEL1101, EEL1111)

COM 1050 Critical Thinking and Communication 2 Semester Credits
In this course, students will develop critical thinking and communication skills. They will analyze information, express ideas clearly in both oral and written forms, and produce well-organized sentences and short compositions. Students will also engage in critical discussions across various contexts, including online media and library resources. Prerequisite: None

EEL1101 A+ Hardware, Networking & Mobile Computer Systems 4.5 Quarter Credits
In this course, students will analyze hardware in a personal computer with emphasis on its components, protocols, and functions. Additionally, they will distinguish storage systems, power supplies, and I/O devices. Students will also compare local network configuration processes. Furthermore, they will examine mobile device types, printer configurations, and virtualization architecture.

EEL1111 A+ Software, Security & Operating Systems 4.5 Quarter Credits
In this course, students will examine common computer configurations, operating systems, and customer support skills. They will also practice the installation of Windows operating systems and the configuration of a local network. In addition, students will compare personal computer troubleshooting techniques. Moreover, they will discuss computer system security strategies. Furthermore, students will analyze mobile devices, multiuser operating systems, and scripting technologies.

EEL2090: Routing and Switching: 4.5 quarter credits
This course covers the components used to segment a local-area network (LAN), including bridges, switches, and routers. It provides a greater understanding of access control lists, routing protocols, local-area network and wide-area network (WAN) design, switching, virtual local-area networks (VLANs), and frame relay. Furthermore, students will develop the skills required for implementing and configuring network devices. Finally, students will be able to practice the skills acquired by completing practical lab exercises.

EEL2150: Networking Fundamentals: 4.5 quarter credits
The goal of this course is to provide students with an introduction to networking technologies and design. The student will receive training in technology standards, governing bodies, hardware, security, troubleshooting, and site survey methodology. Students will be able to assess the benefits and limitations of various cabling options, implementation of WLANs (wireless local area networks) and the use of virtual local area networks (VLANs). Lab Included.

GADE 1003L Sketching Techniques and Laboratory 2 Semester Credits
In this course, students will develop drawing techniques related to the creative process. They will use sketching techniques to solve visual and written communication problems. They will illustrate ideas to present concepts or design projects.
Prerequisite: None

GADE 1022L Basic Typography and Laboratory 2 Semester Credits
In this course, students will identify typography and its essential elements. They will classify types of fonts and their parts. They will apply fonts according to the message and the target audience. They will employ the use of typography and its design in various compositions according to the concept to be presented.
Prerequisite: None

GADE 1039L Digital Photography for Advertising and Laboratory 2 Semester Credits
In this course, students will utilize the necessary tools and instruments for digital photography. They will apply commercial photography and lighting techniques. They will manipulate digital images for design creation.
Prerequisite: None
Corequisite: TEMA 1023L

GADE 1040L Digital Design for Publishing and Laboratory 2 Semester Credits
In this course, students will examine creation and layout tools for publications. They will develop corporate and editorial publications. They will identify requirements and finishes for preparing a document for final publication.
Prerequisite: GADE 1022L

GADE 1046L Commercial Digital Design and Laboratory 2 Semester Credits
In this course, students will use artistic and digital techniques for communicating ideas to businesses and audiences. They will explore publishing media and their effectiveness. They will manipulate images to produce commercial advertising pieces such as business cards, loose sheets, logos, banners, and more.
Prerequisite: GADE 1022L

GADE 1042L Graphic Design in Advertising and Laboratory 2 Semester Credits
In this course, students will differentiate advertising from graphic design. They will research the factors needed to run a successful campaign. They will integrate digital tools in advertising. They will prepare several pieces for an advertising campaign.
Prerequisite: GADE 1039L

GADE 1047L Design for Multimedia and Web and Laboratory 2 Semester Credits
In this course, students will explain the development, implementation, testing, and updating of interfaces. They will discuss web page and application designs. They will design an application or web page using programming languages.
Prerequisite: GDAR1001L, GDAR1025L

GADE 1048L Motion Graphics and Video Editing and Laboratory 4 Semester Credits
In this course, students will distinguish techniques, tools, and formats for video creation. They will use video editing and animated graphics tools. They will create an advertising announcement assigned by the professor.
Prerequisite: TEMA 1023L

GADE 1049L Study Portfolio Preparation and Laboratory 2 Semester Credits
In this course, students will develop skills for creating a resume. They will practice skills and techniques related to job interviews. They will design their own professional brand by making creative pieces such as a logo, business card, and professional portfolio. Prerequisite: GADE1039L, GADE1040L, GADE1042L, GADE1046L, GADE1047L, GADE1048L

GDAR 1001L Graphic Design Principles and Laboratory 2 Semester Credits
In this course, students will analyze the principles of graphic design. They will discuss the history, role, and evolution of design in the field of visual and written communication. They will examine topics related to graphic composition, typography, colors, symbols, and materials for digital reproduction.
Prerequisite: None

GDAR 1025L Color Theory and Laboratory 2 Semester Credits
In this course, students will analyze color theory, its history, and its significance in different cultural and geographical contexts. They will examine the concepts of semiotics, harmony, and contrast, as well as their classifications. They will evaluate color theory techniques and their impact on graphic design messaging.
Prerequisite: None, Corequisite: GDAR 1001L

GDAR 1026L Creativity in Graphic Design and Laboratory 2 Semester Credits
In this course, students will develop creativity techniques. They will use creativity for effective visual and written communication. They will integrate sketching, photography, and color theory techniques. Prerequisite: None

HRM200 Human Resources Management 4.5 Quarter Credits
This course serves as an introductory course in human resources management (HRM) with a particular emphasis on the disciplines used by business professionals. Using the Employee Life Cycle as a framework, the class will explore the historical evolution and philosophical foundations of the field as well as examine the current practices that are being used to support human resources.

MED1055: Medical Office Procedures: 5.0 Quarter credits
In this course, students will examine skills related to medical office administrative procedures such as the use of electronic health records (EHR), appointment scheduling, filing, handling mail, and preparing office budgets. They will also analyze stress management strategies and the importance of workplace ethics, privacy laws (HIPAA), and effective communication in diverse environments. Furthermore, students will identify changes and challenges in the 21st century workplace and the role of the administrative professional within that setting.

MED1060: Anatomy and Physiology with Medical Terminology I: 6.0 Quarter credits
In this course, students will explore the organization of the human body and the relationship between structure, function, and homeostasis of the integumentary, the musculoskeletal, and the nervous system, including special senses. They will also dissect the meaning of medical terms and abbreviations according to their basic components —prefixes, suffixes, and roots— in addition to special numerical, positional, and condition-related components.

MED1065: Anatomy and Physiology with Medical Terminology II: 6.0 Quarter credits
In this course, students will analyze concepts related to the anatomy and physiology of the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems of the human body. They will also examine medical terminology related to the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems of the human body. Furthermore, they will determine the etiology, diagnosis, and treatment of diseases of the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems.

