CATALOG

REACH US ON THE WEB AT:

www.hiuniversity.com

4000 W. Flagler Street, Fifth Floor
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GENERAL INFORMATION

OWNERSHIP

Humboldt International University is a d/b/a of Alexander Humboldt University LLC; an online University founded in 2012 to offer educational degree opportunities to higher education that enable students to develop knowledge and skills necessary to achieve their professional goals, improve the performance of their organizations, and provide leadership and service to their communities.

MISSION

The mission of Humboldt International University is to offer quality educational services in suitable virtual environments to meet the learning needs of students through the development and implementation of appropriate technologies. We encourage and support innovation and creativity, utilizing technology as the backbone of our content delivery. We foster an environment conducive to quality learning experiences through the competency based educational model and a problem solving approach, coupled with the academic and practical training that enables students to achieve their professional goals.

VISION

The vision of Humboldt International University is to establish a space of excellence for the development of the proper attitudes needed to respond to the challenges posed by the new social and technological dynamics. Our future work is focused on networking with other autonomous institutions so as to create a synergy to provide better educational services to more students in the global environment taking into account regional needs.

COURSES TAUGHT IN LANGUAGE OTHER THAN ENGLISH

Humboldt International University offers courses in Spanish and English.

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

DESCRIPTION OF FACILITIES AND EQUIPMENT

Humboldt International University, business/headquarters office, is located at 4000 W. Flagler Street, Fifth Floor, Miami, Florida 33134, Telephone: 305.448.7454, Fax: 305.476.8430 and EMAIL: info@hiuniversity.com. The University is a completely online delivery platform. The delivery is asynchronous and available 24 hours a day via a computer internet connection.

LICENSURE

The University is licensed by the Commission for Independent Education, Florida Department of Education. License #5000 approved June 2013. 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

ACCREDITATION

The University is accredited by the Confederation of International Accreditation Commission (CIAC). Accreditation ID: 101145 approved February 2017. Additional information regarding this institution may be obtained by contacting the ASIA Secretariat, CIHF-C/o-UB House, G-26, Chandronday Society, Stadium Road, Navrangpura, Ahmedabad – 380014, India, telephone number: +91-8460460777
THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED ABOVE IS NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

CLASS SCHEDULES

Humboldt International University is in session throughout the year except for holidays and vacations as shown below. The University offers five (5) terms per academic year. Each term consists of eight (8) weeks. The University observes the following Holidays:
- Martin Luther King’s Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Recess

UNIVERSITY OFFICIALS

German L. Prieto ................................................................. President
Jose Vazquez ................................................................. Vice-President
Teresa De Leon ............................................................. Executive Director
Javier Garcia ................................................................. Academic Dean
Lucrecia Cuon ............................................................. Admissions Director
Carlos Montes de Oca ................................................... Director of International Relations
Arthur Reyes ............................................................... Student Services Director
Victor Wotzkow ......................................................... Instructional Design Coordinator
Patricia Giraldo .......................................................... Learning Management System
Annaliett Beaton ........................................................... Registrar
Mabel Arbesu ............................................................ Information Services / Librarian
Joao Nunez ................................................................. IT Manager
Hairo Rodriguez .......................................................... Digital Support

FACULTY

Jenia Alfonso  
*PhD in Education*, University of Tennessee, Knoxville, TN, USA
*MS in Curriculum and Instruction*, University of Wisconsin, Madison, WI
*BS in Education*, Instituto Pedagogico de Caracas, Venezuela
Daniel Carles

MS in Marketing, Universidad Autonoma de Madrid, Spain
BS in Mass Media, Universidad Católica Andrés Bello, Venezuela.

Diomedes Christopher

Doctor in Ed/Org Leadership, Nova Southeastern University, USA
MBA in Marketing, University of Puerto Rico, Puerto Rico
MS in Higher Education, Instituto Tecnologico de Santo Domingo, Dominican Republic.

Carlos Coton

Doctor of Business Administration, Nova Southeastern University, USA
MS in Adult Education Administration, Florida International University, USA
BS in English, Florida International University, USA

Vernon Czelusniak

PhD in Education, Nova Southeastern University, USA

Victor Escalante

Doctor in Education, Universidad Rafael Belloso Chasin, Venezuela
Doctor in Medical Science, Universidad de Zulia, Venezuela
PhD in Bio-Medical Science, Universidad de Zulia, Venezuela

Javier Garcia

PhD in Engineering, Donetsk National Technical University, Ukraine
MS in Engineer, Doniestk National Technical University, Ukraine

Angela Gomez

MS in Accounting, Nova Southeastern University, USA
MBA, University of New Orleans, New Orleans, USA,
Bachelor in Finance & International Relations, Universidad Externado de Colombia, Colombia

John S. Johnson

Ph.D. in Intercultural Education, Biola University, USA
MS in Human Resources – Azusa Pacific University, USA
BS in Theology, Bible Missionary Institute, USA

Anays Mas

Ph.D. in Information Science, University of Havana, Cuba
MS of Business Administration in Management, Higher Institute of Technology and Applied Sciences, Cuba
BS in Management Information Systems, Kazan State University, Russia
Specialist in Business Intelligence, Higher Institute of Technology and Applied Sciences, Cuba

Catalina Mendelsohn

MS in TESOL, Nova Southeastern University, USA
Bachelor in English, Universidad Nacional de Cordova, Argentina

Lilian Muniz

PhD in Mathematics, University Paul Sabatier Toulouse III, France
MS and BS in Mathematics, Universidad de la Havana, Cuba

Enid Naranjo

Juris Doctor, Inter American University of Puerto Rico, Puerto Rico
Silvia Pech-Campos  *Doctor in Education,* Uni. Complutense de Madrid, Spain  
*Doctor in Philosophy and Science and a minor in Didactic & School Organization,* Universidad Complutense de Madrid, Spain  
*BA in Psychology,* Universidad Autonoma del Yucatan, Mexico

Manuel Prieto  *PhD in Mathematics,* Universidad de Castilla La Mancha, Spain  
*MS and BS in Mathematics,* University of Havana, Cuba

Arthur Reyes  *MBA,* St. Thomas University, USA  
*BS in Technical Management,* Regis University, USA

Carlos Ruiz  *Doctor in Educational Psychology,* Nova Southeastern University, USA  
*MS in Behavioral Science,* Nova Southeastern University, USA  
*Bachelor in Education,* Universidad Central de Venezuela, Venezuela

Maria Serrano  *MS in TESOL,* Florida International University, USA  
*BS in TESOL,* Universidad de Chile, Chile

Marcelo Torres  *MBA,* Humboldt International University, USA  
*M.D,* Catholic University of Guayaquil, Ecuador

Yadira Torres  *Ph.D. in Applied Mathematics,* Universidad Carlos III de Madrid, Spain.  
*MS in Information Science & Technology,* Universidad Carlos III de Madrid  
*BS in Computer Science Engineering,* Universidad de Las Ciencias Informaticas, Cuba

**E-LEARNING EDUCATION ENVIRONMENT**

The Distance Education Environment is composed of the Learning Educational Module, the Learning Management System (Synchronous and Asynchronous Platforms) and the Administrative System. Students have access to the systems 365 days a year, 24 hours per day. To access the distance learning campus students and professors require computers with internet access.

Students will each get their username and password to access the platform. The distance education environment is set up for maximum interaction between the students and their professors.

**QUALITY OF EDUCATION**

Our operational quality model is an adaptation of the Five Pillars Quality Model of The Online Learning Consortium. The model considers the following categories: Learning Effectiveness, Cost-Benefits for Students, Permanent Access to Learning Resources and Faculty and Student Satisfaction.

**Minimum Requirements to Access the Online Courses are:**

**Hardware**
- PC Desktop, Tablet or Laptop.
- CPU Processor Dual Core or faster.
- Memory (RAM) 4 GB or more.
- Internet connection Wifi or Wired. (Internet access)
- Web Camera (1.3 megapixel or more)
- Printer. (Optional)

**Software**
- Computer with any kind of operative system such as Mac OSx, Windows XP or later, Linux or Android.
- Internet browser: Safari, Internet Explorer 8x or later, Microsoft Edge, Mozilla Firefox or Google Chrome. (any other browser may work but some resources cannot work properly)
- Internet access, high-speed connection is strongly recommended.
- A word processing software program, such as Microsoft Word or Write from Apache OpenOffice.
- Adobe Acrobat Reader to open and save PDF files or any other similar PDF viewer.
- Virus detection software must be installed and kept up to date.

**PROGRAMS WILL BE CONDUCTED AS FOLLOWS**

A. Programs will be conducted through the linear progressive learning system organized in the platform, including: program guidelines, learning activities, portfolio, learning evaluation, using consulting and advisory synchronic periods of office hours, chat rooms, student services, technology management and software for synchronic and asynchronies communications.

B. Students must take HIU1002 Mastering eLearning, as a prerequisite course. This course is an orientation on how to successfully take a course on line. They will develop functional skills on the use of the learning platform, time management, self-learning management and collaborative learning.

C. The basic learning management system will be Moodle V3.2. Moodle's basic structure is organized around courses. These are pages or areas within Moodle where instructional designers can present their learning resources and activities to students. They can have different layouts but they usually include some central section where materials are displayed and side blocks where extra features or information are offered. This process will be supported by a synchronous platform that will allow, at certain stages, a direct online contact among students and their professor.

D. Social constructionism is the core theory behind Moodle (Lev Vigostki). Social Constructionism is based on the idea that people learn best when they are engaged in a social process of constructing knowledge through the act of constructing an artifact for others.

E. Courses can include content for a single session or any other variants. They can be used by one professor or shared by a group of professors. Courses are organized into different categories.

F. The learning model is focused on building transversal and disciplinar counteract capabilities and skills through a problem-solving model.

G. Courses are designed so as to develop competencies and skills through the learning activities and units which are implemented as interaction processes between advisors, students, contents and educational resources. Outcomes for each activity, unit and course demonstrate the academic success of students. This instructional design ensures students personalized attention (25 student maximum per group) and permanent interaction between all the elements involved.

H. The indicators that will allow us to measure student's satisfaction as well as quality feedback for HIU will be: evaluation, final and partial results, materials effectiveness, educational resources, interactions, professor's involvement, curricula quality, student's engagement, feedback, course design, administrative and supporting services, flexibility and permanent access to technology. Students will have access to the platform and their courses through an ID and a password assigned since during registration at HIU.
I. Each student will have their individual page listing their courses as well as their grades.
J. Students will have access to navigation, calendar, portfolio, evaluation, forums, questions, participants and messaging blocks.
K. Students entering any course will find instructions to enable the development of learning activities and the generation of corresponding products.
L. Facilitators (professors) evaluate the product received and consequently assign a grade to the student or ask the student to perform new tasks to complete the learning product, establishing the interactions facilitator/student which allows the construction of knowledge.
M. Asynchronous communication 24 hours 365 days is done through the Moodle Platform.
N. Synchronous communication for the realization of tutorials, clarifying doubts, or workshops will be held in the Platform.

