



CESAR VALLEJO COLLEGE
Florida, USA

CATALOG

11410 NW 20th Street
Suite 100
Sweetwater, Florida 33172
786-347-7427 main
786-360-5892 fax
www.cesarvallejocollege.com

November 2019 – Volume 3

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HISTORY

Dr. Cesar Acuña Peralta founded Universidad Cesar Vallejo in Peru in 1986 and Cesar Vallejo College in Miami, Florida in 2017.

On March 26, 1999, the university is successfully finalized and creates its governing bodies per the laws and regulations in effect at the time.

In compliance with the institutional regulations and university law, Dr. Cesar Acuña Peralta was elected unanimously as first Chancellor of Universidad Cesar Vallejo on April 19, 1999.

Currently, the University is comprised of 11 branches in the Peruvian cities of Trujillo, Tarapoto, Chiclayo, Piura, Chimbote, Huaraz, and Moyobamba, of which four are in Lima. Its most recent endeavor, Cesar Vallejo College, is located in the United States in the city of Miami, Florida.

Within the framework of internationalization efforts developed by the university in 2015, the creation of a higher education institution in the State of Florida, USA, was considered. The goal is to improve the overall quality of services provided and offer new opportunities for learning in diverse settings.

MISSION STATEMENT

The mission of Cesar Vallejo College is to train proficient, productive, competitive, and creative professionals, who act with great humanist and scientific sense. Our students are committed to sustained development to become innovative role models who protect and preserve our environment.

PHILOSOPHY

The process of hominization is developed by the incorporation of values; therefore, every educational action requires an axiological foundation whose sets of values respond to the formation of an individual.

Comprehensive training starts at home and is consolidated in the process of socialization. Education at all levels strengthens home education, continuing this process through college level.

Cesar Vallejo College considers the integration of all value dimensions so that their forging to the educational model enables the achievement of comprehensive training.

The college conceives a set of values that are part of its axiological frame as follows:

- Truth is the moment in which an intention or purpose finds verification, for instance, the aim of the college is to be coherent between what it proposes and what it implements. It's one of the main principles on which the moral conscience of the community of Cesar Vallejo lays.
- Justice is the recognition of the rights and the distribution with a criterion of fairness; it's the guiding axis that seeks to overcome barriers that impede the access to quality education to the strata of society that has fewer opportunities.
- Freedom is the autonomy of conscience to attain a coherent and balanced life, disseminate our ideas, and promote open discussion, to associate with individuals that share the same ideals.
- Honesty is the human quality determined by the consistency between what you think and your behavior towards your fellowmen. Along with justice, it demands to concede individuals what is fair. It also aims at maintaining coherence between educational goals and the performance of the college.
- Respect implies understanding and accepting individuals' conditions as human beings with rights and duties in a continuing process of spiritual and material improvement.
- Loyalty is the implicit compromise of solidary action for the search of common objectives. This implies the need to safeguard a favorable internal and external image of the institution and to make observations and suggestions to improve the quality of education provided.

- Tolerance is the process of acceptance of equality of human rights, respecting the differences to maintain good personal relationships and to improve the process of institutional development.
- Solidarity is the feeling of unity based on ideals and shared objectives; it is what drives social work and extension activities of the college.
- Social responsibility is the awareness of the fact that we live in a society and we have obligations towards it. It is the participative engagement of the college community to improve living conditions in vulnerable sectors.
- Innovation is the renewal of everything that becomes outdated to achieve excellence in accordance with the trends of a globalized world.
- Competitiveness is the efficient generation of natural resources, of our cultural diversity, and human potential to achieve excellence at a personal and social level.
- Productivity is the creation of natural resources in an efficient way so that the college obtains an added value in its processes and it may compete under optimum conditions in the regional, domestic and international markets.
- Democracy is the way of living based on the respect of human dignity, freedom, all people's rights, and each member of the community.
- Peace is the individual state of peace and welfare. It is the capacity of handling conflicts and overcoming them with non-violent means such as dialogue and negotiation; it is the fruit of harmonious co-existence among the members of the organization at Cesar Vallejo College.

STATEMENT OF PURPOSE

The goals of Cesar Vallejo College are:

- To keep, improve and transmit a universal culture with critic and creative sense fostering national identity in a plural and diverse cultural context.
- To foster, direct, and do research on humanities, science and technology, and encourage intellectual and artistic creation.

- To train professionals with solid humanistic, scientific, technical foundations and high academic standards so they become responsible citizens in accordance with the current and future necessities of our society. Likewise, to provide qualifications according to modern times and to develop ethical, civic attitudes of responsibility and social solidarity. To train professionals within a new concept of a teaching-learning process that responds to the necessities for domestic development, in the context of modernization and globalization of our society. Furthermore, to train the individual, professional and specialist, providing a quality education. In the same manner, to train the individual in his condition of free and creative human, with moral principles, supportive of his fellowmen, lifelong learner of his reality and his resources to transform these resources with the latest knowledge, skills, abilities, responsibilities, efficiency, and effectiveness so he can adapt to important changes in the world and to his local and national identity.
- To extend the actions and services to the community, fostering a comprehensive development of society with social responsibility. Likewise, to be an open space for a college education that promotes continuing learning, providing opportunities for personal realization and social mobility to educate citizens that actively participate in society and are open to the world to promote human rights, sustainable development, democracy, and peace.
- To promote, generate, and disseminate knowledge through investigation as part of services that will be offered to the community. Furthermore, to provide appropriate technical competencies to contribute to the cultural, social, and economic development of society.
- To contribute to the development and improvement of education at all levels, especially through the training of professors.
- To contribute to the awareness of regional and national reality.
- To implement work of prevision, alert, and prevention through a constant analysis of new social-economical tendencies, cultural and political, contributing to the definition and dealing of problems that affect the social welfare of communities, regions, and our country and world society.

- To promote college social programs among the college community so that it becomes an institution of local actions that supports activities for its development, integrating both its actions and resources.
- To comply with other functions under the constitution and law.

Ownership or Governance

Universidad Cesar Vallejo LLC d/b/a Cesar Vallejo College is a Florida limited liability company wholly owned by Universidad Cesar Vallejo S.A.C., a foreign corporation.

Board of Directors

The Board of Directors of Cesar Vallejo College is comprised of the following members:

César Acuña Peralta, CEO, Chairman of the Board
Juan Manuel Pacheco, President/Treasurer
César Acuña Nunez, Secretary

Americans with Disabilities Act

Cesar Vallejo College complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person be excluded, due to a disability, from enrolling in a course of instruction. Students should disclose special needs to the Admissions Director at the time of enrollment if they wish to avail themselves of special accommodations at any time that special needs are required.

For physically challenged students, Cesar Vallejo College has appropriate parking to facilitate entrance to the building. Restrooms are equipped with wide doorway and bars to accommodate wheelchair accessibility.

Student Complaint Process

Any student who feels they have not been treated fairly under Cesar Vallejo College policies has the right to file a written complaint. A complaint must be submitted to the Director of Academic Affairs. Complaints must be dated and sent by certified

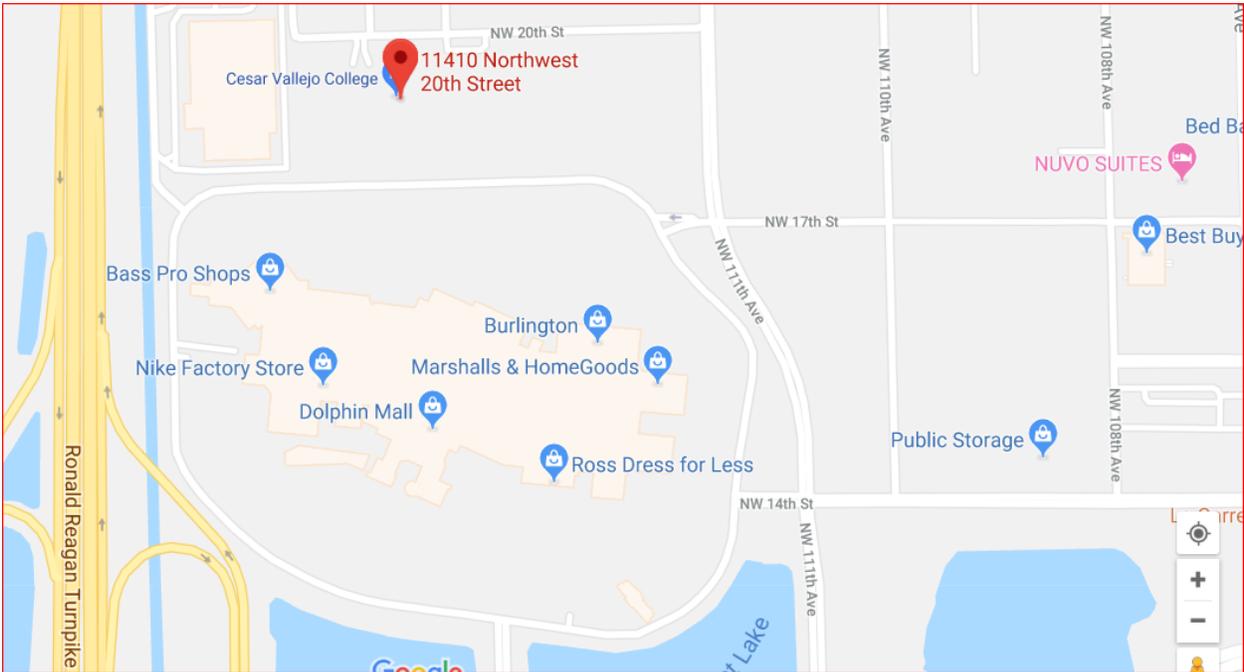
mail. Within 10 business days after receipt of complaint, the Director of Academic Affairs will inform the student regarding the institutional response to their complaint. Students have the right to file a Grievance with Cesar Vallejo College if students believe the College has not followed its policies. See the Grievance Procedures in this catalog.

Equal Opportunity Statement

Cesar Vallejo College will not deny admission or discriminate against students enrolled at the institution on basis of race, creed, color, sex, age, disability or national origin.

Description of Facilities and Equipment

The main campus is located at 11410 NW 20th Street, Suite 100, Sweetwater, FL 33172. Cesar Vallejo College encompasses over 2383 sq. ft. of classroom and offices. Cesar Vallejo College students can access a virtual library, student lounge, meeting room and computer laboratories. Cesar Vallejo College is close to major public transportation. Equipment used at Cesar Vallejo College is comparable to industry standards and meets all programs' objectives.



HOURS OF OPERATION

CLASSES

Monday through Friday 9:00 am – 9:00 pm

OFFICE HOURS

Monday through Friday 9:00 am – 5:00 pm

LIBRARY/RESOURCE CENTER

Monday through Friday 9:00 am – 5:00 pm

ACADEMIC CALENDAR

Spring Semester	January 7, 2020 - April 24, 2020
Summer Semester	May 4, 2020 - July 24, 2020
Fall Semester	August 24, 2020 - December 11, 2020

CVC offers mini terms within each of the semesters. These terms cover all the course credit hours in shorter periods of 8 weeks.

HOLIDAYS

Cesar Vallejo College observes the following holidays:

New Year's Day	01/01/20
Martin Luther King Jr.	01/20/20
President's Day	02/17/20
Spring Break	03/16/20 – 03/21/20
Easter Break	04/10/20 – 04/12/20
Memorial Day	05/25/20
Independence Day	07/03/20
Labor Day	09/07/20
Veterans Day	11/11/20
Thanksgiving Break	11/26/20 – 11/29/20
Holiday Recess	12/14/20 – 01/06/21

NOTE: Classes are not in session on the holidays listed above.

Privacy of Student Records

Cesar Vallejo College is committed to the protection of Student's rights and privacy of information. In Accordance with Public Law 93-380, Family Education Rights and Privacy Act of 1974, 1002.22, the College allows students to access their educational records, challenge records they believe to be inaccurate, incomplete or misleading, and limit the release of such information. Records will not be released without the written consent of the student. The student will be notified if a court subpoenas the records.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-5432, as amended by the Higher Education Technical amendments of 1991, Public Law 102-26, Cesar Vallejo College will provide statistics and procedures for reporting and deterring suspicious/criminal activity. Students unable to access this information are advised to obtain a printed copy.