MBC1105: Health Information Resources: 5.0 Quarter credits
In this course, students will analyze electronic health record (EHR) administrative functions and regulatory standards. They will evaluate the purpose, applications, and benefits of using EHR software in health information management. Students will practice database management and data entry for the proper processing, storage, and retrieval of patient health information. Also, they will assess privacy and security standards, and the potential of health informatics in a clinical scenario.

MBC1205: Current Procedural Codes/CPT: 5.0 Quarter credits
In this course, students will analyze the rules and guidelines of the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) Level II coding manuals. They will also assess the benefits of using coding manuals for those working in the medical field as a medical biller, coder, collector, or office administrator. Additionally, students will evaluate coding procedures and services following CPT and HCPCS Level II coding manuals and encoder software. (Prerequisite: MED1065)

MBC1305: Diagnostic Coding/ICD-10: 5.0 Quarter credits
In this course, students will examine chapter-specific guidelines and basic diagnostic conventions of the International Classification of Diseases, Tenth Edition, Clinical Modification (ICD-10-CM). They will also apply diagnostic codes to medical scenarios according to ICD-10-CM guidelines. (Prerequisite: MED1065)

MBC1405: Medical Billing and Insurance: 5.0 Quarter credits
In this course, students will examine the revenue cycle management (RCM) procedures in relation to the billing and coding of medical services. Additionally, they will analyze the different types of insurance programs, governmental and private third-party payers, workers' compensation packages, and disability coverage.

MBC2805: Certified Insurance and Coding Exam Prep: 6.0 Quarter credits
In this course, students will interpret coding procedure principles covered throughout the medical billing and coding program courses, including those related to medical terminology, insurance, and documentation compliance. They will also demonstrate the skills acquired for NCCT certification in insurance and coding through extensive practice exercises. (Prerequisite: All previous program courses).

MBC2900: Capstone: 5.0 Quarter credits
In this course, students will demonstrate knowledge, skills, and abilities related to office insurance finances, the revenue cycle, managed care issues, the collections process, and insurance claims in medical coding and billing. In addition, they will determine codes used in encoder software for diagnoses, procedures, and services. (Prerequisite: All previous program courses except MBC2805).

MKT2010 Introduction to Marketing 4.5 Quarter Credits
In this course, students will analyze essential marketing concepts for long-term success in business settings. They will also examine the basic marketing challenges, trends, and approaches in today's multicultural, generational, and diverse workforce environment. In addition, students will evaluate the main elements and methods in decision-making for brands and advertising, as well as the fundamental aspects of ethics and social responsibility.

OPCO 2098L Operating Systems (Macintosh) and Laboratory 2 Semester Credits
In this course, they will examine Macintosh operating systems and their role in MAC devices. They will use commands to organize and archive documents on MAC devices. They will apply file movement and storage in multimedia formats.
Prerequisite: None

PRG2100: Windows Professional: 4.5 quarter credits
In this course, students will study all the functions and features of installing, configuring, and maintaining operating systems. In-depth details are presented on implementing, managing, and troubleshooting hardware devices and drivers, network protocols, and security; monitoring and optimizing performance and reliability; and configuring and troubleshooting the desktop environment. Students will implement, manage, and troubleshoot storage, display, and peripheral devices. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

PRG2110: Windows Server: 4.5 quarter credits
In this course, students will analyze the Windows Server 2019 in different scenarios, including datacenter and cloud environments that rely on virtualization and containers. Additionally, students will set up the initial server, storage, and the troubleshoot procedures for performance issues. They will evaluate common Windows Server technologies and network services, including Active Directory, Certificate Services, DNS, DHCP, WSUS, IIS, file sharing, printing, and remote access. *(Prerequisites: PRG2100)*

PRG2120: Windows Network Infrastructure: 4.5 quarter credits
In this course, students will analyze the Windows Server services in different scenarios, including data centers and cloud environments depending on virtualization and containers. They will discuss the Active Directory Infrastructure. Also, they will control various types of user accessibility to resources in a network. Additionally, they will explore the Windows Updates technology.

TEMA 1023L Scanning and Digital Image Manipulation and Laboratory 2 Semester Credits

In this course, students will apply graphic design processes and image manipulation. They will use tools for image treatment and enhancement to optimize images. They will identify appropriate usage formats and image quality for each project.
Prerequisite: None
Corequisite: GADE 1039L

TEMA 1024L Digital Reproduction Methods and Laboratory 2 Semester Credits

In this course, students will discuss topics related to different types of printing, materials, and finishes, including their advantages and disadvantages. They will examine graphic reproduction processes and formats for preparing a final artwork. They will explain the specifications for various commercial reproduction media.
Prerequisite: TEMA 1023L

GENERAL EDUCATION DEPARTMENT

The General Education Program is comprised by a core of courses that are required in all of our undergraduate programs. They are designed to develop in our graduates the skills, knowledge and attitudes necessary to function as responsible citizens in contemporary society, and with a commitment for continuous learning throughout their whole life.

NUC identifies the following institutional learning goals necessary to build a solid foundation for the academic experience at the undergraduate level:

Professional competence

Capacity to apply creatively the knowledge and skills of their respective studies disciplines to actual and future scenarios for their own continuous development, self-employment, their profession and their fellow citizens in the local or global geographic area in which they decide to live and work.

Communication skills

Capacity to master Spanish properly as their first language and English as a second language.

Critical and Creative Thinking

Capacity to analyze, apply critically and creatively their professional competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

Logic mathematical reasoning

Capacity to utilize quantitative and qualitative information in the problem solving process.

Information Literacy (Digital competency)

Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and digital environments in an effective and efficient way, considering the personal, professional, and citizen dimensions.

Ethical and moral behavior

Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.

Respect to diversity

Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and social differences and the capacities that enrich living together without incurring in discriminatory practices in the globalized world.

The General Education Department includes the following courses:

FOR SEMESTER ACADEMIC CALENDAR PROGRAMS

ENGL 1010	Basic English I	3
ENGL 1020	Basic English II	3
ENGL 2050	Conversational English	3
ETHI 1010	Ethic and Professionalism	3
HUMA 1010	Humanities I	3
HUMA 1020	Humanities II	3
JUST 2070	Sign Language	3
JUST 2080	Redaction and Professional Writing in Criminal Justice	3
MATH 1010	Basic Mathematics	3
SOSC 1010	Social Sciences I	3
SOSC 1020	Social Sciences II	3
SPAN 1010	Basic Spanish I	3
SPAN 1020	Basic Spanish II	3
SPAN 2040	Writing And Composition	3

STAT 1500	Statistics for Social Sciences	3
STAT 2000	Introduction to Statistics	3
PSYC 2510	Psychology	3
PSYC 3510	Social Psychology	3

FOR QUARTER ACADEMIC CALENDAR PROGRAMS

HUMANITIES COURSES

COM1000	Communication Fundamentals	6
ENC1000	English Composition	6

MATHEMATICS AND THE SCIENCES COURSES

MAT1010	Introduction to Algebra	6
MAT2010	College Algebra	6
MAT2020	Introduction to Statistics	6

SOCIAL SCIENCES COURSES

SOC2000	Introduction to Sociology	6
PSY2000	Introduction to Psychology	6
PSY320	Social Psychology	6
SOC250	Communication and Social Networks	6

General Education Course Descriptions

For Semester Academic Calendar Programs

BISC 1010: Biological Sciences: 3 Credits
In this course, students will analyze the fundamental concepts and characteristics that distinguish living organisms, their evolutionary processes, and their interaction with other organisms and the environment. Distinguish the essential aspects for the function and development of life. Will explain the reproductive aspects of the cell and its genetic role. Also, they will evaluate different ecosystems and the effect caused by human intervention in them.

