



**UTH FLORIDA**

UNIVERSITY

**CATALOG**

A UTH Florida University, Inc. Company

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January - December 2023 – Vol. 5.0

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## GENERAL INFORMATION

### OWNERSHIP

UTH Florida University, a d/b/a of UTH Florida University, Inc., began operations in 2015 as an online University offering educational degree opportunities in areas related to Business Administration and Management utilizing an affordable and flexible methodology.

UTH Florida University Inc. is a Florida for-profit corporation doing business in Florida as UTH Florida University. The Board of Directors of UTH Florida University is composed by the following directors: Mr. Roger D. Valladares – Chairman, Mr. Roger E. Valladares – President, and Mr. Ronald A. Lacayo, Executive Director.

### STATEMENT OF PURPOSE

Our Mission Statement is the following: UTH Florida University achieves academic excellence and remains at the educational forefront, delivering a superior product at a fair and affordable value, utilizing online delivery methods. UTH Florida University prepares graduates for leadership positions that contribute to the economic and social development of their communities.

UTH Florida University takes this mission statement seriously and practices the same principles of leadership, innovation, and ethics taught to our students, while striving to positively influence our community. UTH Florida University prides itself on educating leaders; our graduates are known for their technical expertise, innovative approach to problem solving, and adherence to ethical values.

UTH Florida University delivers its services in a purposely designed virtual environment and implements appropriate technologies to meet our students' learning needs. We deliver quality academic training by teaching sound theoretical foundations and provide learning experiences through problem solving while encouraging creativity and innovation.

UTH Florida University is committed to the distance learning model. We believe that online education is the disruptive innovation of the 21<sup>st</sup> century that is breaking the higher-education paradigm and will finally bring affordable high-quality education to the masses, allowing our communities and countries to grow and prosper. While online education is a simpler, no-frills option that doesn't offer the traditional "college-life experience," it offers a cost-effective way of obtaining the same knowledge, degrees, and career tools.

### INSTITUTIONAL GOALS & OUTCOMES

1. Provide a comprehensive, student-centered, flexible learning experience.
2. Clearly articulate and communicate our value proposition to all our stakeholders.
3. Make effective use of our current and future resources towards the fulfillment of our mission.

## LICENSURE

UTH Florida University is licensed by the Commission for Independent Education, Florida Department of Education. License Number 5315. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

## ACCREDITATION

UTH FLORIDA UNIVERSITY IS NOT ACCREDITED BY ANY AGENCY(S) OR ASSOCIATION(S) RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

## ENGLISH LANGUAGE DISCLAIMER

UTH Florida University offers courses **ONLY** in Spanish. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

## FACILITIES AND EQUIPMENT

UTH Florida University's headquarters are located at 2828 Coral Way, Suite 306, Miami, Florida 33145, Telephone: (305) 503-9070, e-mail: info@uthflorida.us. The university occupies approximately 1,000 square feet in an office building situated in a commercial area. Offices include a reception area, administrative offices, conference rooms, individual workstations, and printing and copying equipment.

The University delivers its educational content through a 100% online system. This delivery system is asynchronous and is available 24/7/365. UTH Florida University uses Canvas as its LMS platform. The Canvas architecture is a cloud-native, multi-tenant system designed to scale to tens of millions of users. Canvas is a dynamic web application built with its own automated scaling and provisioning technologies.

Canvas has been and continues to be developed with state-of-the art technologies and is hosted on cloud infrastructure provided by Amazon Web Services (AWS). The AWS services used to host Canvas include Elastic Compute Cloud, Elastic Load Balancing, Auto Scaling Groups, Simple Storage Service, Elastic Block Store, Virtual Private Cloud, Simple Email Service, Identity and Access Management, DirectConnect, and CloudSearch. The Canvas application is designed to make full use of the real-time redundancy and capacity capabilities offered by AWS, running across multiple availability zones in regions throughout the world. Primary storage is provided by Amazon S3, which is designed for durability exceeding 99.99999999%. All data traffic in and out of Canvas is encrypted.

## DISTANCE EDUCATION ENVIRONMENT

### REQUIREMENTS FOR ONLINE ACCESS

The minimum requirements to access the online courses are:

Hardware: Personal Computer, Laptop Computer, Tablet, or Smartphone

- Processor type: Dual Core
- Memory: Depending on Operating System
- Internet access at 512 Kbps
- Internet Browser:
  - Preferred: Google Chrome
  - Acceptable: Mozilla Firefox, Microsoft Explorer 11 or Edge, Apple Opera or Safari

Recommended Software:

- Word Processor: Microsoft Word or similar
- Spreadsheet: Microsoft Excel or similar
- Virus Detection Software: Installed and kept up to date
- Adobe Acrobat Reader: Installed and kept up to date
- Adobe Flash: Installed and kept up to date

### ONLINE LIBRARY

UTH Florida University provides a Digital Library for students and instructors. The library uses a single public search interface and follows the Generally Accepted Principles of Library Access and/or Information Sciences and Studies.

The UTH Florida University Virtual Library currently offers various book categories and several thousand book titles. The book categories are Information Technology, Public Relations, Law, Tourism, Business Administration, Mathematics, Marketing, Electronics, Leadership, General Culture, General Subjects, and Digital Magazines among others. The library also offers links to virtual libraries located in Europe and the Americas. In addition, there are active links to digital newspapers in North America, Latin America, and Europe. Furthermore, the library includes access to more than 4,000 music genres.

Additionally, the Digital Library utilizes a services agreement with Harvard Business Publishing that allows access to research materials, documentation, and digital content published by Harvard Business Review and the Harvard Business School.

UTH Florida University has an agreement with the Library Information Resources Network (LIRN) which is a consortium of educational institutions that have joined together to share access to information resources. This agreement enables students to utilize an electronic library and the research resources of all participating institutions and patrons of LIRN.

The LIRN collection provides students with millions of peer-reviewed and full-text journals, magazine, and newspaper articles, e-books, podcasts, audio material and video resources to support their academic studies. Available library resources include Gale Cengage, ProQuest, EBSCO, e-Library, Books24x7, e-Libro and more, covering topics for General Education, Business, and Medical programs.



## ONLINE LEARNING ENVIRONMENT

UTH Florida University uses a webpage as its global portal or access point to the online educational system. The University has developed an easy-access, dynamic e-learning portal that will enable students to receive their classes in a secure and professional environment. UTH Florida University provides all learning resources and materials to students and faculty via this e-learning platform, in a sense, consolidated into an easy-to-navigate virtual campus. All learning resources (including information provided by third parties) are accessed through our centralized platform.

All users may interact with the platform in both synchronous and asynchronous manners. There are asynchronous activities in which all participants need not be present or connected at the same time such as the interaction in forums, post office, wikis, etc. Synchronous activities, on the other hand, are interactions in real time and include chat and video conferencing among others.

The UTH Florida University learning platform is designed to work with any personal computer, laptop, tablet or smartphone running a web browser with access to an internet connection. Minimum requirements are a computer with a dual core processor, an internet connection at a minimum speed of 512kbps, and enough memory depending on the operating system employed. For improved compatibility and reliability, the University suggests Google Chrome be used as the web browser, however, Mozilla Firefox, Microsoft Explorer, Opera, and Safari are also acceptable.

It is highly recommended that the following software be installed on the student's computer: (a) a word processing program, such as Microsoft Word or similar; (b) a spreadsheet program, such as Microsoft Excel or similar, and (c) virus detection software must be installed and kept up to date.

In addition to the above requirements, students are encouraged to install the latest version of Adobe Acrobat Reader to be able to access material distributed in PDF format. Furthermore, an updated version of Adobe Flash should be installed to derive the best experience when using interactive multimedia content. These programs are available online from many providers and can be downloaded free of charge.

Academic programs are structured using a linear progressive learning system, organized in the platform, which includes program guidelines, learning activities, learning evaluations, consulting and advisory periods, chat rooms, student services, and technical support.

Students are encouraged to use the training tools and tutorials available on the learning platform as an orientation on how to successfully take an online course. By using this tool, students will develop functional skills for use of the learning platform, time management, self-learning management, and collaborative learning.

The Learning Management System ("LMS") is Canvas. The LMS is structured around courses, pages, or areas within Canvas where instructors can present their learning resources and activities to students. Although each course may have different layouts, each normally includes several central units where materials are displayed, as well as side blocks where extra features and information are offered.

The Canvas LMS application is easy, intuitive, and simple to navigate. Additionally, through the Applications Center, all instructors can avail themselves of up to 130 different academic applications including MyLab, Panopto, and QuestionMark. Instructors can add video and sound comments to

assignment forums and when grading a student's submission. Homework tasks are updated automatically to the study plan, notebook, and calendar. Mobile iOS and Android applications provide both instructors and students with the tools to educate and learn anywhere in the world.

Courses are designed to develop competencies and skills through various learning activities. Students interact with instructors who engage them with carefully selected content and teach the students how to research independently. Outcomes for each activity, unit, and course demonstrate the students' academic success. This design ensures students personalized attention and permanent interaction with all the elements involved.

UTH Florida University tracks student satisfaction through comprehensive evaluations and key parameters: instructor evaluations, material's effectiveness, educational resources, instructor's involvement, administrative, technical support, and support services.

In addition to accessing the platform and courses through a user ID and password, each student has an individual page listing their courses and grades. Students have access to calendars, evaluations, forums, questions, and messaging blocks.

Learning assessments and evaluations are systematic and constructive. Instructors monitor students on activities and participation, daily. Concurrently, instructors are monitored on their interactions with students by academic coordinators. Students receive periodic evaluations for each unit and at the end of the course or eight-week academic period.

Communication between the participants in this learning process takes place via forums, email, and chat rooms. Feedback to students is delivered within 72 hours and answers to questions in 24 hours or less.

Technical support for the online courses is conducted via live chat, phone, and email. The technical support staff identifies and follows up each incident until it is resolved. The website offers answers to frequently asked questions as well as tutorials and guidance on technical details for the operation of tools and software.

## **IDENTITY VERIFICATION POLICY**

The identity verification process for online courses protects students' identities by using a secure portal, with a secure login requiring a unique username/ID and student-selected password. Students' identities are also verified during a mandatory live online orientation session that must be completed by all new students. These sessions are conducted via Zoom and provide an additional opportunity for staff members tasked with carrying out these orientations to further verify student identities.

## **ADMISSIONS POLICIES**

### **ENTRANCE REQUIREMENTS**

#### **Undergraduate Programs**

All prospective students must file an Admission Application Form along with proof of graduation from a High School program or equivalent. Proof must include a copy of diploma and copy of transcripts indicating courses taken and grades received.

#### **Graduate Programs**

All prospective students must file an Admission Application Form along with proof of graduation from a bachelor's program or equivalent. Proof must include a copy of diploma and copy of transcripts indicating courses taken and grades received.

### **ADMISSIONS CRITERIA**

All applicants must be 18 years old or older. All applicants must provide proof of age and submit a copy of a government-issued identification document indicating date of birth at the time of enrollment. Should anyone below the age of 18 wish to apply and enroll in UTH Florida University, a written authorization from a parent or guardian is required prior to enrollment.

UTH Florida University adheres to a strict non-discrimination policy. Qualified applicants are accepted regardless of race, color, sex, age, religious beliefs, disability, or national origin. UTH Florida University offers special assistance to qualified handicapped applicants whenever possible.

Applicants who wish to enroll must complete and submit an Admissions Application and an Enrollment Agreement to the Admissions Office. Applications are continually reviewed and may be submitted at any time. Applicants are informed of their acceptance within ten (10) business days after all required information is received and qualifications evaluated. Upon acceptance, students must complete the enrollment process by paying the appropriate Registration Fee prior registering in any class.

### **TRANSFER STUDENTS**

Credits earned from previous education at another educational institution may be transferred to the permanent record of students registered at UTH Florida University subject to the limitations detailed below. A student must request an official transcript from that institution to be sent directly to the Registrar's Office. Once the transcripts are received, they will be evaluated by the Academic Director or designee. Approval may be granted for the number of credit hours already completed, based on equivalency with courses in the student's chosen academic program.

To evaluate credit course transferability, the student must first submit a written application to the Admissions Office. The official transcripts must be received by the Registrar's Office prior to starting any evaluation. Students may, at their own discretion, submit additional documentation such as course syllabus, program outline, catalog, etc. to support the request.

Any application for credit transfer should be submitted to the Admissions Office no later than the end of the first week of class in an academic term. The student will receive a written notice for the credit(s) allowed and the adjusted tuition and program length within ten (10) business days of receipt of said transcripts.

- No credits will be granted for academic courses that received a grade lower than a “C”.
- The university does not accept transfer credit as a result of examinations or tests.
- The university does not accept transfer credit originating from work or life experience.
- The maximum percentage of course credits required for graduation that may be accepted as transferred credits is 60% for any undergraduate degree program and 40% for any graduate degree program.

In the event that credits are not accepted, the student has the right to make a written appeal to the Executive Director of UTH Florida University within one week of denial. The Executive Director will review the transcript and make a final determination within five (5) business days of the appeal’s receipt.

## **TRANSFERABILITY OF CREDITS**

Students enrolling at UTH Florida University who intend to continue their education at other institutions after graduating or withdrawing from the University should be aware that other institutions have full discretion as to which credits will be accepted for transfer. It is the student’s responsibility to confirm whether credits will be accepted by another institution of the student’s choice. UTH Florida University is not currently accredited, and this might directly affect the transferability of credits to other institutions. It is up to the receiving institution to accept credits earned at UTH Florida University.

## **INTERNAL TRANSFER**

A student wishing to switch programs within UTH Florida University must notify that intention to the Registrar’s Office in writing. An evaluation of the student’s performance record will determine which, if any, of the credit hours already completed are common to the new academic program and can be transferred. The student’s tuition and program length will be adjusted accordingly. The student will receive written notice of the credits allowed and the adjusted tuition and program length. The student will be required to sign a new Enrollment Agreement reflecting those changes.

## ADMINISTRATIVE POLICIES

### DEFINITION OF A UNIT OF CREDIT

UTH Florida University measures its programs in the equivalent of “semester credit hours”. Typically, a “semester” lasts 15-weeks and credits are awarded at a rate of one credit hour for every 15 hours of formal instruction such as lectures, independent study, and online study. In the 15-week academic period, each unit of credit requires 30 hours of additional homework or independent research.

At UTH Florida University courses are taught in eight-week academic periods, which deliver the same instruction in half the time and thus require an adjustment to the workload of a traditional 15-week academic period. Each unit of credit at UTH Florida requires 2 hours of formal education per week to achieve the same 15 hours of formal instruction in the traditional 15-week semester. Additionally, homework or independent study hours increase to 4 hours per week to achieve the same 30 hours in a traditional 15-week semester.

As such, the expected amount of work for a 3-credit hour course requires a weekly workload of 6 hours of formal instruction and 12 additional hours of homework. Students typically enroll in two 3-credit courses per eight-week academic period and thus are expected to carry a weekly workload of 12 hours of formal instruction and 24 hours of homework.

### ADD/DROP PERIOD

Students may only add or drop registered courses during the first week of classes of a term, given the intensive eight-week academic period. This is known as the “add/drop” period, and it ends at midnight on the eighth day of each academic period. Within this period, students may withdraw from any class in which they are registered and receive a full tuition refund for those classes. Additionally, withdrawal during the “add/drop” period will not result in a grade being issued and will not affect the student’s Grade Point Average (“GPA”) or Satisfactory Academic Progress (“SAP”). For more information, please refer to the Academic Regulations section of this catalog.

### WITHDRAWAL FROM COURSES

A student desiring to withdraw from a course may do so, without affecting the student’s GPA or SAP, during the period ending at midnight on the eighth day of the eight-week academic period. This is known as the “add/drop” period.

Should a student withdraw after the add/drop period has ended, but before the beginning of the sixth (6<sup>th</sup>) week of classes, a grade of “W” will be assigned in that course. This withdrawal will not affect the student’s GPA but will be counted towards SAP calculations. A student who does not comply with the withdrawal procedure will be considered as having failed that course and will be assigned a grade of “F”, which will affect both GPA and SAP computation. A more detailed description of the grading system and its administration is detailed in the Academic Regulations section of this catalog.

## **ADMINISTRATIVE WITHDRAWAL FROM COURSES**

UTH Florida University reserves the right to withdraw courses from those offered in a particular eight-week academic period due to low enrollments in a particular course or due to unexpected circumstances. If students are withdrawn from courses because of the administration's adjustment, a refund will be granted in accordance with the university's refund policy.

## **ENROLLMENT WITHDRAWAL**

Any student who decides to withdraw completely and officially from UTH Florida University is expected to notify the Registrar's Office, in writing, prior to or immediately upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to receive failing grades unnecessarily. If applicable, tuition will be refunded in accordance with the Refund Policy.

## **SUSPENSION OR DISMISSAL**

UTH Florida University reserves the right to suspend or dismiss any student, at any time, for misconduct or any other behavior not considered to be in the best interest of the student body or the University. Students may also be placed on probation, suspended, or dismissed for excessive unexcused absences defined as more than 10% of the total program hours, unsatisfactory academic progress, or failure to make timely tuition payments as contracted on the Enrollment Agreement.

A student who has been suspended for any of the above reasons may apply, in writing, for reinstatement. Notwithstanding the reason for disciplinary action, the suspended student may be readmitted only at the discretion of the Admissions Director of UTH Florida University.

UTH Florida University reserves the right to dismiss a student for medical, emotional, psychological, and/or other behavior not considered to be in the best interest of the student body or University. If, in the judgment of the Executive Director remaining at UTH Florida University could lead to a significant deterioration of the student's physical or mental wellbeing, or if the student's presence represents a threat to self or others or is detrimental to the University's interest (either online or in presence), then the student will be required to leave the University until such time as the University can be assured that the problem is no longer a significant issue.

## **ATTENDANCE**

Attendance is mandatory on all distance education courses. All courses are taught in asynchronous learning formats. From time to time some course sessions will be taught in synchronous formats. To be in attendance for the week, a student may log in at any time and must complete assignments by the scheduled dates previously established in each course syllabus. Additionally, students must participate in scheduled live discussions via chat or video. Please refer to the course syllabus for the assignments and due dates.

Faculty will consider and give weight to every student's participation in forums, chats, assignments, learning activities, and live discussions to determine students' attendance or lack thereof. To make this

determination, faculty will consider direct observations and records, reports provided by course monitoring staff, and reports generated by the automated learning platform.

At the end of an academic period, students with ten percent (10%) or more unexcused absences in half or more of their registered courses will be placed on probation. A student who does not attend the classes for which he/she is registered in a term will be withdrawn from those courses by the faculty. A student who has been absent due to mitigating circumstances should contact the corresponding faculty members and inform them of the reasons behind the absences and the expected return date. Excused absences will be granted only for acceptable mitigating circumstances. The course instructor shall have exclusive authority to decide on the acceptability of an excused absence.

### **MAKE-UP WORK**

It is the responsibility of the student to make the necessary arrangements with their instructors to make up for the work missed because of class absences. The make-up work for each course the student has missed must be completed within two (2) weeks of the student's return to class. Failure to comply with this matter will affect the student's grade.

### **LEAVE OF ABSENCE**

UTH Florida University students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who experience circumstances that prevent them from maintaining active student status for reasons such as medical, personal, employment, or military service may be granted approval for a leave of absence upon request. Students must specify the length of the leave requested. An approved leave of absence may not exceed one academic year unless there are exceptional circumstances. A student status of "good standing" (academic and conduct) is required for a leave of absence.

Students who do not obtain an approved leave of absence prior to interrupting their enrollment may be terminated from their program. Students granted a leave of absence may not use University facilities or services available to enrolled students.