ADMISSIONS

Admission Policy

Cesar Vallejo College offers educational opportunities to anyone who has the interest, desire and ability to pursue advanced study. A disability will not be used to deny admission to Cesar Vallejo College. Courses of study are offered at the Bachelor of Science Degree level. Applicants at a minimum must have a high school diploma or completion of GED. If student is under the age of 18, they must secure Parent/Guardian signature.

Cesar Vallejo College reserves the right to deny admission or re-admission to any student if the College authorities believe his/her admission is not in the best interest of the student or College.

General Information

For students enrolling at Cesar Vallejo College with courses taken at another institution, credits will be accepted if these courses are comparable to courses

offered at Cesar Vallejo College and are subject to approval by the Director of Admissions.

Students transferring to another institution: is the student's responsibility to confirm if credits will be accepted by the institution of the student's choice.

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

DEADLINES AND REQUIREMENTS

Requirements

Contact Cesar Vallejo College to obtain a complete Admissions Application via the college's website.

Submit proof of eligibility for admission:

- Submit a completed admissions application
- Pay a \$50 non-refundable admissions application fee
- Payment of tuition and fees by deadline indicated on Enrollment Agreement
- Submit a High School Diploma or a GED (General Education Diploma)
- Submit a copy of official High School transcripts or copy of the GED transcript
- Submit a copy of a valid government issued picture ID
- If student is under the age of 18, they must secure Parent/Guardian signature
- Complete the Cesar Vallejo College Placement Exam
- Online students must have access to the Internet

Cesar Vallejo College Placement Exam

Cesar Vallejo College offers all programs in English and Spanish. CVC requires all applicants to meet the minimum level requirements in Math, English and/or Spanish in order to enroll in college level credit courses in these programs. Students applying for enrollment in any of our programs, must show the required level of competencies in these areas. This is a placement exam used to measure the academic

competencies and abilities of the student. The exam is divided into three sections: Reading, Writing, and Mathematics. There are 30 questions per subject area. The test has no time limit; the average time to complete it is approximately 3 hours.

Students exempt from the exam:

- students who have received credits for college-level courses in Spanish, English and/or Math will be exempt from taking the placement exam.
- students who enroll in a program offered in English and who have taken the PERT exam (Postsecondary Education Readiness Test) within a period of less than 1 year with the scores of 123 or higher in Math, 106 or higher in Reading (English) and 103 or higher in Writing (English)

The minimum required score in each of the three areas (Math, Reading, and Writing) is 75%.

Spanish, English and Math preparatory courses:

Students who do not complete the minimum required score, must take SPN 0003, ENG 0001 and/or MAT 0002, offered at CVC. These are non-credit courses; therefore, the results are not considered in the computation of required credits for any program.

These courses introduce and develop students to learn and be trained in fundamental knowledge and skills in these areas and are designed to prepare the students in order to successfully enroll in our programs.

Re-Admission

Former students that wish to apply for re-admission must complete a new enrollment agreement and will be charged tuition and fees per the rates at the time of re-admission. Students must be in compliance with the College's Satisfactory Academic Progress policy. Students who desire to be readmitted must interview with the Admissions Office. The Director's approval is required for re-Admissions within a year from the student's withdrawal date. Requests are evaluated on a case by case basis. Upon re-admission to the College, students are required to pay a \$100.00 fee as listed on the Enrollment Agreement.

Transfer Students

Students wishing to transfer from another college must:

1. Complete all the steps of the Admissions Process, including payment of non-refundable application fee.
2. Request that Admissions/Registrars of previously attended colleges send official sealed transcripts directly to Cesar Vallejo College (not issued to student).
3. Upon request, provide course syllabi or a college catalog to the Admissions Office for use in evaluating courses completed at another institution.
4. Achieve a grade of 2.0 or better.
5. Pay a non-refundable \$50.00 fee for Admission and \$100.00 fee for Registration.

Course Transfer

Students transferring courses from a previously attended institution must maintain a 2.0 or above, on a 4.0 scale and must have received a minimum of "C" or its equivalent for acceptance. No credit is given for internship/co-op courses, or for academic courses with pass/fail or satisfactory/unsatisfactory grades. Transfer of credits to Cesar Vallejo College may not exceed 75% of the program's total number of credits.

These courses will be evaluated on course equivalency to determine relevancy and fulfillment of curriculum objective within Cesar Vallejo College.

If applicant attended or is a graduate of a foreign institution, all course work from the foreign institution must be evaluated for U.S. institutional equivalency. The official evaluation must be sent directly from the evaluation service. For evaluation, please contact a member agency of the National Association of Credential Evaluation Services <http://www.naces.org> such as:

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102nd Avenue
Miami, FL 33173
(305) 273-1616 www.jsilny.com

The process to transfer credits must be completed and approved prior to the first day of class. Transfer of credit may not exceed 75% of any program's total number of credits.

Conversion of Clock Hours for Credit Transfer

Courses in clock hours are evaluated using the following formulas:

- 15 lecture clock hours = 1 credit hour
- 30 laboratory clock hours = 1 credit hour
- 45 externship clock hours = 1 credit hour

STUDENT SERVICES

Counseling

Counseling is available to all students regarding their academic progress, placement opportunities and other related matters. Students must make an appointment with the Director of Career Planning and Placement.

The College maintains relationships with the Chamber of Commerce, and State and Federal Agencies to help meet our students' professional needs.

Finance Department

Cesar Vallejo College provides a Finance Department to accept payments of tuition and fees as well as to answer any basic questions about a student's account. Hours of operation are from 9:00 am – 5:00 pm during normal operating hours.

Career Services

Cesar Vallejo College helps graduates find employment in their field of study. The College assists students on career preparatory activities such as resume development, participation in career fairs and professional networking. All programs are designed to prepare graduates for entry-level positions. Resources are readily available to students; job placement assistance is accessible to all graduates through Career Services. Cesar Vallejo College cannot guarantee employment. However,

Career Services will make every effort to assist their students in their job search. The College is committed to make sure that students succeed.

Students requesting career service assistance must provide a signed authorization allowing Cesar Vallejo College to send their resume to potential employers as part of a graduate's job search, since Cesar Vallejo College complies with the Family Educational Rights and Privacy Act (FERPA).

Housing

Cesar Vallejo College provides information to students about reliable realtors and rental opportunities near campus. The College is located along major traffic arteries to allow easy commuting for students.

Parking

Private parking facilities are available in the surrounding areas of the College.

Campus Safety

Cesar Vallejo College maintains well-lit buildings with appropriate well-lit parking areas. Any incidents or suspicious persons are to be reported promptly to the College administration.

In case of fire, students should take note of exit signs in each building. In the event of an emergency, students should:

- Exit the building in an orderly fashion using the nearest exit.
- Stand at a safe distance from the building.
- Not re-enter the building until directed by the College administration.

Student Lounge

Cesar Vallejo College has an area designated for students to enjoy refreshments/snacks.

Personal Property

Cesar Vallejo College is not responsible for any kind of loss, theft, destruction or casualty to personal property of any kind owned by students, visitors or others.

Graduation

Cesar Vallejo College commencements ceremonies are held twice a year. To graduate, students are required to fulfill all financial obligations. Students must make an appointment with the Director of Admissions/Registration to complete a graduation application. Students will be awarded a Bachelor in Business Administration with majors in Management or International Business after having satisfactorily completed all academics requirements with a minimum cumulative GPA of 2.0. After review of the student's records, the Registrar will determine if the student may participate in the ceremony and shall notify the student in writing.

FINANCIAL SERVICES

General Information

Cesar Vallejo College provides institutional financial assistance to students who need financial aid to pay for some of their expenses. The Finance Department has established procedures which assure fair and consistent treatment of all applicants.

Cesar Vallejo College believes the primary responsibility for the educational cost lays with the student and his/her family. Institutional financial assistance is available to meet the student's tuition and institutional fees.

A student's financial need is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If the student does not receive institutional financial assistance while in the College, the student is responsible for all tuition and fees due to Cesar Vallejo College. Students should make an appointment with the Finance Department to ensure they understand the institutional financial assistance available to them.

Financial Assistance Programs:

Monthly Payment Plan

The Cesar Vallejo College Monthly Payment Plan is designed to assist students by facilitating monthly installments of monies owed to the College.

- **Coverage**

The plan covers 100% of tuition and fees.

- **Eligibility**
Student must be enrolled at Cesar Vallejo College to be eligible to apply. No minimum number of credits are required.
- **Term**
The student is responsible to pay the remaining balance on a monthly payment plan, financed at 0% for a term of up to four years, not to exceed 48 payments. Monthly payments will begin immediately upon commencement of classes and will be due the 1st day of each month.

Scholarships

The Cesar Vallejo College Scholarship is designed to assist students who demonstrate a need to pay their tuition.

- **Coverage**
The plan covers up to 50% of tuition only.
- **Eligibility**
Any student attending Cesar Vallejo College and maintaining a minimum GPA of 3.0 and a maximum student and/or family income of \$60,000 per year.
- **Term**
The student can receive scholarships up to four years not exceeding 50% of tuition or a total of \$13,000 for the Bachelor programs, and a total of \$6,500 for the Associate program.

How to Apply for Financial Assistance Programs

Cesar Vallejo College will gather:

- A complete Financial Assistance Application.
- Required financial information to determine your financial need.

Notes:

The Financial Assistance package is based on tuition and fees, student contribution, and enrollment status within an academic year.

You must re-apply for institutional financial assistance on an academic year basis.

Student Rights

All Cesar Vallejo College students have the right to:

- A copy of the documents describing the school's licensing credentials.
- Information about Cesar Vallejo College programs, its instructional programs, including course syllabus, physical facilities and its faculty.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information on how the school determines whether a student is making satisfactory progress and if not, understand the nature of the process.
- Information concerning special facilities and services available under the American with Disabilities Act.
- Information of financial assistance availability.
- Information concerning the school's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all school personnel.
- Access to their student records.
- Freedom of academic expression.

Students Responsibilities

It is the responsibility of each Cesar Vallejo College student to:

- Abide by the Cesar Vallejo College Student Code of Conduct.
- Read, understand, and keep copies of all forms received.
- Review enrollment guidelines.
- Know and meet all deadlines for applying or reapplying for aid.
- Provide all documentation, corrections, and/or new information to the Finance Department.
- Notify the school of any change in information since their initial application for financial assistance.
- Repay all loans.
- Understand the school refund policy which is stated under the Cancellation and Refund Policy section of this catalog.
- Read the contents of the Application for Admission carefully.
- Purchase or otherwise acquire books and supplies.
- Maintain school property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearance prior to graduation.
- Wear student ID at all times.

TUITION, FEES AND OTHER COSTS

Costs

The tuition fee schedule for all undergraduate's courses at Cesar Vallejo College has been calculated on a yearly basis and are subject to annual review and modification.

Non-Tuition Fees

Admission Fee **	\$ 50.00
Re-Admission Fee*	\$100.00
Registration Fee **	\$100.00
Late Registration Fee (<i>addition to registration fee</i>)	\$ 75.00
Validation of Credit Transfer	\$ 65.00
Withdrawal Fee	\$100.00 (per course)
ID Badge	\$ 10.00
Transcript Fee	\$ 30.00
Graduation Fee	\$ 50.00

*Must complete new Enrollment Agreement and will be charged Tuition and Fees per the rate at time of re-admission. **One-time fee.

Tuition Fees

- AS Business Administration
- BS Business Administration in Management
- BS Business Administration in International Business

Full Time	(per course)	\$ 650 USD
Semester	(15 credits)	\$ 3,250 USD
Total Tuition Associate	(60 credits)	\$13,000 USD
Total Tuition Bachelor	(120 credits)	\$26,000 USD

CVC offers the AS Business Administration program online and the BS Business Administration in Management program online. At this time, these are the only programs being offered online. The cost for these programs is the same as the classroom in-person programs.