PROCEDURES FOR DISTRIBUTION OF MATERIALS

A. Distribution of quality educational resources and materials is ensured through access from the learning platform to the digital library with peer review articles, eBooks, videos, audios and other educational materials.
B. Library and Information Resources Network. The LIRN virtual library provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more, covering topics for General Education, Business, and Medical programs.
C. Digital Oceano (Spanish) Digital products, accessible via the Internet, that have been created by Oceano Digital, which incorporates a large amount of information on Spanish regarding all area of knowledge.

EXAMINATION AND EVALUATION OF STUDENT WORK

Evaluation and assessment of learning are systematic and formative. Monitoring of students by advisors on delivering activities and participation in forums is done every day, and control of advisors on interactions with students is done by coordinators every week. Weekly reports are issued. Periodic evaluations are presented for each unit at the end of the course and semester for each student. The facilitators deliver the comments on the achievement of competencies by students.

TIMELY RESPONSE TO STUDENTS' QUESTIONS AND COMMENTS

A. Communication between the participants in this learning process takes place via tools such as forums, portfolio, internal mail and chat rooms.
B. Feedback to students is delivered within 72 hours, and answers to questions and doubts in 24 hours.

RECORD KEEPING

Record keeping is done by software package "Diamond D". This program performs the tracking, analyzing, and reporting of students records. The system manages: admissions, accounting, registrar, financial assistance, job placement among others. Electronic Records are maintained indefinitely, and a back up is performed nightly by a third party at a remote location. Hard copies are maintained in fire proof cabinets for five years.
TECHNICAL SUPPORT

A. Ensuring confidentiality, integrity and availability of information and data with mirrors on the cloud computing that allow their permanent and systematic updating.
B. Technical support of the courses is conducted by the website, phone and email and the staff follows each incident.
C. Website with FAQs, tutorials and guidance on technical details of the operation of the tools and software.

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE SERVICES

Humboldt International University offers job placement assistance to its students and graduates during their job seeking process. The student services department and faculty members join efforts to help students reach their employment goals. This is achieved by assisting students with the preparation of job-related documents and maintaining information about job offers. The job placement assistance services are always available for the University’s graduates. Although the University does not guarantee employment upon graduation, the success of this effort is highly important for the Institution. Job placement assistance services are offered at no charge.

Job placement assistance services are not offered to students and graduates who do not seek employment in the United States of America.

ADVISING SERVICES

Students enrolling in E-Learning Education delivery programs are required to attend an advising session online. Advising sessions are by appointment. Please call the Admissions office to arrange the appointment time.

VIRTUAL LIBRARY

HUMBOLDT INTERNATIONAL UNIVERSITY has partnered with the Library and Information Resources Network (LIRN), an online collection of library resources to accommodate distance learning students and faculty needs. The Virtual Library, with its collection of databases, is available to all students and faculty, at any time and from virtually any location where an Internet connection is available. The electronic libraries provide students with the required resources necessary to succeed in your class work.

Custom collections by programs are created with other relevant publishers as: McGraw Hill, Cengage Learning, EBSCO Services, Springer, Ebrary and OCEANO.

DRUG PREVENTION PROGRAM

The University is committed to maintaining and advertise a Drug-Free Prevention Program, and to promote an environment free of drugs. Consequently, the University provides information about the laws applicable in the event of possession or distribution of illegal drugs, the consequences of abusing alcohol and the appropriate rehabilitation programs in the Miami-Dade County area. Additional information available at: www.hiuniversity.com

GRIEVANCE POLICY

Humboldt International University has a grievance policy for students who feel that they are victims of discriminatory practices or sexual harassment. The grievance policy is also intended for students who are
dissatisfied with any other academic or administrative aspect of the university’s activities. To lodge a complaint, the student must complete and submit to the Executive Director a “STUDENT GRIEVANCE FORM.” Immediately after the claim has been received, the Executive Director will initiate the appropriate investigation. The student(s) that has (have) lodged the claim will be informed about the progress of the investigation within seven (7) days from the day the claim has been received. Once the investigation has been completed, the complainant(s) will be notified of the final determination. If the complainant(s) is (are) not satisfied with the final decision, the complaint may be submitted to the Commission for Independent Education, Florida Department of Education at the following address:

Commission for Independent Education
Florida Department of Education
325 W. Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Telephone: 1-888-224-6684 / 850-245-3200

ADMISSIONS REQUIREMENTS

UNDERGRADUATE PROGRAMS

Associate Degree Programs
Humboldt International University requires a high school diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions.

Bachelor Degree Programs
Humboldt International University requires a high school diploma, domestic or international, the equivalent General Education Diploma (GED) or an Associate’s degree for admissions.

GRADUATE PROGRAMS

Master Degree Programs
Humboldt International University requires a Bachelors degree, domestic or international for admissions.

Doctorate Degree Program
Humboldt International University requires a Masters degree, domestic or international for admissions.

All applicants must be 17 years old or older.

ENGLISH PROFICIENCY TEST

Applicants whose native language is not English and who have not earned a degree from an appropriately Accredited/licensed institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the followings for admission:

1. Obtain a minimum of 70% in each area of the English Proficiency Test developed by the University based on international standards.
   a. Language 70%
   b. Listening 70%
   c. Writing 70%

2. Transcript indicating successful completion of at least 12 semester credit hours with an average grade of “C” or higher at a college or university where the language of instructions was English. “B” or higher for Masters or Doctorate degrees.
3. Transcript indicating successful completion of English Composition I and II with an average grade of “C” or higher at a college or university where the language of instructions was English. “B” or higher for Masters or Doctorate degrees.

4. Undergraduate only: A high school diploma completed at an accredited/licensed high school where the medium of instruction was English.

ADMISSIONS PROCESS

According to Title IX of the Education Amendments of 1972, no person in the United States 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.

Qualified applicants are accepted regardless of their race, color, sex, religious beliefs, physical handicap or national origin. The University offers special assistance to qualified handicapped applicants whenever possible or practical.

To apply for admissions, the prospective applicant must make an appointment to meet (online or in person) with a University’s representative who will provide all the necessary information related to the University and the program of study under consideration.

Applicants who wish to enroll must:
   • Complete and submit an Application for Admission to the Admissions Office
   • Complete and submit an Enrollment Agreement to the Admissions Office
   • Submit Original transcripts for previous education
   • Take the English Proficiency Test (If Applicable)

Applicants are informed of their acceptance within three (3) business days after all required information is received and qualifications evaluated.

All students must take the Mastering E-Learning course as a prerequisite to their required courses for the program.

TRANSFER AND/OR QUALIFIED STUDENTS

Applicants who have been accepted at the University and who have taken courses at other Institutions and/or who have special qualifications or developed skills may apply for a transfer of credit hour(s) and/or evaluation of skills. Credit(s) may be accepted and/or granted toward the student’s academic program at the discretion of the University. A maximum of 50% of the courses required for the program will be accepted as transferred credits.

TRANSFERABILITY OF CREDITS

Students enrolling at Humboldt International University who intend to continue their education at other institutions after graduating or withdrawing from the University should be aware that other institutions have full discretion as to which credits will be accepted for transfer. Humboldt International University is not accredited and this might directly affect the transferability of credits to other institutions. It is up to the receiving institution to accept credits earned at our University.

The University neither guarantees nor implies that other Institutions will accept the credits earned at Humboldt International University.

Transferability of credits is at the discretion of the accepting institution, and it is the student’s responsibility
to confirm whether or not credits will be accepted by another institution.

**TUITION AND FEES**

Tuition and fees are as follows:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee</td>
<td>$100</td>
</tr>
<tr>
<td>Re-Enrollment Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Undergraduate cost per Credit</td>
<td>$150</td>
</tr>
<tr>
<td>Masters cost per Credit</td>
<td>$275</td>
</tr>
<tr>
<td>Doctorate cost per Credit</td>
<td>$435</td>
</tr>
<tr>
<td>Technology fee (per semester)</td>
<td>$30*</td>
</tr>
<tr>
<td>Mastering E-Learning Course</td>
<td>$150</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Processing Fee for evaluation of transcript to establish credit course transferability for previous education</td>
<td>$50</td>
</tr>
<tr>
<td>Duplicate Academic Transcript Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Duplicate Diploma Fee</td>
<td>$150</td>
</tr>
<tr>
<td>Diploma and Academic Transcript Apostille</td>
<td>$125</td>
</tr>
</tbody>
</table>

* The technology fee covers e-learning materials and access to the online library.

In addition to tuition and fees, students might spend an estimate ranging from $1,000.00 to $1,500.00 for the program on books depending on the program of study.

**CANCELLATION AND REFUND POLICY**

If a student decides to withdraw completely and officially from the University, he/she is expected to notify the Registrar’s Office prior to or upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to fail courses unnecessarily. Tuition will be refunded in accordance with the University’s Refund Policy. Tuition and books and supplies are charged on a TERM basis (also referred to as period of enrollment and/or semester). The student is liable for only the current TERM and any prior balance.
Should a student be terminated or voluntarily cancels for any reason, all refunds will be made according to the following refund schedule.
1. Student may cancel his/her enrollment by telephone, in person, or by email.
2. All monies will be refunded if the applicant is not accepted by the university or if the student cancels within three (3) business days until midnight of the third day excluding Saturdays, Sundays and legal holidays) after signing the enrollment agreement and making an initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. In accordance with Rule 6E-1.0032 (6) (i), F.A.C.: If the student withdraws before the end of the drop/add period the student will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution.
5. Cancellation after completing the drop/add period will result in no refund of tuition or fees for the semester.
6. For refund computation purposes, the last date of actual attendance (documented access to the learning platform) by the student will be used as the termination date.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice or date of determination. Date of determination will be within 14 days from last date of documented access to the learning platform.

**FINANCIAL SERVICES**

Full tuition payment is due upon admissions. The objective of the Student Financial Services at Humboldt International University is to provide direct financial assistance to students via a payment plan to who otherwise would be unable to attend the Institution due to insufficient funds to meet tuition, fees, books, supplies, and other educational expenses. The payment plan offered allows students to make monthly payments throughout their course of studies. Please speak to an admissions person for more information and how to apply for a payment plan.

**METHODS OF PAYMENT**

Tuition must be paid in correspondence with the number of credits to be taken and before start each term according to terms of the Enrollment Agreement.

The University accepts students’ payments in the form of cash, checks, money orders, bank transfers and debit or credit cards, and on line payment thru PayPal.

All student payments are due during the first ten days of the month or otherwise as agreed to with the university’s representative.

Failing to meet the payments for two consecutive installments may result in administrative termination.

A student who is delinquent in his/her financial obligations to the University will not be issued an academic transcript or diploma.

To collect delinquent accounts the administration will contact the student in writing requesting prompt cancellation of all monies owed to the Institution, reminding him/her that according to the university’s policies he/she may be suspended or even dismissed from the Institution due to this matter.
If the student refuses to fulfill his/her obligations with the university, the reserves the right to use collecting agencies and any other legal action that may be appropriate.

**ADMINISTRATIVE**

**CREDIT FOR PREVIOUS TRAINING**

Credits earned from previous education at an Institution may be transferred to the permanent record of students registered at Humboldt International University. A student must request that Institution to forward an official transcript to the Registrar’s Office which will be evaluated by the Academic Dean or designee. Approval will be given for the number of credit hours already completed, based on the equivalency with the course associated with the student’s academic program. To evaluate credit course transferability, the student must first submit a written request and the supporting documents to support the request. This request should be submitted to the Registrar at any time during the week prior to or within the first week of class of the academic term. The student is expected to take the academic course under evaluation. The student will receive a written notice for the credit(s) allowed and the adjusted tuition and program length within five (5) days. The maximum number of credits that may be accepted and/or granted will be not greater than 40% of the total number of credits hours corresponding to the student’s academic program.