The approved leave of absence time will not be counted toward time-to-degree limits. Students who obtain an approved leave of absence in accordance with this policy are eligible for reinstatement provided they re-enroll no later than the term immediately following the expiration of the leave. Students whose leave of absence has expired and who have not yet registered for the following term will be placed on inactive status. Students who are placed on inactive status must reapply for admission to continue their enrollment.

### **PLAGIARISM**

Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty.

UTH Florida University may impose disciplinary actions including probation, suspension, or dismissal to any student found to have violated copyright and plagiarism rules. The university will also consider the severity, frequency, and students violations record in determining the disciplinary action.

## **COPYRIGHT**

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

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

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

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

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages. For details, see Title 17, United States Code Sections 504 & 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

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

## **STUDENT CONDUCT**

All students are expected to comply with the legal and ethical standards of UTH Florida University. They must behave in a manner consistent with the best interests of the University and the other students.

Academic dishonesty and/or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic



beverages, cheating, plagiarism, knowingly furnishing false information to the University, forging, or altering University documents and/or academic credentials, intentional destruction or damaging of the University's property or its affiliates', and theft of property from the University or other students.

Hazing and bullying fellow students, whether in person or online, will not be tolerated and is considered a violation of the students' code of conduct, subjecting the offender(s) to appropriate disciplinary actions including suspension and dismissal.

UTH Florida University reserves the right to dismiss any student, at any time, for misconduct as described above. In this event, the refund policy will be applied, and the dismissal date shall become the effective date for any computation. Other instances that may result in disciplinary action include, but are not limited to, unsatisfactory work, excessive absences, use of foul or derogatory language and lack of respect towards members of the faculty and administrative personnel. The University also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.

## **DISCIPLINARY SANCTIONS**

Described below are the possible academic and disciplinary sanctions which may be implemented, depending on the outcome of a disciplinary review or disciplinary hearing. Parents of students under any type of sanction may be notified if the student is a minor.

**Academic Warning:** This situation is prompted by a student's misconduct in relation to a course or assignment. This may result in the student receiving a grade reduction or failing grade.

**Disciplinary Warning:** Students in this category have been made aware that continuation of a given behavior will result in further disciplinary action by the university.

**Disciplinary Probation:** Students sanctioned by this status have behaved in such a manner that raises concern whether the student should continue as a member of the institution. Students will be conditioned for a stated period of time during which continuous good conduct will result in their status returned to good standing. Failure to meet the set standards in behavior may result in suspension or expulsion from the university.

**Suspension:** Indicates an administrative removal of the student from the college for a stated period of time due to a major or repeated violation of the university's student code of conduct or unacceptable behavior by the student.

**Expulsion:** This status stipulates the immediate and permanent termination of a student's enrollment in the university due to grave misconduct on the part of a student. The expelled student may never apply for readmission to the university and is not entitled to any claim or refund. This sanction will be noted on a student's permanent records and transcript.

**Other Possible Sanctions:** Other non-listed sanctions may be assigned to a student based on the degree of their violation or misconduct including but not limited to completion of a corrective program, or formal written apology.

**NONDISCRIMINATION**

UTH Florida University is an equal opportunity institution, affording enrollment, employment, and services without distinction based on race, color, sex, religion, national or ethnic origin, sexual orientation, gender identity, age, disability, physical handicap, or any other class protected by law.

**FREEDOM OF INFORMATION ACT**

In accordance with Public Law 93 380, Section 438 Family Educational Rights and Privacy Act, and Florida Statute s.229.782, students at UTH Florida University have the right to inspect their educational records and correct such records if warranted. Students are protected from release of information without written consent. All students' records are open for inspection and review by the student unless he or she waives the right.

UTH Florida University may accept a student's blanket release form for records and other information to be released to prospective employers and/or other educational institutions. Students may also sign an individual release form for each request for information. This information will be released by the Registrar's Office after the requestor has demonstrated a legitimate need to have such information.

## ACADEMIC REGULATIONS

### UNDERGRADUATE PROGRAMS

#### GRADING SYSTEM

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

Students enrolled in undergraduate academic programs are graded according to the following Grade Point Average (GPA) system:

GRADE	GPA VALUE	DESCRIPTION	NUMERICAL GRADE
A	4.0	Excellent	90-100
B	3.0	Good	80-89
C	2.0	Passing	70-79
D	1.0	Poor	60-69
F	0	Fail	<59

The following grades are not used in GPA computation:

- W     Withdraw
- CR    Transferred/Tested
- S     Satisfactory
- U     Unsatisfactory
- FR    Failed/Retaken

#### SATISFACTORY ACADEMIC PROGRESS

Students are expected to meet specific standards of Satisfactory Academic Progress (“SAP”) while working toward a degree at UTH Florida University. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures three factors:

1. Qualitative Measure (Cumulative GPA):
  - a. Undergraduate students must maintain a cumulative Grade Point Average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.
2. Quantitative Measure (Credit Hour Progression): Students must complete at least two thirds (67%) of the credit hours attempted each two consecutive eight-week academic periods to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total ratio of attempted hours to earned hours. For example, a student who enrolls for 12 term credit hours is required to successfully complete a minimum of 8 term credit hours (12 x 67% = 8) for the term.
3. Maximum Timeframe to Complete an Undergraduate Degree: Students are allowed a maximum timeframe equal to 150% of the length of the program to complete a program. For example, when pursuing an undergraduate degree program that requires 40 courses equivalent to 120 credits, students will reach the allowed maximum timeframe after attempting 60 courses equivalent to

180 credits. The student will be withdrawn once it is determined that he/she exceeded the allowable maximum timeframe. Accepted transfer credits will be counted in the maximum timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe.

### Repeat Coursework

UTH Florida University allows a student to repeat a poor or failed course once and permits only the last grade to count in the grade point average. A poor or failed course is one in which a student receives a “D” or “F”. The policy does not remove the previous grade from the student’s record but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours when calculating maximum timeframe to complete the program.

### Categories of Academic Progress:

**SAP Warning:** A student will be placed on SAP Warning at the end of an eight-week academic period for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior academic period. A SAP Warning can be issued for a maximum of two consecutive academic periods. If during the SAP Warning period the student meets satisfactory academic progress, the student will be removed from SAP Warning.

**SAP Probation:** A student will be placed on Academic Probation for not meeting the standards outlined above for a third consecutive eight-week academic period. A student may appeal to this designation. The student appeal must include the reasons for which the student failed to meet SAP and an argument stating what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the completion of the next two consecutive eight-week academic periods. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor which must be followed. If after one term, the student is meeting Satisfactory Academic Progress, the student will be removed from SAP probation.

**Academic Suspension:** A student on probation who fails to obtain a minimum GPA of 2.0 on the most recently completed eight-week academic period, and whose cumulative GPA is below 2.0, will be suspended for not meeting the academic standards outlined above. Suspension may result in dismissal from the University.

### SAP Terminology

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

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

A Withdrawal or grade of “W” is given when a student drops a course after the add/drop date at the end of the first week of the eight-week academic period, irrespective of whether the student attended the course or not.

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

Transfer credits are counted toward the student’s current program as both attempted and completed credit hours to calculate the maximum timeframe to complete a program.

The Institution does not provide proficiency credits, noncredit courses, or remedial courses. Therefore, this type of credit is not considered part of the student’s satisfactory academic progress.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, a student enrolled in undergraduate academic programs must have completed the full academic program as listed in the catalog within the corresponding timeframe. In addition, students enrolled in undergraduate programs must have earned a minimum cumulative grade point average of 2.0 (equivalent to a “C” grade average). Graduates must fulfill all financial obligations to UTH Florida University, including tuition charges and other expenses, before the end of the final term. A Degree or Transcripts will NOT be issued to any graduate unless the student has fulfilled all his/her financial obligations to UTH Florida University.

### **GRADUATING WITH HONORS**

Students who graduate from undergraduate level academic programs and have earned a cumulative Grade Point Average of 3.5 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.5 and 3.64 are honored with the distinction of “Cum Laude”. Those with a cumulative GPA between 3.65 and 3.79 are honored with the distinction of “Magna Cum Laude,” and those who have earned a cumulative GPA of 3.80 and higher are honored with the highest distinction of “Summa Cum Laude”.

**GRADUATE PROGRAMS**

**GRADING SYSTEM**

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

Students enrolled in graduate academic programs are graded according to the following Grade Point Average (GPA) system:

GRADE	GPA VALUE	DESCRIPTION	NUMERICAL GRADE
A	4.0	Excellent	90-100
B	3.0	Passing	80-89
C	2.0	Poor	70-79
F	0	Fail	<69

The following grades are not used in GPA computation:

- W Withdrew
- CR Transferred/Tested
- S Satisfactory
- U Unsatisfactory
- FR Failed/Retaken

**SATISFACTORY ACACEMIC PROGRESS**

Students are expected to meet specific standards of Satisfactory Academic Progress (“SAP”) while working toward a degree at UTH Florida University. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures three factors:

1. Qualitative Measure (Cumulative GPA):
  - a. Graduate students must maintain a cumulative Grade Point Average of 3.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a “B” average. The grade of “W” has no effect on the student’s cumulative grade point average.
2. Quantitative Measure (Credit Hour Progression): Students must complete at least two thirds (67%) of the credit hours attempted each two consecutive eight-week academic periods to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total ratio of attempted hours to earned hours. For example, a student who enrolls for 12 term credit hours is required to successfully complete a minimum of 8 term credit hours (12 x 67% = 8) for the term.
3. Maximum Timeframe to Complete Graduate Degree: Students are allowed a maximum timeframe equal to 150% of the length of the program to complete a program. For example, when pursuing and graduate degree program that requires 14 courses equivalent to 42 credits, students will reach the allowed maximum timeframe after attempting 21 courses equivalent to 63 credits. The student will be withdrawn once it is determined that he/she exceeded the allowable maximum timeframe. Transferred credits for accepted coursework will be counted in the maximum

timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe.

### Repeat Coursework

UTH Florida University allows a student to repeat a poor or failed course once and permits only the last grade to count in the grade point average. A poor or failed course is one in which a student receives a “C” or “F”. The policy does not remove the previous grade from the student’s record but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours when calculating maximum timeframe to complete the program.

### Categories of Academic Progress:

**SAP Warning:** A student will be placed on SAP Warning at the end of an eight-week academic period for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior academic period. A SAP Warning can be issued for a maximum of two consecutive academic periods. If during the SAP Warning period the student meets satisfactory academic progress, the student will be removed from SAP Warning.

**SAP Probation:** A student will be placed on Academic Probation for not meeting the standards outlined above for a third consecutive eight-week academic period. A student may appeal this designation. The student appeal must include the reasons for which the student failed to meet SAP and an argument stating what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the completion of the next two consecutive eight-week academic periods. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor which must be followed. If after one term, the student is meeting Satisfactory Academic Progress, the student will be removed from SAP probation.

**Academic Suspension:** A student on probation who fails to obtain a minimum GPA of 3.0 on the most recently completed eight-week academic period, and whose cumulative GPA is below 3.0, will be suspended for not meeting the academic standards outlined above. Suspension may result in dismissal from the University.

### SAP Terminology

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

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

A Withdrawal or grade of “W” is given when a student drops a course after the add/drop date at the end of the first week of the eight-week academic period, irrespective of whether the student attended the course or not.

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

Transfer credits are counted toward the student’s current program as both attempted and completed credit hours to calculate the maximum timeframe to complete a program.

The Institution does not provide proficiency credits, noncredit courses, or remedial courses. Therefore, this type of credit is not considered part of the student’s satisfactory academic progress.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, a student enrolled in graduate academic programs must have completed the full academic program as listed in the catalog within the corresponding timeframe. In addition, students enrolled in graduate programs must have earned a minimum cumulative grade point average of 3.0 (equivalent to a “B” grade average). Graduates must fulfill all financial obligations to UTH Florida University, including tuition charges and other expenses, before the end of the final term. A Degree or Transcripts will NOT be issued to any Graduate unless the student has fulfilled all his/her financial obligations to UTH Florida University.

### **GRADUATING WITH HONORS**

Students who graduate from graduate level academic programs and have earned a cumulative Grade Point Average of 3.5 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.5 and 3.69 are honored with the distinction of “Cum Laude”. Those with a cumulative GPA between 3.70 and 3.89 are honored with the distinction of “Magna Cum Laude,” and those who have earned a cumulative GPA of 3.90 and higher are honored with the highest distinction of “Summa Cum Laude”.

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**The following Academic Regulations apply to all degree programs offered by UTH Florida University regardless of academic level.**

### **TRANSFER AND READMITTED STUDENTS**

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

### **REINSTATEMENT**

A student who has been suspended due to unsatisfactory academic progress may be reinstated at the beginning of the academic period immediately following the academic suspension. In this event, the student will be placed on academic probation for at least two eight-week academic periods and must attain at least the required minimum academic progress during that time. Failure to do so will result in the student being dismissed from the University.

### **INSTRUCTOR TO STUDENT RATIO**

The University's Student to Instructor ratio will not exceed 25 to 1.

### **CHANGES TO PROGRAMS & COURSES**

UTH Florida University reserves the right to modify its tuition and fees and to withdraw courses and programs if registration falls below the required number or due to unforeseen circumstances. Course additions, deletions, and changes are made to the academic programs periodically to keep them up to date. Consequently, specific course requirements may change according to the best interest of the students. Students will be notified of all administrative and policy changes.

## FINANCIAL INFORMATION

### TUITION & FEES

Tuition must be paid on time according to the terms in the Enrollment Agreement. In case of extenuating circumstances, the student should consult the Admissions Office.

Tuition and fees are as follows:

<b>Academic Fees</b>	<b>Payment Due</b>
Undergraduate Registration fee, applies to first term only	\$150.00
Graduate Registration fee, applies to first term only	\$200.00
Undergraduate cost per Credit	\$96.00
Graduate cost per Credit	\$160.00
Technology fee per eight-week academic period: covers e-learning materials, supplies and online library.	\$28.00
<b>Non-Refundable Fees</b>	
Transfer Credit Evaluation	\$25.00
Approved Transfer Credits – Maximum charge 10 courses	\$10.00 per course
Official Status Certificate	\$6.00
Official Transcripts	\$6.00
Student ID Replacement	\$15.00
Diploma, Certificates, Notarized, Apostilles, plus Graduation Ceremony & Events	\$300.00
Diploma, Certificates, Notarized, Apostilles	\$150.00
Diploma Replacement	\$90.00
Courier/Messenger Fees – Depends on destination	TBD

Tuition rates are identical for all students and are calculated per credit hour. There are no distinctions between full-time or part-time students when calculating program costs and monthly payments. All programs are offered exclusively online and there are no rate differences for day or evening classes.

### TEXTBOOKS & SUPPLIES

The cost of textbooks and supplies are NOT included in the tuition charges. The estimated cost of textbooks and supplies ranges from \$500.00 to \$1,500.00 depending on the program of study, place of purchase, and condition of the textbooks.

### REFUND POLICY

In the event a student decides to withdraw completely and officially from the University, the student is required to notify the Registrar’s Office prior to or upon the date of withdrawal from classes. Tuition and Fees will be refunded in accordance with the University’s Refund Policy as stated below.

A Registration Fee is charged only once, upon enrollment. Tuition and Technology Fees are charged for each eight-week academic period of enrollment. The student is only liable for tuition and technology fees for the eight-week period in which the student enrolls, in addition to any prior unpaid balances.

**Termination of Student:** Students can be dismissed on the following grounds:

1. Determination by the Registrar that the student's academic credentials considered for admission are incomplete, have been forged or altered in any manner.
2. Failure to comply with attendance and conduct policies.
3. Failure to maintain Satisfactory Academic Progress.
4. Failure to pay tuition.

### **Refund Policy**

Should a student be dismissed from the university, voluntarily cancel enrollment, or withdraw from all or some classes, for any reason, then the student may be entitled to a refund which will be made in accordance with the following schedule:

1. Registration Fees:
  - a. If the student's enrollment is terminated by the university due to any of the reasons listed on the Termination of Student section and prior to the completion of the student's first academic period, then all Registration Fees paid will be refunded in full.
  - b. If the student's enrollment is terminated by the university at any time after the completion of the student's first academic period, then there will be NO refund.
  - c. If the student cancels his or her enrollment by the end of the fifth working day following the day the Registration Fees are paid, then Registration Fees will be refunded in full.
  - d. If enrollment is cancelled by the student AFTER the end of the fifth working day following the day the Registration Fees are paid, then there will be NO refund of the Registration Fees.
  - e. Working days end at midnight and exclude Saturdays, Sundays, and legal holidays.
2. Tuition:
  - a. Tuition will be refunded in full when a student is dismissed or withdraws from all registered courses before midnight of the eighth day of instruction in every eight-week academic period, also known as the "add/drop period."
  - b. If a student withdraws or is withdrawn from one or more courses before the end of the add/drop period and remains enrolled in other courses, then the tuition refund will be limited to the amount paid for the courses from which the student withdraws or is withdrawn.
  - c. Tuition for each eight-week academic period is payable in two monthly installments. The first installment is due at the start of the academic period and the second installment is due on the first day of the second month of each academic period. Students that withdraw after the add/drop period are not required to pay the second installment.
  - d. Withdrawal or dismissal after the drop/add period will result in no refund of Tuition.
3. Technology Fee
  - a. The Technology Fee will be refunded in full when a student is dismissed or withdraws from all registered courses before the end of the add/drop period.

- b. The Technology Fee will not be refunded when a student withdraws from one course before the end of the add/drop period and remains enrolled in other courses.
  - c. Withdrawal or dismissal after the add/drop period will result in no refund of the Technology Fee.
4. Transfer Credit Evaluation:
- a. This fee is nonrefundable under any circumstances as the institution will dedicate time and resources to completing an evaluation of a student’s request for credit transfers.
  - b. The Approved Transfer Credits fee is nonrefundable under any circumstances.
5. Books or Supplies:
- a. The cost of textbooks and supplies is NOT included in the tuition charges and is not refundable by the university.
6. Date of Termination
- a. The date of Termination will be the earliest of the following: (1) the last date of actual class participation, or (2) the date the dismissal notice is sent by the university to the student, or (3) the date the university receives the student’s notice cancelling registration or withdrawing from an academic period or course.
  - b. Refunds will be issued within 30 days of the Date of Termination.

**SAMPLE REFUND CALCULATION**

<b>PAYMENTS FOR</b>	<b>ALLOTTED TIME</b>	<b>REFUND ISSUED</b>
<b>Registration Fee</b>	Before the end of the fifth day after payment is made.	Full Refund
	After end of the fifth day after payment is made.	No Refund
<b>Tuition - Complete Withdrawal:</b> all registered courses for an academic period	Before the end of the Add/Drop Period	Full Refund
	After the end of the Add/Drop Period	No Refund
<b>Tuition - Partial Withdrawal:</b> at least one of two or more courses for an academic period.	Before the end of the Add/Drop Period	Partial refund corresponding to the amount paid for the withdrawn course(s).
	After the end of the Add/Drop Period	No Refund
<b>Technology Fee</b>	Before the end of the Add/Drop Period	Full Refund
	After the end of the Add/Drop Period	No Refund
<b>Transfer Credit Fees</b>	N/A	No Refund

**FINANCIAL ASSISTANCE**

Full tuition payment is due at the start of every eight-week academic period. However, UTH Florida University provides financial assistance by means of a payment plan to students who otherwise would be unable to attend due to lack of sufficient funds to meet tuition, fees, and other educational expenses. The payment plan offered allows students to make two monthly payments during the eight-week academic period.