ENGL 1010: Basic English I: 3 credits
In this course, students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. They will distinguish verb tenses in sentences and paragraphs. Additionally, students will produce clear, well-developed, and well-organized sentences, messages, paragraphs, and short presentations using correct capitalization, punctuation, and syntax.

ENGL 1020: Basic English II: 3 credits
In this course, students will formulate sentences with different structures and verb tenses. Also, they will compose various types of paragraphs. In addition, students will develop various types of essays. Likewise, they will evaluate different pieces of literature. *(Pre-requisite: ENGL 1010)*

ENGL 1100: Oral Communication & Presentation Skills: 3 credits
In this course, students will explore the principles of effective verbal and non-verbal communication for public speaking, presentations, and group discussion enhancement. They will apply communication techniques and strategies such as public speaking, body language, organizational communication, and presentation organization for formal oral presentations. Students will analyze essential skills for persuasive speeches in diverse academic and professional settings.

ENGL 1200 Grammar for Speaking and Writing: 3 Credits
In this course, students will explore the essential elements of grammar for effective spoken and written communication. They will analyze key parts of speech and different aspects and functions of English grammar. Furthermore, students will apply English grammar for accurate and confident written and verbal communication in various contexts.

ENGL 2050: Conversational English: 3 credits
In this course, students will improve their oral and written communication skills in English. They will review past, present, and future tenses to identify the grammatical rules applicable to affirmative, negative, and interrogative statements. In addition, they will evaluate English pronunciation and intonation. Students will apply these grammar, pronunciation, and intonation rules when addressing others in conversation. Furthermore, they will examine English idioms and determine when they are used based on context. Finally, they will develop a persuasive idea that will showcase everything they have learned throughout the course. *(Pre-requisite: ENGL 1020)*

HUMA 1010: Humanities I: 3 credits
In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

HUMA 1020: Humanities II: 3 credits
In this course, students will analyze the fundamental principles, impact, and transcendence of various philosophical and epistemological movements of the Western culture and their influence on current humanistic thinking from a multidisciplinary and interdisciplinary perspective. In addition, they will evaluate the periodization and characteristics of some political, religious, cultural, and scientific trends, as well as key values, traditions, and concepts that relate to today's society. They will

also value the global influence of the legacy of Western culture by critically observing cultural and social transformations that occurred at different historical times from the Middle Ages to the 21st century. *(Pre-requisite: HUMA 1010)*

ITTE 1031L: Computer Literacy and Laboratory: 3 credits
In this course, students will analyze the usefulness of email, institutional databases, and computerized systems in their learning process, considering aspects of academic integrity. In addition, they will examine fundamental concepts related to internet services, security, privacy, and ethics, as well as core aspects of assistive technology. Furthermore, they will demonstrate technological competencies in various application programs, cloud storage, and web pages.

MATH 1010: Basic Mathematics: 3 credits
In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life, as well as the concepts of ratio, proportion, and percentage. They will also solve everyday situations by applying the concepts of linear equations and inequalities in one variable and in polynomials. In addition, students will use measurement concepts and conversion factors in professional and everyday problem-solving.

SEMI 1001: University Environment Seminar: 1 credit
In this course, students will develop essential skills for their training and transition from university life to their entry into the workforce. They will participate in learning experiences aimed at enhancing self-knowledge and exploring the possibilities of university studies and career paths. In addition, they will explain the competencies sought by employers with the support of available resources. Likewise, they will establish successful strategies for making progress in their academic program and for planning and entering the job market.

SEMI 1010: Transition to University Life and Professional Training Seminar: 1 credit
In this course, students will develop essential skills for their training and transition from university life to their entry into the workforce. They will participate in learning experiences aimed at enhancing self-knowledge and exploring the possibilities of university studies and career paths. In addition, they will explain the competencies sought by employers with the support of available resources. Likewise, they will establish successful strategies for making progress in their academic program and for planning and entering the job market.

SOSC 1010: Social Sciences I: 3 credits
In this course, students will examine the fundamental concepts of the social sciences, starting with the evolution and development of society. They will analyze issues related to various disciplines that comprise the social sciences, such as anthropology, sociology, and psychology. They will also evaluate social issues by applying critical judgment to current social problems. This course requires 10 hours of participation in community service learning activities.

SOSC 1020: Social Sciences II: 3 credits
In this course, students will examine the disciplines of the social sciences, emphasizing the political, economic, and geographic issues affecting their social environment. Thus, they will investigate how these disciplines influence the current social changes that have shaped the world we live in. In addition, they will analyze the social developments that have contributed to the establishment of political and economic systems worldwide. Furthermore, students will evaluate the effects of industrial development, urban growth, and environmental movements in geography, the environment, and sustainability. *(Pre-requisites: SOSC 1010)*

SPAN 1010: Basic Spanish I: 3 credits
In this course, students will apply the basic spelling, grammar, and syntax rules when expressing themselves orally or in writing. They will analyze literary texts to communicate their critical response to the readings, acquire new vocabulary and improve their writing skills. Furthermore, students will assess the importance of language by applying linguistic knowledge and the rules governing oral and written communications correctly.

SPAN 1020: Basic Spanish II: 3 credits
In this course, students will critically analyze different literary genres such as poetry, theater, and novels. They will describe and illustrate their evolution, development, and characteristics. Furthermore, they will analyze the elements that

differentiate investigative journalism from in-depth journalism. They will also recognize the importance of public speaking and discourse as resources for effective communication. In addition, they will write and present a speech. *(Pre-requisite: SPAN 1010)*

SPAN 2040: Writing and Composition: 3 credits
In this course, students will analyze the main elements of communication and the methodology of planning, textualization and review in the writing process. They will also integrate spelling and grammar into text composition. In addition, they will explain the elements and structure of the monograph and its relevance in the professional field. Finally, they will develop a monograph on a topic of their interest.
(Pre-requisites: SPAN 1010, 1020)

For Quarter Academic Calendar Programs

COM1000: Communication Fundamentals: 6 Quarter Credits
In this course, students will analyze the fundamentals of the communication process at all levels—intrapersonal, interpersonal, and public speaking. Students will construct messages that are contextually relevant to the desired audience and intent by using informed and ethical arguments. Finally, students will prepare speeches (such as informative and persuasive) and implement their critical listening and thinking skills.