The University neither guarantees nor implies that other Institutions will accept the credits earned at Humboldt International University. Each Institution has its own policies, which rule the acceptance of credits from other Institutions.

No credits will be granted for academic courses that have received a grade lower than a “C.”

In the event that credits are not accepted, the student has the right to appeal in writing to the Executive Director of the University within one week of denial; he/she will review the transcript and make a final determination within five (5) business days.

**INTERNAL TRANSFER**

A student wishing to transfer from the original program to another must notify the Registrar’s Office of his/her intention. An evaluation of the student performance record is made and all the credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

**WITHDRAWAL FROM COURSES**

A student desiring to withdraw from a course may do so without penalty during the add/drop period. Should a student withdraw after the add/drop period has ended, but before the beginning of the third week of classes, a grade of “W” will be given in that course. A student who does not comply with the withdrawal procedure will be considered as having failed that course. Consequently, a grade of “F” will be given.

**ADMINISTRATIVE WITHDRAWAL FROM COURSES**

Humboldt International University reserves the right to withdraw courses due to low enrollments in a course or due to unexpected circumstances. If students are withdrawn from courses as a result of the administration adjustment, a full refund will be automatically granted.
WITHDRAWAL FROM THE UNIVERSITY

If a student decides to withdraw completely and officially from the University, he/she is expected to notify the Registrar’s Office prior to or upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to fail courses unnecessarily. Tuition will be refunded in accordance with the University’s Refund Policy.

SUSPENSION OR DISMISSAL FROM THE UNIVERSITY

Humboldt International University reserves the right to suspend or dismiss from the University any student at any time for misconduct or any other behavior not considered to be in the best interest of the student body of the University. Students may also be suspended or dismissed from the University for excessive absences (more than 14 days without platform access and/or communicating with the professor), unsatisfactory academic progress or non-payment during two (2) consecutive installments.

A student who has been suspended for any of the above reasons may apply in writing for re-admission to the University. Regardless of the reason for this disciplinary action, the suspended student may be re-admitted only at the discretion of the Executive Director of the University.

GROUNDS FOR TERMINATION

The University shall have the right to terminate this contract and enrollment at any time for violation of rules and policies as outlined in the catalog. Modifications will be disseminated to students.

GRADUATION REQUIREMENTS

In order to graduate from the program and to receive a diploma, the student must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examinations with 70% average and satisfy all financial obligations to the University.

EMPLOYMENT ASSISTANCE

The University has not made and will not make any guarantees of employment or salary upon my graduation. The University will provide placement assistance, which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize these opportunities. Employment assistance is offered only to students residing in the USA.

ATTENDANCE

Attendance in all distance education courses is mandatory. All courses are offered in asynchronous learning format which means students may log in at any time to complete assignments. To be in attendance for the week, a student must complete assignments by the scheduled date. Please see the course syllabus for the assignments and due dates. Faculty may use forums, chats, assignments of learning activities, live discussion, etc. to prove student attendance.

MAKE UP WORK

It is the responsibility of the student to make the necessary arrangements with the professor(s) to make-up work not submitted on time.
LEAVE OF ABSENCE

A Leave of Absence allows a student to interrupt temporarily his/her academic program. A student may be granted a leave of absence for medical or personal reasons for a period of time not to exceed one hundred and twenty days (120) days per calendar year. The maximum time allowed for the entire program must not exceed one hundred and eighty days (180).

To obtain a leave of absence, the student must submit a request in writing to the Student Services Office. The request must specify the reason for the absence, the effective date and date on which the student expects to return to the University.

If a student has requested a Leave of Absence for a period of time not exceeding two (2) weeks, he/she must return to classes on or before the date specified in the request. In this case, the student is allowed to continue his/her academic program immediately. It is the responsibility of the student to make the necessary arrangement with the Instructor(s) to make-up work missed because of the absence. If the student does not return to classes on or before the date specified in the request and has not notified the University, the student’s academic load will be withdrawn as of the last date of documented attendance. If the withdrawal occurs after the last add/drop day (see “Academic Calendar” for add/drop schedule), a grade of “F” will be given to all the courses he/she registered for during the term in which the leave of absence was granted. Should this situation occur, reinstatement into his/her academic program would be at the beginning of the next term in which the courses that he/she requires are offered. In addition, the student’s tuition will be increased accordingly.

If a student has been granted a leave of absence for a period of time exceeding two (2) weeks, then the student’s academic load is automatically withdrawn with no effect on his/her academic record (a grade of “W” will be given to each course). Should this situation occur, the student would be required to take the course again at the beginning of the term in which those courses are offered. In this case, the student’s tuition will not be modified. If a student leaves the University without obtaining the approval, or does not return to the University on the date of the appropriate registration period, the student will be dismissed from the University as of the last date of documented attendance and the refund policy will be applied accordingly (see “Refund Policy” for more information).

STUDENT CONDUCT

All students are expected to comply with the legal and ethical standards of Humboldt International University. They must behave in a manner consistent with the best interest of the University and the other students. Academic dishonesty and/or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic beverages, cheating, plagiarism, knowingly furnishing false information to the University, forging or altering University’s documents and/or academic credentials, international destruction or damaging of the University’s property, or its affiliates, and theft of property from the University or other students. The University reserves the right to dismiss any student at any time for misconduct as described above. In this event, the refund policy will be applied as to the day the dismissal became effective. Other instances that also will result in disciplinary action include, but are not limited to, unsatisfactory work, foul language and lack of respect for the Professor and other University personnel. The University also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.

FREEDOM OF INFORMATION ACT

In accordance with Public Law 93-380, Section 438 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida Statutes.229.782, students at Humboldt International University have the right to inspect their educational records, correct such records if warranted, and students are protected from the release of information without written consent. All students’ records are open for inspection and review by the student unless he or she waives the right. Humboldt International University can have a student sign an all inclusive
release form for records and other information, such as for prospective employers, or can have a student sign an individual release form for each request of information. This information will be released from the Director’s office or designee only, after the requestor has demonstrated a legitimate need to have such information.

COPYRIGHT

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works.

It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the University to copy, reproduce, share, or distribute any software, music, games, or movies on except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law.

Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney’s fees incurred by the copyright owner to enforce his or her rights.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages. For details, see 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 per offense.

For more information on United States copyright law, please consult the U.S. Copyright Office’s website at http://www.copyright.gov.

PLAGIARISM

Plagiarism (from the Latin plagiarus, an abductor, and plagiarius, the steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as “…the appropriation of another person's ideas, processes, results or words without giving appropriate credit.”

Unless authorized by their Professors, students are expected to their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty. A professor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a “penalty grade” for academic dishonesty.

Consequences
1. Student found cheating or committing plagiarism will be given an F in the assignment at the first offense.
2. Student found cheating or committing plagiarism will be given an F for the course at the second offense.
3. Student found cheating or committing plagiarism will be expelled from the school at the third offense. Transcript will reflect expelled status.
ACADEMIC TRANSCRIPTS AND DIPLOMA

Students may request one Academic Transcript per semester free of charge. One Final Official Academic Transcript will be given to graduates free of charge. Additional transcripts may be requested for a fee.

The diploma is given to graduates free of charge. Duplicate Diplomas may be requested for a fee.

APOSTILLE

Diploma and Academic Transcripts Apostille may be requested for a fee. The process takes from 30 – 45 days. The fee includes apostille and certified mail to the country of residence.

All requests should be sent to the Registrar. An email will be sent to students confirming receipt of the request and process time.

See the Tuition and Fees section under Financial Information in this catalog.

ACADEMICS

HIU COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by HIU’s course numbering system. The first three letters identify the program degree, undergraduate, associate and bachelor or graduate, master and doctor. The first digit represents: 1–2 Lower-level undergraduate, 3–4 Upper-level undergraduate, 5–9 Graduate and Professional level. The last three digits of the course number are assigned by members of HIU’s faculty program committees.

GRADING SYSTEM

Students will be provided with a progress/grade report at the end of each semester. A copy of the report will be placed in the student’s permanent file maintained by the University. Students have online access to their grades immediately after they are posted on the student management system.

Students are graded according to the following Grade Point Average (GPA) system:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT VALUE</th>
<th>DESCRIPTION</th>
<th>NO. VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>EXCELLENT</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>GOOD</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>AVERAGE</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>POOR</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>FAILURE</td>
<td>0 - 59</td>
</tr>
</tbody>
</table>

Grades not used in GPA computation:
W  Withdrew
CR  Transferred/Tested
P  In Progress
S  Satisfactory
U  Unsatisfactory
FR  Failed/Retaken
**DEFINITION OF A UNIT OF CREDIT**

Humboldt International University measures its programs in semester credit hours. Semester credits are awarded at a rate of one semester credit for 15 hours of lecture and one semester credit for 30 hours of laboratory. Courses are taught in 8 week terms.

**STANDARDS OF ACADEMIC PROGRESS**

Students are expected to meet specific standards of satisfactory academic progress while working toward a degree at the University. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures two factors:

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

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

**Maximum Timeframe to Complete (150%)**

The maximum allowable timeframe for completing a degree is equal to 150% of the length of the program. For example, if you are pursuing a program that requires 100 credits for graduation, you would reach the maximum time frame at 150 credits attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe. You can repeat a course, but the credits will also be applied toward the maximum timeframe.

**SAP Terminology**

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

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

A grade of “W” is given when a student drops from a course after it begins and they have attended.

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

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

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

The Institution allows a student to repeat a failed course once and allow only the last grade to count in the grade point average. A failed course is a course in which a student received a “D” or “F”. The policy does not remove the previous grade, but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours in calculating maximum time frame to complete the course.

Academic Probation

Any student who fails for the first time to maintain a good academic standing as described above, will be placed on academic probation during the next academic period (8 weeks-1 semesters). A student who fails to reach the minimum academic progress for the probation period will be dismissed from the University. Should a student be dismissed for unsatisfactory academic progress, he/she may submit a written appeal to the Academic Dean. The appeal must be submitted at least seven (7) working days before the beginning of the following term. The Dean will review the request and send a written notice to the student stating the final decision regarding the academic dismissal. This written notification will be sent to the student within seven (7) working days counted from the day the written appeal would have been submitted for consideration. It should be noticed, however, that any unforeseen complication may delay the completion of the appeal process. A student who successfully appeals will be reinstated for an additional term and will remain on academic probation and subject to the same requirements as any other student on academic probation.

PROFESSOR/STUDENT RATIO

The Institution’s Professor/Student ratio for group/classroom will not exceed 1 to 25.

TRANSFER AND READMITTED STUDENTS

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the University. Students transferring from one program to another within this university will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

The quantitative requirement remains 67% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program.

REINSTATEMENT

A student who has been suspended due to unsatisfactory academic progress may be reinstated at the beginning of the term following the one in which the student was on academic suspension. In this event, the student will be placed on academic probation during the term and must attain at least the required minimum academic progress. Failure to do so will result in the student being dismissed from the University.