Should a student need additional assistance or adjustments to the payment plan, please contact the Student Services Department for more information on how to apply for a modified payment plan.

Once a payment plan is determined, students are expected to comply with the agreed amounts and payment dates. Students that fail to meet the agreed payment schedule may become ineligible for special payment plans in the future. Failure to meet payments for two consecutive installments may result in administrative termination.

The University accepts students' payments in the form of cash, checks, money orders, bank transfers, and debit or credit cards. An online payment option is offered and is the preferred method of payment.

**STUDENTS WHO ARE DELINQUENT IN THEIR FINANCIAL OBLIGATIONS WILL NOT BE ISSUED AN ACADEMIC TRANSCRIPT OR DIPLOMA WHILE DELINQUENT.**

To collect delinquent accounts, the administration will contact the student by mail, email, or other means requesting prompt cancellation of all monies owed. Students will be reminded that according to the University's policies suspension or even dismissal may result from this matter. UTH Florida University reserves the right to use collection agencies and any other legal action that may be appropriate if the student refuses to fulfill financial obligations with the school.

## **SCHOLARSHIPS**

UTH Florida University provides up to 60 new scholarship programs or grants per academic period to enrolled students that qualify. These programs are available to all qualifying students and, when approved, may result in a reduction of tuition ranging from 10% to 50% off published tuition rates.

To qualify, students must complete an online application with personal information and provide a statement detailing the reasons why they qualify. The factors considered to qualify and to determine the amounts granted are academic merit, economic need, and prior affiliation with UTH Florida or its affiliates.

Students are encouraged to inquire about these programs with the Admissions Department, and the university will gladly assist those students when applying for this type of financial assistance.

The university may, at its own discretion, modify, suspend, or terminate any of these programs and assumes no responsibility for the availability of this type of financial assistance in the future.

## **STUDENT SERVICES**

### **HOURS OF OPERATION**

Administrative Office hours are 9:00 a.m. to 5:00 p.m. Eastern Standard Time, Monday through Friday except holidays.

Student Contact Center hours are 10:00 a.m. to 10:00 p.m. Eastern Standard Time, Monday through Friday except holidays.

### **CAREER SERVICES**

UTH Florida University offers career services to assist its students and graduates during their job seeking process. The university offers online workshops and seminars available upon request to help students reach their career goals. Through these services students receive guidance for the preparation of job search related documents and the development of job search skills. These services are also available for the University's graduates. Although UTH Florida University does not guarantee employment upon graduation, the success of this effort is highly important. Career services are offered at no charge.

### **ACADEMIC ADVISING SERVICES**

Students enrolling in Distance Education programs are required to attend an online orientation session. All students should contact the admissions office to arrange an appointment for this session. Students will receive personalized technical support from their assigned tutor, who will be ready to assist them with any difficulty regarding the use of the UTH Florida University online learning platform. Additionally, students can receive academic support through forums, or by telephone.

### **DRUG USE PREVENTION PROGRAM**

UTH Florida University is committed to maintaining a Drug Free Prevention Program and to promote a drug-free environment. Consequently, information is provided about the laws applicable in the event of possession or distribution of illegal drugs, the consequences of abusing alcohol, and the appropriate rehabilitation programs in the Miami Dade County area.

### **CONSENT TO USE OF IMAGES**

By accepting this agreement, the student acknowledges and agrees that UTH Florida University, its representatives, employees, agents, affiliates, or successors, (collectively "the University") may photograph, video, or otherwise record you and/or other students. If a student does not wish to have his/her photograph or video taken, he/she must advise the university in writing and state, at the time of the photography or recording, his/her desire not to participate. Unless the student provides the University with notice regarding his/her desire not to participate, the student hereby permanently grants the University the irrevocable and unrestricted right to copy, publicly display, distribute, modify, create

derivative works of and otherwise use his/her name, image, voice and likeness and any photograph, video, or audio recording in which he/she appears (collectively, the "Images"). The student acknowledges and agrees that he/she has no right, title, or interest in or to any Images, and that the University owns all rights, title and interest in and to all Images. The student hereby waives any right to inspect or approve any Images. The student hereby waives all rights, releases and discharges the University from any claim, demand or cause of action based upon, arising from, or related to the University's use the Images, and shall neither sue nor bring any proceeding against the University for including without limitation, claims for libel or invasion of right to privacy, publicity, or personality.

## **GRIEVANCE POLICY**

UTH Florida University has a grievance policy for students who feel that they are victims of discriminatory practices or harassment of any kind. The grievance policy is also intended for students who are dissatisfied with any other academic or administrative aspect of the school activities.

To lodge a complaint, a student must notify the issue in writing to the Admissions Director, stating the student's name, contact information, and a description of the matter causing the grievance. Immediately after the claim has been received, the Admissions Director will initiate the appropriate investigation. Students who have lodged a claim will be informed about the progress of the investigation within seven (7) days from the moment the claim has been received. Once the investigation has been completed, the complainants will be notified about the final determination.

If anyone filing a complaint is not satisfied with the final decision, the complaint may be submitted to the Commission for Independent Education, Florida Department of Education at the following address:

Commission for Independent Education  
Florida Department of Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll Free Telephone (888) 224-6684

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## **PROGRAM OFFERING**

### **ENTRANCE AND ADMISSIONS REQUIREMENTS**

UTH Florida University offers courses **ONLY** in Spanish. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

All applicants must be 18 years old or older. All students must provide proof of age and submit a copy of a government-issued identification document indicating date of birth at the time of enrollment. Should anyone below the age of 18 wish to apply and enroll in UTH Florida University, a written authorization from a parent or guardian is required prior to enrollment.

### **UNDERGRADUATE DEGREE PROGRAMS**

Bachelor of Science in Business Administration  
Bachelor of Science in Marketing  
Bachelor of Science in Human Resources Management

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

All prospective students must file an Application for Admission Form along with proof of graduation from a High School program or equivalent. Proof must include a copy of the Diploma earned and a copy of transcripts indicating courses taken and grades received.

### **GRADUATE DEGREE PROGRAMS**

Master of Science in Management & International Business  
Master of Science in Business & Finance  
Master of Science in Business & Marketing  
Master of Science in Human Resources Management  
Master of Science in Cybersecurity  
Master of Science in Public Administration

#### **ENTRANCE/ADMISSION REQUIREMENTS:**

All prospective students must file an Application for Admission Form along with proof of graduation from a bachelor's program or equivalent. Proof must include a copy of the Diploma earned and a copy of transcripts indicating courses taken and grades received.



## COURSE NUMBERING SYSTEM

UTH Florida University uses a six-character alpha numeric course numbering system. The first three letters identify the course’s area or department, and the last three digits are numbers that identify the specific course and represent the course’s academic level. Please refer to the table below:

Course Number	Course Academic Level
<b><u>Undergraduate</u></b>	
100 to 199	Lower Division – 1 <sup>st</sup> year Bachelor’s Program
200 to 299	Lower Division – 2 <sup>nd</sup> year Bachelor’s Program
300 to 399	Upper Division – 3 <sup>rd</sup> year Bachelor’s Program
400 to 499	Upper Division – 4 <sup>th</sup> year Bachelor’s Program
<b><u>Graduate</u></b>	
500 to 599	Master’s Program

## UNDERGRADUATE PROGRAMS

### BACHELOR OF BUSINESS ADMINISTRATION

Program Title: **Business Administration**

Credential Issued: Bachelor of Science

Program Length 120 Credit Hours

#### PROGRAM OBJECTIVE:

The Bachelor of Business Administration program is designed to impart a broad knowledge of the functional aspects of managing a business or enterprise. The program teaches the tools that students need to develop practical problem-solving applications, managerial and communication skills, and the business decision-making capabilities needed for a successful career in general management.

Upon completion of this program students have the foundation and skills to develop a successful career upon entering the workforce as a business administrator, capable of approaching business situations from both a micro and macro perspective, prepared to pursue career opportunities in a variety of fields.

#### PROGRAM DESCRIPTION:

The Bachelor of Business Administration program is designed to provide students with a strong base in business fundamentals and their application in real-world work environments. The program begins by laying the foundations of general knowledge in language, mathematics, and social sciences. All courses are taught 100% in Spanish.

Additionally, the program prepares students to analyze and develop an understanding of the many factors that affect a business situation and provides the tools to propose solutions to problems and opportunities. The Bachelor of Business Administration Program develops abilities to achieve smart business conclusions through empirical analysis applicable across every aspect of business, from day-to-day operational planning to adjusting strategies in the face of ongoing changes and challenges.

The program develops skills in the areas of accounting, finance, marketing, operations, human resources entrepreneurship, and economics among others. Special emphasis is placed on the general management function, developing communication skills, and operating within a legal and ethical framework.

#### PROGRAM OUTCOMES:

1. Implements information and communication technologies towards business management and coordination of administrative processes.
2. Understands the application of principles, tools, and methods of project management regarding the different types of organizations.
3. Analyses and interprets financial and accounting information in support of administrative and financial processes considering a global economic environment.
4. Understands marketing concepts and applies them in developing a marketing plan.
5. Assesses resource management and investment decisions to identify business and product development opportunities.
6. Demonstrates leadership and team skills to accomplish objectives focused on increasing the quality of administrative processes.

Course Number	Course Title	Credit Hours
	<b>General Education Courses – 30 Credit Hours</b> All students are required to complete the General Education requirement.	
MAT 110	College Algebra I	3
MAT 120	College Algebra II	3
LAW 110	Introduction to Law	3
ETH 120	Ethics	3
SOC 120	Sociology	3
SPA 110	Spanish	3
ENG 110	English I	3
ENG 120	English II	3
MAN 110	Total Quality	3
COM 110	Expression & Communications	3
	<b>Basic Core Courses – 24 Credit Hours</b> The following courses are common to all bachelor’s programs: Business Administration, Human Resources Management and Marketing.	
STA 210	Statistics	3
ECO 210	Economics	3
ACC 210	General Accounting	3
ACC 230	Managerial Accounting I	3
MAN 240	Management I	3
MIT 210	Applied Information Systems	3
MAN 261	Management Skills	3
HRM 210	Human Resources Management	3
	<b>Business Administration - 66 Credit Hours</b> The following courses are specific to the Business Administration curriculum.	
FIN 310	Financial Mathematics	3
FIN 320	Financial Analysis	3
FIN 330	Financial Management I	3
FIN 340	Financial Markets	3
FIN 350	Financial Auditing	3
MAN 330	Strategic Management I	3
MAN 340	Strategic Management II	3
ACC 320	Intermediate Accounting	3
MAN 350	Managerial Principles	3
MAN 360	Business Management	3
MAN 370	Small Business Management	3
MAN 380	Business Leadership	3
MAN 410	Project Development & Analysis	3
MKT 330	Marketing I	3
MKT 400	Market Research I	3

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
HRM 360	Salary & Compensation Management	3
MAN 420	Business Policy	3
MAN 430	Planning & Control	3
OPM 350	Production Management	3
MAN 440	International Business Management	3
HRM 470	Management Leadership	3
MAN 470	Decision Making	3
	<b>TOTAL</b>	<b>120</b>

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## BACHELOR OF HUMAN RESOURCE MANAGEMENT

Program Title: **Human Resources Management**

Credential Issued: Bachelor of Science

Program Length 120 Credit Hours

### PROGRAM OBJECTIVE:

The Bachelor of Human Resources Management program prepares students for leadership positions in human resources management, capable of developing, establishing, and advancing organizational policies. The Program places emphasis on human capital development and the leadership initiatives required to deliver, develop, and retain employees, as the most crucial competitive business factor.

Upon completion of this program graduates have the foundation and skills to develop a successful career in Human Resources Management upon entering the workforce and are equipped with the ability to identify, analyze, and solve complex human resource and management issues.

### PROGRAM DESCRIPTION:

Students enrolled in the Bachelor of Human Resources Management program learn about leadership, motivation, and how to maximize the value of human capital, applying course material to real-world situations. The program starts by laying the foundations of general knowledge in language, mathematics, and social sciences. All courses are taught 100% in Spanish.

Additionally, the program develops critical-thinking and problem-solving skills, preparing students to analyze and develop an understanding of the many factors that affect human resources management situations. Students propose solutions to the dynamic problem of synthesizing personal and organizational objectives. The Bachelor of Human Resources Management develops decision-making skills in managing compensation, benefits, training and development, recruitment, employee retention, conflict management, strategic talent management, and more.

The program develops skills in the areas of accounting, finance, marketing, operations, and economics among others to complement the emphasis placed on the human resources management function, including the development of communication skills, operating within a legal and ethical framework.

### PROGRAM OUTCOMES:

1. Implements information and communication technologies towards business management and coordination of administrative processes for human resource management.
2. Executes systemic, logical, and creative thinking towards developing good practices for managing professional development in companies.
3. Relates current labor norms and systems to work hazards reduction and evaluation of alternative solutions to human resource management problems.
4. Applies human resources principles with a high sense of ethics, contributing to the design and development of organizational strategies and change management that increase productivity and job satisfaction.
5. Explains theoretical concepts related to management and development of hiring processes, establishing wages and compensation systems, demonstrating an ability for analysis and synthesis.

Course Number	Course Title	Credit Hours
	<b>General Education Courses – 30 Credit Hours</b> All students are required to complete the General Education requirement.	
MAT 110	College Algebra I	3
MAT 120	College Algebra II	3
LAW 110	Introduction to Law	3
ETH 120	Ethics	3
SOC 120	Sociology	3
SPA 110	Spanish	3
ENG 110	English I	3
ENG 120	English II	3
MAN 110	Total Quality	3
COM 110	Expression & Communications	3
	<b>Basic Core Courses – 24 Credit Hours</b> The following courses are common to all bachelor’s programs: Business Administration, Human Resources Management and Marketing.	
STA 210	Statistics	3
ECO 210	Economics	3
ACC 210	General Accounting	3
ACC 230	Managerial Accounting I	3
MAN 240	Management I	3
MIT 210	Applied Information Systems	3
MAN 260	Negotiation Techniques	3
HRM 210	Human Resources Management	3
	<b>Human Resources Management - 66 Credit Hours</b> The following courses are specific to the Human Resources Management curriculum.	
HRM 310	Social Security	3
HRM 320	Labor Relations I	3
HRM 330	Human Resource Management	3
OPM 310	Quality Control I	3
OPM 350	Production Management	3
HRM 340	Performance Management	3
ACC 320	Intermediate Accounting	3
FIN 330	Financial Management I	3
HRM 350	Management of Change	3
MAN 330	Strategic Management I	3
HRM 360	Salary & Compensation Management	3
HRM 370	Human Resource Auditing	3
MAN 380	Business Leadership	3
MAN 420	Business Policy	3
HRM 420	General Psychology	3

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
HRM 430	Industrial Psychology	3
HRM 440	Supervision Techniques I	3
HRM 450	Sociology of the Workplace	3
HRM 460	Occupational Health & Safety	3
OPM 410	Organization & Methods	3
MAN 430	Planning & Control	3
HRM 470	Management Leadership	3
	<b>TOTAL</b>	<b>120</b>

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## BACHELOR OF MARKETING

Program Title: **Marketing**

Credential Issued: Bachelor of Science

Program Length 120 Credit Hours

### PROGRAM OBJECTIVE:

The Bachelor of Marketing program develops the tools and skills to prepare students for careers in the marketing field. Students learn to examine consumer behavior, develop, and implement effective sales strategies, develop promotional techniques, and assist in strategic decision-making on product development and pricing. Upon completion of this program students have the foundation and skills to develop a successful career upon entering the workforce.

Students learn how to apply marketing knowledge and skills to meet organizational goals through analytic and managerial techniques related to markets, products, customers, and technology. Marketing provides the tools to identify and service market opportunities to achieve commercial and income goals for all types of enterprises.

### PROGRAM DESCRIPTION:

Bachelor of Science in Marketing students receive basic instruction in advertising, e-marketing, management, copywriting, and entrepreneurship. The program starts by laying the foundations of general knowledge in language, mathematics, and social sciences. All courses are taught 100% in Spanish.

Additionally, the program prepares students to use market research and demographic analysis to develop and implement marketing strategies. Other areas of study include advertising, copyright law, brand management, e-marketing, consumer behavior, and sales management. The program imparts the tools and techniques to utilize market segmentation, targeting, positioning, product differentiation, valuation, and pricing to analyze and develop an understanding of the many factors that affect a business situation, providing the tools to propose solutions to problems and opportunities.

The program develops skills in the areas of accounting, finance, marketing, operations, and economics among others. Special emphasis is placed on the marketing function, developing communication skills, and operating within a legal and ethical framework.

### PROGRAM OUTCOMES:

1. Implements information and communication technologies towards business management and coordination of administrative processes for marketing.
2. Develops marketing functions that emphasize commercialization, promotion, public relations, and logistics within organizations.
3. Completes marketing planning and coordination exercises by applying research processes and communication campaigns using tools for advertising, promotion, and distribution.
4. Demonstrates an ability to develop marketing programs for goods and services focusing on design, evaluation, and execution of marketing strategies.
5. Understands the concepts and functions of marketing and their relevance to strategy development and decision-making processes in different types of organizations.
6. Applies theoretical knowledge to carry out market research procedures and use of the 5 Ps of marketing to identify competitive advantages for project development.



Course Number	Course Title	Credit Hours
	<b>General Education Courses – 30 Credit Hours</b> All students are required to complete the General Education requirement.	
MAT 110	College Algebra I	3
MAT 120	College Algebra II	3
LAW 110	Introduction to Law	3
ETH 120	Ethics	3
SOC 120	Sociology	3
SPA 110	Spanish	3
ENG 110	English I	3
ENG 120	English II	3
MAN 110	Total Quality	3
COM 110	Expression & Communications	3
	<b>Basic Core Courses – 24 Credit Hours</b> The following courses are common to all bachelor’s programs: Business Administration, Human Resources Management and Marketing.	
STA 210	Statistics	3
ECO 210	Economics	3
ACC 210	General Accounting	3
ACC 230	Managerial Accounting, I	3
MAN 240	Management I	3
MIT 210	Applied Information Systems	3
MAN 260	Negotiation Techniques	3
HRM 210	Human Resources Management	3
	<b>Marketing - 66 Credit Hours</b> The following courses are specific to the Marketing curriculum.	
MKT 310	Consumer Psychology	3
LAW 310	International Legislation & Contract Law	3
MKT 320	International Marketing	3
MKT 330	Marketing I	3
MKT 340	Electronic Commerce	3
MKT 350	Marketing Strategy	3
MKT 360	Distribution & Logistics	3
MKT 370	Sales Promotions	3
MKT 380	Product Development	3
MKT 390	Industrial Marketing	3
MKT 400	Market Research I	3
MKT 410	Sales Management I	3
MKT 420	Market Studies	3
MKT 430	Marketing Planning	3
MKT 440	Advertising	3
MKT 450	Marketing for Service Industry	3
MKT 460	Advertising Campaigns	3

Course Number	Course Title	Credit Hours
MKT 470	Entrepreneur Development	3
FIN 320	Financial Analysis	3
MAN 410	Project Development & Analysis	3
MKT 480	Point of Sale Marketing	3
MKT 490	Marketing Management	3
	<b>TOTAL</b>	<b>120</b>

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## GRADUATE PROGRAMS

### MASTER OF MANAGEMENT & INTERNATIONAL BUSINESS

Program Title: **Management & International Business**

Credential Issued: Master of Science

Program Length 42 Credit Hours

#### PROGRAM OBJECTIVE:

The Master's in Management & International Business program develops the tools and skills required to successfully manage an internationally competitive enterprise. Upon completion of this program, students are able to ascertain an organization's financial situation, devise plans for further development, and analyze external economic and market factors that impact the organization. Successful graduates will apply quantitative methods to aid decision making, and present findings and recommendations to the ultimate decision makers while considering legal and ethical implications.