Cesar Vallejo College reserves the right to make any changes in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration that the students of Cesar Vallejo College will be benefited. Financial changes will only apply to incoming new students. Students will be informed of all changes.

Test, Supplies and Special Fees

Students are required to furnish their own personal supplies such as pencils, pens, erasers, notebook, calculators, dictionaries as well as tape recorders if permitted. Workshops and seminars may be held throughout the year from various interest groups. If fees are to be charged, they will be published in advanced and are non-refundable.

Late Payment

If a student fails to make the tuition payment for the enrolled semester and is in default for more than 30 days, a 5% late fee will be assessed to the tuition portion of the semester.

Cancellation and Refund Policy

Tuition is computed based on the assumption that the student remains in class throughout the semester. A place in class has been reserved for each student. Tuition is refunded in accordance to the College's Cancellation/Withdrawal and Refund Policy. A student withdrawing from the College must submit a written notice to the Program Director.

A 100% refund will be given for cancellation at any time from the date of a student's registration to the day before the first scheduled day of the semester or from the date the student cancels his/her executed enrollment agreement within three (3) business days of signing the agreement. Cancellation following the 3rd business day, but before the first class, will result in a refund of all monies paid, except for the \$50.00 for admissions fee and \$100.00 for registration fee.

Any monies paid for supplies, books or equipment which are returned to Cesar Vallejo College and approved as acceptable, are refunded to a student who withdraws prior to the start of a semester, providing the student's items can be

resold. Cesar Vallejo College reserves the right to determine if above mentioned items are returnable.

Refunds will be made available within thirty (30) days from the date of the determination of a student's withdrawal or receipt of Cancellation Notice from the student.

Add/Drop Policy

A student must submit a formal request to the Program Director of his/her intention to add/drop a course. The drop date will be determined by the date on the formal request. Failure to submit a formal request to the Program Director of a change to the schedule, will result in the student being fully charged and not eligible for any refund.

If the student attends 1-7 days he/she will receive 100% refund, 8-14 days he/she will receive 50% refund, 15-31 days he/she will receive 25%, over 32 days, no refund.

Termination or Cancellation by Institution

The College maintains the right to terminate a student's enrollment in a course for a variety of reasons including, but not limited to:

- Course schedule changes
- Course cancellation due to low enrollment
- Student's non-fulfillment of course pre-requisites; or academic suspension
- Suspension for violation of the Code of Conduct

In the event of a course cancellation the student has an option of taking another course.

Withdrawal

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.

Students who withdraw from a course after the refund period will receive a grade of "W" (Withdrawal). Students that do not follow the Withdrawal Procedures will receive a "WF" (Withdrawal with Failing). A student may take a course a maximum

of three times. Additionally, upon the third attempt, the student will not be permitted to withdraw and will receive a final grade for the course.

For a student to be eligible to apply for a leave of absence, a student must have completed a full semester at Cesar Vallejo College. Student must have approval prior to the start of the leave of absence. An exception could be granted for a medical emergency.

Consequences

Withdrawing from a course will maintain your GPA; excessive withdrawals “W” (more than 2), may affect your academic standing, and thus place you in one of the Satisfactory Academic Progress categories. To remain in good Satisfactory Academic Progress Standing, the student must earn 67% of the credits in which he/she has registered; otherwise the student will experience academic penalties.

Withdrawing from a course after the refund period indicated on the schedule always has financial consequences. Money will not be reimbursed to the student.

RULES AND REGULATIONS

Conduct

Students are expected to maintain complete honesty and integrity throughout their enrollment at Cesar Vallejo College. Students must conduct themselves in a courteous, and professional manner thus enabling the College to recommend them to prospective employers.

Students under the influence of alcohol or unlawful possession of drugs or narcotics of any kind are subject to immediate dismissal. Students will be responsible for all College property damaged or destroyed with or without intent. Students are required to keep their work areas clean and orderly and return all equipment and supplies to their proper place before they leave the classroom or laboratory for the day.

Cell Phones

Cell phones must be off during classes.

Drug Policy

Cesar Vallejo College follows Federal Government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use or distribution of any illegal substance or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Harassment

Cesar Vallejo College supports a policy against harassment. Students, faculty, and administrative staff must work together in an atmosphere free of all forms of harassment, exploitation or intimidation.

Falsifying Records and Official Documents

Falsifying information or forging signatures on official academic documents such as drop/add forms, incomplete forms, petitions letter, or any other official College documents, will result in disciplinary actions.

College Transcripts

A request for a transcript must be in writing, signed by the student and requested with a minimum of one week. The full address of the person/place to which the transcript is to be sent must be included. An official transcript of the College will be forwarded directly to other College, prospective employers, or to other agencies at the request of a student.

Privacy of Student Records

Cesar Vallejo College adheres to the Family Educational rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by Admissions/Registrar's Office (academic records), Finance Department (financial records and accounts receivable records). The records are maintained in permanent digital files, and in fire proof cabinets

All authorized College personnel have access to student records for official purposes. A student is given access to his/her record within a reasonable time after submitting a written request to the custodian of that record (Admissions/Registrars, Finance Department).

If the content of any record is believed to be in error or inaccurate, the student has the right to a due process that allows for a hearing. The student must request the due process via a written request.

Student information is released to persons, agencies or legal authorities as required by legal process or by consent of a student. Information is released on a consent basis when the student has specified the information to be released and name(s) of person(s) to whom the information is to be released.

Dress Code

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate; therefore, professional dress and appearance are expected at the College.

- Identification badges – the college picture ID should be worn always on College premises.
- Proper oral hygiene.
- Heavy perfume and colognes are not permitted.
- Chewing gum is prohibited.

Academic and Administrative Dismissal Policy

A student may be dismissed from Cesar Vallejo College for disregarding administrative and academic policies. Causes for dismissal include, but are not limited to the following:

Professional Behavior

- Failure to adhere to College policies and procedures as outlined in the College Catalog.
- Willful destruction of College or student property.
- Theft of student or College property.
- Improper or illegal conduct such as hazing and/or sexual harassment.
- Use, possession and/or distribution of alcoholic beverages or illegal drugs.
- Cheating or plagiarism.
- Use of abusive language, including verbalization or gestures of an obscene nature.
- Threatening or causing physical harm to students, faculty, staff or others on campus while students are engaged in off-site learning experiences.

Academic and Administrative

Failure to meet minimum student's educational responsibilities and standards established by the program such as:

- Meeting deadlines for academic work and tuition payments.
- Provision of documentation, corrections and/or new information.
- Notification of any information that has changed since the initial application.
- Purchase or otherwise furnish required supplies.
- Maintenance of College property.
- Return of library books in a timely manner and payment of fines.
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services provided by the College.
- Failure to comply with policies and procedures listed in the College Catalog.

Grievance Procedures

Cesar Vallejo College believes that every student has a right to procedural due process in which a student has notice and opportunity to be heard. If the administration must take disciplinary measure against a student, the student may appeal the decision to the Grievance Committee within 3 working days.

Students are encouraged to resolve the problems through administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Affairs. The Director of Student Affairs is the facilitator/moderator of the grievance hearing and non-voting member. The Committee will hear evidence, ask questions review policies and will render advisory ruling upon the approval of the President, will become binding upon the administration as well as the student who filed the grievance. The Grievance Committee must respond to the student within 7 working days.

ACADEMIC POLICIES

Credit Hours

Credit for Cesar Vallejo College courses is calculated on a semester credit hour basis:

15 lecture clock hours = 1 semester credit hour

30 laboratory clock hours = 1 semester credit hour

45 externship clock hours = 1 semester credit hour

College Hours

The College is in session throughout the year, except for holidays and vacations. Please refer to the Hours of Operation section of this catalog. Classes are held Monday through Friday from 9:00 am to 9:00 pm.

Academic Advisement

All students are assigned an academic advisor. Cesar Vallejo College faculty and administration attend to each student's academic needs in a professional and caring manner.

Digital Library

Cesar Vallejo College Digital Library includes the Gale Virtual Reference Library and the ProQuest databases that store more than 5 million documents regarding different knowledge areas, particularly, the information required for the implementation of the academic programs being offered. Students can contact the LIRN Consortium Librarian via email for any level of research assistance.

General Education Courses

General Education is a component of Cesar Vallejo College's Bachelors' Degrees. Cesar Vallejo College's general education curriculum is designed to emphasize the ability to think, read, and write effectively and to understand quantitative data. These courses focus on the skills, techniques and procedures specific to each degree. They are intended to train students in inquiry and analytical skills. General Education courses afford the students the opportunity to gain a college level of literacy in humanities, social behavior sciences, and mathematics.

Guest Lectures

Cesar Vallejo College enhances the student's education by inviting speakers on a regular basis from the business and professional field. Guest lectures will address students on a variety of subject matters.

Attendance

Regular class attendance is essential to academic progress and is expected. Absences more than 20% of class hour, for any subject, may cause a student to be ineligible to take the final examination in the course. A student could be reinstated to class following a faculty evaluation of his/her abilities and performance. These determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension, or dismissal. Students must be admitted by the first day of class, otherwise, they will not be permitted to begin a course. In an emergency, if a student needs to be absent, it is the student's responsibility to arrange with the instructor to complete missed work. It is up to the discretion of the faculty if a student will be allowed to make up missed work or, in the case of excessive absences, to be referred to the Administration.

College Interruption

If the operation of the College is suspended at any time due to any "Act of God", strike, riot, or any other reason beyond the control of the College, refunds will be made per the refund policy, or students have the option of resuming their course work at a later date. Cesar Vallejo College may acquire an alternate geographic area to continue to provide course work.

Excused Absences

There shall be no grade penalty for a student who is absent from academic activities because of religious holiday observations in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities.

Unexcused Absences

Faculty members may impose a grade penalty for unexcused absences as described in the syllabus. A student accumulating five (5) or more unexcused classes may have final grades withheld.

Leave of Absences

To be eligible to apply for a leave of absence, a student must have completed a full semester at Cesar Vallejo College. The student must submit in writing a request for

the leave (with appropriate documentation) to the Registrar and Academic Affairs. Students must have approval prior to the start of a leave of absence. An exception could be granted for a medical emergency.

A leave of absence may be granted for a period not to exceed one hundred and twenty (120) days. Students are limited to two (2) leaves of absences in their career. Acceptable leaves of absences are: jury duty, military duty or circumstances covered under the Family Medical and Leave Act of 1993 (FMLA). The circumstances are birth of a child, adoption, and care for spouse, and/or serious health conditions.

A leave of absence is granted when there is a reasonable expectation a student will return to the college at the end of the leave of absence. Students must be evaluated/tested to determine the level of competency. Students taking an approved leave of absence will not incur any additional charges for the period of the approved leave. If a student fails to return to the school at the end of the approved leave of absence, then the student is withdrawn from Cesar Vallejo College and will be charged a re-admission fee when he/she re-enrolls.

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

School Withdrawal

When a student withdraws from Cesar Vallejo College, the student must submit a written notice to the Admissions Director. The notice must contain the reason for the withdrawal.

Academic Re-Admittance Policy

A student must apply for re-admission to the College after a voluntary withdrawal before being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admission policy is as follow:

1. Student must obtain permission from the Admissions Director to re-enroll.
2. Student must obtain the Finance Director's signature on the re-entry documents indicating all financial obligations to the college have been met. If a student has been out of the college for more than thirty (30) days, a re-admission fee of \$100.00 must be paid.

3. If a student has been out of the school for more than one (1) year, the student may no longer have the necessary skills for his/her respective program. The decision for re-admission is made by the Registrars/Admissions Director. If a student has been out of school for more than thirty (30) days, the Admissions Director may grant approval.
4. Students are re-admitted on the current tuition charges.
5. After obtaining required signatures on re-admission documentation, a re-admitted student must return the documentation to the Registrars/Admissions Director to be scheduled for classes.