REQUIREMENT FOR GRADUATION

To be eligible for graduation, a student seeking graduation from any academic program, must have completed his/her full academic program as listed in the catalog within the corresponding time frame. In addition, the student must have earned a minimum cumulative grade point average of 2.0 (equivalent to a “C” grade average). Graduates must fulfill all financial obligations to the University, including tuition charges and other expenses, before the end of the final term. Degree and Transcript will not be issued to any Graduate unless he/she has complied with his/her financial obligations.
**GRADUATION WITH HONORS**

Students who graduate from any of the academic programs and have earned a cumulative Grade Point Average of 3.50 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.50 and 3.69 are honor with the distinction of “Cum Laude”. Those with a cumulative GPA between 3.70 and 3.89 are honor with the distinction of “Magna Cum Laude” and those who have earned a cumulative GPA of 3.90 and higher are honor with the highest distinction of “Summa Cum Laude”.

**RESERVATION AS TO PROGRAMS AND CHANGES**

Humboldt International University reserves the right to modify its tuition and fees, withdraw courses and programs if registration falls below the required number or due to unforeseen circumstances. Course additions, deletions, and changes are made to the academic programs periodically to keep them up-to-date. Consequently, specific course requirements may be changed according to the best interest of the students.
ACADEMIC CALENDAR

Summer
BEGINNING OF TERM ....................... June 5, 2017
LAST ADD/DROP DAY ....................... June 12, 2017
LAST DAY OF TERM ..................... July 30, 2017

Fall I
BEGINNING OF TERM ....................... August 14, 2017
LAST ADD/DROP DAY ....................... August 21, 2017
LAST DAY OF TERM ..................... October 8, 2017

Fall II
BEGINNING OF TERM ....................... October 23, 2017
LAST ADD/DROP DAY ....................... October 30, 2017
LAST DAY OF TERM ..................... December 17, 2017

Winter
BEGINNING OF TERM ....................... January 15, 2018
LAST ADD/DROP DAY ....................... January 22, 2018
LAST DAY OF TERM ..................... March 11, 2018

Spring
BEGINNING OF TERM ....................... March 26, 2018
LAST ADD/DROP DAY ....................... April 2, 2018
LAST DAY OF TERM ..................... May 20, 2018

Summer
BEGINNING OF TERM ....................... June 4, 2018
LAST ADD/DROP DAY ....................... June 11, 2018
LAST DAY OF TERM ..................... July 29, 2018
PROGRAMS OF STUDY

GENERAL INFORMATION

Associate of Science Degree in Business Administration
Concentrations in:  Marketing
                   International Business

Associate of Science Degree in Health Information Management

Associate of Science Degree in Information Technology

Bachelor of Science Degree in Business Administration
Concentrations in:  Marketing
                   International Business
                   Entrepreneurship

Master of Science Degree in Business Administration
Concentrations in:  Marketing
                   International Business
                   Entrepreneurship
                   Leadership

Master of Science Degree in Organizational Leadership

Doctor of Business Administration (DBA)

Doctor of Education (Ed.D)
UNDERGRADUATE DEGREE PROGRAMS
ASSOCIATE OF SCIENCE BUSINESS ADMINISTRATION

The Associate of Science in Business program focuses on educating, training, and developing students’ skills to manage the ever-increasing complexities of business. The program will give a foundation on which to build a successful career in business and provide an understanding of the implementation of business functions in the local and international environment. This program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as entry-level management trainee positions in the marketing and international business environment.

The Associate of Science in Business (AS) program is offered for those students whose career goals require a broad knowledge related to marketing and international business. All students will take coursework in the areas of finances, accounting, general business management, information technology, computer applications, and business law. In addition, students will choose an area of concentration that will provide the remaining courses in the major. The following describes each area of concentration.

Marketing
The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for entry-level positions in business.

International Business
International Business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce.

Total Number of Semester Credit Hours: 60
Credential awarded: Associate of Science

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIU 1002</td>
<td>Mastering eLearning (Pre-requisite for Distance Education Programs)</td>
<td>Non-credit</td>
</tr>
<tr>
<td>ASB 1001</td>
<td>English Composition I</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 1002</td>
<td>English Composition II</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2038</td>
<td>College Algebra</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2039</td>
<td>Statistics</td>
<td>3.0</td>
</tr>
<tr>
<td>BSB 2002</td>
<td>Critical Thinking and Ethics</td>
<td>3.0</td>
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</table>

General Education (15 Credits)

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>AIH 2015</td>
<td>Principles of Organizational Psychology</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 1012</td>
<td>Principles of Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2006</td>
<td>Principles of Microeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2007</td>
<td>Principles of Macroeconomics</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2008</td>
<td>Fundamentals of Human Resources Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2009</td>
<td>Principles of Financial Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2010</td>
<td>Principles of Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2013</td>
<td>Business Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2015</td>
<td>Information Management for Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2017</td>
<td>Principles of Project Management</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2019</td>
<td>Strategic Planning for Business</td>
<td>3.0</td>
</tr>
<tr>
<td>ASI 1002</td>
<td>Principles of Information Technology</td>
<td>3.0</td>
</tr>
</tbody>
</table>
### Marketing (9 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASB 2022</td>
<td>International Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2023</td>
<td>Branding and Advertising</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2024</td>
<td>Digital Marketing</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### International Business (9 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ASB 2025</td>
<td>Principles of International Trade</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2026</td>
<td>International Business Competitiveness</td>
<td>3.0</td>
</tr>
<tr>
<td>ASB 2027</td>
<td>Globalization and Business</td>
<td>3.0</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT

The Associate of Science in Health Information Management Degree prepares students to be competent health information technicians. Graduates of this program will acquire the skills to manage health information data. Students will learn to maintain adequate and complete medical records, and they will be able to participate in cost-effective information processing. They will learn coding skills and obtain an understanding of the regulatory process and the revenue cycle. Students will learn to maintain health care data integrity through implementation of technology, such as electronic health records.

The Associate in Science Health Information Management Degree program will prepare the students to perform information management services that directly impact the quality of patient care. These functions include organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; coding diseases, operations, procedures and therapies; maintaining and using health information indexes; creating disease data registries; facilitating storage and retrieval of health data; utilizing computerized health data; and controlling the use and release of health information. Graduates of the program may find employment in hospitals, rehabilitation facilities, clinics, nursing homes, physician’s offices, home health care, insurance companies, and health departments in various roles from technical support to supervision of day-to-day operations of the health information department.

Total Number of Semester Credit Hours: 60
Credit awarded: Associate of Science

<table>
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<tr>
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<tbody>
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<tr>
<td>ASB 1001</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ASB 1002</td>
<td>English Composition II</td>
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<tr>
<td>ASB 2038</td>
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</tr>
<tr>
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</tr>
<tr>
<td>ASB 2017</td>
<td>Principles of Project Management</td>
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</tr>
<tr>
<td>ASI 1002</td>
<td>Principals of Information Technology</td>
<td>3.0</td>
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</table>
ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

The purpose of this program is to offer a technical training and a basic foundation in the most popular computer software applications as well as a general background in many computer concepts and techniques. Our graduates will be ready to apply for entry-level positions as system specialist, user support specialist, and computer information managers.

The Associate of Science in Information Technology program provides students with the science of design, analysis and implementation of highly effective systems and can adapt it to convert it into a resource that adds significant value to the organization.

Total Number of Semester Credit Hours: 60
Credential awarded: Associate of Science

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Semester Credits</th>
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<tr>
<td>HIU 1002</td>
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<td>General Education (15 Credits)</td>
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**Core Courses (45 Credits)**

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<td>ASI 1001</td>
<td>Systems Analysis Concepts</td>
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<td>Principles of Information Technology</td>
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<td>ASI 1020</td>
<td>Mathematical Logic</td>
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<td>ASI 2003</td>
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<td>Programming Concepts</td>
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<td>ASI 2008</td>
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<td>ASI 2013</td>
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</table>
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The purpose of the Bachelor of Sciences in Business is to contribute to the education of students with a general knowledge of business and in specific areas of marketing, and international business to develop the necessary competencies and skills to be effective leaders in the business world today.

There are three main concentrations in the BSB program:

Marketing
The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for entry-level positions in business and government.

International Business (IB)
International business is an important aspect of the business world today. This concentration prepares graduates for employment in entry-level positions with companies engaged in international commerce.

Entrepreneurship
This concentration is intended for students who desire to improve their understanding of the business environment and the entrepreneurial issues related to a business or organization.

Total Number of Semester Credit Hours: 120
Credential awarded: Bachelor of Science

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<thead>
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<th>Course Name</th>
<th>Semester Credits</th>
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<tr>
<td>HIU 1002</td>
<td>Mastering eLearning (Pre-requisite for Distance Education Programs)</td>
<td>Non-credit</td>
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<tr>
<td>ASB 1001</td>
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<td>English Composition II</td>
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<tr>
<td>ASB 2038</td>
<td>College Algebra</td>
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<td>ASB 2039</td>
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<td>BSB 2002</td>
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Core Courses (69 Credits)

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<td>Principles of Microeconomics</td>
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<td>Fundamentals of Human Resources Management</td>
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<td>Principles of Financial Accounting</td>
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<td>Business Law and Ethics</td>
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<td>ASB 2015</td>
<td>Information Management for Business</td>
<td>3.0</td>
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<td>ASB 2017</td>
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<td>ASB 2019</td>
<td>Strategic Planning for Business</td>
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<tr>
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<tr>
<td>Course Code</td>
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<td>Credits</td>
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<td>BSB 2015</td>
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<td>BSB 3031</td>
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<td>BSB 3042</td>
<td>Special Topics Seminar</td>
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<td>BSB 4023</td>
<td>Marketing Principles and Application</td>
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<td>Operations Management</td>
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<td>BSB 4033</td>
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<td>BSB 4046</td>
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**Marketing (21 Credits)**

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<tbody>
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<td>Branding and Advertising</td>
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<td>ASB 2024</td>
<td>Digital Marketing</td>
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</tr>
<tr>
<td>BSB 3038</td>
<td>Consumer Behavior</td>
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<tr>
<td>BSB 3039</td>
<td>Marketing Research</td>
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<td>BSB 3040</td>
<td>Marketing Tools</td>
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**International Business (21 Credits)**

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<th>Credits</th>
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<tr>
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<td>International Marketing</td>
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<td>ASB 2025</td>
<td>Principles of International Trade</td>
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<td>ASB 2026</td>
<td>International Business Competitiveness</td>
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<td>ASB 2027</td>
<td>Globalization and Business</td>
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<td>BSB 3047</td>
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<td>BSB 3048</td>
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**Entrepreneurship (21 Credits)**

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<td>Principles of International Trade</td>
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<td>BSB 2151</td>
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<td>BSB 2153</td>
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<td>BSB 3055</td>
<td>Franchise Management</td>
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<tr>
<td>BSB 3057</td>
<td>Entrepreneurship Experience</td>
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GRADUATE DEGREE PROGRAMS
The Master of Business Administration program enables students to contribute to the business profession and fosters independent learning. Upon completion of this program, students are able to:

- Evaluate an organization’s financial position through financial statement analysis and/or forecasting
- Summarize and discuss the ethical and legal responsibilities of organizations.
- Apply selected methods of quantitative analysis to enhance business decisions.
- Compare economic environments and markets and their impact on business

Through a conceptual understanding, apply managerial leadership skills, marketing strategies and/or international business concepts, theory, and research to critically analyze and solve problems in unpredictable environments.