In addition to working within global companies that compete in international markets, graduates of the Master's in Management & International Business program can also find careers in management, finance, and consulting.

#### PROGRAM DESCRIPTION:

All courses are taught utilizing the case method, which immerses the students in actual situations faced by real enterprises, and requires students to derive, present, and defend solutions among alternatives presented by fellow students. This method involves active student participation and stimulates the development of critical thinking. All courses are taught 100% in Spanish.

The Master's in Management & International Business program delves into international issues in greater depth while developing a set of skills that can be transferred to other areas such as accounting, finance, marketing, operations, and human resources among others. Special emphasis is placed on the economics of international trade, international marketing management, international business management, and international corporate finance. The skills to analyze and manage international trade, logistics, and international finance laws are also developed.

#### PROGRAM OUTCOMES:

1. Applies knowledge of accounting principles, finance, operations, and information technologies to develop business administration and management concepts.
2. Applies strategic management concepts in the areas of marketing, business administration, and human resources.
3. Designs and implements strategic plans for international commerce, analyzing threats and opportunities for companies to successfully compete in domestic and international markets.
4. Organizes and manages commercial activity, applying logistics and financial operations processes in a company's distribution channels minding a global economy.
5. Analyzes and interprets investment behaviors in international trade to attract capital investment in alignment with a company's strategic direction.

Course Number	Course Title	Credit Hours
<b>Basic Core Courses – 27 Credit Hours</b>		
MAN 510	Management of Modern Organizations	3
MAN 530	Managerial Accounting	3
MAN 540	Management Information Systems	3
FIN 510	Financial Management	3
MKT 510	Strategic Marketing	3
HRM 510	Human Resources Management	3
OPM 510	Operations Management	3
MAN 550	Strategic Management	3
MAN 590	Project Development & Analysis	3
<b>Management &amp; Int'l Business Courses– 15 Credit Hours</b>		
LAW 520	International Contract Law	3
OPM 520	International Logistics	3
FIN 520	International Finance	3
MAN 560	Electronic Commerce	3
MKT 550	International Commercial Operations	3
<b>TOTAL:</b>		<b>42</b>

**MASTER OF BUSINESS & FINANCE**

Program Title: **Business & Finance**

Credential Issued: Master of Science

Program Length 42 Credit Hours

**PROGRAM OBJECTIVE:**

The Master's in Business & Finance program imparts the knowledge to make critical financial decisions for any organization. The program develops the tools and skills that students will need in the areas of general management as well as finance. Students are provided with a deeper understanding of the fundamentals of accounting and finance. The program develops critical thinking and communication skills, enabling graduates to succeed in leadership roles in their chosen fields.

Completion of this program transmits a well-rounded understanding of practical business applications of finance essential to manage current challenges. Advanced financial theory provides the tools needed to address future trends. Graduates are prepared for careers in financial management, investment banking, and investment management.

**PROGRAM DESCRIPTION:**

All courses are taught utilizing the case method which immerses the students in actual situations faced by real enterprises, and requires students to derive, present, and defend solutions among alternatives presented by fellow students. This method involves active student participation and stimulates the development of critical thinking. All courses are taught 100% in Spanish.

The Master's in Business & Finance curriculum is focused on managerial finance, corporate finance, and investment analysis. These topics are preceded by fundamental coursework in economics, accounting, and quantitative decision methods, as well as marketing, operations, and management of human resources. Special emphasis is placed on financial administration, imparting knowledge of financial accounting, financial law, financial markets, and decision-making tools. Students learn about financial modeling, capital budgeting, and international financial markets including different securities such as derivatives, options, and futures.

**PROGRAM OUTCOMES:**

1. Applies knowledge of accounting principles, finance, operations, and information technologies to develop business administration and management concepts.
2. Plan and control financial operations by strengthening the analysis and management skills related to a company's accounting and financial information, establishing leadership within decision making processes.
3. Uses communication and information technologies as tools to support adaptable financial management processes for generating value and financial optimization.
4. Establishes strategies for creating financial value through research and analysis of the economic and financial environments influencing the productive process of a business.
5. Understands the principles for managing and analyzing the international financial market, direct foreign investment, exchange risk, and international trade financing.

Course Number	Course Title	Credit Hours
<b>Basic Core Courses – 27 Credit Hours</b>		
MAN 510	Management of Modern Organizations	3
MAN 530	Managerial Accounting	3
MAN 540	Management Information Systems	3
FIN 510	Financial Management	3
MKT 510	Strategic Marketing	3
HRM 510	Human Resources Management	3
OPM 510	Operations Management	3
MAN 550	Strategic Management	3
MAN 590	Project Development & Analysis	3
<b>Business &amp; Finance Courses – 15 Credit Hours</b>		
FIN 530	Advanced Financial Management	3
FIN 520	International Finance	3
FIN 540	Financial Decision Making	3
FIN 550	Applied Finance	3
FIN 560	Financial Markets	3
<b>TOTAL:</b>		<b>42</b>

## MASTER OF BUSINESS & MARKETING

Program Title: **Business & Marketing**

Credential Issued: Master of Science

Program Length 42 Credit Hours

### PROGRAM OBJECTIVE:

The Master's in Business & Marketing program prepares students for successful careers in an increasingly competitive, dynamic, global, and technology-oriented environment. The program develops the tools and skills that students will need to capitalize on specific markets through better identification and analysis of consumer needs, wants, and interests.

The program teaches how to master the methods, procedures, and techniques used in planning and managing marketing decisions. A focus on marketing analytics trains marketing professionals to apply quantitative methods to aid decision making and present findings and recommendations to the ultimate decision makers while considering legal and ethical implications. Graduates are ready to launch careers as marketing managers, account executives, digital media specialists, brand managers, marketing analysts, and social media directors.

### PROGRAM DESCRIPTION:

All courses are taught utilizing the case method which immerses the students in actual situations faced by real enterprises and requires students to derive, present, and defend solutions among alternatives presented by fellow students. This method involves active student participation and stimulates the development of critical thinking. All courses are taught 100% in Spanish.

The Master's in Business & Marketing program focuses on key strategic areas essential in today's business environment such as digital marketing, brand development, marketing analytics, market strategy, product development, pricing, advertising, promotion, and sales force management. In addition, the program develops skills in other management areas such as accounting, finance, operations, and human resources among others.

### PROGRAM OUTCOMES:

1. Applies knowledge of accounting principles, finance, operations, and information technologies to develop business administration and management concepts.
2. Applies strategic management concepts in the areas of marketing, business administration, and human resources.
3. Employs critical thinking to analyze local, regional and global markets as a basis for developing and implementing marketing strategies that contribute to increasing the efficiency of sales processes and profitability of an enterprise.
4. Presents different strategies related to a company's marketing mix in order to optimize promotion and increase brand recognition considering digital and traditional channels of distribution.
5. Designs marketing strategies to promote the corporate image of a company, facilitating new institutional public relations and strengthening existing relations.
6. Establishes knowledge about planning and coordinating communication and advertising campaigns through a variety of distribution channels accounting for a globalized and changing market.

Course Number	Course Title	Credit Hours
<b>Basic Core Courses – 27 Credit Hours</b>		
MAN 510	Management of Modern Organizations	3
MAN 530	Managerial Accounting	3
MAN 540	Management Information Systems	3
FIN 510	Financial Management	3
MKT 510	Strategic Marketing	3
HRM 510	Human Resources Management	3
OPM 510	Operations Management	3
MAN 550	Strategic Management	3
MAN 590	Project Development & Analysis	3
<b>Business &amp; Marketing Courses – 15 Credit Hours</b>		
MKT 520	Logistics & Distribution Operations	3
MKT 560	Product & Pricing Strategy	3
MKT 570	Advertising & Promotion	3
MKT 530	Sales Organization Management	3
MKT 540	Brand Management	3
<b>TOTAL:</b>		<b>42</b>



## MASTER OF HUMAN RESOURCE MANAGEMENT

Program Title: **Human Resources Management**

Credential Issued: Master of Science

Program Length 42 Credit Hours

### PROGRAM OBJECTIVE:

Graduates of the Master's in Human Resources Management program are provided with strengthened professional capabilities that will allow them to obtain a successful career in the human resources management field. The program transmits the tools and develops the skills necessary to acquire a keen understanding of the complete panorama of the needs, opportunities, and challenges of managing human resources. This master's program instructs students to identify employee needs, develop their own strategic visions, shape corporate culture, plan and execute organizational change, and develop policies and practices that enhance an organization's competitive advantage.

The program teaches how to master the methods, procedures, and techniques used in planning and managing human resource management decisions. A focus on organizational structures and behaviors is accompanied by basic general management principles. The successful Human Resources manager will promote innovative and flexible change strategies while considering corporate objectives as well as legal and ethical implications.

### PROGRAM DESCRIPTION:

All courses are taught utilizing the case method which immerses the students in actual situations faced by real enterprises and requires students to derive, present, and defend solutions among alternatives presented by fellow students. This method involves active student participation and stimulates the development of critical thinking. All courses are taught entirely online and 100% in Spanish.

The Master's in Human Resources Management program is designed with practicing human resource professionals in mind; the program provides students who successfully complete the program with specialized knowledge and leadership skills needed to carry out consequential results and add value to any organization. Emphasizing the practical application of human resource theories through case study exercises and other forms of applied learning, the program will engage students with a forward-looking approach to human resources on strategic, analytical, and practical subjects like coaching, organizational behavior, labor laws, and international HR among others.

### PROGRAM OUTCOMES:

1. Applies knowledge of accounting principles, finance, operations, and information technologies to develop business administration and management concepts.
2. Applies strategic management concepts in the areas of marketing, business administration, and human resources.
3. Designs corporate strategies for administrating and implementing organizational change, applying professional coaching principles to create high-performance teams.
4. Understands current and effective labor rights principles and directs them towards improving human resource operational processes.
5. Enforces appropriate strategies for recruitment, selection, evaluation and development of human resources that aid in establishing functional work teams and support continuous improvement efforts and productivity of an enterprise.

Course Number	Course Title	Credit Hours
<b>Basic Core Courses – 21 Credit Hours</b>		
MAN 510	Management of Modern Organizations	3
MAN 530	Managerial Accounting	3
MAN 540	Management Information Systems	3
MKT 510	Strategic Marketing	3
HRM 510	Human Resource Management	3
OPM 510	Operations Management	3
MAN 550	Strategic Management	3
<b>Human Resource Management – 21 Credit Hours</b>		
HRM 520	Management Coaching	3
HRM 530	Organizational Behavior	3
HRM 540	Organizational Change Management	3
HRM 550	Organizational Development in Modern Enterprises	3
HRM 560	Strategic Human Resource Management	3
HRM 570	International Labor Law	3
HRM 580	International Human Resource Consulting	3
<b>TOTAL:</b>		<b>42</b>

## MASTER OF CYBERSECURITY

Program Title: **Cybersecurity**

Credential Issued: Master of Science

Program Length 42 Credit Hours

### PROGRAM OBJECTIVE:

The Master of Science in Cybersecurity program integrates concepts, practices, and procedures in the fields of information security and telecommunications while considering the operational risks present in each of these areas. Upon completion of this program students will possess specific tools, methodologies, and skillsets needed to identify the necessary resources to develop, define, and implement strategies, policies, and guidelines related to the cybersecurity of any enterprise. Graduates will be able to present findings and recommendations to the ultimate decision makers while considering legal and ethical implications.

In addition to working within global companies that require administration of information and communications systems, graduates of the Master of Science in Cybersecurity program can also find careers in security auditing, consulting, and outsourcing.

The university recommends that applicants to this program should have at least two-years minimum professional experience holding job titles in Information Security or other related fields like: Informatics Security, Information & Communications Technology Administration, Risk Analysis and/or Legal Advisor in Telecommunications.

### PROGRAM DESCRIPTION:

All courses are taught utilizing the case method which immerses the students in actual situations faced by real enterprises and requires students to derive, present, and defend solutions among alternatives presented by fellow students. This method involves active student participation and stimulates the development of critical thinking. The program's academic methodology is focused on developing analytical and critical thinking abilities. All courses are taught entirely online and 100% in Spanish.

The Master of Science in Cybersecurity program prepares students to predict, prevent, and respond to cyberattacks. Students will gain a range of specialized skills, from ethical hacking, computer forensics, and information security auditing, to penetration testing and network security. The Master's program builds on the foundations of computer science with advanced knowledge to critically evaluate the technical, social, and management dimensions of computing systems and technologies from a security perspective.

This program is designed to provide professionals of different backgrounds with a comprehensive grasp of the technological tendencies in the world of communications and data management. It is designed for students who wish to understand the inherent security risks of information technologies and the risks to which enterprises are exposed, and how to mitigate and minimize those risks.

### PROGRAM OUTCOMES:

1. Demonstrates extensive knowledge and ability to handle different operating systems, networks, and programming languages.
2. Employs cryptographic protocols and security tools based on these protocols to strengthen the protection of a company's IT assets.

3. Applies prevention techniques through the analysis and detection of threats to design cybersecurity architectures in accordance with corporate strategies, considering fundamental regulations of information management.
4. Interprets and distinguishes regulations for security incident response centers, applying the main strategies for managing and employing digital protection processes.
5. Audits cybersecurity systems seeking to protect IT assets, examining a variety of risks such as hacking, fraud, psychological manipulation, among others.

Course Number	Course Title	Credit Hours
	<b>Cybersecurity Courses – 42 Credit Hours</b> The following courses are specific to the Cybersecurity curriculum.	
MIT 510	Information Systems	3
MIT 520	Ethical Hacking	3
MIT 530	Personal Data Protection	3
MIT 540	Perimeter Security & Network Attacks	3
MIT 550	Digital/Electronic Signatures & Certificates	3
MIT 560	Cybercrime	3
MIT 570	Computer Forensics	3
MIT 580	Informational Security Auditing	3
MIT 590	Security Events Monitoring	3
MIT 515	Incident Response Management	3
MIT 525	Computer Law	3
MAN 520	Project Management	3
MIT 535	Cryptography and Authentication	3
MIT 545	Implications of Critical Infrastructure	3
	<b>TOTAL:</b>	<b>42</b>

**MASTER OF PUBLIC ADMINISTRATION**

Program Title: **Public Administration**

Credential Issued: Master of Science

Program Length: 36 Credit Hours

PROGRAM OBJECTIVE:

The Master’s in Public Administration develops the knowledge, analytical skills, tools, and capabilities that students will need for careers in public office and government fields. Upon completion of the program, students will be able to: analyze public administration organizations, administrative modernization, and governance issues; demonstrate understanding of the main tools for public administration; evaluate and organize administrative services; as well as managing human resources within government administrations.

PROGRAM DESCRIPTION:

All courses will be conducted using the case method and employ a project-based curriculum. Students will be presented with the belief that public service is a vocation, public administration is a necessity, and government-minded citizens are essential to a healthy society. Among the programs desired outcomes, the program develops skills for Teamwork, problem solving, critical thinking, and builds an achievement portfolio. The curriculum is designed to equip graduates with conceptual, analytical, and managerial skills applicable to the public administration field. The case method requires active participation and develops critical thinking skills. All courses are taught 100% in Spanish.

Main areas of development include public management, e-government, citizen participation, open government, transparency, smart cities, cybersecurity, public marketing and institutional communications, budget management and administration of human resources.

PROGRAM OUTCOMES:

1. Understands the complexities between public administration theory, research, and practice.
2. Applies critical thinking and analysis skills to inform evidence-based problem solving for decision making processes.
3. Demonstrates the ability to work collaboratively within and across organizational and jurisdictional boundaries.
4. Describes and executes policymaking processes including defining the problem, establishing an agenda, developing and implementing policy and finally evaluating policy effectiveness.
5. Identifies diverse stakeholders and employs effective communication to promote community engagement.

Course Number	Course Title	Credit Hours
	<b>Public Administration Courses – 36 Credit Hours</b> The following courses are specific to the Public Administration curriculum.	
MAN 510	Management of Modern Organization	3
OPM 510	Operations Management	3
MAN 550	Strategic Management	3

Course Number	Course Title	Credit Hours
MAN 590	Project Development & Analysis	3
HRM 510	Human Resources Management	3
MIT 545	Implications of Critical Infrastructure	3
GOV 510	Leadership and Management Techniques	3
GOV 520	Administrative Action & Public Policy Management	3
GOV 530	E-Government: Electronic Management	3
GOV 540	Open Government & Transparency	3
GOV 550	Smart Cities & Urban Management	3
GOV 560	Public Sector Marketing and Communications	3
	<b>TOTAL:</b>	<b>36</b>

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## COURSE DESCRIPTIONS

### UNDERGRADUATE COURSES

#### GENERAL EDUCATION COURSES (30 CREDIT HOURS)

All Bachelor’s Degree students are required to complete the following courses to complete the General Education requirement.