ENC1000: English Composition: 6 Quarter Credits
In this course, students will develop reading and critical thinking skills for effective written communication strategies. They will revise their command of English language conventions and style. Furthermore, they will apply various rhetorical strategies through their incorporation in the writing process. They will also apply the APA style for source documentation of conducted research.

MAT1010: Introduction to Algebra: 6 Quarter Credits
In this course, students will explain the features of numerical systems and their application to everyday life. They will differentiate between fractions, ratios, percentages, and their various forms of representation, including graphs. They will also solve linear equations and inequalities in one or two variables. Finally, students will describe measurement fundamentals and the basics of polynomials.

MAT2010: College Algebra: 6 Quarter Credits
In this course, students will analyze key concepts in algebra using linear models, quadratic functions, expressions, and algebraic manipulation within a real-world context. Additionally, students will interpret the characteristics of quadratic, exponential, and logarithmic functions. Finally, students will evaluate patterns in data with arithmetic and geometric sequences, summation notation, and the binomial theorem.

MAT2020: Introduction to Statistics: 6 Quarter Credits
In this course, students will analyze descriptive statistics in different professional settings. They will also examine statistical methods to collect, summarize, present, and interpret quantitative and categorical data. In addition, they will predict the relationship between two variables according to information gathered through research. Furthermore, they will describe populations or samples using descriptive measures.

PSY2000: Introduction to Psychology: 6 Quarter Credits
In this course, students will analyze psychology as a science and its importance in everyday life. Students will also examine the function of the nervous system and states of consciousness. Additionally, they will differentiate the theories, types, and processes of motivation and emotion. Finally, they establish the relation between mental health and physical health for wellbeing.

PSY320: Social Psychology: 6 Quarter Credits
In this course, students will analyze the concepts, precursors, processes, and research application of social psychology in the study of social behavior. They will evaluate the factors that influence behavior, such as individual changes, nature, culture, relationships, changes in attitudes and beliefs, persuasion, prejudice, aggression, and the social environment. In addition, they will distinguish group formation

processes and social influence in human behavior.

SOC2000: Introduction to Sociology: 6 Quarter Credits

In this course, students will explore the discipline of sociology by studying human social development as well as our complex and dynamic social world through different types of sociological perspectives and research methods. They will examine social and cultural issues among the sociological institutions and their impact on behavior. Students will also analyze social and cultural differences and their relation to deviance and social inequalities.

SOC250: Communication and Social Networks: 6 Quarter Credits

In this course, students will analyze the origins and evolution of communication through social media and its effect in our society from different perspectives. Students will evaluate different forms of social media and their function as a communication platform, including recent electronic broadcasting media (mobile, radio, television, satellite, cable), and consider the increasing convergence of information and telecommunication technologies. Students will be able to identify the ways in which biases are introduced into social media communication, as well as the effects of globalization and the resistance from national and local cultures.

ADMINISTRATION & FACULTY

Corporate Administration

Damaris Rodríguez Rivera	Executive VP of Student Finance
Elizabeth Cruz Rivera	Corporate VP of Financial Aid
Wilnelia Ramos Torres	Corporate VP of Student Accounts
Jennifer Caraballo Robles	VP of Marketing PR Operations
Yaran K. Correa Padro.	VP of Academic Affairs - Technical Education
Mariangie Del Valle Morell	VP of Information Technology
Lilimar Vélez Puchales	VP of Registrar & Business Integration
Dr. Aixa M. Flores Pérez	Associate VP of Nursing Program
Dr. Dolymari García	VP of Academic Development
Yarelis González Colón	VP of Enrollment Management
Karen Morales López	Associate VP of Assessment and Effectiveness
María M. Cruz Guilloty	Associate VP of Curricular Innovation
Bessie Rivera Figueroa	Assistant VP of Program Development
Yamaira Serrano Peña	Institutional Director of Human Resources
Emmeline López Santiago	Institutional Director of Continuing Education
Beany R. Díaz Campos	Corporate Director of Retention
Pedro Padilla Velázquez	Corporate Director of Student Accounts
Vanessa Pagán Prado	Corporate Director of Placement
Yelitza Gutierrez Falcón	Marketing Director
Sergio Palacio Pirez	Purchasing Director
Konrad Wittenberg	Facilities Management Director
Solimar Calo Ramírez	Corporate Student Affairs Director
Wandeline Pizarro Colón	Regional Director of Admissions
Juan Morales Mercado	Director of Nursing Programs Curriculum
Wilda Vélez Valdivieso	Director of Nursing Destination Program
Mariely Torres Meléndez	Corporate Director of Health Programs
Nedska Rivera Caride	Institutional Coordinator of Culinary Arts
Joselyn Joseph Ortiz	Director of Beauty Programs
Luis Milián Torres	Director of Health Programs
René Meléndez Collazo	Director of Technical Programs
Dr. Juanita García Reyes	Corporate Associate Dean of Academic Affairs
Dr. José López Martínez	Dean of Doctoral Program
Rosa Cruz Colón	Academic Affairs Dean - Technical Education
Alma Sánchez Berenguer	Corporate Library Director
Lina Vega Pérez	Corporate Director of Effectiveness and Accreditation
Frances Fernández Torres	Senior Finance Manager
Angélica M. Torres Serrano	Compliance Director
Adalis Maldonado Morales	Admissions Intelligence Manager
Mileya Berríos Agosto	Academic Affairs Coordinator
Sheila Concepción Martínez	Financial Aid Services Coordinator
Sheila Alvarado Rivera	Institutional Coordinator of Interagency Liaison
Marilyn Rivera Castro	Default Prevention Coordinator
Maribel Rosario Zayas	Continuing Education Coordinator
Stephanie Santos Marrero	Account Administration Coordinator

South Florida Campus Administration & Faculty

Campus Administration

Correa-Negrón, Karina – Admission Officer
Flores-López, Carmen – Financial Aid Manager
Lugo, Raimundo – Admissions Officer
Morales, Esther – Career Services Manager
Negrón-González, Emmanuelle – Campus Manager
Ramos-Rodríguez, Sheila – Associate Registrar
Santiago-Rodríguez, Zoely M – Librarian
Torres-Concepción, Nechmarie – Admission Officer
Vélez, Christian – Admissions Director
Vélez-Marrero, Odalys – Bursar Manager

Academic Administrative Staff

Díaz-Vázquez, Ferdinand – Business Program Director
EdD., 2022, Nova Southeastern University
MBA, 2018, Metropolitan University of Puerto Rico
BBA, 2010, Interamerican University of Puerto Rico