The Master of Business Administration offers an intensive graduate program that educates students in theories and practices of the modern business world. The MBA program fosters independent learning and enables students to contribute intellectually to the business profession.

MBA students complete general coursework in valuable areas such as accounting, finance, management, marketing and business research methods. Graduates demonstrate a conceptual understanding of advanced business strategies and critically analyze and solve problems based on applied research methods. There are four concentrations in the Master of Science program.

**Marketing**
The concentration in Marketing is designed to provide students with a basic marketing background to prepare them for positions in business and government.

**International Business (IB)**
International business is an important aspect of the business world today. This concentration prepares graduates for employment in positions with companies engaged in international commerce.

**Entrepreneurship**
This concentration analyzes business entrepreneurship in an entirely new way. It is designed to inspire and expand the way business challenges are approached and to offer a curriculum designed to hone the skills of those who are currently - or aspire to be - an entrepreneur.

**Leadership**
This concentration prepares students to manage people, teams, and organizations in different cultural environments. It provides students with the tools they need to be successful organizational leaders.

Total Number of Semester Credit Hours: 40
Credential awarded: Master of Science

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Credits</th>
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<tr>
<td>HIU 1002</td>
<td>Mastering eLearning (Pre-requisite for Distance Education Programs)</td>
<td>Non-credit</td>
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<tr>
<td>MBA 5001</td>
<td>Decision Making and Problem Solving</td>
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<td>Credits</td>
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<td>MBA 5007</td>
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<td>MBA 6019</td>
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**CONCENTRATIONS**

**International Business (9 credits)**

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<td>MBA 6013</td>
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**Marketing Concentration (9 Credits)**

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<td>MBA 6022</td>
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**Entrepreneurship Concentration (9 Credits)**

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<tr>
<td>MBA 6031</td>
<td>International Entrepreneurship: Case Studies</td>
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<tr>
<td>MBA 6032</td>
<td>Creating New Ventures</td>
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**Leadership Concentration (9 Credits)**

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<td>LMS 5002</td>
<td>Leadership Theories and Practices</td>
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<td>LMS 5003</td>
<td>Creating and Leading in Effective Organizations</td>
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<tr>
<td>LMS 6010</td>
<td>Cross-Cultural Human Relations and Negotiation</td>
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MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

The purpose of the Master of Science in Organizational Leadership degree is to enable students to acquire knowledge and develop competencies that will make them effective leaders at any level of an organization.

The Master of Science in Organizational Leadership degree prepares students to become leaders to serve in today’s dynamic organizations. Students will gain the knowledge, skills, and tools necessary to lead their organizations through complex changes in our global society by continually transforming their organizations through professional development and processes, and implementing strategic initiatives in order to maintain a competitive advantage. This degree program concentrates heavily on leader-follower interactions, cross-cultural communications, coaching, influencing, and team development, leading organizational changes, strategic thinking, project leadership, and behavioral motivation theories.

Total Number of Semester Credit Hours: 40
Credential awarded: Master of Science

<table>
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<th>Course Number</th>
<th>Course Name</th>
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<td>Non-credit</td>
</tr>
<tr>
<td>LMS 5002</td>
<td>Leadership Theories and Practices</td>
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<td>LMS 5003</td>
<td>Creating and Leading in Effective Organizations</td>
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<td>LMS 6008</td>
<td>Mentoring and Coaching</td>
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<td>LMS 6013</td>
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<td>MBA 5007</td>
<td>Human Resources and Knowledge Management</td>
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<td>Business Perspective</td>
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<tr>
<td>MBA 5009</td>
<td>Tools for Business Statistics</td>
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</table>
DOCTOR OF BUSINESS ADMINISTRATION

The Doctor of Business Administration (D.B.A.) degree prepares leaders to serve in today’s dynamic organizations. Students will gain the knowledge, skills, and tools necessary to lead their organizations through complex changes in our global society by continually transforming their organizations through developing people and processes, and implementing strategic initiatives to maintain a competitive advantage.

The Doctoral Degree program incorporates a protocol of dissertation work, a research proposal, and a dissertation thesis. Progress through the program will be developed by connections between learning and planned career tasks, applying theories to leadership challenges at the students’ organization. Dissertation work will identify a specific organizational challenge. Once data is gathered related to your identified problem, the student will analyze the data, considering related literature on the topic. The student will identify solutions to address the core issue of research based on new insights and ideas. Through this process, the student will demonstrate the ability to generate, and transform organizational leadership knowledge.

Total Number of Semester Credit Hours: 63
Credential awarded: Doctor

<table>
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<tr>
<th>Course Number</th>
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| HIU 1002      | Mastering eLearning  
(Pre-requisite for Distance Education Programs) | Non-credit       |
| DBA8000       | Issues and Trends                                   | 3                |
| DBA8001       | Leadership to Shape the Future                      | 3                |
| DBA8002       | Creating and leading in Effective Organization      | 3                |
| DBA8003       | Knowledge Management and Intellectual Capital       | 3                |
| DBA8004       | Organizational Theories and Processes               | 3                |
| DBA8005       | Economics and Competitive Intelligence               | 3                |

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<td>DBD9015 Dissertation Oral Defense</td>
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DOCTOR OF EDUCATION

The Doctor of Education Degree (Ed.D.) prepares education scholars and leaders for the 21st century. The main components of online Ed.D programs are the Core Courses, Research Courses, and the Applied Dissertation. The Ed.D is focused on developing educational environments and aims to train doctoral students with a broad and solid multidisciplinary foundation, in understanding the problem of creation and implementation of new learning systems combining a different kind of learning deliveries. Students conduct studies that address the most pressing problems in education. Upon completion of the program, graduates assume roles as university faculty, senior-level educational leaders, and policymakers.

Total Number of Semester Credit Hours: 63
Credential awarded: Doctor

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COURSE DESCRIPTIONS (Alphabetical order)

PRE-REQUISITE

HIU 1002  Mastering eLearning (Non-credit)
This course is non-credit and a prerequisite to starting any degree at HIU. This course helps students to get acquainted with the university and to acquire the essential academic skills related to the online platform and course organization such as online behavior, time management, evaluation process and online ethics that will allow them to enhance their academic integration and success at HIU.

GENERAL EDUCATION COURSES

ASB 1001  English Composition I (Credits: 3)
This course will allow students to develop an understanding of good college level writing with an emphasis on exposition and the research essay. Written communications of impressions and judgments concerning assigned readings in the essay and allied genre are required. Stress on the building of an active vocabulary and on correct sentence and paragraph structure.

ASB 1002 English Composition II (Credits: 3)
This course is designed to build upon the competencies acquired in English Composition I and to further refine students' writing process. Students develop proficiency in academic writing, information literacy, and critical thinking abilities and business documents. Prerequisites: ASB 1001

ASB 2038 College Algebra (Credits: 3)
This course will cover polynomial and rational equations and inequalities, graphs of functions, rate of change, transformations, extreme values, modeling, combining functions, one to-one and inverse functions, exponential functions, logarithmic functions, laws of logarithms, exponential and logarithmic equations, modeling, systems of equations, linear systems in three variables, nonlinear systems of equations, and linear and nonlinear systems of inequalities.

ASB 2039 Statistics (Credits: 3)
This course is designed to provide students with a working knowledge of Probability and Statistics through assignments and forums. The students will learn to: organized data in different types of graphs, identify the use and misuse of graphical representations, apply and interpret data distribution, measures of center, apply and interpret probability, apply and interpret numerical measures of variability, and calculate and interpret area under the normal distribution curve. Prerequisites: ASB 2038

ASB 2045 Origin of Western Civilization (Credits: 3)
This course explores the meaning of civilization as a stage in the development of culture and examines some of the considerable cultural achievements of the earliest civilizations that have contributed to the cultural legacy of the West. Of particular interest will be the religious and philosophical ideas concerning the world and the human condition, especially as revealed in its literature, architecture, and other fine arts produced by each civilization. The civilizations examined include those of Mesopotamia, Egypt, Crete, and of the archaic and classical Greece.

BSB 2001 Psychology of Personal Effectiveness (Credits: 3)
This course is an interdisciplinary approach to the study of human interaction. It combines knowledge of psychology and sociology and other behavioral sciences. This is an applied psychology course which emphasizes the understanding of the principles of effective human behavior and their application to the areas of personal awareness, interpersonal relations, communication, and work/career development.
BSB 2002 Critical Thinking and Ethics (Credits: 3)
This course gives a practical background in critical thinking generally and as applied specifically to ethical analysis, argumentation, discussion, writing, and the justification of ethical positions. The emphasis is on understanding the facts, concepts and ethical claims in the issues, understanding the arguments on each side of the issue, and being able to formulate and defend your ethical conclusions. It will allow the students to apply critical thinking and ethical analysis to various important general issues, personal conflicts and a variety of case studies in business.

BSB 2003 Social Basis of Behavior (Credits: 3)
This course introduces the scientific study of how thoughts, feelings, and behaviors, are influenced by the actual, imagined, or implied presence of others. Relevant research, theory, and practical applications will be covered. This course addresses social issues using current events to illustrate social-psychological constructs. Students will be given the opportunity to apply social psychological concepts to actual classroom experiences that demonstrate the social influences at play on behaviors and on internal cognitive events. The course canvasses the history of the field of social psychology.

BSB 2004 Principles of Earth Science (Credits: 3)
This course introduces the Earth Sciences including earth materials, surface and internal processes, earth history, oceanography and atmospheric science.

BSB 2005 History of Life (Credits: 3)
This course reviews the evolutionary history of major groups of organisms as seen in the fossil record, including origins of animals and plants, and major events such as origin of earth and life, the marine invasion of land, mass extinctions, and the Ice Age.

UNDERGRADUATE COURSES

AIH 1011 Human Anatomy and Physiology (Credits: 3)
This course provides the foundation for an understanding and encompasses both, anatomy and physiology of the human body. It includes cell structure and function and basic concepts of Anatomy and Physiology. The focus of this course is on the basic concepts, cellular level, Integumentary, muscular, and nervous system.

AIH 2004 Health Informatics Applications (Credits: 3)
This course integrates clinical, financial and administrative data to resolve managerial and patient care problems and introduces the student to Health Informatics Applications including definitions, theory, technologies, workflow and expectations in the informatics field, tools, and professional organizations.

AIH 2005 Medical Billing and Insurance (Credits: 3)
This course addresses health insurance claims processing, carrier requirements, state and federal regulations. It examines billing for physician office, hospital, and ambulatory surgery services. Topics covered include: electronic billing, confidentiality, managed care systems, workers' compensation, Medicare and Medicaid.

AIH 2006 Medical Coding I (Credits: 3)
This course is designed to provide an overview of the medical codes ICD-9-CM produced by the coding specialist after review of the medical data or medical chart, based on medical necessity, used to report outpatient diagnosis to Health Plan. The proper and main use of the medical codes is to determine the medical severity of the condition treated and the intensity of the medical service provided.