UTH Florida University offers courses **ONLY** in Spanish. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Course Number	Course Title	Credit Hours
<b>MAT 110</b>	<b>College Algebra I</b>	<b>3 Credits</b>
<p>This course teaches students to master the basic algebraic concepts, and how to apply these when solving problems in their specialized fields and professions. Areas covered include studying numbers and spaces and deriving patterns and relationships. This process transmits knowledge and practical skills by allowing students to employ powerful algebraic concepts when solving problems. Prerequisite: Advisor Approval</p>		
<b>MAT 120</b>	<b>College Algebra II</b>	<b>3 Credits</b>
<p>The College Algebra II course combines the theory and practical application of mathematical concepts to a) identify and b) solve problems related to professional formation. The course teaches the techniques required for operations with matrices, linear equations, unequal expressions, simple relations, derivatives, integrals, and functions. Students are required to apply these concepts to real-life situations. Prerequisite: MAT 110</p>		
<b>LAW 110</b>	<b>Introduction to Law</b>	<b>3 Credits</b>
<p>Introduction to Law exposes the student to legal concepts closely linked to the corporate/professional sphere, recognizing the importance of the judicial environment as a social phenomenon. The course directs the student toward a greater understanding of applied ethics, and toward correcting dysfunctional conducts according to generally accepted social, cultural, and economic values. Prerequisite: Advisor Approval</p>		
<b>ETH 120</b>	<b>Ethics</b>	<b>3 Credits</b>
<p>Ethics will bring forth the relationship between the ethical and analytical thinking processes that take place in everyday lives, doing so within the framework of a civilized society in which it is necessary to promote ethical practices that consider moral standards, social values, and are based on respect and protection of human dignity. The course deals with aspects related to justice, freedom, the environment, among others, addressed in relation to global reality. The importance of high ethical and moral standards is emphasized as the fundamental element for performing in any professional field. Prerequisite: Advisor Approval</p>		

Course Number	Course Title	Credit Hours
<b>SOC 120</b>	<b>Sociology</b>	<b>3 Credits</b>
<p>In the Sociology course, students will apply the methods and concepts acquired to research, describe, and analyze human behavior using the scientific method. Students will receive instruction on methodology, as well as focus subjects from which to study social structures, thus gaining a wider perspective of our global reality. Prerequisite: Advisor Approval</p>		
<b>SPA 110</b>	<b>Spanish</b>	<b>3 Credits</b>
<p>This course examines the Spanish Language as an effective means of communication. Students will improve their usage while discovering, analyzing, and refining their thoughts in written and oral form. The objective of this class is to solidify the students' competence in understanding any genre of literature, and in expressing themselves through different forms of writing. Grammatical and orthographical rules are reviewed and supplemented with advanced study. Prerequisite: Advisor Approval</p>		
<b>ENG 110</b>	<b>English I</b>	<b>3 Credits</b>
<p>This course endows students with foundational communication skills in English. They will develop basic knowledge of the language, including vocabulary, syntax, and proper usage. Students will concurrently practice listening, speaking, and writing to build a strong mnemonic and grammatical base, able to use the language effectively when managing everyday situations. By the end of this course, successful students will have gained adequate preparation to undergo intermediate language studies. Prerequisite: Advisor Approval</p>		
<b>ENG 120</b>	<b>English II</b>	<b>3 Credits</b>
<p>This course provides the necessary knowledge for students to communicate at an intermediate level. They will understand spoken language and successfully manage social interactions to effectively complete a task. Upon completion of this course, students will be able to answer questions with the proper vocabulary, express basic needs, read and comprehend simple texts about social and personal needs, as well as write short messages using limited language consistent with the students' linguistic experience. Prerequisite: ENG 110</p>		
<b>MAN 110</b>	<b>Total Quality</b>	<b>3 Credits</b>
<p>This course examines basic concepts in quality standards, and their impact on professional and daily life. The tools needed for quality management and quality control are explored progressively and systematically, emphasizing the study of norms issued by the International Organization for Standardization (ISO norms). Prerequisite: Advisor Approval</p>		
<b>COM 110</b>	<b>Expression &amp; Communications</b>	<b>3 Credits</b>
<p>This course provides students with the syntactical, logical, and argumentative skills necessary to express their knowledge and opinions in different situations and contexts. Acquiring these communication tools will lead to successful use of the fundamental techniques of expression and communication, including written, verbal, and audiovisual presentations. Prerequisite: Advisor Approval</p>		



**BASIC CORE COURSES  
(24 CREDIT HOURS)**

The following courses are common to all bachelor’s programs and must be completed prior to initiating courses in the specific fields of Business Administration, Human Resources Management, and Marketing.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
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**STA 210      Statistics      3 Credits**  
 The Statistics I course provides the knowledge to employ the mathematical tools of probability and statistics in problems which contain uncertainty or risk. Students will learn to analyze population data by using statistics as a tool for gathering and organizing data, thus improving the quality of the decision-making processes.  
 Prerequisite: MAT 120

**ECO 210      Economics      3 Credits**  
 This course teaches the fundamentals of microeconomic theory—its elements and concepts—to enable the student to analyze the behavior of consumers and producers. Additionally, this course familiarizes the student with short-term economic trends, discussing the effects of different political and economic measures on the main macroeconomic variables.  
 Prerequisite: Advisor Approval

**ACC 210      General Accounting      3 Credits**  
 The General Accounting course examines the fundamental concepts and principles of accounting as a basic element of planning and control within an enterprise. The course includes the study of accounting doctrine, principles, and procedures including the handling of accounting books and records. The course also develops the skills needed for the preparation of financial statements according to accounting principles and norms.  
 Prerequisite: MAT 110

**ACC 230      Managerial Accounting      3 Credits**  
 The Managerial Accounting course furnishes the necessary skills to apply administrative information and quantitative tools to planning and control processes. Additionally, students will analyze internal accounting information, in conjunction with a firm’s qualitative aspects, to make optimal decisions to manage a globally competitive company.  
 Prerequisite: ACC 210

**MAN 240      Management I      3 Credits**  
 The Management I course provides the knowledge and modern management techniques that students will apply to problems regularly faced in professional practice. The management functions of planning, organizing, leading personnel, and control are integrated to develop processes to make optimal decisions, both controlled and with uncertainty variables, that will be applicable in professional life.  
 Prerequisite: MAN 110

Course Number	Course Title	Credit Hours
<b>MIT 210</b>	<b>Applied Information Systems</b>	<b>3 Credits</b>
<p>The Applied Information Systems course introduces the student to the application of software tools and the proper use of microcomputers for problem solving, troubleshooting, and performing routine tasks. Students are introduced to operating systems and other software including word processors, spreadsheets, graphics, presentations, and database managers. The use of internet-based tools is also included.</p>		
<p>Prerequisite: Advisor Approval</p>		
<b>MAN 260</b>	<b>Negotiation Techniques</b>	<b>3 Credits</b>
<p>This course introduces students to the tools, techniques, and strategies that exist for the development of successful negotiations, enabling them to put into practice the acquired principles. Negotiation is a process and set of techniques used by two or more parties to reach an agreement. Parties initiate conversations with the intent of reaching an agreement; each party's agendas, expressed and hidden, create different behaviors that affect proposals and results. Students are taught methods to conduct negotiation employing the tools learned.</p>		
<p>Prerequisite: MAN 110</p>		
<b>HRM 210</b>	<b>Human Resources Management</b>	<b>3 Credits</b>
<p>This course provides the knowledge base and mechanisms to manage human resources. These include learning the techniques used to recruit and select personnel, as well as personnel management to motivate employee productivity. The course will also explain the function of the Human Resource Department and its relation to the different departments within an enterprise, as well as the influence of governmental laws (Labor Law and other laws) in personnel management.</p>		
<p>Prerequisite: MAN 240</p>		

**BACHELOR OF BUSINESS ADMINISTRATION DEGREE  
(66 CREDIT HOURS)**

In addition to the General Education courses (30 credit hours) and Basic Core courses (24 credit hours) detailed above, the following list of courses must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>FIN 310</b>	<b>Financial Mathematics</b>	<b>3 Credits</b>
<p>This course provides the basic and necessary concepts to master pure and applied financial mathematics, exposing students to the major theorems which will allow them to accomplish this objective. The course introduces and prepares the student to handle financial operations problems that affect corporations and daily life. Prerequisite: ACC 230</p>		
<b>FIN 320</b>	<b>Financial Analysis</b>	<b>3 Credits</b>
<p>Financial Analysis provides knowledge of the different types of financial statements: balance sheets, profit and loss, cash flow statements, consolidated statements, notes, etc. This course provides the tools to understand financial statement entries and how those are derived, allowing the student to understand both explicit and implicit information. This knowledge permits the financial analysis of an enterprise to be used to forecast future behavior. Prerequisite: FIN 310</p>		
<b>FIN 330</b>	<b>Financial Management I</b>	<b>3 Credits</b>
<p>Financial Management provides the tools to manage the financial affairs of enterprises using the different components of financial information statements such as: cash flow, present value, discount rate, internal rate of return, enterprise value, etc. The course’s objective is to understand the concepts for asset valuation, working capital management, cost of capital by source, and capital structure while considering risk and uncertainty. Prerequisite: FIN 310</p>		
<b>FIN 340</b>	<b>Financial Markets</b>	<b>3 Credits</b>
<p>The Financial Markets course provides the foundational knowledge that will help students develop a comprehensive understanding of capital markets, applied to public and private companies. These markets provide a place and system to buy or sell financial assets, allowing participants to set prices for the different types of financial instruments. It is of vital importance to understand the inner workings of these markets and how they impact an enterprise. Prerequisite: FIN 330</p>		

Course Number	Course Title	Credit Hours
<b>FIN 350</b>	<b>Financial Auditing</b>	<b>3 Credits</b>
<p>Financial Auditing provides the basic understanding of auditing—its methodologies and analyses—which will allow students to develop its application. The course examines and evaluates the documents, operations, records, and financial statements of an entity to determine whether they reasonably reflect its financial condition and the results of operations. Additionally, compliance with financial regulations and procedures is examined to ensure soundness of internal controls. Prerequisite: FIN 340</p>		
<b>MAN 330</b>	<b>Strategic Management</b>	<b>3 Credits</b>
<p>Practicing the entire strategic planning process, students acquire an in-depth understanding of strategic management. The course presents, expounds upon, and employs each of the theoretical elements: vision, mission, objectives, strategies, and internal and external assessment of the company. Combined and critically synthesized, these elements can be used to employ result-seeking strategies. Prerequisite: MAN 260</p>		
<b>MAN 340</b>	<b>Strategic Management II</b>	<b>3 Credits</b>
<p>This course continues to develop advanced concepts in strategic planning through participation in the solution of real business cases. Strategic Management is an essential tool to direct and organize change, where the objectives of the enterprise are defined, and strategies to attain them are designed and implemented. This course recognizes the importance of managerial leadership in decision making, as it applies to current and future demands. Prerequisite: MAN 330</p>		
<b>ACC 320</b>	<b>Intermediate Accounting</b>	<b>3 Credits</b>
<p>The Intermediate Accounting course examines the techniques, methods, accounting principles and administrative procedures that will allow students to face accounting operations and develop systems applicable to the management of an enterprise. Prerequisite: ACC 230</p>		
<b>MAN 350</b>	<b>Managerial Principles</b>	<b>3 Credits</b>
<p>This course presents the concepts and practical utility of Managerial Principles, with a focus on individual development. A solid foundation in managerial principles will prepare students to confidently employ their knowledge and skills when performing managerial jobs. Prerequisite: ACC 210 or HRM 210</p>		
<b>MAN 360</b>	<b>Business Management</b>	<b>3 Credits</b>
<p>Business Management will prepare students to actively participate in managing an enterprise, concentrating on the technical and political aspects of that task, and developing their managerial skills through the establishment of objectives and monitoring techniques. Prerequisite: MAN 351</p>		

Course Number	Course Title	Credit Hours
<b>MAN 370</b>	<b>Small Business Management</b>	<b>3 Credits</b>
<p>This course teaches the basics of business management as it applies to the small enterprise, which requires the same skills needed to run the functions of a large business, such as marketing, sales, operations, human resources, accounting, and finance, but with size and resources limitations and often run by a single individual or a very small management team. Prerequisite: MAN 330 or HRM 340</p>		
<b>MAN 380</b>	<b>Business Leadership</b>	<b>3 Credits</b>
<p>This course teaches students how to create, develop, and direct businesses using the knowledge acquired on scientific management in diverse areas as well as specialized management techniques, to accomplish established objectives in a planned process. Prerequisite: MAN 340</p>		
<b>MAN 410</b>	<b>Project Development &amp; Analysis</b>	<b>3 Credits</b>
<p>This course requires that students develop a business idea, create a business plan, and prepare a feasibility analysis. A project requires the search for a feasible solution to a business problem within the world’s fluctuating economy. Managers must search for alternatives that ensure successful results, requiring research on target areas. Evaluation tools are provided to properly assess the viability of any proposal. Prerequisite: MAN 340</p>		
<b>MKT 330</b>	<b>Marketing I</b>	<b>3 Credits</b>
<p>The Marketing I course examines the basics of marketing concepts in accordance with modern techniques. Marketing—informed by market research and behavioral psychology—is the process through which a company guides and meets consumer needs to deliver goods and services. This course provides the tools to identify a product or service’s competitive advantage to design appropriate marketing strategies. Prerequisite: Advisor Approval</p>		
<b>MKT 400</b>	<b>Market Research</b>	<b>3 Credits</b>
<p>Market Research introduces the management of activities required to obtain market information usable in decision making. This course teaches how to study consumer behavior to detect needs and how to satisfy them, and how to identify purchase habits such as time, place, or preferences. The objective of market research is to obtain and interpret the data to support marketing strategies needed to sell a product or group of products, ultimately meeting unsatisfied or not-yet-discerned consumer demand. Prerequisite: MKT 330</p>		
<b>HRM 360</b>	<b>Salary &amp; Compensation Management</b>	<b>3 Credits</b>
<p>This course provides the knowledge to understand the intricacies of compensation and the importance of adequately compensating a job; students learn the significance of job descriptions, the concepts relevant to valuing positions, the factors for measuring the valuation of positions, the concepts that comprise the compensation process, and the different types of severance pay. Additionally, students will learn about the new tendencies for fixing employee payment. Prerequisite: HRM 210</p>		

Course Number	Course Title	Credit Hours
<b>MAN 420</b>	<b>Business Policy</b>	<b>3 Credits</b>
<p>Business Policy provides the framework to develop the policies and procedures necessary to meet an organization’s objectives by implementing the right strategies. Business Policy defines the scope or spheres within which decisions can be taken by the subordinates in an organization. It permits lower-level management to deal with problems and issues without consulting top level management every time for decisions. Prerequisite: MAN 351</p>		
<b>MAN 430</b>	<b>Planning &amp; Control</b>	<b>3 Credits</b>
<p>Planning &amp; Control analyzes the different environments a company must face. Students will learn to establish business objectives and make the appropriate decisions to meet those goals by implementing planning and control processes. Successful students will learn how to obtain and interpret information for those processes. Prerequisite: MAN 380</p>		
<b>OPM 350</b>	<b>Production Management</b>	<b>3 Credits</b>
<p>Production Management teaches planning and control of industrial processes to ensure that they move smoothly at the required level. Techniques of production management are employed in service as well as in manufacturing industries. The course explores the functions required for manufacturing operations such as product and process design, planning and control issues involving capacity and quality, and organization and supervision of the workforce. Prerequisite: MAN 240</p>		
<b>MAN 440</b>	<b>International Business Management</b>	<b>3 Credits</b>
<p>This course examines the global environment in which the international market is moving; with all the variations that affect the complex process of decision-making, establishing policies of penetration in foreign markets and preparing an export project. Prerequisite: MAN 360</p>		
<b>HRM 470</b>	<b>Management Leadership</b>	<b>3 Credits</b>
<p>Management Leadership teaches commitment to excellence as a way of life, through quality leadership and teamwork. Leadership is the ability or process employed by an enterprise’s leader to direct resources to achieve the organization’s needs and objectives. This course includes an examination of different leadership types and their application to the field of human resources. Prerequisite: HRM 360</p>		
<b>MAN 470</b>	<b>Decision Making</b>	<b>3 Credits</b>
<p>The Decision-Making course prepares the student with the concepts and necessary techniques for preventive analysis and the adequate temperament for immediate decision making. The process of reaching a decision given different options or solutions applies to situations that occur on a daily basis. Prerequisite: MAN 360</p>		

**BACHELOR OF HUMAN RESOURCE MANAGEMENT DEGREE  
(66 CREDIT HOURS)**

In addition to the General Education courses (30 credit hours) and Basic Core courses (24 credit hours) detailed above, the following list of courses must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>HRM 310</b>	<b>Social Security</b>	<b>3 Credits</b>

This course transmits to the student the knowledge about social security, in such a way that they will be able to identify how the different components such as pensions, occupational health, safety, and other benefits are applied, while emphasizing compliance with legal requirements and ethical behavior.  
Prerequisite: HRM 210

<b>HRM 320</b>	<b>Labor Relations I</b>	<b>3 Credits</b>
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Labor Relations teaches the legal tools that we can use in the development of this subject matter to apply them, with concrete cases throughout their professional lives, thus creating an interest in the study of Labor Laws and Social Security laws.  
Prerequisite: HRM 210

<b>HRM 330</b>	<b>Human Resource Management</b>	<b>3 Credits</b>
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In the Human Resource Management course, the student will acquire the academic content necessary for personnel management to become familiar with and understand the reality of managerial processes required to manage this important component of any enterprise.  
Prerequisite: HRM 210

<b>OPM 310</b>	<b>Quality Control I</b>	<b>3 Credits</b>
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In this class students are introduced to the analysis and evaluation of quality control through various statistical tools allowing the analyses of the quality issues that organizations face in their processes; these tools enable students to pursue the implementation of global standards by seeking certifications to ensure robust processes which enable organizations to develop quality products.  
Prerequisite: MAN 110

<b>OPM 350</b>	<b>Production Management</b>	<b>3 Credits</b>
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Production Management teaches planning and control of industrial processes to ensure that they move smoothly at the required level. Techniques of production management are employed in service as well as in manufacturing industries. The course explores the functions required for manufacturing operations such as product and process design, planning and control issues involving capacity and quality, and organization and supervision of the workforce.  
Prerequisite: MAN 240

Course Number	Course Title	Credit Hours
<b>HRM 340</b>	<b>Performance Management</b>	<b>3 Credits</b>
<p>With this course the student will analyze the process of human resource management and assess the most effective way of managing human talent within the organization. The fundamental principles guiding this function within a modern enterprise are taught. The management competencies and skills which allow the application of tools and techniques used to manage human resources in a globalized economy are imparted. Prerequisite: HRM 330</p>		
<b>ACC 320</b>	<b>Intermediate Accounting</b>	<b>3 Credits</b>
<p>The Intermediate Accounting course examines the knowledge, techniques, methods, accounting, and administrative procedures that will allow students to face accounting operations and develop adequate systems applicable to the management of an enterprise. Prerequisite: ACC 230</p>		
<b>FIN 330</b>	<b>Financial Management I</b>	<b>3 Credits</b>
<p>Financial Management provides the tools to manage the financial affairs of enterprises using the different components of financial information statements such as: cash flow, present value, discount rate, internal rate of return, enterprise value, etc. The course’s objective is to understand the concepts for asset valuation, working capital management, cost of capital by source, and capital structure while considering risk and uncertainty. Prerequisite: FIN 310</p>		
<b>HRM 350</b>	<b>Management of Change</b>	<b>3 Credits</b>
<p>Management of Change presents the concepts about change and organizational renovation through theory and organizational design, as well as the effective forces for change and leadership, conceptualizing and applying them with case studies. Prerequisite: HRM 330</p>		
<b>MAN 330</b>	<b>Strategic Management I</b>	<b>3 Credits</b>
<p>Practicing the entire strategic planning process, students acquire an in-depth understanding of strategic management. The course presents, expounds upon, and employs each of the theoretical elements: vision, mission, objectives, strategies, and internal and external assessment of the company. Combined and critically synthesized, these elements can be used to employ result-seeking strategies. Prerequisite: MAN 260</p>		
<b>HRM 360</b>	<b>Salary &amp; Compensation Management</b>	<b>3 Credits</b>
<p>This course provides the knowledge to understand the intricacies of compensation and the importance of adequately compensating a job; students learn the significance of job descriptions, the concepts relevant to valuing positions, the factors for measuring the valuation of positions, the concepts that comprise the compensation process, and the different types of severance pay. Additionally, students will learn about the new tendencies for fixing employee payment. Prerequisite: HRM 210</p>		



Course Number	Course Title	Credit Hours
<b>HRM 370</b>	<b>Human Resource Auditing</b>	<b>3 Credits</b>
<p>This course teaches students the reasons and justifications for auditing functions of human resources. They will learn about auditing tools for improving functions and administration of human resource departments. Students will acquire the knowledge to design a human resource auditing plan by learning to identify and diagnose the fundamental issues that affect human resource management. Additionally, the course will cover numerous ways in which the benefits of auditing processes can be measured. Prerequisite: HRM 330</p>		
<b>MAN 380</b>	<b>Business Leadership</b>	<b>3 Credits</b>
<p>This course teaches students how to create, develop, and direct businesses using the knowledge acquired on scientific management in diverse areas as well as specialized management techniques, to accomplish established objectives in a planned process. Prerequisite: MAN 330</p>		
<b>MAN 420</b>	<b>Business Policy</b>	<b>3 Credits</b>
<p>Business Policy provides the framework to develop the policies and procedures necessary to meet an organization’s objectives by implementing the right strategies. Business Policy defines the scope or spheres within which decisions can be taken by the subordinates in an organization. It permits the lower-level management to deal with the problems and issues without consulting top level management every time for decisions. Prerequisite: MAN 330</p>		
<b>HRM 420</b>	<b>General Psychology</b>	<b>3 Credits</b>
<p>This course examines the basic concepts of modern Psychology for its functional application and daily use in professional practice. The course presents, in a systematic way, the theories and laws of psychology as a science, the supporting scientific work, its applications to human relations, and the basic knowledge needed by the professional psychologist. Prerequisite: HRM 330</p>		
<b>HRM 430</b>	<b>Industrial Psychology</b>	<b>3 Credits</b>
<p>The Industrial Psychology course examines causal variables that intervene and the results that ensue, allowing students to determine the causes of individual and collective problems that affect the resulting effect on production and efficiency of an organization. The study of psychology is applied to the enterprise setting, consumer psychology, work psychology, organizational psychology, social and labor needs, and individual and group attitudes, including those of the manager. Prerequisite: HRM 420</p>		
<b>HRM 440</b>	<b>Supervision Techniques I</b>	<b>3 Credits</b>
<p>Supervision Techniques examines the daily activities in which a supervisor is involved in order to reach goals with the help of employees and associates, including the modern tendencies related with the supervision and an analysis of reasons that make a supervisor less successful in accomplishing goals. Prerequisite: HRM 330</p>		