González-Morales, Milisha– Business Administration Program Coordinator
Master, Business Administration, Phoenix University
Bachelor, Administration, Puerto Rico University

Jorge, Eddy – Dean Of Academic Affairs
DE, Adult Education, Capella University
MS, Educational Leadership, Ana G. Mendez University
MS, English Education, Higher Institute of Foreign Languages

Rivera-Colón, Víctor – Criminal Justice Coordinator
JD, 2017, Pontifical Catholic University of Puerto Rico
MA, 2012, Sacred Heart University

Rivera-Solla, Wilma – Nursing Program Director
EdD, 2015, Nova Southeastern University
MSN, 2005, University of Puerto Rico
BSN, 2002, University of Puerto Rico

Rodríguez-Díaz, Omar – Technology Program Coordinator
MS, 2006, Ana G. Méndez University
BBA, 2003, University of Puerto Rico

Sandoval-Aponte, Rafael – Director Of Education Graduate Program
Ed.D., 2013, Turabo University
MA, 2009, Caribbean University
BAC, 2006, Sacred Heart University

Troche-Flores, Lille – General Education Program Director
DED, 2003, University of Puerto Rico
MPH, 1993, University of Puerto Rico
BS, 1983, University of Puerto Rico

Faculty

Acevedo-Rivera, Rebecca – Technology
EdD, Leadership and Instruction in Distance Education, Interamerican University of Puerto Rico
MS, Computing Information, Interamerican University PR
BS, Computer Sciences, University of Puerto Rico

Alfau-Alemán, Miguel – Technology
MS, Information Technology, Florida Institute of Technology
BS, Computer Programming, EDP University of PR

Anibarro-Soto, Glorivette – General Education
MA, English, University of Puerto Rico
BA, Literature, Loyola University

Aponte, Gabriel – Health Sciences
MS, Health Informatics, Florida International
BSN, Nursing, 2017, Interamerican University of PR

Aponte-Andino, María – Business Administration
DBA, Business Administration, University of Phoenix
MBA, Business Administration, Metropolitan University of PR
BA, Biology, San Francis College of Loreto, PA

Arroyo-Barrios, Yamarie – Business Administration
DM, Management and Organizational Leadership, University of Phoenix
MBA, Global Management, University of Phoenix
BC, Industrial Engineering, University of Puerto Rico

Arroyo-Ortega, Mariana – General Education
MA, Learning Design and Technology, Sacred Hearth University
BA, Sociology, University of Puerto Rico

Balbuena-García, Wislander D. – Business Administration
JD, Law, Interamerican University of Puerto Rico
BBA, Business Administration, Ana G. Méndez University

Baquero-Lleras, Gloria – Education
EdD, Education Administration Supervision, University of Puerto Rico
MED / Education Administration Supervision, University of Puerto Rico
BA, Secondary Education, University of PR

Bosa-Matos, Andrés – Business Administration
MBA, Finance, University of Puerto Rico
BBA, Management, University of Puerto Rico

Cabrera-Villanueva, Margarita – Business Administration
EdD, Educational, Nova Southeastern University
MBA, Business Administration, University of Phoenix

Caraballo-Vega, Vanessa – Health Sciences
DMD, Dentistry, University of Puerto Rico
BS, Biology, University of Puerto Rico

Caride-González, Alex – Education
Ed.D., Curriculum, Interamerican University of PR
MA, Teaching English as a Second Language, Interamerican University of Puerto Rico
BA, Elementary Education, Interamerican University of Puerto Rico

Carrión-Rosado, Glenda – General Education
MAE, Curriculum and Instruction in English, University of Phoenix
BAE, Elementary Education, University of PR

Cartagena-Román, Amy – Business Administration
MA, Accounting, Champlain College
BA, Accounting-Finance, University of Puerto Rico

Castaño-Hernández, Santos – Health Sciences
MHR, Health Related Professions, University of PR
MD, Medicine, República de Cuba Ministerio de Salud Pública

Castillo-Lozano, Esther – Criminal Justice
PSYD, Clinical Psychology, Pontifical Catholic University of Puerto Rico
MA, Criminology, Pontifical Catholic University of Puerto Rico

Colón-Cadiz, Yaiza – Business Administration
PhD, Management and Business Development, Interamerican University of Puerto Rico
MBA, Human Resources, Interamerican University of Puerto Rico
MA, Labor Relations, Interamerican University of Puerto Rico

Colón-Ortiz, Abner – Health Sciences
Ed.D., Education, Pontifical Catholic University of Puerto Rico
MS, Sciences, Pontifical Catholic University of PR
BS, Sciences, Pontifical Catholic University of PR

Correa-Ramos, Sharon – Business Administration
EdD, Leadership and Instruction in Distance Education, Interamerican University of Puerto Rico
MBA, Marketing, Turabo University, 2008
BBA, Management, Turabo University

Cotto-Bazán, Solagne – General Education
PhD, Education, Interamerican University of Puerto Rico
MA, Spanish, Interamerican University of PR
BA, Hispanic Studies, University of Puerto Rico

Cotto-Poueriet, Adabeliz – Business Administration
Phd, Education Management Leadership, Interamerican University of Puerto Rico
MA, Labor Relations, Interamerican University of PR
BA, Labor Relations, University of Puerto Rico

Cotto-Ramírez, Crystal – General Education
Ed.D., Curriculum and Education, Interamerican University of Puerto Rico
MA, English Education, University of Puerto Rico

Cruz Emmanuelli, Nadja – General Education
MA, Administration and Supervision, University of PR
BA, Elementary Education, University of PR

Cruz-Martínez, Gabriel – Business Administration
MBA, Labor Relations, Interamerican University of PR
MBA, Business Administration, Ana G. Méndez
BA, Criminology, Pontifical Catholic University of PR

Cuevas-Rivera, Javier – Business Administration
MAF, Finance, Universidad Central de Bayamón
BBA, Finance, University of Puerto Rico

Dacres, Sherika – General Education
PhD, Psychology with specialization in Educational Psychology, Capella University
MS, Mental Health Counseling, Nova Southeastern University
BA, Political Science, University of Florida
BS, Telecommunication, University of Florida

De la Cruz, Elyson – Technology
PhD, Information Technology, University of the Cumberlands
MBA, Business Administration, University of Maryland
MS, Management Information Systems, Nova Southeastern University
MA, Computer Resources/Information Management, Webster University
BS, Management/Computer Information Systems, Park University

Del Toro-Hernández, Rafael – Education
EdD, Educative Administration, Interamerican University of PR
MA, Hispanic Studies, Pontifical Catholic University of Puerto Rico
BA, Spanish, Interamerican University of Puerto Rico

Del Valle-Correa, Wanda – Business Administration
MBA, Accounting, Universidad del Este Puerto Rico
MBA, Human Resources, Universidad del Este Puerto Rico
BSS, Criminal Justice, Universidad del Este Puerto Rico