Disciplinary Re-Admission Policy

A student must apply for re-admission to the college after being withdrawn for disciplinary reasons. The re-admission policy is as follows:

1. Students re-entering are placed on a disciplinary probation until graduation.
2. If there are no violations of the Student Rules and Regulations at the conclusion of enrollment at Cesar Vallejo College, the student's records within the probationary period will be cleared.

Academic Load

To be considered full-time, a student must carry a load of twelve (12) or more credit hours per semester (up to 18) which is a normal academic load.

Testing

Classroom testing is necessary for each course. Cesar Vallejo College policy requires that each student completes and passes the required examinations per the instructor's schedule to receive a passing grade. All examinations are announced in advance so students may be prepared. Any examinations not completed by the deadline set by the instructor may result in an automatic failure for that examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular classroom hours on the day of the last class scheduled.

Testing for online courses

All required activities, the specifications on how to present assignments, as well as the respective evaluation criteria, are housed in the student's virtual classroom. Students will upload all assignments to the virtual classroom. Using virtual classroom tools, teachers evaluate the assignments and documents uploaded by the student.

Partial and final exams are conducted virtually, according to the characteristics of the course and appropriate programming. The platform features virtual media and technological processes to prevent impersonation. The use of camera and videotape are used for this purpose as well.

Grade Level

Year	Grade Level	Semester Credits
Freshman	1	0-30
Sophomore	2	31-61
Junior	3	62-90
Senior	4	91-120

Grading

Students are awarded letter grades for work undertaken at Cesar Vallejo College. Academic work is evaluated, and grades are assigned at the end of each term to indicate a student’s level of performance. Criteria upon which a student’s performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student’s work as shown by written tests, lab assignments, class projects and homework and other assignments. The value of a grade is as follows and is based on a 4.0 scale:

Grading Scale

A	Excellent	90-100%	4.0
B	Good	80-89.99%	3.0
C	Average	70-79.99%	2.0
D	Poor	65-69.99%	1.0
F	Failing	Up to 64.99%	0.0
I	Incomplete	Not computed*	
W	Withdrawal/Prior to 50% completion	Not computed	
WF	Withdrawal/After 50% completion		0.0
WNA	Withdrawal/Non-Attendance	Not computed	

*Converts to grade “F” if no grade is entered by the end of two (2) weeks.

A failing grade is used in computation of both qualitative and quantitative progress. Grades are reports of a student's progress provided to the student. Students receiving an incomplete in any subject must meet their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incomplete must be completed within (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period, without administrative approval, results in a failing grade.

Repeating Courses

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher final grade is used in computation of cumulative grade point average at Cesar Vallejo College. No course may be repeated more than two (2) times and a tutorial course will be required. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Admissions Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade ("A", "B" or "C") has been earned may not be repeated for grade average purposes. All credits attempted are considered when calculating quantitative satisfactory Academic Progress status.

Satisfactory Academic Progress

Students at Cesar Vallejo College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 2.0 after completing his/her first semester at Cesar Vallejo College. All students must achieve a minimum grade of 2.0 for the second semester and must maintain a cumulative grade average of at least 2.0 to graduate from Cesar Vallejo College.

A student whose cumulative grade falls below 2.0 is placed on academic probation for the next semester. A student on academic probation who brings his/her grade average to 2.0 in a given semester, without attaining a cumulative 2.0 while on academic probation, is allowed to remain in school. As long as he/she meets the minimum standards each semester, a student is allowed to remain in school.

A student who is re-admitted after dismissal for failure to meet this qualitative standard is readmitted on academic probation.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. The normal timeframe is measured in credits hours attempted (rather than semesters) to accommodate a full-time schedule.

To ensure completion of a program within the maximum timeframe, Cesar Vallejo College requires students to successfully complete 67% of credits hours attempted the first academic year and each semester thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory progress. All students must have completed a minimum of 67% of credit hours attempted to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of the first academic year or any subsequent semester is placed on an academic probation for the next semester.

A student who completes 67% of credit hours attempted in a semester while on academic probation is allowed to remain in school. A student may continue on academic probation even though his/her cumulative completion rate is below 67% if he/she meets the minimum standards for each semester. A student on academic probation who brings his/her completion rate to 67% is removed from academic probation. A student on probation who does not complete 67% of the credits attempted by the end of the semester is dismissed from Cesar Vallejo College.

A student who has been dismissed may reapply to Cesar Vallejo College after remaining out of school for one full semester. At that time, the student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe.

A student who is re-admitted after dismissal for failure to meet the quantitative standards is readmitted on academic probation.

Academic Suspension

If, after a semester of probation, a student does not meet the academic standards outlined above, the student will be suspended. Students may not be re-admitted for a period of one full semester.

Online Education

Description of online program:

- CVC offers the Associate in Business Administration and the Bachelor of Business Administration in Management in an online mode, in either English or Spanish. The learning sessions are conducted virtually allowing students to carry out autonomously, at first, specific low complexity processes, aimed at understanding conceptual aspects using resources such as eBooks, videos and database resources for learning. And subsequently, perform procedural activities aimed towards applying the conceptual knowledge, along with a virtual tutor and fellow students, during the hours devoted to meetings in the virtual classroom setting or synchronous forums.
- Theoretical concepts are reviewed and comprehended autonomously by the student. Using various tools provided by the virtual tutor; such as, videos or podcasts, and subsequently, using synchronous virtual hours to discuss and clear questions regarding the material provided, to apply learned concepts and to participate in discussion forums.
- The student receives a virtual orientation on how to navigate the platform through video tutorials and online manuals that cover topics such as; platform access, how to navigate through the course material, how to view announcements from the virtual tutor, forum participation, videoconference participation, how to answer a questionnaire, homework uploading, how to view grades, and how to personally communicate with the tutor or fellow students.
- Cesar Vallejo College Digital Library includes the Gale Virtual Reference Library and the ProQuest databases that store more than 5 million documents regarding different knowledge areas, particularly, the information required for the implementation of the academic programs being offered. Students can contact the LIRN Consortium Librarian via email for any level of research assistance.

Credit Transfer for online students:

- Students transferring courses from a previously attended institution must maintain a 2.0 or above, on a 4.0 scale and must have received a minimum of “C” or its equivalent for acceptance. No credit is given for internship/co-op courses, or for academic courses with pass/fail or satisfactory/unsatisfactory grades.
- If applicant is transferring from a US institution, they must request official sealed transcripts from previously attended institutions, to be mailed directly to CVC. If applicant attended or is a graduate of a foreign institution, all course work from the foreign institution must be evaluated for U.S. institutional equivalency. Applicants will be directed to submit their course work to a NACES member organization by completing and following the instructions on their application to submit documentation for evaluation of foreign educational credentials. Once the evaluation is completed, the results are mailed by the agency to CVC by courier.
- Transfer of credits to Cesar Vallejo College may not exceed 75% of the program’s total number of credits.
- These courses will be evaluated on course equivalency to determine relevancy and fulfillment of curriculum objective within Cesar Vallejo College
- For students requesting credit by examination, the exam will be administered like any other exam through our virtual platform. The student will be provided with access and instructions to the platform for the purpose of taking the exam.

Distribution of materials:

Learning resources such as multimedia resources, specialized e-books, videos, readings, among others, will be hosted on the virtual platform. Utilizing their username and personal password, students can access their virtual classroom and use the various resources offered.

Testing:

All required activities, the specifications on how to present assignments, as well as the respective evaluation criteria, are housed in the student’s virtual classroom. Students will upload all assignments to the virtual classroom. Using virtual classroom tools, teachers evaluate the assignments and documents uploaded by the student. Partial and final exams are conducted virtually, according to the characteristics of the course and appropriate programming. The platform features virtual media and technological processes to prevent impersonation.

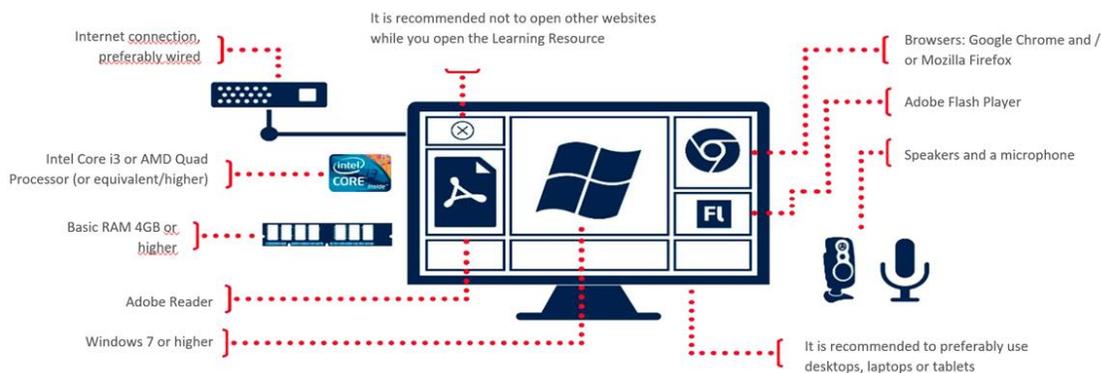
Support for student inquiries:

Academic questions and comments will be responded by the virtual tutor and/or academic assistant in a period no longer than 24 hours; and those of a technical nature, are answered immediately during business hours, and within 12 hours outside these hours.

Equipment and supplies needed:

To use the virtual platform, students must have access to: the internet, a computer or mobile device, a headset, a microphone and a webcam for videoconferencing.

Technical specifications and recommendations for users:



Technical support:

CVC offers the following services through its technical support area:

- Phone support at 786-347-7427 is open Monday to Friday 9:00 am- 5:00 pm
- Whatsapp Support at 786-347-7427 is open Monday to Friday 9:00 am- 9:00 pm
- Email support at Coord.tecnol.cvc.virtual@cvallejocollege.com responding to inquiries within 24 hours.
- The virtual platform has video tutorials to help the student and virtual tutor; as well as PDF manuals that serve as self-help.

Student Services available to online students:

Counseling is available to all students regarding their academic progress, placement opportunities and other related matters. Counseling such as; personalized career coaching, job search strategy, how to maximize online resources, resume preparation, internship search, job fair success strategies, and interviewing skill building, amongst others. Students must make a virtual appointment with the department of Career Planning and Placement. The meeting can take place in the virtual platform, via phone or in person.

PROGRAMS OFFERED

- AS Business Administration
- BS Business Administration in Management
- BS Business Administration in International Business

Courses must be taken in sequence order; certain courses require a pre-requisite course. All courses are offered in English and Spanish.

The AS and BS Business Administration programs are also offered online. Courses must be taken in sequence order; certain courses require a pre-requisite course. All courses are offered in English and Spanish.

Associate of Science Business Administration

PROGRAM OBJECTIVE:

The main objective of the Associate of Science degree in Business Administration program is to train professionals capable of assuming management or supervisory roles in business, government and industries. Preparing the student with basic skills in a broad range of business functions including accounting, marketing and management.

PROGRAM DESCRIPTION:

The program has been structured including the following components: (i) General Education (36 credit hours); and (ii) business core (24 credit hours). The Associate of Science degree in Business Administration teaches the fundamentals of organization, staffing, employee relations, business communication and public relations amongst others. It aims at achieving an exit profile with general and specific competencies so that students become successful professionals that perform accordingly in a professional world and apply, produce, and develop knowledge contributing to the development and growth of the individual, the organization and the community. It seeks to train professionals with an entrepreneurial attitude. The program is comprised of 20 courses and a total of 60 credits.