Course Number	Course Title	Credit Hours
<b>HRM 450</b>	<b>Sociology of the Workplace</b>	<b>3 Credits</b>
<p>This course provides the student with the ability to understand the different human behaviors that affect the workplace, developing sensibility to social problems. The student will also be able to comprehend different behaviors that affect relations in the workplace environment, as well as how to assume responsibility of transmitting empathy to different managers and CEOs about the different behaviors of individuals in the workplace. Prerequisite: HRM 420</p>		
<b>HRM 460</b>	<b>Occupational Health &amp; Safety</b>	<b>3 Credits</b>
<p>This course provides the understanding that in every human activity there is a degree of risk or danger, therefore the prevention of accidents and the implementation of healthy hygiene and safety habits demands special attention. The student is taught that accidents can be reduced to zero and the incidence of health-related absences can be minimized through well-designed, executed, and controlled occupational health and security programs. Prerequisite: HRM 310</p>		
<b>OPM 410</b>	<b>Organization &amp; Methods</b>	<b>3 Credits</b>
<p>The Organization and Methods course examines the basic concepts and development of production flow diagrams, as well as the importance and application of them in the student’s career. The objective of this course is to involve the student in the different subsystems within an enterprise and how those systems integrate. Emphasis is placed on management without losing sight of the information generated. Automatization is also examined with emphasis on process design and improvement prior to automating. Prerequisite: OPM 310</p>		
<b>MAN 430</b>	<b>Planning &amp; Control</b>	<b>3 Credits</b>
<p>Planning &amp; Control analyzes the different environments a company must face. Students will learn to establish business objectives and make the appropriate decisions to meet those goals by implementing planning and control processes. Successful students will learn how to obtain and interpret information for those processes. Prerequisite: MAN 380</p>		
<b>HRM 470</b>	<b>Management Leadership</b>	<b>3 Credits</b>
<p>Management Leadership teaches commitment to excellence as a way of life, through quality leadership and teamwork. Leadership is the ability or process employed by an enterprise’s leader to direct resources to achieve the organization’s needs and objectives. This course includes an examination of different leadership types and their application to the field of human resources. Prerequisite: HRM 360</p>		

**BACHELOR OF MARKETING DEGREE  
(66 CREDIT HOURS)**

In addition to the General Education courses (30 credit hours) and Basic Core courses (24 credit hours) detailed above, the following list of courses must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
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<b>MKT 310</b>	<b>Consumer Psychology</b>	<b>3 Credits</b>
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Consumer Psychology provides the necessary knowledge to understand consumer decision-making processes. Students will gain the ability to discern the internal and external variables related to consumers’ purchase behavior, allowing them to develop better marketing action.  
Prerequisite: MAN 260

<b>LAW 310</b>	<b>International Legislation &amp; Contract Law</b>	<b>3 Credits</b>
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This course furnishes knowledge in the application and processes of international laws, which affect participants in international commerce. Students will learn to abide by and operate under international treaties and rules for the exchange of goods and services, along with learning international nuances.  
Prerequisite: LAW 110

<b>MKT 320</b>	<b>International Marketing</b>	<b>3 Credits</b>
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International Marketing provides the skills to develop commercialization strategies from the point of view of an export-focused company. The course uses a series of cases which exemplify the adaptation and development of products for international markets, the structure of export pricing, market entry strategies and the selection of distribution channels, the international promotion of goods and services, and international market segmentation.  
Prerequisite: MAN 260

<b>MKT 330</b>	<b>Marketing I</b>	<b>3 Credits</b>
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The Marketing I course examines the basics of marketing concepts in accordance with modern techniques. Marketing—informed by market research and behavioral psychology—is the process through which a company guides and meets consumer needs to deliver goods and services. This course provides the tools to identify a product or service’s competitive advantage to design appropriate marketing strategies.  
Prerequisite: Advisor Approval

<b>MKT 340</b>	<b>Electronic Commerce</b>	<b>3 Credits</b>
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The Electronic Commerce or e-Commerce course exposes students to the legal aspects of security and privacy under which e-commerce is conducted. Within this framework, students will analyze business problems to offer possible solutions. The course will also identify and explore the opportunities generated by this business model.  
Prerequisite: MKT 330

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>MKT 350</b>	<b>Marketing Strategy</b>	<b>3 Credits</b>
<p>This course provides the student with the ability to develop a marketing strategy by employing a comprehensive and current vision of market needs combined with a practical approach, which allows students to design and develop an effective commercial process and measure its impact. Prerequisite: MKT 330</p>		
<b>MKT 360</b>	<b>Distribution &amp; Logistics</b>	<b>3 Credits</b>
<p>Distributions &amp; Logistics provides the student with the ability to comprehend the factors and procedures that compose logistics systems. The activities involved in logistics comprise a system that binds production and markets bridging the separation of time and distance. Logistics administration and supply chain management includes the functions of purchasing, production, transportation, storage, distribution, and client services. Prerequisite: MKT 310</p>		
<b>MKT 370</b>	<b>Sales Promotions</b>	<b>3 Credits</b>
<p>This course looks at the individual tools of marketing communications, specifically, the tools of sales promotion and personal selling, which are the most immediate promotional tools, and both attempt to create or cause an immediate sale. This course emphasizes the need for integrated marketing communications plans, the interaction between the different tools of promotion, sales promotion, personal selling, and promotional campaigns. Prerequisite: MKT 350</p>		
<b>MKT 380</b>	<b>Product Development</b>	<b>3 Credits</b>
<p>Product Development examines concepts, skills, attitudes, and values necessary to successfully manage a structured process that allows for the creation of innovative, globally competitive, high-quality products while maintaining awareness of environmental impacts. Prerequisite: MKT 330</p>		
<b>MKT 390</b>	<b>Industrial Marketing</b>	<b>3 Credits</b>
<p>This course examines the concepts of Industrial Marketing, as well as the way in which students interact in a dynamic business environment. Industrial Marketing integrates the activities involved in the commercialization of products and services to other businesses, which in turn, utilize them as input and materials necessary to the operation of their enterprises. Prerequisite: MKT 350</p>		
<b>MKT 400</b>	<b>Market Research I</b>	<b>3 Credits</b>
<p>Market Research introduces the management of activities required to obtain market information usable in decision making. This course teaches how to study consumer behavior to detect needs and how to satisfy them, and how to identify purchase habits such as time, place, or preferences. The objective of market research is to obtain and interpret the data to support marketing strategies needed to sell a product or group of products, ultimately meeting unsatisfied or not-yet-discerned consumer demand. Prerequisite: MKT 330</p>		

Course Number	Course Title	Credit Hours
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**MKT 410      Sales Management I      3 Credits**

This course provides the student with the ability to understand and comprehend the diverse management techniques of the sales force with a practical focus using the knowledge and application of concepts, principles, and techniques of the area.

Prerequisite: MKT 370

**MKT 420      Market Studies      3 Credits**

Market Studies provides the necessary concepts that will make students go in depth from a practical point of view, in advanced qualitative and quantitative aspects of the area of market research, emphasizing new techniques developed for the analysis of information.

Prerequisite: MKT 400

**MKT 430      Marketing Planning      3 Credits**

The Marketing Planning course teaches the techniques and tools that will allow students to develop the main challenges in strategic planning, especially to incorporate strategic thinking, to search competitive advantage by linking the leader’s vision to corporate practices, the development of departmental strategies, and the incorporation of business plans taking advantage of the opportunities permitted through technological development.

Prerequisite: MKT 350

**MKT 440      Advertising      3 Credits**

Advertising provides the student with the ability to acquire the necessary knowledge to comprehend advertising concepts, their place in marketing, their history, and environmental factors. The course also examines the involvement of management in organizing the process and understands the role of the advertising agency as a fundamental element.

Prerequisite: MKT 350

**MKT 450      Marketing for Service Industry      3 Credits**

This course provides the student with the knowledge of marketing intangibles, learning, analyzing, and applying their differences in relation to theory and conventions in traditional marketing. Additionally, this will integrate the relationship of the above concepts into the “philosophy of service” that seeks to use commercial actions to maximize the satisfaction of a client or user.

Prerequisite: MKT 350

**MKT 460      Advertising Campaigns      3 Credits**

Advertising Campaigns examine the necessary components of general advertising strategies, media, and creativity. This course teaches skills required for the development of expertise needed in the professional performance in the advertising area, the creation of an advertising campaign for an enterprise, integrating all the concepts, techniques, and skills in a real and concrete application.

Prerequisite: MKT 420

Course Number	Course Title	Credit Hours
<b>MKT 470</b>	<b>Entrepreneur Development</b>	<b>3 Credits</b>
<p>This course combines theory and practice to identify and develop the potential and necessary skills of the entrepreneur, presenting tools for planning, organizing, and implementing creative and innovative activities. These concepts strengthen entrepreneurial potential through the development of skills to create, plan, and put an innovative project into practice. Prerequisite: MAN 240</p>		
<b>FIN 320</b>	<b>Financial Analysis</b>	<b>3 Credits</b>
<p>Financial Analysis provides the knowledge of companies' different financial statements: balance sheets, profit and loss, cash flow statements, consolidated statements, notes, etc. This course provides the tools to understand financial statement entries and how those are derived, allowing the student to understand both explicit and implicit information. This knowledge permits the financial analysis of an enterprise to be used to forecast future behavior. Prerequisite: FIN 310</p>		
<b>MAN 410</b>	<b>Project Development &amp; Analysis</b>	<b>3 Credits</b>
<p>This course requires that students develop a business idea, create a business plan, and prepare a feasibility analysis. A project requires the search for a feasible solution to a business problem within the world's fluctuating economy. Managers must search for alternatives that ensure successful results, requiring research on target areas. Evaluation tools are provided to properly assess the viability of any proposal. Prerequisite: MAN 340</p>		
<b>MKT 480</b>	<b>Point of Sale Marketing</b>	<b>3 Credits</b>
<p>Point of Sale Marketing provides the necessary concepts to manage the point of sale using techniques that motivate the consumer in cost-effective ways, benefiting both the retailer and manufacturer. Product placement, display, promotion, and their effects on sales are studied and analyzed. Prerequisite: MKT 420</p>		
<b>MKT 490</b>	<b>Marketing Management</b>	<b>3 Credits</b>
<p>This course helps the student develop the minimum skills required that will allow them to comprehend the strategic and operational dimension of marketing and the ways and mechanisms of their application within the global reality and context. Prerequisite: MKT 350</p>		

## GRADUATE COURSES

### CASE METHOD

All courses at the graduate level are taught utilizing the case method, which immerses the students in actual situations faced by real enterprises and requires students to derive and propose solutions which must be defended among alternatives presented by other students. This method involves active student participation and stimulates the development of critical thinking.

The case method is taught as a diagnostic tool to be used in analyzing problems and recognizing patterns. It is designed for students to learn from the instructors as well as other students in an environment that promotes sharing collective experiences and unique points of view.

Within the discussion of each case, specific business tools are taught and applied to the situation under analysis. Students are required to analyze a problem, develop solutions, consider alternatives, and choose an action path. Decisions are shared with other students and defended in open discussion, stimulating group cooperation, communication skills, and critical analysis of all alternatives.

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### BASIC CORE COURSES (27 CREDIT HOURS)

These courses are common to the following three master’s programs: Management & International Business; Business & Finance; and Business & Marketing. These courses must be completed prior to enrolling on the degree specific courses detailed in the section corresponding to each individual degree.

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Course Number	Course Title	Credit Hours
<b>MAN 510</b>	<b>Management of Modern Organization</b>	<b>3 Credits</b>
This course utilizes the case method to gain insight into different organizational structures and their applicability to varied business situations. Current management topics are examined including the functions, required abilities, and key competitive goals setting to develop effective managers. Prerequisite: Advisor Approval		
<b>MAN 530</b>	<b>Managerial Accounting</b>	<b>3 Credits</b>
The Managerial Accounting course examines the impact of different accounting treatments upon the knowledge needed for effective decision making. The skills necessary to analyze the components of financial statements are developed, and quantitative tools applicable to the process of planning and control are imparted. Different costing structures are explored including full, variable, fixed, and incremental cost analysis. The objective of the course is to prepare students to make decisions using accounting information after thorough and critical analysis of the information available. Prerequisite: Advisor Approval		

Course Number	Course Title	Credit Hours
<b>MAN 540</b>	<b>Management Information Systems</b>	<b>3 Credits</b>
<p>The case method is employed to develop student’s familiarity in relation to the development and evaluation of management information systems and their application to contemporary global businesses. The integration of these systems into global e-commerce, as well as their impact upon an organization and its strategy are also examined. The ethical and social aspects of information systems are also explored with an emphasis on security. Prerequisite: Advisor Approval</p>		
<b>FIN 510</b>	<b>Financial Management</b>	<b>3 Credits</b>
<p>The financial management course involves the student in the use of the financial tools necessary for proper decision making in the world of business, both at a personal and professional level. The use of complex financial products is covered at a basic level. The case method is used to introduce the student to real world financial situations and develop the critical thinking skills required to develop and apply solutions. Prerequisite: Advisor Approval</p>		
<b>MKT 510</b>	<b>Strategic Marketing</b>	<b>3 Credits</b>
<p>This course introduces the student, through the utilization of the case method, to the basic marketing concepts, providing them with the fundamental theory and practical applications of the marketing process. It imparts the tools needed to apply strategies that yield competitive advantages in the real world. Students should be able, at the end of the course, to develop and apply a strategic marketing plan to a productive business unit. Prerequisite: Advisor Approval</p>		
<b>HRM 510</b>	<b>Human Resources Management</b>	<b>3 Credits</b>
<p>Students are exposed to various cases detailing real life situations in order to analyze external variables affecting an organization, particularly those aspects over which the organization has a low level of control but can exert a great influence through their management. Additionally, the internal variables that the organization can and must manage are also analyzed. Emphasis is placed on students developing the skills to become effective leaders in their organizations while becoming proficient in the management of the valuable human resources in an enterprise. Prerequisite: MAN 530</p>		
<b>OPM 510</b>	<b>Operations Management</b>	<b>3 Credits</b>
<p>Students are introduced to the managerial analysis of processes in productive units in varied areas, such as manufacturing, services, and government. Focus is placed on analyzing the competitive needs and current state of the enterprise in order to develop the tools and techniques necessary to design and implement the best business practices. Critical thinking is required by the application of the case method, which requires solutions designed to face real life problems and opportunities. Prerequisite: MAN 530</p>		



Course Number	Course Title	Credit Hours
<b>MAN 550</b>	<b>Strategic Management</b>	<b>3 Credits</b>
<p>Strategic Management integrates the concept of strategic planning with analysis and measurement tools. Students will develop the skills to manage with purpose and conviction, taking advantage of potential and real opportunities through the implementation of an adequate strategy. These different situations are presented using cases to develop the students' ability to identify patterns and apply solutions.</p>		
<p>Prerequisite: MAN 530</p>		
<b>MAN 590</b>	<b>Project Development &amp; Analysis</b>	<b>3 Credits</b>
<p>This course requires that students utilize the tools learned in the master's program to develop a business idea, plan, and prepare a feasibility analysis. Additionally, students will be trained in effective and efficient communication techniques while seeking approval and acceptance of their ideas for a new business, a new business line, or an improvement of an existing business operation.</p>		
<p>Prerequisite: MAN 550</p>		

**MASTER OF MANAGEMENT & INTERNATIONAL BUSINESS  
(15 CREDIT HOURS)**

In addition to the Basic Core courses (27 credit hours) detailed above, the following courses are specific to the Master’s in Management & International Business program and must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>LAW 520</b>	<b>International Contract Law</b>	<b>3 Credits</b>
<p>The case method is employed to enable students to critically analyze concepts, foundations, and doctrines of international contracts, in order to teach in a practical way how they are negotiated and written, as well as learn how to solve international transactions, international contracts, and related documentation. Prerequisite: MAN 550</p>		
<b>OPM 520</b>	<b>International Logistics</b>	<b>3 Credits</b>
<p>This course examines modern international commerce as seen from a logistics perspective, demanding an active decision role inside the international physical distribution chain, which has increasing importance when calculating costs and service levels. The structure of logistics is more competitive every day in the international markets, demanding a high level of quality in relation to products, times, and services required. Students are immersed in real situations requiring critical analysis of cases and solution development. Prerequisite: OPM 510</p>		
<b>FIN 520</b>	<b>International Finance</b>	<b>3 Credits</b>
<p>This subject matter provides the necessary knowledge about the application and evolution of international finance, its current tendencies, and the main economic variables that relate a country’s finances to the global economy. The link of corporate finance and its incidence in this process is examined, as well as the international monetary system, foreign exchange markets, and financial instruments employed in international commerce. Prerequisite: FIN 510</p>		
<b>MAN 560</b>	<b>Electronic Commerce</b>	<b>3 Credits</b>
<p>e-Commerce provides theory and practical understanding about electronic commerce and its business implications and allows the student to handle the fundamental characteristics of online businesses. It also allows the student to understand the components of a virtual environment analysis, its rules, and the application of the necessary tools to start an online business. Prerequisite: MKT 510</p>		

Course Number	Course Title	Credit Hours
<b>MKT 550</b>	<b>International Commercial Operations</b>	<b>3 Credits</b>
<p>International Commerce is a theoretical-practical class covering current topics in international commerce, taxable and tax-exempt regimes, laws affecting international commerce, and modern international contracts. The course also covers the proliferation of commercial treaties, characteristics of the globalization process, the rise of commercial operations in recent years, and the redefinition of an economic model focused on the search to enter world markets.</p>		
<p>Prerequisite: MAN 550</p>		