Deliz-Carde, Wilfredo – Business Administration
MBA, Business Administration, University of Puerto Rico
BBA, Business Administration, University of Puerto Rico

Denis-Marquez, Sheila – Business Administration
MHSA, Healthcare Services Administration, University of Puerto Rico
BBA, Human Resources, University of Puerto Rico

Díaz-Vázquez, Ferdinand – Business Administration
EdD, Organizational Leadership, Nova Southeastern University
MBA, Marketing, Metropolitan University
BBA, Human Resources Management, Interamerican University of Puerto Rico

Domingo-Soto, Christian – Technology
MBA, Technology Management, University of Phoenix
BA, Computer Sciences, University of Puerto Rico

Fenton, Hensey – Business Administration
DBM, Business Management in Finance, Capella University
MBA, Business Administration, Suffolk University
BS, Business Administration, Suffolk University

Ferraz- Lago, Ana – General Education
BA, French, University of South Florida
BA, Spanish, Saint Thomas University
BA, English, Florida International University
MBA, Business Administration, University of South Florida
BS, Chemical Engineering, University of Florida

Flecha-Ortiz, José – Business Administration
DBA, Marketing, Argozy University
MBA, International Business, Ana G. Méndez University
BBA, Marketing, Ana G. Méndez University

Franceschi-Torres, Gino – Business Administration
DBA, Business Administration, Argosy University
MBA, Marketing, Interamerican University of PR
BBA, Marketing, Interamerican University of PR

Galarza Ortiz, Nidza – Education
Med, Teaching Curriculum in Spanish, Interamerican University
BA, Education in Spanish, University of Puerto Rico

González Morales, Milisha – Business Administration
MBA, Business Administration, University of Phoenix
BA, Administration, University of Puerto Rico

González Orench, Wilfredo – Business Administration
MA, Business Administration, Pontifical Catholic University
BA, Business Administration, Pontifical Catholic University

González-Pérez, José – General Education
PhD, Academic Research Psychology, University of PR
MPH, Public Health-Biostatistics, University of PR

Grau-Burgos, Sharon – General Education
EdD, Teaching Curriculum and Learning Evironment, Metropolitan University PR
Med, English as Second Language, Metropolitan University PR
BA, English, Sacred Heart University PR

Guardiola Meléndez, Frank – Business Administration
MBA, Business Administration Technology, 2009, University of Phoenix
BSC, Science Computer, Interamerican University of PR

Gutierrez-Dávila, Maribelin – Business Administration
MBA, Management, Metropolitan University of PR
BBA, Marketing, Turabo University of Puerto Rico

Hernández-González, Marta – Business Administration
PHD, Industrial Organizational Psychology, Pontifical Catholic University of Puerto Rico
MBA, General Business, Pontifical Catholic University of PR
BBA, Management, Pontifical Catholic University of PR
AA, Management, Pontifical Catholic University of PR

Jeréz-Garcés, Miriam – Health Sciences
MS, Health Inform Manage, University of PR
BSN, Nursing, NUC University Online Division
BA, Psychology Industrial, Sacred Health University

Lago-García, Carlos – General Education
PHD, Puerto Rico and Caribbean History, Centro de Estudios Avanzados de Puerto Rico y el Caribe
MA, Philosophy, University of Puerto Rico
BA, Music: Guitar, Music Conservatory of Puerto Rico

Lee, Krystal - Business Administration
MBA, Business Administration, California Baptist University
BA, Business Administration, California Baptist University

Llerandi-Flores, Lorena – General Education
MS, Industrial Organizational Psychology, Pontifical Catholic University of Puerto Rico
BA, Psychology, University of Puerto Rico

López-Martínez, José – Business Administration
PhD, Human Resources Management, Walden University
MBA, Human Resources, Turabo University of PR
BBA, Management, Columbia Centro Universitario de PR

López-Montijo, Zahira – General Education
EdD, Instructional Technology & Distance Education, 2020, Nova Southeastern University
MA, Educational Computing, Interamerican University

López-Moreno, Walter – Business Administration
DBA, Management, Universidad del Turabo

López-Nieves, Lester – General Education
Phd, History, Centro de Estudios Avanzados y del Caribe
MA, Culture, Centro de Estudios Avanzados y del Caribe
BA, Music, History and Literature

Lozada-Sorcia, Louis – Business Administration and Criminal Justice
JD, Juris Doctor, University of Puerto Rico
MBA, Business Administration, Polytechnic University of Puerto Rico
MS, Engineering Management, Polytechnic University of Puerto Rico
BSEE, Electric Engineer, Polytechnic University of Puerto Rico
BSCE, Computer Engineer, University of PR
AAS, Science, University of Puerto Rico
AAS, Computer Programmin, Advance Computer & Electronic College

Maldonado-Rojas, José – Education
EdD, Education, Interamerican University of PR
MEd, Education, Interamerican University of PR

Maldonado-Ríos, Myrna – General Education
MA, Guidance and Counseling, Interamerican University of PR
BA, Secondary Education: Spanish, University of Puerto Rico

Marrero-Delgado, Glory – Education
EdD, Curriculum and Learning Education, University of Puerto Rico
Med, Curriculum and Learning Education, University of Puerto Rico
BS, General – Natural Science, University of Puerto Rico

Martínez-Bezares, Janice – Business Administration
DBA, Management, Ana G. Méndez University
MA, Human Resources, Ana G. Méndez University
BA, Business Administration, University of Puerto Rico

Medero-Osorio, Briseida – Business Administration
DBA, Management, Turabo University of PR
MBA, Management, Metropolitan University of PR
BBA, Management, University of Phoenix

Medina-Irizarry, Evaristo – Business Administration
MBA, Economy, University of Puerto Rico
BA, Economy, University of Puerto Rico

Medina, Katia - Business Administration
MBA, Human Resources, InterAmerican University

Medina-Rivera, Zulma – Business Administration
PhD, Industrial Organizational Psychology, Interamerican University of PR
MA, Labor Relations, Interamerican University of PR
BA, Marketing, Interamerican University of PR

Meléndez-Castro, Irma – Technology
EdD / Higher Education / Interamerican University of Puerto Rico
MIS / Management Information Systems / Sacred Hearth University

Méndez-Centeno, Naomi – Business Administration
MACC, Accounting, Ana G. Méndez University
BBA, Accounting, Ana G. Méndez University

Mercado-Jiménez, Rafael – Criminal Justice
PHD, Criminal Justice, Southwest University
MA, Criminal Justice, Interamerican University of PR
BA, Criminal Justice, Interamerican University of PR

Miranda-Morales, Delia – General Education
MS, Industrial Education, Purdue University IN
BA, Spanish Studies, University of PR