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title	Credit Hours	Clock Hours	Pre-Requisites
GENERAL EDUCATION – REQUIRED (9 courses: 27 credits)				
ENG 0101	English Composition I	3		(1)
ENG 0102	English Composition II	3		ENG 0101

PHI 2010	Introduction to Philosophy	3		None
POS 2041	American Federal Government	3		ENG 0102
BSC 1005	General Education Biology	3		None
STA 2023	Introduction to Statistics	3		(1)
MAC 1105	College Algebra	3		(1)
PHY 1025	Basic Physics	3		MAC 1105
ECO 2013	Principles of Macroeconomics	3		STA 2023
GENERAL EDUCATION – ELECTIVES (select 3 courses: 9 credits)				
HUN 1201	Introduction to Human Nutrition	3		None
Select one of these two:				
PSC 1121	Introduction to Physical Science	3		None
AST 1002	Descriptive Astronomy	3		None
Select one of these two:				
EVR 1001	Introduction to Environmental Science	3		None
EGS 1041	Technology, Humans and Society	3		None
Select one of these two:				
PHI 2604	Critical Thinking	3		None
MAT 0987	Foundation of Quantitative Reasoning	3		None
(1) NOTE: Based on the Cesar Vallejo College placement exam results, student may have to take a preparation course in English and/or Math (no credit course).				
BUSINESS CORE – REQUIRED (8 courses: 24 credits)				
BUL 2241	Business Law	3		None
MAN 2021	Principles of Management	3		None
MAT 1140	Financial Math	3		None
QMB 2100	Basic Business Statistics	3		MAC 1105
ACG 2021	Financial Accounting	3		MAC 1105
MAR 2023	Introduction to Marketing	3		MAC 1105
ACG 2016	Corporate Finance	3		MAT 1140
ECO 2023	Microeconomics	3		ECO 2013
TOTAL CREDITS TO BE COMPLETED:		60		

All courses are available online.

COURSE DESCRIPTION

COURSE TITLE: ENGLISH COMPOSITION I

CODE: ENG0101

The curricular experience of English Composition I pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It is designed to develop skills and competence in writing prose compositions, reading, and listening. The student will learn to compose essays and other works using various methods of development.

COURSE TITLE: ENGLISH COMPOSITION II

CODE: ENG0102

The curricular experience of English Composition II pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. Students will learn the conventions of standard edited American English. Students will compose informative and persuasive essays, write responses to a variety of literary genres, and/ or non-fiction, and produce a documented paper based on research.

COURSE TITLE: INTRODUCTION TO PHILOSOPHY

CODE: PHI2010

The curricular experience of Philosophy pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at developing reflective, argumentative, and critical skills towards investigation. It comprises contents related to ontology, gnoseology, philosophical anthropology, axiology, epistemology, logic. This course includes a review in the history of Philosophy.

COURSE TITLE: American Federal Government

CODE: POS2041

The curricular experience of American Federal Government pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This course focuses in the origins, organization, and policies of the government and political system of the United States of America.

COURSE TITLE: General Education Biology

CODE: BSC1005

The curricular experience of General Education Biology pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This course covers the basic concepts in the biological sciences. The course includes evolution, genetics, cellular and molecular biology, and reproduction of living organisms.

COURSE TITLE: INTRODUCTION TO STATISTICS

CODE: STA2023

The curricular experience of Introduction to Statistics pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at training students in the capacity of approaching and solving problems of investigations and making decisions that contribute to the comprehensive development of the individual and the community using statistical techniques and tools to collect, process, and analyze data. The course is comprised of the following content: investigation foundations and descriptive statistics; techniques applied to scientific investigation and the testing of hypothesis and investigation report.

COURSE TITLE: COLLEGE ALGEBRA**CODE:** MAC1105

The curricular experience of College Algebra belongs to the area of General Education; its nature is theoretical and practical, and it is a required course. It comprises the following contents with applications in the business world: functions, graphs, limits, exponential and logarithmic functions, differentiation, integration, inequalities and linear programming.

COURSE TITLE: Basic Physics**CODE:** PHY1025

The curricular experience of Basic Physics pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This is a general education course in Physics. The course introduces the fundamentals laws of Physics including units of measure, kinematics and dynamic, conservation laws, fluids and temperature.

COURSE TITLE: PRINCIPLES OF MACROECONOMICS**CODE:** ECO2013

The curricular experience of Principles of Macroeconomics belongs to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It comprises the following contents: Added supply and demand; Monetary market; Exchange market; Economic policy; Global economy.

COURSE TITLE: Introduction to Human Nutrition**CODE:** HUN1201

The curricular experience of Introduction to Human Nutrition pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This is a course focused in the student familiarization with the role of the nutrients (vitamins, proteins, minerals, etc.) for humans. This course studies metabolic processes and human health during the various stages of the life cycle.

COURSE TITLE: Introduction to Physical Science**CODE:** PSC1121

The curricular experience of Introduction to Physical Science pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This course fulfills the fundamental requirements of Physical Sciences and it is an introduction to the major concepts in some of the natural sciences including Astronomy, Physics, Chemistry, Geology, and Meteorology. This course aims to stimulate the interest of students, through rational thinking, in the natural sciences and the deepen their understanding of how nature works.

COURSE TITLE: Descriptive Astronomy**CODE:** AST1002

The curricular experience of Descriptive Astronomy pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This course is an introduction to Astronomy covering the study of origin, evolution, and description of the major objects in the Universe: galaxies, stars, planets, and minor bodies mainly focused in the Solar System. The course reviews the principal milestones in the history of Astronomy from the ancient times to the present as well as the main instruments used in the field.

COURSE TITLE: INTRODUCTION TO ENVIRONMENTAL SCIENCE

CODE: EVR1001

The curricular experience of Introduction to Environmental Science pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It aims at developing cognitive skills, attitudes and environmental awareness that enable the students to have an active role as responsible citizens, undertaking actions using environmental management tools. It comprises aspects related to environmental impact of human activities, and education for sustainability.

COURSE TITLE: TECHNOLOGY, HUMANS AND SOCIETY**CODE: EGS1041**

The curricular experience of Technology, Humans and Society pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It explores the interaction between technology, culture and quality of human life. Emphasis will be placed on the impact of technologies to society and the challenges and opportunities offered.

COURSE TITLE: CRITICAL THINKING**CODE: PHI2604**

The curricular experience of Critical Thinking pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. Its goal is that students make valued and critical judgments on the process of development of society, and its diverse aspects: geographic, social, economic, and political. It comprises the following aspects: process of society, morphology of society; population, economic sectors, production, health, education, housing and poverty, the main social, economic, and political issues, Issues of debate in the 21st century.

COURSE TITLE: FOUNDATION QUANTITATIVE REASONING**CODE: MAT0987**

The curricular experience of Foundation Quantitative Reasoning pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It aims at organizing and developing the logical thought using strategies to apply principles, rules, and procedures from deductive-hypothetical thought, identifying, discriminating, systematizing, modeling, abstracting, and presenting information of the surrounding environment with initiative, criticism, and responsibility. It develops aspects related to inductive and deductive logic, proportionality, and actual functions.

COURSE TITLE: BUSINESS LAW**CODE: BUL2241**

The curricular experience of Business Law pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at directing the knowledge and own procedures of business law in the organizational development. It is comprised of the following content: trading companies, securities, asset crisis, labor legislation of the private sector, and tax administration systems.

COURSE TITLE: PRINCIPLES OF MANAGEMENT**CODE: MAN2021**

The curricular experience of Principles of Management pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. This course covers the fundamental management principles. It is focused in concepts of planning, organization, and controlling. It covers the management of organizations or businesses in order to obtain the maximum employee satisfaction and optimum performance. Topics such as; business ethics and social responsibility are covered.

COURSE TITLE: FINANCIAL MATH

CODE: MAT1140

The curricular experience of Financial Math pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing concepts, formulas, proceedings, tools and fundamental methods of financial math in business, optimizing the financial management of business resources over the time. It is comprised of the following content: simple and compound interest, discount, annuities and amortizations, and gradients and depreciations.

COURSE TITLE: BASIC BUSINESS STATISTICS**CODE: QMB2100**

The curricular experience of Basic Business Statistics pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It applies quantitative statistic methods to business problems and is an introduction to methods of describing, graphically presenting, measuring and analyzing statistical data. The course emphasizes on the application of various statistical techniques to support business decisions.

COURSE TITLE: FINANCIAL ACCOUNTING**CODE: ACG2021**

The curricular experience of Financial Accounting pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at identifying, interpreting, and valuing accounting and financial information to make decisions at a managerial level. It is comprised of the following content: accounting concepts and principles; accounting for business operations, financial statements and its relations, records of business operations, the accounting cycle, accounting information systems, and accounting of assets and liabilities.

COURSE TITLE: INTRODUCTION TO MARKETING**CODE: MAR2023**

The curricular experience of Marketing pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing the fundamentals and tools of modern Marketing to maximize the economic benefits of the organization in the global and competitive market. It is comprised of the following content: the market, positioning, marketing mix: product, price, distribution, promotion, publicity, staff, process, and perception.

COURSE TITLE: CORPORATE FINANCE**CODE: ACG2016**

The curricular experience of Corporate Finance pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing an understanding and tools for the financial analysis and the making of decisions of investment and financing. It is comprised of the following content: short and long-term planning and financial administration, administration of credits and inventories, company evaluation, internal and external sources of financing, indebtedness policy, and dividends policy.

COURSE TITLE: MICROECONOMICS**CODE: ECO2023**

The curricular experience of Microeconomics pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It is comprised of the following content: added supply and demand, monetary market, exchange market, economic policy, and global economy.

Bachelor of Science

Business Administration in Management

PROGRAM OBJECTIVE:

The main objective of the Bachelor of Science degree Business Administration in Management online program is to train students to become successful and strategic professionals capable of understanding and managing all aspects of business. Students develop skills in leadership, critical-thinking, communication and interpersonal skills to lead teams effectively and contribute to an organization's success.

PROGRAM DESCRIPTION:

The program has been structured including the following components: (i) General Education (36 credit hours); (ii) business core (24 credit hours); major courses (60 credit hours). The Business Administration in Management program prepares students for a career in business with a foundation in principles of business such as management, finance, statistics, accounting and more. It equips students with increased proficiency in various skills such as communication, effective supervision, technology, and decision making, in order to advance as business leaders within their organization and community. The program is comprised of 40 courses and a total of 120 credits.

All courses are available online.

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title	Credit Hours	Clock Hours (If Applicable)	Pre-Requisites
GENERAL EDUCATION – REQUIRED (9 courses: 27)				
ENG 0101	English Composition I	3		(1)
ENG 0102	English Composition II	3		ENG 0101
PHI 2010	Introduction to Philosophy	3		None
POS 2041	American Federal Government	3		ENG 0102
BSC 1005	General Education Biology	3		None
STA 2023	Introduction to Statistics	3		(1)
MAC 1105	College Algebra	3		(1)
PHY 1025	Basic Physics	3		MAC 1105
ECO 2013	Principles of Macroeconomics	3		STA 2023
GENERAL EDUCATION – ELECTIVES (select 3 courses: 9 credits)				
HUN 1201	Introduction to Human Nutrition	3		None
Select one of these two:				

PSC 1121	Introduction to Physical Science	3		None
AST 1002	Descriptive Astronomy	3		None
Select one of these two:				
EVR 1001	Introduction to Environmental Science	3		None
EGS 1041	Technology, Humans and Society	3		None
Select one of these two:				
PHI 2604	Critical Thinking	3		None
MAT 0987	Foundation of Quantitative Reasoning	3		None
(1) NOTE: Based on the Cesar Vallejo College placement exam results, student may have to take a preparation course in English and/or Math (no credit course).				
BUSINESS CORE – REQUIRED (8 courses: 24 credits)				
BUL 2241	Business Law	3		None
MAN 2021	Principles of Management	3		None
MAT 1140	Financial Math	3		None
QMB 2100	Basic Business Statistics	3		MAC 1105
ACG 2021	Financial Accounting	3		MAC 1105
MAR 2023	Introduction to Marketing	3		MAC 1105
ACG 2016	Corporate Finance	3		MAT 1140
ECO 2023	Microeconomics	3		ECO 2013
MAJOR COURSES – REQUIRED (20 courses: 60 credits)				
ENT 4113	Entrepreneurship	3		None
ACG 2071	Management Accounting	3		None
MAR 4860	Customer Relationship Management	3		None
MAN 4673	Trade Policy and Business	3		None
FIN 3403	Financial Management	3		MAT 1140
TRA 4214	Logistics Strategy	3		ECO 2013
MAC 2233	Business Calculus	3		MAC 1105
QMB 3200	Applied Business Statistics	3		QMB 2100
FIN 4604	International Financial Management	3		ACG 2016

BUS 4351	Cost and Budgets	3		ACG 2021
MAN 4720	Strategic Management	3		FIN 4604
MAN 4301	Human Resource Management	3		MAN 2021
MAN 3025	Organization and Management	3		MAN 2021
MAN 4151	Organizational Behavior	3		MAN 2021
MAN 4600	International Management	3		MAN 4301
MSL 3201	Leadership and Problem Solving	3		MAN 2021
MAR 4804	Marketing Strategy	3		MAR 2023
MAR 3023	Marketing Management	3		QMB 3200
MAR 4643	Decision Making and Negotiations	3		QMB 3200
QMB 4680	Operations Analysis	3		MAR 4804
TOTAL CREDITS TO BE COMPLETED:		120		

All courses are available online.