**MASTER OF BUSINESS & FINANCE  
(15 CREDIT HOURS)**

In addition to the Basic Core courses (27 credit hours) detailed above, the following courses are specific to the Master’s in Business & Finance program and must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>FIN 530</b>	<b>Advanced Financial Management</b>	<b>3 Credits</b>
	This course provides the necessary knowledge for the application and understanding of Financial Management, modern tendencies, main tools, theories, and how corporate finance takes part in that process. Students will use the case method to learn and acquire necessary concepts to identify, analyze, and interpret financial problems that surge in enterprises. They will present solutions and alternatives, optimizing the available economic resources, while considering the legal and business environment. Prerequisite: FIN 510	
<b>FIN 520</b>	<b>International Finance</b>	<b>3 Credits</b>
	This subject matter provides the necessary knowledge about the application and evolution of international finance, its current tendencies, and the main economic variables that relate a country’s finances to the global economy. The link of corporate finance and its incidence in this process is examined, as well as the international monetary system, foreign exchange markets, and financial instruments employed in international commerce. Prerequisite: FIN 510	
<b>FIN 540</b>	<b>Financial Decision Making</b>	<b>3 Credits</b>
	This is a theoretical-practical class, emphasizing the development of practical decision-making skills with financial tools. The student will acquire the necessary knowledge to identify, analyze, and interpret financial problems that occur in business situations. The student will also formulate alternative solutions that seek to optimize economic resources, keeping in mind the legal and entrepreneurial framework applicable to the corresponding professional field of operation. Prerequisite: FIN 510	
<b>FIN 550</b>	<b>Applied Finance</b>	<b>3 Credits</b>
	The Applied Finance course teaches the student to perform a comprehensive analysis, evaluation, and critical interpretation of financial cases at the top managerial level, employing the available financial tools and their application in the daily life of Corporate Finance. Prerequisite: FIN 510	
<b>FIN 560</b>	<b>Financial Markets</b>	<b>3 Credits</b>
	This course focuses on the structure and performance of the national and international capital markets, including short-term money market activity. It is accomplished by reviewing and investigating the principal aspects of market operations through the critical analysis of cases and financial instruments, short and long term, which allow for proper investment and financial decision making. Prerequisite: FIN 530	

**MASTER OF BUSINESS & MARKETING  
(15 CREDIT HOURS)**

In addition to the Basic Core courses (27 credit hours) detailed above, the following courses are specific to the Master’s in Business & Marketing and must be completed to obtain the degree

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>MKT 520</b>	<b>Logistics &amp; Distribution Operations</b>	<b>3 Credits</b>
	Logistics Management is a key factor in the strategic positioning of a company. A well-managed supply chain allows offering customers a completely personalized service, focused on their specific needs, while maintaining a competitive cost. The subject of logistics and supply chains requires talking about organizations and global markets without losing sight of individual market characteristics. The Logistics and Distribution Operations class employs real-life situations and cases to provide all master’s candidates the knowledge and abilities required to manage a competitive distribution environment. Prerequisite: MKT 510	
<b>MKT 560</b>	<b>Product &amp; Pricing Strategy</b>	<b>3 Credits</b>
	This course examines the cost component for each product as a critical variable for strategic decision-making. Its interrelation with other variables, such as price, distribution, and communication, sets up the stage for Product and Pricing Strategy. This class allows the students to deepen his/her knowledge of two of the variables in the marketing mix. It will allow students to understand the different management, development, and price-setting strategies for products. Prerequisite: MKT 510	
<b>MKT 570</b>	<b>Advertising &amp; Promotion</b>	<b>3 Credits</b>
	The Advertising & Promotion course provides the conceptual framework and corresponding practices by utilizing these concepts in real cases, thus allowing the student to plan, create, and develop advertising and sales campaigns. The student learns to recognize, employing critical analysis, the appropriate use of different methods for advertising and sales campaigns, structuring their development. Prerequisite: MKT 520	
<b>MKT 530</b>	<b>Sales Organization Management</b>	<b>3 Credits</b>
	This course imparts an orderly view of the sales process and the decisions relevant to the sales network organization: recruitment, training, motivation, and control. This class imparts the necessary knowledge to plan, create, and develop sales programs and to implement the student’s organizational strategy. Prerequisite: MKT 520	

Course Number	Course Title	Credit Hours
<b>MKT 540</b>	<b>Brand Management</b>	<b>3 Credits</b>

Brand Management teaches students to think in terms of the brand and create strategies to reach the consumer's heart. Branding influences customer purchases because brands are the sum of the rational and emotional benefits of the product's or service's attributes. Good brand management is a critical factor for the success of a company. Brand development is a complex and delicate process that requires analysis and comprehension of a series of variables that influence its public perception. The case method is employed to expose the student to real situations and the demands of decision making.

Prerequisite: MKT 520

**MASTER OF HUMAN RESOURCE MANAGEMENT  
(42 CREDIT HOURS)**

The following courses are specific to the Master’s in Human Resources Management program and must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>MAN 510</b>	<b>Management of Modern Organization</b>	<b>3 Credits</b>
<p>This course utilizes the case method to gain insight into different organizational structures and their applicability to varied business situations. Current management topics are examined including the functions, required abilities, and key competitive goals setting to develop effective managers. Prerequisite: Advisor Approval</p>		
<b>MAN 530</b>	<b>Managerial Accounting</b>	<b>3 Credits</b>
<p>The Managerial Accounting course examines the impact of different accounting treatments upon the knowledge needed for effective decision making. The skills necessary to analyze the components of financial statements are developed, and quantitative tools applicable to the process of planning and control are imparted. Different costing structures are explored including full, variable, fixed, and incremental cost analysis. The objective of the course is to prepare students to make decisions using accounting information after thorough and critical analysis of the information available. Prerequisite: Advisor Approval</p>		
<b>MAN 540</b>	<b>Management Information Systems</b>	<b>3 Credits</b>
<p>The case method is employed to develop student’s familiarity in relation to the development and evaluation of management information systems and their application to contemporary global businesses. The integration of these systems into global e-commerce, as well as their impact upon an organization and its strategy are also examined. The ethical and social aspects of information systems are also explored with an emphasis on security. Prerequisite: Advisor Approval</p>		
<b>MKT 510</b>	<b>Strategic Marketing</b>	<b>3 Credits</b>
<p>This course introduces the student, through the utilization of the case method, to the basic marketing concepts, providing them with the fundamental theory and practical applications of the marketing process. It imparts the tools needed to apply strategies that yield competitive advantages in the real world. Students should be able, at the end of the course, to develop and apply a strategic marketing plan to a productive business unit. Prerequisite: Advisor Approval</p>		

Course Number	Course Title	Credit Hours
<b>HRM 510</b>	<b>Human Resources Management</b>	<b>3 Credits</b>
<p>Students are exposed to various cases detailing real life situations to analyze external variables affecting an organization, particularly those aspects over which the organization has a low level of control but can exert a great influence through their management. Additionally, the internal variables that the organization can and must manage are also analyzed. Emphasis is placed on students developing the skills to become effective leaders in their organizations while becoming proficient in the management of the valuable human resources in an enterprise.</p>		
<p>Prerequisite: MAN 530</p>		
<b>OPM 510</b>	<b>Operations Management</b>	<b>3 Credits</b>
<p>Students are introduced to the managerial analysis of processes in productive units in varied areas, such as manufacturing, services, and government. Focus is placed on analyzing the competitive needs and current state of the enterprise in order to develop the tools and techniques necessary to design and implement the best business practices. Critical thinking is required by the application of the case method, which requires solutions designed to face real life problems and opportunities.</p>		
<p>Prerequisite: MAN 530</p>		
<b>MAN 550</b>	<b>Strategic Management</b>	<b>3 Credits</b>
<p>Strategic Management integrates the concept of strategic planning with analysis and measurement tools. Students will develop the skills to manage with purpose and conviction, taking advantage of potential and real opportunities through the implementation of an adequate strategy. These different situations are presented using cases to develop the students' ability to identify patterns and apply solutions.</p>		
<p>Prerequisite: MAN 530</p>		
<b>HRM 520</b>	<b>Management Coaching</b>	<b>3 Credits</b>
<p>This course will help students develop critical skills in human resource management and coaching. They will study concepts and application tools to effectively change a firm's organizational structure, while seeking to fulfill corporate objectives. Various coaching models will be analyzed. With a sound theoretical foundation, students will be able to synthesize strategies in response to case studies. In this course, students will become especially cognizant of the importance of proper diagnosis; they will gain confidence in their ability to discern inefficiencies, and thus recommend the precise changes needed to increase an organization's productivity.</p>		
<p>Prerequisite: MAN 510</p>		
<b>HRM 530</b>	<b>Organizational Behavior</b>	<b>3 Credits</b>
<p>The Organizational Behavior course integrates the study of management principles and practices with the study of human behavior within organizations. The focus will be upon the application of management and organizational behavior theory to practices that result in organizational effectiveness, efficiency, and human resource development. The primary goal of this course is to prepare students for advanced leadership roles in modern organizations through analysis of employee attitudes, workplace satisfaction, personalities and communication, and group dynamics.</p>		
<p>Prerequisite: MAN 510</p>		



Course Number	Course Title	Credit Hours
<b>HRM 540</b>	<b>Organizational Change Management</b>	<b>3 Credits</b>
<p>In this course, students are exposed to philosophies, strategies, tactics, and issues relevant to successful organizational change. Students will learn how to select the most appropriate change-management intervention strategy to address a specific project. The course studies today's complex global business environment, where successful leaders can anticipate the impact of marketplace adjustments, new regulatory requirements, a change in business strategy, or the implementation of new technology within their organizations. By taking a holistic approach to change initiatives, students will learn to create an agile work environment while promoting organizational resilience.</p> <p>Prerequisite: MAN 550</p>		
<b>HRM 550</b>	<b>Organizational Development in Modern Enterprises</b>	<b>3 Credits</b>
<p>The Organizational Development course applies behavioral science concepts to organizational structures, with the aim of teaching students how to plan, design, innovate, and develop solutions to successfully implement changes. Knowledge of globalization and contemporary business practices are essential prerequisites to employ creative and innovative approaches to Organizational Development. Through case studies, students will develop critical and analytical skills that will prepare them for challenges in this complex sector of Human Resource management.</p> <p>Prerequisite: HRM 510</p>		
<b>HRM 560</b>	<b>Strategic Human Resource Management</b>	<b>3 Credits</b>
<p>Foundational to this course is the idea that companies achieve competitive advantage when human talent develops in harmony with the attainment of an organization's objectives. The course's primary goal is for students to learn strategic processes for effective human resource management, expounding on key principles, policies, and practices like hiring employees, evaluating their performance, and rewarding them. The successful student will be able to employ strategies that concurrently further personal and company objectives.</p> <p>Prerequisite: HRM 510</p>		
<b>HRM 570</b>	<b>International Labor Law</b>	<b>3 Credits</b>
<p>International Law establishes normative and canonical standards for national legislation. This course provides a detailed and comprehensive overview of international labor law and its influence on globalization and international rights, closely examining the operations of the International Labor Organization (ILO). Knowledge of International Labor Law will endow future managers with the confidence to participate in the international economy, as well as establish foundational knowledge for managing transnational companies.</p> <p>Prerequisite: Advisor Approval</p>		
<b>HRM 580</b>	<b>International Human Resources Consulting</b>	<b>3 Credits</b>
<p>In this course, students will learn advanced models, strategies, and tools to diagnose Human Resource management inefficiencies in international organizations. Human Resource consulting includes analysis of existing structures as well as implementing modifications in organizational structures to make them more efficient, while remaining flexible and adaptable to change. Through case studies and applied methods, students will develop diagnoses which will serve as the bases for their consulting recommendations to improve management and corporate structures.</p> <p>Prerequisite: OPM 510</p>		

**MASTER OF CYBERSECURITY  
(42 CREDIT HOURS)**

The following courses are specific to the Master’s in Cybersecurity program and must be completed to obtain the degree.

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<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>MIT 510</b>	<b>Information Systems</b>	<b>3 Credits</b>
<p>This course furnishes a deep understanding of leading information technologies and software like Enterprise Resource Planning (ERP), business intelligence tools, and decision-making applications. Students will become proficient in Information &amp; Communications Technology management, able to define, distinguish, and manage different Information Technology systems and their corresponding tools.</p> <p>Prerequisite: Advisor Approval</p>		
<b>MIT 520</b>	<b>Ethical Hacking</b>	<b>3 Credits</b>
<p>This course explores and introduces students to different forms of hacking, fraud, and psychological manipulation occurring in contemporary cyberspace. Students will develop the structured knowledge base necessary to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. The course is focused on penetration-testing tools and techniques to protect computer networks. Throughout the course, students will learn fundamental principles and concepts of relevant Information Systems.</p> <p>Prerequisite: Advisor Approval</p>		
<b>MIT 530</b>	<b>Personal Data Protection</b>	<b>3 Credits</b>
<p>Students will acquire the analytical tools for effective personal data protection in accordance with both national and international legislation. The course’s objective is twofold: to impart valuable knowledge on personal data protection tools and to train leaders capable of contributing to the legislative policies that will safeguard personal data protection. An in-depth exploration of privacy rights and habeas data will serve as the ethical and legal foundations for this course.</p> <p>Prerequisite: Advisor Approval</p>		
<b>MIT 540</b>	<b>Perimeter Security &amp; Network Attacks</b>	<b>3 Credits</b>
<p>The Perimeter Security &amp; Network Attacks course imparts knowledge on the goals, functions, and implementation of various perimeter security systems, designed to detect and prevent cyber intrusions. Students will analyze the advantages and disadvantages of different systems, while gaining a comprehensive understanding of how to protect private networks.</p> <p>Prerequisite: Advisor Approval</p>		

Course Number	Course Title	Credit Hours
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**MIT 550      Digital/Electronic Signatures & Certificates      3 Credits**

This course will give students a comprehensive toolkit to distinguish and understand the different types of digital/electronic signatures. Students will learn the uses and applicability of digital signatures, as well as the most effective ways to implement them within an organization. Through forums and practical exercises, students will learn how to confidently create these electronic signatures, as well as the different ways of certifying them. Additionally, they will acquire the tools to effectively analyze and determine the veracity of digital and electronic certificates.

Prerequisite: Advisor Approval

**MIT 560      Cybercrime      3 Credits**

The Cybercrime course considers the continuous technological advances and increasing globalization of our modern world. From a transnational reference point, this course introduces students to the ever-expanding variety of cybercrime that every organization is exposed to regardless of size. Students will examine the crimes’ origins, categories, and international agreements and breeches, as well as their implications on both the organizational and public spheres.

Prerequisite: MIT 530

**MIT 570      Computer Forensics      3 Credits**

Throughout this module, students will gain a comprehensive understanding of Computer Forensics. They will gain proficiency with the tools and technologies commonly used in forensic examinations and learn to utilize best practices as they evolve. Students will explore procedures for securing and validating evidence, including digital media and physical memory, as well as recovering artifacts, analyzing, and presenting results.

Prerequisite: MIT 520

**MIT 580      Information Security Auditing      3 Credits**

Students will learn the techniques and methodologies to successfully carry out auditing procedures for Information Security Management Systems according to globally recognized frameworks (ISO 27001, NIST, ISO 27000, COBIT 5). They will learn to determine if organizations meet critical legislative and regulatory requirements related to information security. Throughout the course, students will gain the necessary skills to detect vulnerabilities in security systems, invaluable in many areas of cyber security.

Prerequisite: MIT 530

**MIT 590      Security Events Monitoring      3 Credits**

Instruction begins by establishing monitoring foundations and their relation to various security events. With a solid knowledge base, students will proceed to practical exercises creating, preparing, and interpreting reports. Through a theoretical and hands-on approach, students will learn how to adeptly identify monitoring models, and how to create and read logs in different formats (Syslog, IDMEF, Windows Event Log, and Syntax) to recognize and propose viable solutions.

Prerequisite: Advisor Approval

Course Number	Course Title	Credit Hours
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**MIT 515 Incident Response Management 3 Credits**

Using international norms NIST 800-61 and ISO 180004 as a frame of reference, students will learn the necessary tools to create incident response logs, reports, and reference manuals. These manuals, in turn, will help reduce frequency of incidents and increase efficiency in organizations’ networks. Fostering critical reasoning and logical induction, students will learn to design response plans that will contain damage and minimize the risk of cyberattack.

Prerequisite: MIT 590

**MIT 525 Computer Law 3 Credits**

Students enrolled in the Computer Law course will explore the legal issues associated with the recent explosion in the Internet and computer-related crime. Taking both a national and international approach, we will explore the growing interaction between law and information technology, which has resulted in new fields of computer law. Topics will include: privacy, intellectual property infringement, fraud, computer hacking, computer viruses, and online extortion. The goal is to give students the foundations to manage new cybersecurity crimes and ongoing legislative changes.

Prerequisite: MIT 560

**MAN 520 Project Management 3 Credits**

In the Project Management course, students will gain the expertise to successfully manage projects in the cybersecurity field. Through critical analysis of cases and practical exercises, students will learn to determine a project’s scope, and thus be able to identify the elements and resources necessary to generate project budgets, plans, and management strategies.

Prerequisite: Advisor Approval

**MIT 535 Cryptography & Authentication 3 Credits**

The Cryptography and Authentication course provides students with the tools and knowledge to protect proprietary and sensitive data using different encryption methods. Students will learn both symmetric and asymmetric key ciphers, expounding upon authentication procedures previously learned. At the end of the course, successful students will have gained the practical skills to attain confidentiality/privacy, message integrity, authentication, and non-repudiation of information.

Prerequisite: MIT 550

**MIT 545 Implications of Critical Infrastructure 3 Credits**

Critical Infrastructure encompasses the systems that enable daily life such as electrical systems, financial institutions, transportation systems, and more, which are dependent upon a digital ecosystem. Interruption, disruption, or breaches in this infrastructure would be detrimental to the health, security, and economic well-being of any state. In this course, students will gain valuable knowledge of critical infrastructure, its vulnerabilities, threats, and risks, as well as current protection strategies. Special consideration will be given to international agreements in place between several countries including the U.S. and Canada.

Prerequisite: MIT 560

**MASTER OF PUBLIC ADMINISTRATION  
(36 CREDIT HOURS)**

The following courses are specific to the Master’s in Public Administration program and must be completed to obtain the degree.