Miranda-Rosario, Solangel – General Education
EdD, Educational Counseling, University of PR
MA, Education: Counseling, Universidad del Turabo
BA, Education: Spanish, University of Puerto Rico

Molina-Ferrer, Josary Criminal Justice And Psychology
MA, Counseling Psychology, Interamerican University of Puerto Rico
BA, Psychology, Interamerican University of PR

Moll-Cruz, Carlos – Business Administration
MA, Program Administration, University of PR
BA, Psychology, Interamerican University of Puerto Rico

Montalvo-González, Eimy – Education
EdD, Educational Leadership, Nova Southeastern University
MEd, Educational Administration and Supervision, Caribbean University

Morales-Cabrera, Jorge – Business Administration
DBA, Management, Turabo University of Puerto Rico
MBA, Accounting, Interamerican University of PR
BBA, Accounting, University of Puerto Rico

Morgan, Danielle - General Education
MS, Mental Health Counseling, Palm Beach Atlantic University
BA, Psychology, University of South Florida

Negrón De Jesús, Jenitza – Psychology
PhD, Psychology, Pontifical Catholic University of PR
BS, Sciences, Pontifical Catholic University of PR

Ocasio-Roldán, Idalia – Criminal Justice
MA, Cyber Security, Cambridge College
BA, Criminal Justice, University of Puerto Rico

Ojeda-Schuldt, Miguel – Technology
MBA, Management in Information Security, Universidad del Este PR
BS, Computer System Engineering, Institute of Technology of the Coast Ecuador

Ortiz-Morales, Joaris – Nursing
DNP, Nursing, American Sentinel University
MSN, Nursing, University of Puerto Rico
BSN, Nursing, University of Puerto Rico

Ortiz-Ortiz, María – Education
EdD, Instructional Leadership Enrollment, Argosy University Fl.
MED, Teaching English as a Second Language, Pontifical Catholic University of Puerto Rico
BA, English, University of Puerto Rico

Ortiz-Vanbrackle, Angelique – Business Administration
MBA, Accounting, Metropolitan University of Puerto Rico
BA, Secondary Education, University of Puerto Rico

Osborn, Melanie - General Education
MA, Liberal Studies, Rollins College
BA, Humanities, Rollins College

Padín-Rosario, Leslie – Health Sciences
MBA, Administration of Health Information Management, University of PR
BSN, Nursing Sciences, University of PR
AS, Physical Therapy Assistant, University of PR

Panas-Lucca, Mayra – General Education
MA, Mathematics Education, Caribbean University PR
BA, Mathematics Education, University of PR

Peña-Brisueño, Enrique – Education
MA, Business Administration with Specialty in Digital Marketing, National University College
BD, Information Systems Networks, EDP College of Puerto Rico
BD, Information Systems Computer Programming, EDP College of Puerto Rico

Pérez-Gómez. Ada I. – General Education
MA, Criminal Justice, Interamerican University of PR
JD, Law, Pontifical Catholic University of PR
BA, Criminal Justice, Interamerican University of PR

Pinzón-Santiago, Rafael – Business Administration
JD, Law, Pontifical Catholic University of Puerto Rico
MBA, Human Resources, Pontifical Catholic University of Puerto Rico
BBA, Accounting, University of Puerto Rico

Ramírez-Rodríguez, Yamila – Business Administration
MAEd, Instructional Systems and Educational Technology, Sacred Heart University PR
BA, Mathematics, University of PR

Ramos-Hernández, Carlos – Health Sciences
MA, Environmental Education, Ana G. Méndez University
BA, Sciences, University of Puerto Rico

Resto-Arroyo, Carmen – General Education
PhD, Instructional Technology and Distance Education, Nova Southeastern University
MAE, Curriculum: Spanish, Caribbean University of PR
BA, Education: Spanish, Pontifical Catholic University of PR

Reyes-Pérez, Jun – Business Administration
PhD, History of Puerto Rico and Caribbean, Centro de Estudios Avanzados de Puerto Rico y el Caribe
MBA, Project Management, Ana G. Méndez University
BA, Criminal Justice, Colegio Universitario de San Juan

Rivera-García, Juan – General Education
MA, Mathematics, University of Phoenix
BS, Chemistry, University of Puerto Rico

Rivera-López, Angiemarie – Education
EdD, Curriculum and Instruction, Interamerican University of PR
MSED, Administration and Supervision, Dowling College of Long Island
BA, Liberal Arts, Notre Dame of Maryland University

Rivera-Nieves, Maribel – Education
EdD, Teaching Curriculum and Learning, Turabo University
MBA, Business Administration, Metropolitan University
BA, Social Work, Interamerican University

Rivera-Pagán, Marice – Criminal Justice
MS, Industrial Organizational Psychology, Carlos Albizu University of Puerto Rico
BA, Psychology, University of Puerto Rico

Rivera-Rodríguez, Keyla – Education
PsyD, Counseling Psychology, Turabo University
MPSYC, Counseling Psychology, Turabo University
BA, Psychology, Interamerican University of Puerto Rico

Rivera-Rodríguez, Madelline – Education
EdD, Curriculum and Teaching, Interamerican University of PR
MS, Public Health, Ponce School of Medicine
BSN, Nursing, University of Puerto Rico

Rivera-Rodríguez, Yahaira – Health Sciences
MBA, Business Administration, University of Phoenix
BBA, Marketing, University of Puerto Rico

Rivera-Rosado, Ileana – Health Sciences
MA, Criminal Justice, Caribbean University
BA, Sciences Biology, Interamerican University of PR
AS, Medical Billing and Coding, National University College

Rivera-Vázquez, Juan Carlos – Technology
DBA, Management Information Systems, Universidad del Turabo
MS, Open System Information, Interamerican University of PR
BS, Physics applied to Electronics, University of Puerto Rico

Rivera-Vázquez, María De Los Ángeles – Nursing
EdD, Education, Nova South Eastern University
MSN, Medical Surgical Nursing, University of PR
BSN, Nursing, University of Puerto Rico

Rivera-Vázquez, Yeidy – Criminal Justice / Education
Ed.D., Education, Interamerican University of PR
MA, Criminal Justice, Interamerican University of PR
BA, Social Sciences, University of Puerto Rico

Robles-Vázquez, Rosita – Business Administration
MBA, Management, 1982, World University
BA, Human Resources Administration, 1980, University of Puerto Rico

Rodríguez-Class, Sheila – Business Administration
MA, Teaching of Mathematics, Interamerican University of PR
BA, Education: Mathematics, University of Puerto Rico

Rodríguez-Ramos, Ruth – Criminal Justice
MCJ, Criminal Justice and Criminology, Universidad del Este
JC, Law, Pontifical Catholic University of Puerto Rico

Rodríguez-Rivera, Noeimee – Health Sciences
PhD, Education, Nova Southeastern University
MBA, Administration, University of Phoenix
BSB, Business Administration, University of Phoenix