COURSE DESCRIPTION

COURSE TITLE: ENGLISH COMPOSITION I

CODE: ENG0101

The curricular experience of English Composition I pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It is designed to develop skills and competence in writing prose compositions, reading, and listening. The student will learn to compose essays and other works using various methods of development.

COURSE TITLE: ENGLISH COMPOSITION II

CODE: ENG0102

The curricular experience of English Composition II pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. Students will learn the conventions of standard edited American English. Students will compose informative and persuasive essays, write responses to a variety of literary genres, and/ or non-fiction, and produce a documented paper based on research.

COURSE TITLE: INTRODUCTION TO PHILOSOPHY

CODE: PHI2010

The curricular experience of Philosophy pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at developing reflective, argumentative, and critical skills towards investigation. It comprises contents related to ontology,

gnoseology, philosophical anthropology, axiology, epistemology, logic. This course includes a review in the history of Philosophy.

COURSE TITLE: AMERICAN FEDERAL GOVERNMENT

CODE: POS2041

The curricular experience of American Federal Government pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This course focuses in the origins, organization, and policies of the government and political system of the United States of America.

COURSE TITLE: GENERAL EDUCATION BIOLOGY

CODE: BSC1005

The curricular experience of General Education Biology pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This course covers the basic concepts in the biological sciences. The course includes evolution, genetics, cellular and molecular biology, and reproduction of living organisms.

COURSE TITLE: INTRODUCTION TO STATISTICS

CODE: STA2023

The curricular experience of Introduction to Statistics pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at training students in the capacity of approaching and solving problems of investigations and making decisions that contribute to the comprehensive development of the individual and the community using statistical techniques and tools to collect, process, and analyze data. The course is comprised of the following content: investigation foundations and descriptive statistics; techniques applied to scientific investigation and the testing of hypothesis and investigation report.

COURSE TITLE: COLLEGE ALGEBRA

CODE: MAC1105

The curricular experience of College Algebra belongs to the area of General Education; its nature is theoretical and practical, and it is a required course. It comprises the following contents with applications in the business world: functions, graphs, limits, exponential and logarithmic functions, differentiation, integration, inequalities and linear programming.

COURSE TITLE: BASIC PHYSICS

CODE: PHY1025

The curricular experience of Basic Physics pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This is a general education course in Physics. The course introduces the fundamentals laws of Physics including units of measure, kinematics and dynamic, conservation laws, fluids and temperature.

COURSE TITLE: PRINCIPLES OF MACROECONOMICS

CODE: ECO2013

The curricular experience of Principles of Macroeconomics belongs to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It comprises the following contents: Added supply and demand; Monetary market; Exchange market; Economic policy; Global economy.

COURSE TITLE: INTRODUCTION TO HUMAN NUTRITION

CODE: HUN1201

The curricular experience of Introduction to Human Nutrition pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This is a course focused in the student familiarization with the role of the nutrients (vitamins, proteins, minerals, etc.) for humans. This course studies metabolic processes and human health during the various stages of the life cycle.

COURSE TITLE: INTRODUCTION TO PHYSICAL SCIENCE

CODE: PSC1121

The curricular experience of Introduction to Physical Science pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This course fulfills the fundamental requirements of Physical Sciences and it is an introduction to the major concepts in some of the natural sciences including Astronomy, Physics, Chemistry, Geology, and Meteorology. This course aims to stimulate the interest of students, through rational thinking, in the natural sciences and the deepen their understanding of how nature works.

COURSE TITLE: DESCRIPTIVE ASTRONOMY

CODE: AST1002

The curricular experience of Descriptive Astronomy pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This course is an introduction to Astronomy covering the study of origin, evolution, and description of the major objects in the Universe: galaxies, stars, planets, and minor bodies mainly focused in the Solar System. The course reviews the principal milestones in the history of Astronomy from the ancient times to the present as well as the main instruments used in the field.

COURSE TITLE: INTRODUCTION TO ENVIRONMENTAL SCIENCE

CODE: EVR1001

The curricular experience of Introduction to Environmental Science pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It aims at developing cognitive skills, attitudes and environmental awareness that enable the students to have an active role as responsible citizens, undertaking actions using environmental management tools. It comprises aspects related to environmental impact of human activities, and education for sustainability.

COURSE TITLE: TECHNOLOGY, HUMANS AND SOCIETY

CODE: EGS1041

The curricular experience of Technology, Humans and Society pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It explores the

interaction between technology, culture and quality of human life. Emphasis will be placed on the impact of technologies to society and the challenges and opportunities offered.

COURSE TITLE: CRITICAL THINKING

CODE: PHI2604

The curricular experience of Critical Thinking pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. Its goal is that students make valued and critical judgments on the process of development of society, and its diverse aspects: geographic, social, economic, and political. It comprises the following aspects: process of society, morphology of society; population, economic sectors, production, health, education, housing and poverty, the main social, economic, and political issues, Issues of debate in the 21st century.

COURSE TITLE: FOUNDATION QUANTITATIVE REASONING

CODE: MAT0987

The curricular experience of Foundation Quantitative Reasoning pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It aims at organizing and developing the logical thought using strategies to apply principles, rules, and procedures from deductive-hypothetical thought, identifying, discriminating, systematizing, modeling, abstracting, and presenting information of the surrounding environment with initiative, criticism, and responsibility. It develops aspects related to inductive and deductive logic, proportionality, and actual functions.

COURSE TITLE: BUSINESS LAW

CODE: BUL2241

The curricular experience of Business Law pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at directing the knowledge and own procedures of business law in the organizational development. It is comprised of the following content: trading companies, securities, asset crisis, labor legislation of the private sector, and tax administration systems.

COURSE TITLE: PRINCIPLES OF MANAGEMENT

CODE: MAN2021

The curricular experience of Principles of Management pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. This course covers the fundamental management principles. It is focused in concepts of planning, organization, and controlling. It covers the management of organizations or businesses in order to obtain the maximum employee satisfaction and optimum performance. Topics such as; business ethics and social responsibility are covered.

COURSE TITLE: FINANCIAL MATH

CODE: MAT1140

The curricular experience of Financial Math pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing concepts, formulas, proceedings, tools and fundamental methods of financial math in business, optimizing the financial

management of business resources over the time. It is comprised of the following content: simple and compound interest, discount, annuities and amortizations, and gradients and depreciations.

COURSE TITLE: BASIC BUSINESS STATISTICS

CODE: QMB2100

The curricular experience of Basic Business Statistics pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It applies quantitative statistic methods to business problems and is an introduction to methods of describing, graphically presenting, measuring and analyzing statistical data. The course emphasizes on the application of various statistical techniques to support business decisions.

COURSE TITLE: FINANCIAL ACCOUNTING

CODE: ACG2021

The curricular experience of Financial Accounting pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at identifying, interpreting, and valuing accounting and financial information to make decisions at a managerial level. It is comprised of the following content: accounting concepts and principles; accounting for business operations, financial statements and its relations, records of business operations, the accounting cycle, accounting information systems, and accounting of assets and liabilities.

COURSE TITLE: INTRODUCTION TO MARKETING

CODE: MAR2023

The curricular experience of Marketing pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing the fundamentals and tools of modern Marketing to maximize the economic benefits of the organization in the global and competitive market. It is comprised of the following content: the market, positioning, marketing mix: product, price, distribution, promotion, publicity, staff, process, and perception.

COURSE TITLE: CORPORATE FINANCE

CODE: ACG2016

The curricular experience of Corporate Finance pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing an understanding and tools for the financial analysis and the making of decisions of investment and financing. It is comprised of the following content: short and long-term planning and financial administration, administration of credits and inventories, company evaluation, internal and external sources of financing, indebtedness policy, and dividends policy.

COURSE TITLE: MICROECONOMICS

CODE: ECO2023

The curricular experience of Microeconomics pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It is comprised of the following content: added supply and demand, monetary market, exchange market, economic policy, and global economy.

COURSE TITLE: ENTREPRENEURSHIP**CODE: ENT4113**

The curricular experience of Entrepreneurship pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. Its goal is to promote students to identify and develop the entrepreneurship potential through planning, organization, and implementation of innovative and creative activities; all of them encouraging them to adopt an entrepreneurial attitude of life. The course envisions the entrepreneurial development as a social and economic phenomenon, whose major impact is to transform knowledge in economic growth, being this entrepreneurial spirit, the main vehicle for innovation within a context of technological changes.

COURSE TITLE: MANAGEMENT ACCOUNTING**CODE: ACG2071**

The curricular experience of Management Accounting pertains to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at analyzing and evaluating the models of strategic management for an appropriate decision making at management level. It is comprised of the following content: approaches and models of strategic management of costs, cost systems and model of costing based on activities.

COURSE TITLE: CUSTOMER AND RELATIONSHIP MANAGEMENT**CODE: MAR4860**

Customer Relationship Management is a fundamental strategic tool in consumer general services. This course is focused in the development and implementation of different relationship marketing strategies in a global environment and cultural diversity of costumers.

COURSE TITLE: TRADE POLICY AND BUSINESS**CODE: MAN4673**

This course provides the students with the rules of the multilateral trading system focused on the political dynamics of international trade policy rules and its application in different contexts.

COURSE TITLE: FINANCIAL MANAGEMENT**CODE: FIN3403**

The curricular experience of Financial Management pertains to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at developing understanding, tools, techniques and methods for financial assessment in the organizations to maximize the value of the capital of shareholders or partners. It is comprised of the following content: financial administration: tools, techniques and methods for the financial analysis and planning, valuation, investment in capital assets, cost of capital, and long-term financing.

COURSE TITLE: LOGISTICS STRATEGY**CODE: TRA4214**

The curricular experience of Logistics Strategy pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course aims to provide students

with the conceptual framework to organize the logistics system, properly manage the suppliers, control inventory, handle storage and transportation of a company in the current context of globalization and competitive markets; valuing the importance of ensuring the sound management of materials and an adequate level of service that contributes to the success of business goals.

COURSE TITLE: BUSINESS CALCULUS

CODE: MAC2233

This course is an introduction to college-level skills of calculus (limits, differentiation, integration, rates of change) and their application to business.

COURSE TITLE: APPLIED BUSINESS STATISTICS

CODE: QMB3200

This course applies statistics methods (probability, sampling distributions, confidence intervals, hypothesis testing, correlation, and simple and multiple regression analysis) to business problems and interpreting the solution with attention in the use of statistics methods in managerial decision making.

COURSE TITLE: INTERNATIONAL FINANCE MANAGEMENT

CODE: MAN4600

The curricular experience of International Finance pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course will enable students to understand concepts and tools of international finance, their current importance, and future perspectives. It comprises contents related to the international monetary system, the origin of the current financial system, its evolution until the unification of the European Monetary Union, and its current situation. Likewise, it includes the financial instruments of currency risk hedging.

COURSE TITLE: COSTS AND BUDGET

CODE: BUS4351

The curricular experience of Costs and Budget pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. Its goal is that the student continues to develop abilities on the administrative management of businesses. Business management requires assessment of the quality of approach and administration of financial resources; therefore, it demands abilities to elaborate budgets and determine the costs of approach, contrasting the investment made with the production obtained.