UTH Florida University offers courses **ONLY** in Spanish. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>MAN 510</b>	<b>Management of Modern Organization</b>	<b>3 Credits</b>
<p>This course utilizes the case method to gain insight into different organizational structures and their applicability to varied business situations. Current management topics are examined including the functions, required abilities, and key competitive goals setting to develop effective managers. Prerequisite: Advisor Approval</p>		
<b>OPM 510</b>	<b>Operations Management</b>	<b>3 Credits</b>
<p>Students are introduced to the managerial analysis of processes in productive units in varied areas, such as manufacturing, services, and government. Focus is placed on analyzing the competitive needs and current state of the enterprise in order to develop the tools and techniques necessary to design and implement the best business practices. Critical thinking is required by the application of the case method, which requires solutions designed to face real life problems and opportunities. Prerequisite: Advisor Approval</p>		
<b>MAN 550</b>	<b>Strategic Management</b>	<b>3 Credits</b>
<p>Strategic Management integrates the concept of strategic planning with analysis and measurement tools. Students will develop the skills to manage with purpose and conviction, taking advantage of potential and real opportunities through the implementation of an adequate strategy. These different situations are presented using cases to develop the students’ ability to identify patterns and apply solutions. Prerequisite: Advisor Approval</p>		
<b>MAN 590</b>	<b>Project Development &amp; Analysis</b>	<b>3 Credits</b>
<p>This course requires that students utilize the tools learned in the master’s program to develop a business idea, make a plan, and prepare a feasibility analysis. Additionally, students will be trained in effective and efficient communication techniques while seeking approval and acceptance of their ideas for a new business, a new business line, or an improvement of an existing business operation. Prerequisite: MAN 550</p>		
<b>HRM 510</b>	<b>Human Resource Management</b>	<b>3 Credits</b>
<p>Students are exposed to various cases detailing real life situations to analyze external variables affecting an organization, particularly those aspects over which the organization has a low level of control but can exert a great influence through their management. Additionally, the internal variables that the organization can and must manage are also analyzed. Emphasis is placed on students developing the skills to become effective leaders in their organizations while becoming proficient in the management of the valuable human resources in an enterprise. Prerequisite: Advisor Approval</p>		

Course Number	Course Title	Credit Hours
<b>MIT 545</b>	<b>Implications of Critical Infrastructure</b>	<b>3 Credits</b>
<p>Critical Infrastructure encompasses the systems that enable daily life such as electrical systems, financial institutions, transportation systems, and more, which are dependent upon a digital ecosystem. Interruption, disruption, or breaches in this infrastructure would be detrimental to the health, security, and economic well-being of any state. In this course, students will gain valuable knowledge of critical infrastructure, its vulnerabilities, threats, and risks, as well as current protection strategies. Special consideration will be given to international agreements in place between several countries including the U.S. and Canada.</p> <p>Prerequisite: Advisor Approval</p>		
<b>GOV 510</b>	<b>Leadership &amp; Management Techniques</b>	<b>3 Credits</b>
<p>Leadership &amp; Management Techniques examines the principles, practices, and complexities of effective leadership. Students will acquire a greater understanding of the skills and competencies needed to be an effective leader. Participants will review the benefits of effective leadership, as well as the most innovative management techniques. Students will take on the task of guiding and coordinating efforts to achieve an organization’s objectives, the implementation of organizational methods, and the effectiveness of control systems.</p> <p>Prerequisite: Advisor Approval</p>		
<b>GOV 520</b>	<b>Administrative Action &amp; Public Policy Management</b>	<b>3 Credits</b>
<p>In Administrative Action &amp; Public Policy Management, the decision-making processes of the State in the face of certain public problems will be studied. This content of this course will furnish students with knowledge about the laws and regulations that apply to state administrations, and will examine related styles of public policy. Students will have to apply processes to formulate, execute and evaluate public policies in economic, social, and regulatory aspects.</p> <p>Prerequisite: Advisor Approval</p>		
<b>GOV 530</b>	<b>E-Government: Electronic Management</b>	<b>3 Credits</b>
<p>This course focuses on the improvement of services offered to citizens through technology within the framework of technologically efficient Public Administrations. A variety of innovation models will be developed accompanied by concrete experiences in the analysis of political economy and governance. Technological development is proposed to advance social policy, electronic administration, online procedures, intranet, and paperless administration.</p> <p>Prerequisite: Advisor Approval</p>		
<b>GOV 540</b>	<b>Open Government &amp; Transparency</b>	<b>3 Credits</b>
<p>This course addresses open governance as a more transparent, collaborative, and ethical form of public administration and governance. Throughout the course will address the different ways of involving a greater participation of citizens in public affairs for the resolution of problems. Coursework will have a particular focus on the main topics within the field of public administration in modern societies such as, development of transparency, citizen participation and public innovation.</p> <p>Prerequisite: Advisor Approval</p>		

Course Number	Course Title	Credit Hours
<b>GOV 550</b>	<b>Smart Cities &amp; Urban Management</b>	<b>3 Credits</b>

This course requires participants to engage in a shared analysis of current environmental and climate circumstances experienced by large cities, allowing students to evaluate possible solutions proposed within a sustainable global strategy. The implications of the climate and environmental crises on city models will be examined. Students will take part in further analysis of the social and economic transformations needed to face environmental challenges. In this course students will gain knowledge on topics such as energy systems, mobility, construction, and infrastructure, among others.

Prerequisite: Advisor Approval

<b>GOV 560</b>	<b>Public Sector Marketing &amp; Communications</b>	<b>3 Credits</b>
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Public Sector Marketing & Communications considers institutional communication as an indispensable value for governments in their relationship with citizens, and the viability and attainment of set objectives. Institutional communication will be studied as the process of dialogue through which a public institution manifests their identity, its mission, objectives, and achievements to its audiences. Students will apply knowledge and understanding of the subject to ensure that the messages are planned, dynamic and focused on the same image that is projected from a given administration.

Prerequisite: Advisor Approval

## UNIVERSITY PERSONNEL

### ADMINISTRATIVE PERSONNEL

<b>Roger D. Valladares</b>	<b>Chairman</b>
<b>Roger E. Valladares</b>	<b>President</b>
<b>Ronald Lacayo</b>	<b>Executive Director</b>
<b>José Jesus Mora</b>	<b>Academic Director</b>
<b>Edgardo Enamorado</b>	<b>Master’s Program Director</b>
<b>Moises Molina</b>	<b>Bachelor’s Program Director</b>
<b>Moises Molina</b>	<b>On-Line Program Director</b>

### FACULTY

FACULTY MEMBER	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION
Aguilar Ortega, Denis Jesus	Master in Finance, Universidad Tecnológica de Honduras; Bachelor of Science in Industrial Engineering, Universidad de San Pedro Sula
Alfaro Rubio, Diriam Xiomara	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnológica de Honduras; Master in Business Management with Orientation in Finance, Universidad Tecnológica de Centroamerica; Bachelor in Business Management, Universidad Nacional Autonoma de Honduras
Alvarenga Flores, Rosalina	Master in Finance, Universidad Nacional Autonoma de Honduras; Bachelor in Business Management, Universidad Nacional Autonoma de Honduras
Ardon Montero, Gloria Carolina	Doctor of Business Administration, Universidad Tecnológica de Honduras, Master in Business Administration, Universidad de San Pedro Sula, Bachelor in Industrial, Universidad Nacional Autonoma de Honduras
Brand Martinez, Guillermo Fernando	Master in Information Security, Oberta University; Bachelor in Computer Science, Universidad Jose Cecilio del Valle
Bueno Urbina, Luz Virginia	Master in Business Management and International Commerce Universidad Tecnológica de Honduras, Bachelor in Journalism Universidad Nacional Autonoma de Honduras
Carbajal Velázquez, Rubén	Doctor of Science with Orientation in Business, Universidad Católica de Honduras; Master in Organizational Communication, Centro De Estudios Universitarios (Est); Bachelor of Law, Universidad Nacional Autonoma de Honduras; Bachelor in Journalism, Universidad Nacional Autonoma de Honduras
Carpio Pinedo, Jose	Doctor of City & Regional Planning, Universidad Politécnica de Madrid; Master in City & Regional Planning, Master of Architecture, Universidad Politécnica de Madrid; Bachelor in Architecture Universidad Politécnica de Madrid



FACULTY MEMBER	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION
Castellanos Rivera, Marina Sagrario	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Business Administration, Universidad Católica de Honduras; Bachelor in Information Management, Universidad Nacional Autonoma de Honduras
Chacon Viquez, Luis Diego	Doctor of Education, Universidad de Costa Rica; Master in Teaching and Research for Higher Education, Universidad Nacional de Educación a Distancia, Madrid; Bachelor of Nursing, Universidad de Costa Rica
Cubero Gonzalez, Libbys Esperanza	Master in Business Management with Orientation in Human Resources, Universidad Nacional Autonoma de Honduras; Bachelor in Industrial Relations, Universidad Nacional Autonoma de Honduras
Cubilla Rivera, Noman Alberto	Master of Finance, Universidad Tecnológica de Honduras; Bachelor in Engineering of Computer Science, Universidad Católica de Honduras
Diaz Camcacho, Miguel Angel	Doctor of Architecture, Universidad Politécnica de Madrid; Master of Architecture, Universidad Politécnica de Madrid; Bachelor of Architecture, Universidad Politécnica de Madrid
Enamorado Espinoza, Edgardo Eugenio	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnologica de Honduras; Master of Finance, Universidad Tecnológica de Honduras; Bachelor in Business Administration, Universidad Nacional Autonoma de Honduras
Fernandez Rodriguez, Lilian Iveth	Doctor of Science with Orientation in Administrative Sciences, Universidad Católica de Honduras; Master in Business Administration, Universidad de San Pedro Sula, Bachelor of Information Technology, Universidad de San Pedro Sula
Ferrer, Maria Florencia	Post-doctorate in Law, Universidade de Sao Paulo; Doctor of Sociology, Universidade de Sao Paulo; Master of Latin American Intergration, Unversidade de Sao Paulo; Bachelor of Sociology, Universidad de Buenos Aires
Figuroa Pinoth, Jerson Anain	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Project Management, Universidad Nacional Autonoma de Honduras; Bachelor in Business Management, Universidad Nacional Autonoma de Honduras
Funez Perez, Ada Maria	Master in Human Resource Management, Oberta University; Bachelor of Law, Universidad Nacional Autonoma de Honduras
Garcia Paz, Susan Elizabeth	Doctor of Science with Orientation of Administrative Sciences, Universidad Católica de Honduras; Master in Business Management, Universidad de San Pedro Sula; Bachelor in Marketing, Universidad de San Pedro Sula
Godoy Flores, Luisa Waleska	Master in Business Administration, Universidad Católica de Honduras; Bachelor in Marketing, Universidad Tecnológica de Honduras
Gomez Romero, Iris Karina	Master in Human Resource Management, Universidad Tecnológica de Honduras; Bachelor of Science in Business Management, Universidad Tecnológica de Honduras

FACULTY MEMBER	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION
Gonzalez Espinosa, Marta Fernanda	Fellow in Communications, University of Paris; Doctor of Political Science, Universite Sorbonne Nouvelle Paris III; Master of Political Science, Universite Sorbonne Nouvelle Paris III; Bachelor of Political Science, Universidad Los Andes
Gonzalez Flores, Mayra Lizeth	Master in Business Management with Orientation in Total Quality Management, Universidad Católica de Honduras; Bachelor in Computer Science, Universidad Jose Cecilio del Valle
Hernandez Gabrie, Jose Armando	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Managerial Economy, Instituto Centroamericano de Administracion de Empresas; Bachelor of Science in Industrial Engineering, Universidad Nacional Autonoma de Honduras
Hernandez Rivera, Erika Vanessa	Master in Education, Universidad Internacional Iberoamericana; Bachelor of Pedagogy with Minor in Education Management & Planning, Universidad Nacional Autónoma de Honduras
Huertas Calle, Leonardo	Master in Information Security, Universidad Internacional de La Rioja; Bachelor of Systems Engineering, Escuela de Administración de Negocios
Jacomé Ruiz, Mayra Guadalupe	Master of International Education, Framingham University; Master in Management Leadership, Universidad Tecnológica de Centroamerica; Bachelor of Psychology, Universidad Católica de Honduras
León Madrid, Selvin Francisco	Master in Financial Management, Universidad Tecnológica de Honduras; Bachelor in Business Administration, Universidad Católica de Honduras
Llera-Ramo, Francisco J.	Doctor of Political Science, Universidad de Deusto; Master of Industrial Psychology, Universidad de Deusto; Bachelor of Sociology, Universidad de Deusto
Lopez Lupiac, Julio Cesar	Doctor of Science in Business Administration, Universidad Católica de Honduras; Master in Business Administration, Universidad Católica de Honduras; Bachelor of Law, Universidad Nacional Autonoma de Honduras
Lopez Pereira, Marco Tulio	Master in Finance, Universidad del Valle de Mexico; Bachelor in Public Accounting Universidad Nacional Autonoma de Honduras
Lucio Torres, Sandra Elizabeth	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Human Resource Management, Universidad Tecnológica de Centroamerica; Master in Marketing Management, Universidad de Barcelona; Bachelor in Industrial & Business Management, Universidad Tecnológica de Centroamerica
Maldonado Alvarado, Jenny Marisela	Master in Human Resources Management, Universidad Tecnológica de Honduras; Bachelor in Business Management, Universidad Tecnológica de Honduras
Mancia Chavarria, Johana Dayanara	Doctor of Science with Orientation in Business Administration, Universidad Católica de Honduras; Master in Business Administration, Universidad Católica de Honduras; Bachelor in Computer Science, Universidad Tecnológica de Honduras

FACULTY MEMBER	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION
Martinez Arroyo, Mateo Agustin	Master in Informatic Security, Universidad Internacional de La Rioja; Bachelor of Computer Science Engineering, Universidad Tecnológica Latino Americana En Linea
Medina Reyes, Adalid	Doctor of Science with Orientation in Administrative Sciences, Universidad Católica de Honduras; Master in Business and Administrator, Universidad de San Pedro Sula; Bachelor in Business and Administrator, Universidad Nacional Autonoma de Honduras
Mejía Castellón, Johana Marincler	Master in Human Resources Management, Universidad Tecnológica de Honduras; Bachelor in Business Management, Universidad Tecnológica de Honduras
Merzkani, Mohand	Doctor of Philosophy in Economics, Claremont University Center; Master in Finance, Claremont University Center; Bachelor in Business Management, University of Algiers
Molina Galvez, Moises Eduardo	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Financial Engineering, Universidad Tecnológica de Honduras; Bachelor in Computer Science, Universidad Católica de Honduras
Mora García, José Jesús	Master in Commercial Management and Marketing, Universidad Tecnologica de Honduras; Bachelor in Theology, Mayor Seminary Nuestra Señora de Suyapa, Honduras
Murillo, Ricardo Manuel	Master in Business Administration with Orientation in Finance, Universidad de San Pedro Sula; Bachelor in Marketing, Universidad Tecnológica de Honduras
Ortega Jarrin, Maria Gabriela	Doctor of Public Communication, Universidad Complutense de Madrid; Master in Gov. & Public Administration, Universidad Complutense de Madrid; Master in Marketing, Communications, & Advertising, Escuela de Empresas de Madrid; Master in Image Consulting and Political Consultancy, Universidad Pontífica de Salamanca; Bachelor of Sociology & Political Science, Pontífica Universidad Católica de Ecuador
Padilla Polanco, Marta Esperanza	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Business Management with Orientation in Finance, Universidad Nacional Autonoma de Honduras; Bachelors in Economy, Universidad Nacional Autonoma de Honduras
Palma Flores, Amy Nohelia	Master in e-Tourism, Strategies of Marketing & Commercialization, Universidad de Barcelona; Bachelor in Marketing, Universidad Católica de Honduras
Paz, Maximo	Doctor of Social Communications, Universidad del Salvador; Master of Advertising & Sales Communications, Universidad del Salvador; Bachelor of Journalism, Universidad del Salvador
Paz Rodriguez, Exibia	Doctor of Business Administration, Universidad Internacional, Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Finance, Universidad Tecnológica de Honduras, Bachelor in Business Administration Universidad Tecnológica de Honduras

FACULTY MEMBER	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION
Portillo, Gerardo Josue	Master in Finance, Universidad Tecnológica de Honduras; Bachelor Computer Engineering, Universidad Tecnológica de Honduras
Posas Torres, Ana Maritza	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnológica de Honduras; Master in Finance, Universidad Tecnológica de Honduras; Bachelor in Computer Science, Universidad Tecnológica de Honduras
Rivera Matute, Fatima Aurora	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnológica de Honduras; Masters Business Administration Human Resource Management, Universidad Tecnológica de Honduras; Bachelor of Law Concentration in Commercial Law, Universidad Nacional Autonoma de Honduras
Rodriguez Guerrero, Deisy	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnológica de Honduras; Master in Business Management with Orientation in Marketing, Universidad Tecnológica de Centroamerica; Bachelor in Industrial & Business Management, Universidad Tecnológica de Centroamerica
Rubach Lueters, Gisela Isle	Master of Profesional Studies, Political Communications, & Governance, George Washington University; Master in Government & Technology, Universidad Camilo Jose Cela; Bachelor of Business Administration, Instituto Tecnológico Autónomo de México
Salguero Morán, Luis Alonzo	Master of Finance, Universidad Tecnológica de Honduras; Bachelor of Business Administration, Universidad Tecnológica de Honduras
Sanabria Peña, Edgar Quinett	Master in Industrial Engineering in Metal Mechanics, German Chamber of Commerce; Bachelor of Science in Industrial Engineering, Universidad Nacional Autonoma de Honduras
Santos Chacon, Walter Francisco	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnológica de Honduras; Master in Management and International Business, Universidad Tecnológica de Honduras; Bachelor of Industrial Production Engineering, Universidad Tecnológica de Honduras
Segura, Oscar Guillermo	Doctor in Mathematics, Canterbury University; Master of Educational Mathematics, Universidad Pedagógica Nacional Francisco Morazán; Bachelor of Mechanical & Industrial Engineering, Universidad Nacional Autonoma de Honduras
Solano Godoy, Gustavo Adolfo	Master in International Commerce, Instituto Superior de Educacion a Distancia (ISEAD) ; Master in Economic & Social Research, Universidad Nacional Autonoma de Honduras; Bachelor in Information Management, Universidad Nacional Autonoma de Honduras
Soler Aguilar, Angela Nohemi	Bachelor of Computer Engineering, Universidad Tecnológica de Honduras; Master of Business and Finance, UTH Florida University
Soriano de Meza, Gricela Marbeli	Master in Business Administration Human Resource Management, Universidad Nacional Autonoma de Honduras; Bachelor of Public Accounting, Universidad Nacional Autonoma de Honduras

FACULTY MEMBER	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION
Trejo Lanza, Mario Roberto	Master Financial Management Universidad Tecnológica de Honduras, Bachelor in Business Management Universidad Nacional Autonoma de Honduras
Urrutia Navarro, Maria Magdalena	Master in Business Law, Universidad Tecnológica de Centroamerica; Bachelor of Law-Orientation in Commercial Law, Universidad Nacional Autonoma de Honduras
Vargas Gutierrez, Maria Teodora	Master in Languages, Universidad Pedagógica de Honduras; Master in Hispanic Lexicography, Real Academia Española; Bachelor in Languages with Orientation in Linguistic, Universidad Nacional Autonoma de Honduras
Vargas, Jorge Alberto	Doctor of Business Administration, Universidad Internacional; Doctor of Business Management, Universidad Tecnologica de Honduras; Master in Finance, Universidad Tecnológica de Honduras; Bachelor of Electrical Engineering, Universidad Nacional Autonoma de Honduras
Vivas, Virgilio Alfredo	Doctor of Business Administration, Universidad Tecnológica de Honduras; Master in Marketing, Oberta University; Bachelor of Business Administration, Universidad Nacional Autonoma de Honduras
Zuniga Castro, Elizabeth	Master in History & Arts, Canterbury University; Bachelor in Social Work, Universidad Nacional Autonoma de Honduras

### SCHOOL CALENDAR AND HOLIDAYS

UTH Florida University is in session throughout the year except for holidays and vacations as shown below. The University offers six (6) academic periods per academic year. Each academic period consists of eight weeks. The University observes the Holidays detailed below.

School Calendar		
Term	Start Date – Last Day	Last Day to Add/Drop
<b>2023</b>		
Spring A	January 03 – February 25	January 10
	Break – February 26 to March 5	
Spring B	March 06 – April 26	March 13
	Break – April 27 to May 02	
Summer A	May 03 – June 24	May 10
	Break – June 25 to July 2	
Summer B	July 3 – August 23	July 10
	Break – August 24 to August 29	
Fall A	August 30 – October 21	September 06
	Break – October 22 to October 29	
Fall B	October 30 – December 20	November 06
Year End Break - December 21 to January 07, 2024		
<b>2024</b>		
Spring A	January 08 – February 28	January 15
	Break – February 29 to March 05	
Spring B	March 06 – April 27	March 13
	Break – April 28 to May 05	
Summer A	May 06 – June 26	May 13
	Break – June 27 to July 02	
Summer B	July 03 – August 24	July 10
	Break – August 25 to September 01	
Fall A	September 02 – October 23	September 09
	Break – October 24 to October 29	
Fall B	October 30 – December 21	November 04
Year End Break - December 22 to January 06, 2025		
Holidays		
	2023	2024
Martin Luther King’s Day	January 16	January 15
President’s Day	February 20	February 19
Good Friday	April 7	March 29
Memorial Day	May 29	May 27
Independence Day	July 04	July 04
Labor Day	September 04	September 02
Veteran’s Day	November 11	November 11
Thanksgiving Recess	November 23-24	November 28-29
Year End Recess	December 21 to January 07, 2024	December 22 to January 06, 2024