Román-Pérez, Jorge – Criminal Justice
JD, Juris Doctor, Interamerican University of Puerto Rico
BA, Criminal Justice, Pontifical Catholic University of PR

Romero-Díaz, María Del R. – Education
MBA, Management, Turabo University
BA, Information Systems, University of PR

Rosado-Agostini, Jessyka – Business Administration
MBA, Finance, Interamerican University of PR
BBA, Accounting, University of Puerto Rico

Rosado-Aponte, Brenda – Criminal Justice
PhD, Philosophy and Literature, Centro de Estudios Avanzados y del Caribe
JD, Law, University of Puerto Rico
BA, General Education, University of Puerto Rico

Rosado-Rivera, Evelisse – General Education
EdD., Curriculum with Learning Environment in Technology, Ana G. Mendez University
MA, Mathemathics Curriculum, Caribbean University
BA, Mathemathics, University of Puerto Rico

Sánchez-Colón, Yolanda – Criminal Justice
BS, Speech Language Therapy, Caribbean University
Certificate, Sign Language, Signs4all

Sánchez-Vega, Alexis – Criminal Justice
JD, Law, University of Puerto Rico
BBA, Management, Turabo University of Puerto Rico

Sánchez-Vega, Zoraya – Criminal Justice
MA, Criminal Justice, Interamerican University of PR
BA, Criminal Justice Investigation, Interamerican University of Puerto Rico

Sandoval-Aponte, Rafael – Education
EdD, Education and Leadership, Universidad del Turabo
MA, Criminal Justice, Caribbean University
BAC, Journalism, Sacred Health University of PR

Santiago-Calderón, Josué – Criminal Justice
PostGrad, Forensic Science, Ana G. Méndez University
PostGrad, Clinical Social Worker, Interamerican University of Puerto Rico
MSW, Social Work – Direct Service, Interamerican University of Puerto Rico
BS, Psychology, Interamerican University of Puerto Rico

Santiago-Ortega, Rosaliz – Business Administration
DBA, Management, Turabo University of Puerto Rico
MPA, Personnel Administration, University of Puerto Rico
BA, Communications, Sacred Heart University of PR

Santiago-Toro, Clarissa – Education
MS, Mass Communication, Florida International University
BA, Jorunalism, Sacred Health University

Santiago Vega, Roberto – Education
PhD, Clinical Psychology, Pontifical Catholic University of Puerto Rico
Certificate, Coach and Neurological Programmer, Neurocoaching Academy

Sepúlveda-Ramos, Silka – General Education
JD, Juris Doctor, Pontifical Catholic University of PR
BS, Biology, University of Puerto Rico

Serrano Fuentes, Juan C. – Criminal Justice
JD, Law, 2020, Interamerican University of Puerto Rico
BA, Criminology, Ana G. Méndez University

Sosa-Colón, Deborah – Education
MA, Curriculum Education in Sciences, Caribbean University
BA, Biological Sciences, University of Puerto Rico

Sostre-Rodríguez, Maritza – Business Administration
DPA, Education, University of Puerto Rico
MA, Education Bilingual, University of Phoenix
BA, Arts Elementary, University of Puerto Rico

Soto-Martínez, Dennis A. – General Education
Med, Administration and Supervision, Pontifical Catholic University
BS, Liberal Studies, Pontifical Catholic University

Torres-Acevedo, Jesús – Business Administration
MBA, Accounting, University of Phoenix
BBA, Finance, University of Puerto Rico
AD, Business Administration, University of Puerto Rico

Torres-García, Jeannette – Health Sciences
MA, Business Education, Interamerican University PR
BA, Business Education, Caribbean University PR
BSS, Secretarial Science, Caribbean University PR

Valdéz-González, Richard – Business Administration
MBA, Marketing, University of Puerto Rico
BBA, Marketing, University of Puerto Rico

Valentín-Vázquez, Marichu – Business Administration
Med, Teaching and Curriculum: Chemistry, Interamerican University of Puerto Rico
BS, Sciences – Chemistry, Pontifical Catholic University

Vázquez-Calderón, Arlene – Criminal Justice
MPA, Criminal Justice, Turabo University
BA, Criminal Justice, Interamerican University of PR

Veléz-De La Rosa, Ismael – Business Administration
Ed.D, Education, NOVA South Eastern University PR
Juris Doctor, Law, Interamerican University of PR
BBA, Accounting, University of Puerto Rico

Velilla-García, Carmen – Business Administration
Ph.D, Labor Relation and International Business, Interamerican University of Puerto Rico
MBA, Human Resources, Interamerican University of Puerto Rico
BA, Human Resources, University of Puerto Rico

Zapata-Flores, Marisol – Health Sciences
MBA, Business Administration, National University College
BA, Forensic Investigation, National University College
Certificate, Information in Processing Medical Billing, Universidad del Este

Zayas-Santiago, Xiomara – Nursing
DNP, Nursing, American Sentinel University, Colorado
MSN, Nursing, Columbia Centro Americano, PR
BSN, Nursing Science, University of Puerto Rico

ACADEMIC OFFERING AND DELIVERY METHOD - SOUTH FLORIDA CAMPUS

South Florida Campus

PROGRAM OFFER AND DELIVERY METHOD

Program	Modality
Diploma in Business Office Specialist	O
Diploma in Computer Support Technician	O
Diploma in Graphic Design	O
Diploma in Medical Billing and Coding Specialist	O
Associate's Degree in Accounting	O/H
Associate's Degree in Business Administration	O/H
Associate's Degree in Criminal Justice	O
Associate's Degree in Leadership in Public Security	O
Associate's Degree in Medical Billing and Coding	O/H
Associate's Degree in Network Technology and Applications Development**	O
Bachelor's Degree in Allied Health Management	H
Bachelor's Degree in Business Administration	O
Bachelor's Degree in Criminal Justice	O
Bachelor's Degree in Information Technology	O
Bachelor's Degree in Information Technology with emphasis in Cybersecurity	O
Bachelor's Degree in Network Technology and Applications Development**	O
Bachelor's Degree in Science in Nursing (RN to BSN)	H
Bachelor's Degree in Science in Psychology	O/H
Master's Degree in Business Administration	O
Master's Degree in Education	O
Master's Degree in Industrial and Organizational Psychology*	O
Master's Degree in Information Technology	O
Master's Degree in Science in Nursing	O
Graduate Certificate in Accounting	O
Graduate Certificate in Management and Educational Leadership	O
Graduate Certificate in Online Education	O
Doctoral Degree in Business Administration with Specialty in Strategic Management	O

**This program is not available for students located in Puerto Rico.*
*** This program is not currently offered for new students.*

Legend of Program Delivery Method:
O – 100% Online**
H – Hybrid/partially residential and partially online (varies by program; see campus personnel for details)
In the online modality some courses may be Partial Web Conference.

NUC UNIVERSITY

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