COURSE TITLE: STRATEGIC MANAGEMENT

CODE: MAN4720

The curricular experience of this course pertains to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at managing the strategic tools and plans to make decisions in the competitive development of an organization. It is comprised of the following content: strategic direction, strategic planning and analysis, action strategies, selection of Strategies, implementation, evaluation and strategic control.

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

CODE: MAN4301

The curricular experience of Human Resource Management pertains to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at developing an understanding of the knowledge and procedures of administration of the human capital of the organization. It is comprised of the following content: administration of human capital, training, and development.

COURSE TITLE: PROJECT MANAGEMENT**CODE: BUS5030**

This course is focused on the uncertainties that can lead to undesirable project outcomes. This course analyses the risks that can result in failure to reach the projected project goals. The course includes the study and identification of that risks during project planning and during the project execution.

COURSE TITLE: ORGANIZATIONAL BEHAVIOR**CODE: MAN4151**

The curricular experience of Organizational Behavior pertains to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at analyzing the factors of organizational behavior in three dimensions: individual, group and structure of organizational behavior. It is comprised of the following content: individual, group, and organization, and culture and coaching.

COURSE TITLE: INTERNATIONAL MANAGEMENT**CODE: MAN4600**

The curricular experience of Strategic International Management pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course aims at understanding business objectives, international market and internal analysis, competitive advantage, competitive strategies, structure according to strategy, executive management, and strategic decisions.

COURSE TITLE: LEADERSHIP AND PROBLEM SOLVING**CODE: MSL3201**

The curricular experience of this course pertains to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at developing knowledge, techniques, and procedures of quantitative analysis for business decisions. It is comprised of the following: probability and decision making, linear programming, and project programming.

COURSE TITLE: MARKETING STRATEGY**CODE: MAR4804**

The curricular experience of this course pertains to the area of Management; its nature is theoretical and practical, and it is a required course. Its goal is to design marketing strategies of the organization that enable to connect with the market and satisfy the necessities of individuals and organizations. It is comprised of the following content: product management, price decisions,

distribution channels, retail, integrated communications, sale promotions, public relations and direct marketing, sales management, and marketing plan.

COURSE TITLE: MARKETING MANAGEMENT

CODE: MAR3023

The curricular experience of this course to the area of Management; its nature is theoretical and practical, and it is a required course. It aims at developing knowledge and procedures of market investigation as an important discipline for business management that enables to connect with the market and satisfy the necessities of individuals and organizations. It is comprised of the following content: marketing information systems, investigation plans, sources of investigation, sampling, analysis and provision of data, applications, and new products.

COURSE TITLE: DECISION MAKING AND NEGOTIATIONS

CODE: MAR4643

The curricular experience of Decision Making and Negotiations pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It provides the student with the conceptual framework and the methodological tools to face planning, development, and execution of international negotiations to do business and commercial operations in the framework of pre-established objectives within the situational context and focused on viable agreements.

COURSE TITLE: OPERATION ANALYSIS

CODE: QMB4680

The curricular experience of Operation Analysis pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It is comprised of the following content that focus on the international logistical management; functions of international logistic operations, management of International Physical Distribution (IPD), analysis of the components, analysis of costing parameters, times, and costs of linguistic services, and a logistic plan for international commercialization of a product.

BS Business Administration in International Business

PROGRAM OBJECTIVE:

The main objective of the Business Administration in International Business program is to train students to become successful and strategic business professionals capable of understanding and managing all aspects of international business. Our curriculum is designed to build strengths with coursework that focuses on the international arena in finance, competition, entrepreneurship, global strategy, and international transactions.

PROGRAM DESCRIPTION:

The program has been structured including the following components: (i) General Education (36 credit hours); (ii) business core (24 credit hours); major courses (60 credit hours). The Business Administration in International Business program prepares aspiring entrepreneurs to work in international business careers. It offers core courses that contribute to the development of knowledge in management, economics, accounting for international commerce, quantitative methods and more. The program equips students to advance as business leaders by acquiring a balanced mix of scientific and technical knowledge to develop strategies and solutions to successfully steer in an increasingly complex and competitive global market. The program is comprised of 40 courses and a total of 120 credits.

PROGRAM BREAKDOWN BY COURSE

Course Number	Course Title	Credit Hours	Clock Hours (If Applicable)	Pre-Requisites
GENERAL EDUCATION – REQUIRED (9 courses: 27 credits)				
ENG 0101	English Composition I	3		(1)
ENG 0102	English Composition II	3		ENG 0101
PHI 2010	Introduction to Philosophy	3		None
POS 2041	American Federal Government	3		ENG 0102
BSC 1005	General Education Biology	3		None
STA 2023	Introduction to Statistics	3		(1)
MAC 1105	College Algebra	3		(1)
PHY 1025	Basic Physics	3		MAC 1105
ECO 2013	Principles of Macroeconomics	3		STA 2023
GENERAL EDUCATION – ELECTIVES (select 3 courses: 9 credits)				
HUN 1201	Introduction to Human Nutrition	3		None
Select one of these two:				
PSC 1121	Introduction to Physical Science	3		None
AST 1002	Descriptive Astronomy	3		None

Select one of these two:				
EVR 1001	Introduction to Environmental Science	3		None
EGS 1041	Technology, Humans and Society	3		None
Select one of these two:				
PHI 2604	Critical Thinking	3		None
MAT 0987	Foundation of Quantitative Reasoning	3		None
(1) NOTE: Based on the Cesar Vallejo College placement exam results, student may have to take a preparation course in English and/or Math (no credit course).				
BUSINESS CORE – REQUIRED (8 courses: 24 credits)				
BUL 2241	Business Law	3		None
MAN 2021	Principles of Management	3		None
MAT 1140	Financial Math	3		None
QMB 2100	Basic Business Statistics	3		MAC 1105
ACG 2021	Financial Accounting	3		MAC 1105
MAR 2023	Introduction to Marketing	3		MAC 1105
ACG 2016	Corporate Finance	3		MAT 1140
ECO 2023	Microeconomics	3		ECO 2013
MAJOR COURSES – REQUIRED (20 courses: 60 credits)				
ENT 4113	Entrepreneurship	3		None
IBU 1305	Introduction to International Business & Trade	3		None
MAR 4860	Customer Relationship Management	3		None
MAN 4673	Trade Policy and Business	3		None
MAN 4602	International Business	3		IBU 1305
MAC 2233	Business Calculus	3		MAC 1105
QMB 3200	Applied Business Statistics	3		QMB 2100
FIN 4604	International Financial Management	3		ACG 2016
BUS 4351	Cost and Budgets	3		ACG 2021
MAN 4600	International Management	3		MAN 3301
MAR 4643	Decision Making and Negotiations	3		QMB 3200

TRA 4214	Logistics Strategy	3		ECO 2013
QMB 4680	Operations Analysis	3		MAR 4804
IBU 1306	International Business and Trade	3		IBU 1305
ECO 2482	Integration and Cooperation Agreements	3		MAR 4860
BUL 2345	Export and Import Regulations	3		MAN 4673
SOC 3001	Global Business Culture	3		IBU 1305
INT 3022	International Competitive Strategies	3		FIN 4604
INT 1241	International Trade Law	3		MAR 4860
BUS 5030	Project Management	3		IBU 1306
TOTAL CREDITS TO BE COMPLETED:		120		

COURSE DESCRIPTION

COURSE TITLE: ENGLISH COMPOSITION I

CODE: ENG0101

The curricular experience of English Composition I pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It is designed to develop skills and competence in writing prose compositions, reading, and listening. The student will learn to compose essays and other works using various methods of development.

COURSE TITLE: ENGLISH COMPOSITION II

CODE: ENG0102

The curricular experience of English Composition II pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. Students will learn the conventions of standard edited American English. Students will compose informative and persuasive essays, write responses to a variety of literary genres, and/ or non-fiction, and produce a documented paper based on research.

COURSE TITLE: INTRODUCTION TO PHILOSOPHY

CODE: PHI2010

The curricular experience of Philosophy pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at developing reflective, argumentative, and critical skills towards investigation. It comprises contents related to ontology, gnoseology, philosophical anthropology, axiology, epistemology, logic. This course includes a review in the history of Philosophy.

COURSE TITLE: AMERICAN FEDERAL GOVERNMENT

CODE: POS2041

The curricular experience of American Federal Government pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This course focuses in the origins, organization, and policies of the government and political system of the United States of America.

COURSE TITLE: GENERAL EDUCATION BIOLOGY

CODE: BSC1005

The curricular experience of General Education Biology pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This course covers the basic concepts in the biological sciences. The course includes evolution, genetics, cellular and molecular biology, and reproduction of living organisms.

COURSE TITLE: INTRODUCTION TO STATISTICS

CODE: STA2023

The curricular experience of Introduction to Statistics pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at training students in the capacity of approaching and solving problems of investigations and making decisions that contribute to the comprehensive development of the individual and the community using statistical techniques and tools to collect, process, and analyze data. The course is comprised of the following content: investigation foundations and descriptive statistics; techniques applied to scientific investigation and the testing of hypothesis and investigation report.

COURSE TITLE: COLLEGE ALGEBRA

CODE: MAC1105

The curricular experience of College Algebra belongs to the area of General Education; its nature is theoretical and practical, and it is a required course. It comprises the following contents with applications in the business world: functions, graphs, limits, exponential and logarithmic functions, differentiation, integration, inequalities and linear programming.

COURSE TITLE: BASIC PHYSICS

CODE: PHY1025

The curricular experience of Basic Physics pertains to the area of General Education; its nature is theoretical and practical, and it is a required course. This is a general education course in Physics. The course introduces the fundamentals laws of Physics including units of measure, kinematics and dynamic, conservation laws, fluids and temperature.

COURSE TITLE: PRINCIPLES OF MACROECONOMICS

CODE: ECO2013

The curricular experience of Principles of Macroeconomics belongs to the area of General Education; its nature is theoretical and practical, and it is a required course. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It comprises the following contents: Added supply and demand; Monetary market; Exchange market; Economic policy; Global economy.

COURSE TITLE: INTRODUCTION TO HUMAN NUTRITION

CODE: HUN1201

The curricular experience of Introduction to Human Nutrition pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This is a course focused in the student familiarization with the role of the nutrients (vitamins, proteins, minerals, etc.) for humans. This course studies metabolic processes and human health during the various stages of the life cycle.

COURSE TITLE: INTRODUCTION TO PHYSICAL SCIENCE

CODE: PSC1121

The curricular experience of Introduction to Physical Science pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This course fulfills the fundamental requirements of Physical Sciences and it is an introduction to the major concepts in some of the natural sciences including Astronomy, Physics, Chemistry, Geology, and Meteorology. This course aims to stimulate the interest of students, through rational thinking, in the natural sciences and the deepen their understanding of how nature works.

COURSE TITLE: DESCRIPTIVE ASTRONOMY

CODE: AST1002

The curricular experience of Descriptive Astronomy pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. This course is an introduction to Astronomy covering the study of origin, evolution, and description of the major objects in the Universe: galaxies, stars, planets, and minor bodies mainly focused in the Solar System. The course reviews the principal milestones in the history of Astronomy from the ancient times to the present as well as the main instruments used in the field.

COURSE TITLE: INTRODUCTION TO ENVIRONMENTAL SCIENCE

CODE: EVR1001

The curricular experience of Introduction to Environmental Science pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It aims at developing cognitive skills, attitudes and environmental awareness that enable the students to have an active role as responsible citizens, undertaking actions using environmental management tools. It comprises aspects related to environmental impact of human activities, and education for sustainability.

COURSE TITLE: TECHNOLOGY, HUMANS AND SOCIETY

CODE: EGS1041

The curricular experience of Technology, Humans and Society pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It explores the interaction between technology, culture and quality of human life. Emphasis will be placed on the impact of technologies to society and the challenges and opportunities offered.