AIH 2007 Medical Coding II (Credits: 3)
This course focuses on the analysis and coding of diagnosis, procedures and symptoms with ICD-9-CM and ICD-10-CM. Definitions and principles of the uniform hospital discharge data set (UHDDS) with emphasis on assignments of the principal diagnosis and sequencing.
AIH 2008 Medical Reimbursement (Credits: 3)
This course offers the study of various health service reimbursement systems and coding guidelines to optimize health service provider payments. Students will study coverage issues, billing demands, mandated documentation, appropriate coding for various health care and related organizations.

AIH 2009 Management and Supervision in Health Information (Credits: 3)
This course introduces the students to the management of the different systems in medical informatics and its application to the healthcare activities, to understand the proper organization, effect and impact of the informatics tools in the healthcare providers’ activities and direct patient’s care as well.

AIH 2010 Medical Terminology (Credits: 3)
This course is designed to provide an overview of the main structure, elements and composition of the medical language, by reviewing and learning the components that participate and interact to construct this specialized terminology, and the proper interpretation according to the signs, symptoms, medical conditions and / or procedures analyzed, reviewed or performed.

AIH 2012 Foundations of Pharmacology (Credits: 3)
This course introduces the application of physicochemical principles to pharmaceutical systems; fundamentals of thermodynamics, pharmaceutical solutions, solubility, complexation and chemical stability; technology of liquid solution dosage forms. This course provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of patients. The course explores indications, modes of action, effects, contraindications and interactions with selected drugs.

AIH 2013 Medicine and Disease in Allied Health (Credits: 3)
This course discusses disease, its etiology, and pathophysiologic nature. Medical complications and manifestations of disease states also included. Students learn to evaluate patients, diagnose conditions, develop treatment plans and understand the rationale behind various treatments to judge their appropriateness and potential side effects.

AIH 2014 Community Health (Credits: 3)
This course examines social, behavioral, and environmental community health-related issues and the controversies that surround them. This course analyzes the various problems and issues focus upon three different dimensions of health: social, cultural, and economic. The course covers aspects focusing on organizational structures (national, state, and local), provision of health care (health care costs, accessibility to health care, quality of care), and specific health programs and activities for different target populations.

AIH 2015 Principles of Organizational Psychology (Credits: 3)
This course explores the organizations from the psychological perspective. Various psychology theories and research methods related both to organizational cultures and leadership are examined. Major topics of study include: Communication processes, collaboration processes, leadership and conflict.

ASB 1012 Principles of Business (Credits: 3)
This course provides a general outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls are emphasized. The legal and regulatory environment in which business operates are examined.

ASB 2006 Principles of Microeconomics (Credits: 3)
This course emphasizes microeconomic concepts, including the mechanics of supply and demand, the economics of the firm, the allocation of resources, returns to factors of production, and the concept of a mixed economy and current microeconomic problems.
ASB 2007 Principles of Macroeconomics (Credits: 3)
This course offers an overview of the basic economic concepts and institutions. Students will learn the modern national income formation theory, economic fluctuations, money, banking, monetary and fiscal policy, economic stabilization theory and policy, the public sector, theory of economic growth and development comparative economic systems.

ASB 2008 Fundamentals of Human Resources Management (Credits: 3)
This course is designed to introduce students to the fundamentals of human resource management, including the business case for human resource management and an overview of the skills necessary to effectively manage human resources. This course study of effectively selecting, utilizing, assessing and developing managers as well as the role of the Human Resource department in administering human resources in a changing and demanding environment.

ASB 2009 Principles of Financial Accounting (Credits: 3)
This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions of their effect on the operation of an enterprise. Major learning objectives provide the student with an in-depth understanding of the principles of financial accounting and the technique of accounting as applied in the United States.

ASB 2010 Principles of Accounting (Credits: 3)
This course is intended to provide a comprehensive view of accounting and to explain how accounting information is used by managers in various types of business organizations. The course is conducted and structured to have a balance between conceptual and procedural techniques. The emphasis is on the development, interpretation, and application of managerial accounting information for planning activities, controlling operations, and making decisions.

ASB 2013 Business Law and Ethics (Credits: 3)
This course discusses the nature of legal, ethical and societal environments of business. Emphasis is placed on business's social, legal, political, and ethical responsibilities to both external and internal groups for business. Other topics are state and federal laws, contracts, intellectual property, employment law, product liability, safety issues and environmental regulation.

ASB 2015 Information Management for Business (Credits: 3)
This course focuses on the information explosion, the globalization of economies, and the increased competition and how information technology (IT) is being used as a tool to implement business strategies and gain competitive advantage, not merely to support business operations. This course takes a management instead of a technical approach to the material presented. As such, it should be of interest to students of general management interested in information technology issues and to students of information technology interested in management issues.

ASB 2017 Principles of Project Management (Credits: 3)
This course introduces participants to Project Management as a business tool, developing skills and abilities to solve problems, organize and present projects, ensuring that the proposal relates to an idea based on entrepreneurship. This course focuses on creating high performance teams and developing the leadership of Project Managers.

ASB 2019 Strategic Planning for Business (Credits: 3)
This course provides an overview and applications of strategic planning theories, methods, and group processes in different organizational environments. This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities.
ASB 2022 International Marketing (Credits: 3)
This course discusses basic marketing principles as they relate to business in an international setting. Emphasis is on the role of the marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics include foreign market analysis, target market identification, product planning, promotion and distribution.

ASB 2023 Branding and Advertising (Credits: 3)
This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to history, economics, marketing, social institutions, and customer psychology. Included in the study are sales promotion, media organization, market functioning, brand promotion, analysis of consumer behavior, budgeting, legislation and regulations. The course culminates with the student planning an advertising campaign.

ASB 2024 Digital Marketing (Credits: 3)
The main goal of the course is to help students understand digital marketing methods, from a variety of perspectives—as analysts, consumers and entrepreneurs. That is, we emphasize fundamental concepts rather than specific tactics. We will also look at modeling approaches for executing key marketing tactics. An ancillary goal is to establish the importance of theory and empirical analysis as key facilitators of this process. This course offers marketing strategies and approaches as applied to electronic commerce: planning, implementation, and management of online customer promotional activities in an online environment.

ASB 2025 Principles of International Trade (Credits: 3)
This course deals with the economics of globalization or cross-border economic activity. More specifically, the course focuses on international transactions that involve a physical movement of goods (trade flows) or of factors of production (migration, foreign direct investment). Three themes are explored: the gains from trade (including the impact of trade on income distribution), the pattern of trade, and protection.

ASB 2026 International Business Competitiveness (Credits: 3)
This course examines international business with an emphasis on cultural diversity. Topics include an overview of cultural similarities and differences among developing and developed countries.

ASB 2027 Globalization and Business (Credits: 3)
This course offers a study of political and economic relations in connection with structural power sources that directly and indirectly affect design and shape of the global political economy. This course analyzes economic globalization in a historical perspective. It evaluates the arguments of both its critics and advocates, and pays particular attention to problems of trade, finance, and economic development in an economically integrating world.

ASI 1001 System Analysis Concepts (Credits: 3)
This module introduces the students to the concepts and skills of system analysis and design. It includes expanded coverage of data flow diagrams, data dictionary, and process specifications.

ASI 1002 Principles of Information Technology (Credits: 3)
This course introduces the student to current technology with an emphasis on online design and application. Students will be introduced to hardware and software concepts, online media, blogs, and general networking concepts and security, as well as how to effectively develop and manage online identity.

ASI 1020 Mathematical Logic (Credits: 3)
This course covers proportional logic and certainty and validity tests, application of set number theory and counting principles for solving problems. The course develops the skills of abstraction for computer-related activities.
ASI 2003 Operating Systems Concepts (Credits: 3)
This course defines, explains, and applies introductory operating systems concepts: process management, inter-process communication, memory management, I/O systems, and file systems.

ASI 2006 Spreadsheets Advance (Credits: 4)
This course focuses on gaining fundamentals hands-on experience using the integrated programs of Microsoft Office. It is designed to use the basic features of Word, Excel, PowerPoint and Access and to integrate data between the applications.

ASI 2007 Programming Concepts (Credits: 4)
This course focuses on computer programming, programming languages, operating systems, compilers, and database systems programming. This course introduces students to some fundamental concepts in programming language design and implementation. The primary goal is to allow students who complete this subject to have a good feel for the elements of style and aesthetics of programming and a good command of the major techniques for controlling complexity in a large system.

ASI 2008 Fundamentals of Database Management (Credits: 4)
This course emphasized database concepts, developments, use and management in three main sections: database concepts, practice, and emerging trends. Relational database systems are the main focus, but other types, including object-oriented databases, are studied. The practical design of databases and developing database applications using modern software tools will be emphasized.

ASI 2009 Fundamentals of Networking Management (Credits: 4)
This course provides students with instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ASI 2011 Web Development (Credits: 4)
The course covers using HTML (Hyper Text Markup Language), CSS (Cascading Style Sheets), and JavaScript to produce powerful interactive Web content.

ASI 2013 Associate Capstone (Credits: 4)
The Associate Option Capstone is designed to provide knowledge on the identification, analysis and synthesis of current trends and incremental changes in the chosen technical area of study.

BSB 2015 Corporate Finance (Credits: 3)
This course approaches financial management to organizations, including ratio analysis, leverage, cash budgeting, and capital structure as base topics. This course examines important issues in corporate finance from the perspective of financial managers who are responsible for making a significant investment and financing decisions. The concept of net present value, suitably adapted to account for taxes, uncertainty, and strategic concerns, is used to analyze how investment and financing decisions interact to affect the value of the firm. The course covers topics that are important to decision-making in marketing, operations management, and corporate strategy.

BSB 2018 Statistics for Business Decisions (Credits: 3)
This course analyzes some basic elements of probability theory such as Bayes’ theorem, decision trees and expected value criterion, value of information, utility in decision making, simple linear regression, multiple regression, analysis of variance, and time series analysis.

BSB 2020 Innovation Management (Credits: 3)
This course aims to equip management students with an understanding of the main issues in the management of innovation and an appreciation of the relevant skills needed to manage innovation at both strategic and operational levels. It provides evidence of different approaches based on real-world examples and experiences of leading organizations from around the world.
BSB 2151 Entrepreneurial Finance (Credits: 3)
This course covers the financial aspects of small business entrepreneurship for present and future owners of sole proprietorships, partnerships and small nonpublic corporations. The course focuses on: updated financial statement coverage; forecasting definitions and formulas; equipment replacement by using the low-cost model; application of operation techniques to examples of small businesses including capital budgeting and working capital management.

BSB 2153 Small Business Management (Credits: 3)
This course examines and analyzes the managerial functions of planning, organizing, staffing, directing and controlling applied to the small business. Retailing, whole-selling, manufacturing, and service type business organizations are discussed.

BSB 3031 Negotiation & Conflict Resolution (Credits: 3)
This course analyzes the concepts of leadership theory and methods to improve skills in entrepreneurial management. This course views conflict as an ever-present component of any decision-making environment, including planning, public administration and non-profit management. It offers tools for: understanding the nature of conflict and individual and joint decision making processes; devising individual and group strategies that minimize the destructive consequences of conflict; identifying and negotiating solutions satisfactory to all involved.