COURSE TITLE: CRITICAL THINKING

CODE: PHI2604

The curricular experience of Critical Thinking pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. Its goal is that students make valued and critical judgments on the process of development of society, and its diverse aspects: geographic, social, economic, and political. It comprises the following aspects: process of society, morphology of society; population, economic sectors, production, health, education, housing and poverty, the main social, economic, and political issues, Issues of debate in the 21st century.

COURSE TITLE: FOUNDATION OF QUANTITATIVE REASONING

CODE: MAT0987

The curricular experience of Foundation of Quantitative Reasoning pertains to the area of General Education; its nature is theoretical and practical, and it is an elective course. It aims at organizing and developing the logical thought using strategies to apply principles, rules, and procedures from deductive-hypothetical thought, identifying, discriminating, systematizing, modeling, abstracting, and presenting information of the surrounding environment with initiative, criticism, and responsibility. It develops aspects related to inductive and deductive logic, proportionality, and actual functions.

COURSE TITLE: BUSINESS LAW

CODE: BUL2241

The curricular experience of Business Law pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at directing the knowledge and own procedures of business law in the organizational development. It is comprised of the following content: trading companies, securities, asset crisis, labor legislation of the private sector, and tax administration systems.

COURSE TITLE: PRINCIPLES OF MANAGEMENT

CODE: MAN2021

The curricular experience of Principles of Management pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. This course covers the fundamental management principles. It is focused in concepts of planning, organization, and controlling. It covers the management of organizations or businesses in order to obtain the maximum employee satisfaction and optimum performance. Topics such as; business ethics and social responsibility are covered.

COURSE TITLE: FINANCIAL MATH

CODE: MAT1140

The curricular experience of Financial Math pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing concepts, formulas, proceedings, tools and fundamental methods of financial math in business, optimizing the financial management of business resources over the time. It is comprised of the following content: simple and compound interest, discount, annuities and amortizations, and gradients and depreciations.

COURSE TITLE: BASIC BUSINESS STATISTICS

CODE: QMB2100

The curricular experience of Basic Business Statistics pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It applies quantitative statistical methods to business problems and is an introduction to methods of describing, graphically presenting, measuring and analyzing statistical data. The course emphasizes on the application of various statistical techniques to support business decisions.

COURSE TITLE: FINANCIAL ACCOUNTING**CODE: ACG2021**

The curricular experience of Financial Accounting pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at identifying, interpreting, and valuing accounting and financial information to make decisions at a managerial level. It is comprised of the following content: accounting concepts and principles; accounting for business operations, financial statements and its relations, records of business operations, the accounting cycle, accounting information systems, and accounting of assets and liabilities.

COURSE TITLE: INTRODUCTION TO MARKETING**CODE: MAR2023**

The curricular experience of Marketing pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing the fundamentals and tools of modern Marketing to maximize the economic benefits of the organization in the global and competitive market. It is comprised of the following content: the market, positioning, marketing mix: product, price, distribution, promotion, publicity, staff, process, and perception.

COURSE TITLE: CORPORATE FINANCE**CODE: ACG2016**

The curricular experience of Corporate Finance pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at developing an understanding and tools for the financial analysis and the making of decisions of investment and financing. It is comprised of the following content: short and long-term planning and financial administration, administration of credits and inventories, company evaluation, internal and external sources of financing, indebtedness policy, and dividends policy.

COURSE TITLE: MICROECONOMICS**CODE: ECO2023**

The curricular experience of Microeconomics pertains to the area of Business Core; its nature is theoretical and practical, and it is a required course. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It is comprised of the following content: added supply and demand, monetary market, exchange market, economic policy, and global economy.

COURSE TITLE: ENTREPRENEURSHIP**CODE: ENT4113**

The curricular experience of Entrepreneurship pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. Its goal is to promote students to identify and develop the entrepreneurship potential through planning, organization, and implementation of innovative and creative activities; all of them encouraging them to adopt an entrepreneurial attitude of life. The course envisions the entrepreneurial development as a social and economic phenomenon, whose major impact is to transform knowledge in economic growth, being this entrepreneurial spirit, the main vehicle for innovation within a context of technological changes.

COURSE TITLE: INTRODUCTION TO INTERNATIONAL BUSINESS AND TRADE

CODE: IBU1305

The curricular experience of Introduction to International Business and Trade pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. Its goal is for students to understand the main theories of international commerce and get involved in a commercial and economics setting; thus, enabling them to identify the appropriate tools for the preliminary detection of international business opportunities among businesses. This will enable them to appropriately develop commercial plans and projects based on economic and financial indicators, using regional and sectorial structures in diverse countries.

COURSE TITLE: CUSTOMER AND RELATIONSHIP MANAGEMENT

CODE: MAR4860

Customer Relationship Management is a fundamental strategic tool in consumer general services. This course is focused in the development and implementation of different relationship marketing strategies in a global environment and cultural diversity of costumers.

COURSE TITLE: TRADE POLICY AND BUSINESS

CODE: MAN4673

This course provides the students with the rules of the multilateral trading system focused on the political dynamics of international trade policy rules and its application in different contexts.

COURSE TITLE: INTERNATIONAL BUSINESS

CODE: MAN4602

The curricular experience of International Business pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It provides the students with the mechanisms to understand a globalized and highly competitive world in the XXI century. It aims at an adequate identification of commercial opportunities and the evaluation of international competitiveness of domestic products through the application of technological tools in the management of processes of foreign trade within the context of international business in diverse legal, political, economic, and cultural environments.

COURSE TITLE: BUSINESS CALCULUS

CODE: MAC2233

This course is an introduction to college-level skills of calculus (limits, differentiation, integration, rates of change) and their application to business.

COURSE TITLE: APPLIED BUSINESS STATISTICS

CODE: QMB3200

This course applies statistics methods (probability, sampling distributions, confidence intervals, hypothesis testing, correlation, and simple and multiple regression analysis) to business problems and interpreting the solution with attention in the use of statistics methods in managerial decision making.

COURSE TITLE: INTERNATIONAL FINANCE MANAGEMENT

CODE: MAN4600

The curricular experience of International Finance pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course will enable students to understand concepts and tools of international finance, their current importance, and future perspectives. It comprises contents related to the international monetary system, the origin of the current financial system, its evolution until the unification of the European Monetary Union, and its current situation. Likewise, it includes the financial instruments of currency risk hedging.

COURSE TITLE: COSTS AND BUDGETS

CODE: BUS4351

The curricular experience of Costs and Budgets pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. Its goal is that the student continues to develop abilities on the administrative management of businesses. Business management requires assessment of the quality of approach and administration of financial resources; therefore, it demands abilities to elaborate budgets and determine the costs of approach, contrasting the investment made with the production obtained.

COURSE TITLE: INTERNATIONAL MANAGEMENT

CODE: MAN4600

The curricular experience of Strategic International Management pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course aims at understanding business objectives, international market and internal analysis, competitive advantage, competitive strategies, structure according to strategy, executive management, and strategic decisions.

COURSE TITLE: DECISION MAKING AND NEGOTIATIONS

CODE: MAR4643

The curricular experience of Decision Making and Negotiations pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It provides the student with the conceptual framework and the methodological tools to face planning, development, and execution of international negotiations to do business and commercial operations in the framework of pre-established objectives within the situational context, and focused on viable agreements.

COURSE TITLE: LOGISTICS STRATEGY

CODE: TRA4214

The curricular experience of Logistics Strategy pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course aims to provide students with the conceptual framework to organize the logistics system, properly manage the suppliers, control inventory, handle storage and transportation of a company in the current context of globalization and competitive markets; valuing the importance of ensuring the sound management of materials and an adequate level of service that contributes to the success of business goals.

COURSE TITLE: OPERATION ANALYSIS**CODE: QMB4680**

The curricular experience of Operation Analysis pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It is comprised of the following content that focus on the international logistical management; functions of international logistic operations, management of International Physical Distribution (IPD), analysis of the components, analysis of costing parameters, times, and costs of linguistic services, and a logistic plan for international commercialization of a product.

COURSE TITLE: INTERNATIONAL BUSINESS AND TRADE**CODE: IBU1306**

The curricular experience of International Business and Trade pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course provides the student with the tools, principles and fundamentals of international trade given by the World Trade Organization through the implementation of techniques and procedures of the customs and commercial operations. Likewise, the course goal is that the student gets involved in the appropriate identification and implementation of Incoterms. The course will enable students to understand conventions of harmonized systems, tariff nomenclature of the national tariff; auxiliary instruments, and support tools for classification; interpretative general regulations; and the study of marketing subjects.

COURSE TITLE: INTEGRATION AND COOPERATION AGREEMENTS**CODE: ECO2482**

The curricular experience of Economic Integration and Cooperation Agreements pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course covers fundamental issues of analysis that enable the student to understand the economic integration as a process of union of markets. Their objective is to create more competitive and efficient supranational integrated economic areas than the ones from origin. This way, students know the experiences of regional and sub-regional integration as to the European Union, Andean Community, MERCOSUR and Free Trade Agreements (FTA) as legal instruments of international business negotiations.

COURSE TITLE: EXPORT AND IMPORT REGULATIONS**CODE: BUL2345**

This curricular experience of Export and Import Regulations pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. The course will enable the students to have an understanding and apply the regulations of entry and issue of goods, tariff treatment of goods, as well as audit of the claim process and customs offences, applications on customs valuation, process of export and import, analysis of tariff regulations of promotion to export, and analysis of court cases on tax and on tariff claims.

COURSE TITLE: GLOBAL BUSINESS CULTURE

CODE: SOC3001

The curricular experience of Global Business Culture pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It aims at valuing aspects such as cultural awareness, identification and dynamics of the cultures at international level, cultural behaviors that affect global business, strategies to handle cultural differences in the context of globalization, clusters of regional integration, and the trends of countries in international commerce.

COURSE TITLE: INTERNATIONAL COMPETITIVE STRATEGIES

CODE: INT3022

The curricular experience of International Competitive Strategies pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. It aims at guiding, generating a conceptual and practical grounding and teaching the future professional to discern competitive strategies in international business, through planning, direction and control of strategies in an international context.

COURSE TITLE: INTERNATIONAL TRADE LAW

CODE: INT1241

The curricular experience of International Trade Law pertains to the area of International Business; its nature is theoretical and practical, and it is a required course. Its goal is that students have a specialized understanding to interpret and apply the legal framework that regulates international business. The student will identify contractual arrangements that are required in the relations of labor intermediation, identifying the legal aspects of brokerage contracts, agency, and international distribution. Finally, students will both have an understanding and they will apply the regulations related to the international sale and purchase of goods, contract of international transportation of goods and simplification and harmonization of the customs procedures through the study of agreements in the Vienna and Kyoto Conventions.

COURSE TITLE: PROJECT MANAGEMENT

CODE: BUS5030

This course is focused on the uncertainties that can lead to undesirable project outcomes. This course analyses the risks that can result in failure to reach the projected project goals. The course includes the study and identification of that risks during project planning and during the project execution.

Alpha Code Program or Department

The first three letters indicate the name of the program or department to which the course belongs.

Number Code: Course

The first of the three-digit number assigned to each course indicate the semester in which the course is taken. The last two digits indicate the correlative number of the course in the semester.

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FACULTY LISTING

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Ph.D. Operations Research, Florida Institute of Technology

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Master in Business Administration in Economics, Felton University
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Carmen Luidvinovski

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Associates in Computer Science, Florida Institute of Technology

Eleazar Chacón

Master in Business Administration, The University of Western Ontario
Master of Science in Engineering and Statistics, Rensselaer Polytechnic Institute
Bachelor of Science in Engineering, Universidad Central de Venezuela

Jose Vicente Font

MBA @ Universidad Andrés Bello
Eng Project Specialist @ Universidad Politécnica de Valencia (Spain)
B.S. Computer Sciences @ Universidad Central de Venezuela

Camilo Zambrano

Master Public Administration, Florida International University
Bachelor of Arts Political Sciences, Florida International University
Associate of Arts Political Sciences, Broward College

Santiago Nuñez

Bachelor in Communication, Universidad Autónoma de Santo Domingo
Masters in Higher Education, Universidad Iberoamericana