BSB 3038 Consumer Behavior (Credits: 3)
This course offers an analysis of consumer motivation, buying behavior, market adjustment and product innovation. Behavioral aspects of the marketing process from producer to ultimate user or consumer are considered.

BSB 3039 Marketing Research (Credits: 3)
This course discusses research procedures and techniques for problem solving in marketing. Concepts are explored, and the incorporation of information resources into the management function demonstrated. The primary goal of this course is to equip students with an understanding of how market research can help them make business decisions and how they can transform research findings into actionable business insights. The course also aims to help students gain the ability to evaluate and interpret research designed and conducted by outside providers.

BSB 3040 Marketing Tools (Credits: 3)
This course analyzes the development of advanced tools and methods relevant to the creation, design, and implementation of an integrated marketing program. This course is designed as a robust introduction to marketing principles, concepts, tools, and techniques. The goal is to expose students to these elements as they are used in a wide variety of industry settings, including consumer and industrial goods, manufacturing and service industries, small and large businesses, and domestic and global contexts.

BSB 3041 Marketing Strategy and Planning (Credits: 3)
This course discusses the process of creating a marketing plan including analyzing the environment, establishing marketing objectives, and developing customer and marketing mix strategies. This course will help train the student to perceive and define business problems and opportunities, as well as to devise action plans for solutions and successful business plan implementation. The course emphasizes the need for and execution of research activities to answer business questions, especially regarding marketing, that are a part of the business plan development process.

BSB 3042 Special Topic/Seminar (Credits: 3)
This course is a comprehensive final course in which the student will develop from conception to conclusion a final work in a field of their interest. This course will be a capstone course for the program. The student will work closely with the instructor in a required time frame.
BSB 3047 International Business Law (Credits: 3)
This course provides a review of international laws and regulations affecting the international business arena. The course aims at exposing the student to the legal implications of transacting business across national borders. The focus will be on transactional international business and special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.

BSB 3048 International Business and Finance (Credits: 3)
This course focuses on international financial management and international trade. Topics covered include trends in international banking, the balance of payments, and the determination of exchange rates. We will also examine the challenges and problems faced by firms planning on doing international business.

BSB 3049 International Business Negotiation (Credits: 3)
This course provides an overview of negotiation theories and practices of international importance – bilateral, regional and multilateral. The emphasis is on different approaches to understanding what drives negotiation process and explains the outcome.

BSB 3055 Franchise Management (Credits: 3)
This course emphasizes the important aspects of starting and managing a franchise business. Specific attention is placed on the characteristics of the franchisor and franchisee; evaluation of franchising opportunities; legal concerns of franchising; the development of appropriate strategies and the successful planning, implementation and launching of a new business.

BSB 3057 Entrepreneurship Experience (Credits: 3)
This course will guide the students through the case study method, computer simulations, and from local businesses researching the issues and challenges facing entrepreneurs. It includes finance, marketing, human resources, valuation techniques, turnaround management, exit strategies, and ethical considerations.

BSB 4023 Marketing Principles and Application (Credits: 3)
This course focuses on the marketing concept and examination of a marketing oriented firm. Topics include consumer behavior, market analysis, and the marketing mix. Students will produce a marketing plan.

BSB 4024 Operations Management (Credits: 3)
This course develops the student’s personal understanding of processes, process capabilities and results and then transfers those into the business environment. Topics include process flow and capability, operations strategy, total quality management (TQM), supply chain and capacity management, process improvement, and project management.

BSB 4030 Business Associations (Credits: 3)
This course analyzes business organizations and relations; the law of agency, partnerships, and corporations; real and personal property, and environmental law. This course studies the various forms of business organizations and the laws governing them, with an analysis of choice of business entity decisions. Coverage includes the law of agency, partnerships, limited partnerships, professional corporations, limited liability companies (LLC’s), limited liability partnerships (LLP’s), limited liability limited partnerships (LLLP’s), and corporations, with an emphasis on closely-held and smaller corporations. Topics include formation, governance and dissolution of the various entities as well as a comparison of the roles, obligations, fiduciary duties, rights and remedies of the owners, management and creditors under each business form.

BSB 4031 Fundamentals of Leadership (Credits: 3)
This course will study the changing responsibilities of first-level supervisors. Topics include high-quality management, multicultural diversity, dealing with unions, equal opportunity legislation, discipline procedures, and organizational ethics and politics.

BSB 4032 Competitive Intelligence for Business (Credits: 3)
This course introduces participants to competitive intelligence (CI) as a management tool that business should be able to use to improve their performance. Competitive Intelligence for Business focuses on the understanding of CI, the resources needed, its scope, and the ethical and legal constraints of the discipline.
The course has a practical approach, with a special focus on the utilization of CI resources by businesses, and particularly on the solution of problems in the organizations where the students develop their professional activities.

**BSB 4033 Foundations of Sustainable Enterprise (Credits: 3)**
This course is designed to serve as a foundation course for graduate studies in Sustainable Development. “Principles of Sustainable Development” will introduce to students the core concepts, principles and practices of sustainable development (SD). The basic idea is that students of sustainable business learn to manage for the planet, people, profit and longevity simultaneously. The main questions we will explore are therefore: how can businesses large and small cope with the environmental and social challenges to “business as usual?”; and furthermore: how can profitable and viable businesses protect the environment, reduce social injustice and global poverty, thereby enhancing rather dissipating society’s trust and confidence in private enterprise?

**BSB 4046 International Business (Credits: 3)**
This course surveys the legal and cultural environment of international business; the international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; and international accounting.

**MASTERS COURSES**

**LMS 5002 Leadership Theories and Practices (Credits: 3)**
This course introduces students to the major theories of leadership and their application in personal and professional settings. Students will engage in self-reflective and applied learning activities that allow them to draw upon their personal characteristics and experiences to make connections between class work and their leadership roles in their communities. Emphasis is placed on identifying work behaviors aligned with relating to people, thinking styles, and emotional intelligence that is necessary to become successful in any organization. It emphasizes career development, cultural fit and interpersonal savvy. Contemporary literature, case studies and work styles assessment will be used to support learning.

**LMS 5003 Creating and Leading in Effective Organizations (Credits: 3)**
This is a course that combines a step-by-step content to build a business plan with the leadership and ethical practices required to succeed. Effective leadership and time management are required to build an ethical organization that incorporates social responsibility with the community.

**LMS 6008 Mentoring and Coaching (Credits: 3)**
This course is designed to support students in the development of basic management coaching and mentoring skills, and to identify the links between coaching, mentoring and the achievement of business goals. The course also allows understanding of coaching as a multidisciplinary profession that can be undertaken as a career by itself, or to add value to their actual management roles.

**LMS 6010 Cross-Cultural Human Relations and Negotiation (Credits: 3)**
This course is designed to promote effective leadership competencies for managerial level positions and to enhance interpersonal skills for effective communication and productivity. This course explains potential differences in the negotiation styles of counterparts from other cultures. This course will allow students to develop negotiation skills experientially and understand negotiation in useful analytical frameworks. Considerable emphasis will be placed on negotiation exercises and role-playing in class, followed by group discussion, lecture and individual analysis.

**LMS 6013 Communicating Leadership (Credits: 3)**
This course focuses on today’s effective leadership, less on control and more on the strategic use of communication to build relationships and guide behavior. It examines the various ways leaders can communicate more effectively in contemporary organizations.
LMS 6015 Leadership Capstone (Credits: 4)
This course provides the students the opportunity to will develop critical thinking, team-building, leadership, and civic literacy to build leadership capacity and professional potential. It offers strategies and skills that are transferable to academic, personal, and professional endeavors. Service-learning may be included. Students will submit an end-of-course portfolio.

MBA 5001 Decision Making and Problem Solving (Credits: 3)
This course examines the decision-making and problem-solving role of the manager/facilitator/leader in light of personal, organizational, and societal needs judged by standards of effectiveness and ethics. Decision making and problem-solving processes in organizations, utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

MBA 5002 International Finance (Credits: 3)
This course offers a study of the international dimensions of finance on both developed and underdeveloped nations, the role of multinational corporations, foreign exchange rates and markets, international sources of funds, the cost of capital, financial structure, and capital budgeting for foreign projects.

MBA 5003 Project Management (Credits: 3)
This course introduces participants to Project Management as a business tool, developing skills and abilities to solve problems, organize and present projects, ensuring that the proposal relates to an idea based on entrepreneurship. This course focuses on creating high performance teams and developing the leadership of Project Managers.

MBA 5004 Managerial Accounting (Credits: 3)
This course examines the corporate dimension of financial reporting and analysis. It provides an in-depth look at the enterprise and the preparation and presentation of financial statements. Topics covered include corporate taxation, transfer pricing, foreign currency translation, financial disclosure, and accounting harmonization. The course promotes the quantitative skills and the understanding of accounting and financial management in the complex situation.

MBA 5005 Management Information Systems (Credits: 3)
This course explores the use of technologies both to build innovative systems to gain competitive advantage and also to optimize operations for competitive advantage, particularly through the use of enterprise systems. The implementation and use of these systems to build strategic partnerships and customer relationships are also discussed.

MBA 5006 Competitive Intelligence (Credits: 3)
This course pays fundamental attention to the understanding of CI, its resources and scope. Special attention is given to the identification of the kind of problems that CI can solve, the methods to do it and the ethical constraints of this discipline. The course has a practical approach, with a particular focus on the utilization of CI resources by any organization.

MBA 5007 Human Resources and Knowledge Management (Credits: 3)
This course prepares Human Resources Managers to participate in the organizational knowledge management efforts and facilitates management of knowledge. The course using case studies of many organizations shows the various aspects of Knowledge Management and how the three aspects, Strategy, Technology and HRM need to be aligned together to manage knowledge management.

MBA 5008 Business Perspectives (Credits: 3)
This course provides a general outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls are emphasized. The legal and regulatory environment in which business operates are examined.
MBA 5009 Tools for Business Statistic (Credits: 3)
This course analyzes statistics as the science of learning from data to support decision making. The objective of this course is to explore and apply statistical concepts and procedures that are used to collect, analyze, summarize and report data in typical business situations. The main content emphasizes descriptive and inferential statistics, and hypothesis testing and probability.

MBA 6011 International Competitiveness (Credits: 3)
This course is a special study of international competitiveness with an emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. The course develops a global orientation and assesses situations and devices solutions.

MBA 6013 Global Business Law (Credits: 3)
This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. This course promotes a solid business judgment and desire to tackle complex business problems, and a creative/conceptual way of thinking.

MBA 6014 Global Business Environments (Credits: 3)
This course offers an integrative, interdisciplinary view for more specialized courses and self-directed learning. It takes a global view on business, investigating why and how companies go international, providing students a conceptual tool by which to understand how economic, social, cultural, political and legal factors influence both domestic and cross-border business. Globalization is considered as the process by which national economies are becoming more integrated. International dimensions of business functions and operations are offered, with consideration of their global interactions.

MBA 6016 Global Marketing: Case Analysis (Credits: 3)
This course lays the foundation to gaining competitive advantage in the global marketplace by providing a hands-on understanding of the competitive implications affecting global marketing strategies, as well as covers the factors that govern the decision to enter export marketing and analyzes planning, organizing, and managing an international business marketing strategy. Topics include foreign market surveys; understanding trade barriers, pricing, distribution channels, and cultural differences that affect marketing strategies; and how to create a global marketing strategy. Students should leave the course with a comprehensive understanding of global competitive marketing core concepts and how global marketing strategies can affect a company's future performance.

MBA 6019 Executive MBA Capstone (Credits: 4)
This Capstone course is the culminating course/event for all the other courses and content a student has undertaken to achieve the MBA degree. In this course the students will bring to bear all the learning and knowledge from the previous courses to show competence in the field of Business Administration. Specifically, we expect students to submit a comprehensive work, developing a Business Plan, Proposal (for Project, Program, Process, etc.), or any other comparable work.

MBA 6022 Marketing Research and Analysis (Credits: 3)
This course provides the study of research procedures and techniques for problem solving in marketing. Concepts are explored, and the incorporation of information resources into the management function demonstrated. Promote coordination/project management skills, presentation skills, ability to recognize key factors in extensive data.

MBA 6024 Marketing Strategy and Planning (Credits: 3)
This course discusses the process of creating a marketing plan including analyzing the environment, establishing marketing objectives, and developing customer and marketing mix strategies. The course promotes the ability to motivate others, strategic thinking, multi-functional team experience and creativity.
MBA 6030 International Trade for Entrepreneurs (Credits: 3)
This course provides graduates with key concepts and skills to identify international opportunities/threats, analyze their impact, formulate appropriate strategies and implement applicable action plans to achieve company goals. It will help graduates to understand today's competitive global environment, marketing, finance, and policy. The course also examines legal, logistical, organizational and cultural issues.

MBA 6031 International Entrepreneurship: Case Studies (Credits: 3)
This course provides students the knowledge to start and manage a new business understating that it is a risky albeit potentially rewarding undertaking. The complexity and challenges (as well as the potential payoffs) facing entrepreneurs and business managers vary across different countries and are even greater when their business ventures are international in scope. This course addresses the issues specific to international venturing including search and identification of opportunities in foreign markets, logistics of international business expansion, cross-cultural business communication, and international sourcing, international deal-making and networking.

MBA 6032 Creating New Ventures (Credits: 3)
This course provides students the knowledge to master today's most effective corporate finance tools and techniques for successful entrepreneurial ventures. Creating New Ventures course follows a "life cycle of the firm" as it introduces the theories, knowledge, and financial tools any entrepreneur needs to start, build, and eventually harvest a successful business venture. Students will focus on sound financial management practices, such as how and where to obtain financial capital, the stages of financing, business cash flow models, and strategic positioning. Also, students even will gain important insights into effectively interacting with the financial institutions and regulatory agencies that are central to financing ventures. The course provides the knowledge and insights needed for entrepreneurial success.

DOCTORATE COURSES

DBA 8000 Issues and Trends (Credits: 3)
This course affords the opportunity to perform research on international, multicultural, multidiscipline, and multigenerational organizations. Several aspects will be examined; culturally leadership skills, styles, practices, and trends will be reviewed. Applications of theory and conversion to practice will be examined using case studies, demonstration, and practice. The latest organizational theories will be reviewed as well as team leadership, collaboration, facilitation, and ethical considerations.

DBA 8001 Leadership to Shape the Future (Credits: 3)
This course allows students to explore and examine the role of leadership in shaping learning organizations in the 21st century. Leadership is examined as the capacity of individuals and groups to generate and sustain significant organizational purposes and processes needed to shape the organization's future. It is presented as a multifaceted discipline of diverse roles and responsibilities. Major themes of study are: theoretical frames of organizational leadership, personal frames of leadership learning, and futuristic frames of organizational leadership.

DBA 8002 Creating and Leading in Effective Organization (Credits: 3)
This course explores the development of organizations with a purpose from the leader's perspective. Various leadership theories and research related to both leadership and organizational cultures are examined. Students will discuss the particular challenges and responsibilities encountered in shaping and creating an intentional organization. Major topics of study include leadership theories; leader-related skills and styles including team building; the role of ethics and ethical decision making in organizational settings; and managing organizational diversity.

DBA 8003 Knowledge Management and Intellectual Capital (Credits: 3)
This course introduces the students to some of the critical issues and debates in knowledge management. The course stresses the human and business aspects of knowledge management. It will be taught from the perspective of the user of technical tools and method. Currently, a company who does not care for its human capital, not motivating it
and not training it is determined to failure. Following the philosophy of the HIU learning model this course combines knowledge management and human capital with the application of research methods. The course introduces students to the ways in which organizations create, identify, capture, and distribute knowledge, i.e., knowledge management (KM). Topics include knowledge management principles; new organizations and human capital; integration of intellectual capital, and how to measurement it.

**DBA 8004 Organizational Theories and Processes (Credits: 3)**
This course analyzes the interactive process and functions between leaders and groups utilizing concepts, generalizations, theories and frames of reference to analyze organizations and requisite leadership for improving organizational operations.

**DBA 8005 Economics and Competitive Intelligence (Credits: 3)**
This course introduces participants to Economic and Competitive Intelligence (CI) as a management tool, contributing to developing skills and abilities to solve organizations' problems by the students. Economic and Competitive Intelligence pays fundamental attention to the understanding of CI, its resources, and scope. Particular attention is given to the identification of the kind of problems that CI can solve, the methods to do it and the ethical constraints of this discipline. This course has a practical approach, with a particular focus on the utilization of CI resources by any organization.

**DBR 9008 Information Search for Research (Credits: 6)**
This course introduces participants to the concepts and techniques of information search for scientific researchers. It also contributes to creating skills for conducting information searches in a proper way as well as to report correctly the results, based on literature search. The course puts the main focus on abilities for locating information sources, and on the evaluation and selection of those information sources appropriate in specific science fields. Attention is given as well to bibliographic formats and reference management systems to allow researchers create their own bibliographies.

**DBR 9009 Design and Research Methodologies (Credits: 6)**
This course is centered in offering the opportunity to survey the different alternatives to conducting a research in the business environments. The participant should gain a solid understanding of conducting and evaluating research. A set of activities is established to get the desired learning outcomes to successfully conduct a study to solve or look for possible answers to investigation questions. In this arena, the scientific method is widely accepted as an approach to systemically collect, analyze and report data to increase the understanding of a specific topic.

**DBR 9010 Applied Statistics in Research (Credits: 6)**
This course emphasizes the use of statistics in the context of research in the field of business administration. It is oriented to the development of competences in the use of descriptive, experimental and correlational research methods with the corresponding support of associated statistical techniques, such as descriptive measures, inferential statistical techniques and simple and multiple correlation / regression measures. Students participate in the data collection and analysis processes with the support of appropriate statistical software and perform the interpretation of the results which are integrated in APA-style research reports.

**DBR 9011 Collection and Analysis of Research Data (Credits: 6)**
This course offers commonly used statistical analysis for evaluating research data, selection of appropriate analysis procedures, evaluation and reporting of information, and application to problems. The phrase "field data collection & analysis" reflects the course's broad concern with the principles and problems related to designing (including proposal writing), planning, and implementing surveys; data analysis; and reporting research results.

**DOE 8002 Theoretical Foundations of Educational Environments (Credits: 3)**
This course is an overview of classic and contemporary theories of learning and their applications in educational technology and emerging orientations; implications for practice. Explores foundations, history, perspectives, and literature in the field. Enables students to think more critically about their efforts and career goals.
DOE 8003 Technology and Educational Institutions (Credits: 3)
This course examines how companies, governments and other groups should change with the changing economic and technological conditions, as do educational institutions. We live in a time of transition from education at a time when businessmen, politicians, academics and the wider community are defining what should be the education of the future. This course analyzed the main trends influencing education, and understand how teaching and learning institutions change with the development of information technologies.

DOE 8004 Knowledge Management Process in Education (Credits: 3)
In contrast to conventional education, an alternative education system would be based on knowledge management and rationalized by a practical learning theory based in a natural learning process. This practical learning theory can be used to build an alternative education system that transcends diversity and creates equal opportunity of learning for everyone. The system would be based on knowledge management and used to rationalize the design of programs, the development of curriculum and the facilitation of learning. It would also provide the basis for a practical teacher training program to provide teachers with clearly defined professional teaching competencies.

DOE 8005 Policy Analysis in Education (Credits: 3)
This course examines the ways in which educational policies influence the organization, form, and content of teaching and learning. It relates social and educational thought about the goals, purposes, and methods of schooling to federal, state, and local policy initiatives, and it explores how politics, social conditions, educational philosophies, and research frame these initiatives. Students will analyze policies and their implementation, as well as the theories about education, teaching, learning, and human behavior that underlie different policy paradigms.

DOE 8006 Cross-National and Cross-Cultural Perspective in Education (Credits: 3)
The main goal of this course is to help students understand the effect of such variation on the way that people think -- and feel. A secondary goal is to alert students to the ways in which those effects can be measured and to underline the contribution that different methods -- experiments, large scale surveys, and participant observation -- can make to our understanding of such effects. The final goal is to underline how educational provision and its impact vary dramatically across the globe. The course will teach students to describe and analyze cultural phenomena in our practices seem natural to us. Using sources from anthropologists, historians, their own lives. Through a study of samples from a variety of cultures, students will examine the fluidity and multiplicity of cultural identities and borders. Ways in which cultures change, how cultures shape and are shaped by individuals, how misunderstandings and tensions arise between cultures, and how those differences evolve are central issues in the course. Understanding some of the dynamics of cultural identity and difference is essential for becoming a global citizen.

DBD 9011 Dissertation Pre Project (Credits: 3)
This course focuses on formulating, the problem of research, the purpose, literature review and research questions before this work is evaluated by the committee chair and member. The dissertation pre-project paper represents the first stage in the dissertation process that ultimately will allow the student to demonstrate mastery of a chosen field of study and make an original contribution to that field. Usually 10-15 pages in length, a paper may differ slightly depending upon the topic and the expectations of instructor. The dissertation pre-project paper consists of the following two chapters: Chapter 1 (e.g., introduction, problem statement, purpose and definition of terms) and Chapter 2 (preliminary literature review and research questions).

DBD 9012 Dissertation Project (Credits: 6)
This course represents the first stage in the dissertation process that ultimately will allow the student to demonstrate mastery of a chosen field of study and make an original contribution to that field. Include chapter 1 and 2 of dissertation work. This course will culminate in the completion of the first corresponding benchmark: the dissertation project.
DBD 9013 Dissertation Proposal (Credits: 6)
This course emphasizes the formulation and writing of the dissertation proposal and the process for IRB approval. Methodology and content for each of the proposal chapters are defined, including a thorough discussion of the role of the literature review to support or refute the dissertation topic. This is the second benchmark in the dissertation’s process.

DBD 9015 Doctoral Dissertation Defense (Credits: 6)
Doctoral Dissertation Defense (DDD) involves 1. Data collection and implementation; 2. Dissertation Final Report and Submission; 3. Final Approval Process - Oral Defense. The Final Doctoral Dissertation Defense (DDD) is the culmination of years of research and writing. It is the last step toward the conferral of the doctoral degree. The DDD process aims to provide the candidate with the opportunity to showcase his/her work and have it probed deeply by members of the doctoral committee. This is the final benchmark in the dissertation process.