



University of Technology,
Entrepreneurship & Leadership

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MESSAGE FROM OUR PRESIDENT

As you explore our range of programs, you'll discover a diverse selection of degree options, offering exceptional value for your career aspirations.

Experience the essence of the University of Technology, Entrepreneurship, and Leadership – characterized by quality, excellence, and community. Our programs are crafted to provide the flexibility of online learning while preserving the distinctive qualities that define a University.

In the digital era, education must be timely, delivering information when needed; pertinent, aligning with the most relevant aspects of your environment; and permanent, meeting the challenge of continuous learning.

Each of our programs is designed to support the university's vision of becoming an international model for offering a supportive, high-quality, and affordable educational experience that positively impacts both students and the community.

We are committed to delivering an educational experience that enhances access, addresses emerging needs, and interests, and upholds the quality of the University experience for diverse student populations.

Our focus is on generating a quality education that is accessible to all – not just in terms of flexibility and cost-effectiveness, but also inclusivity for individuals of all ages and abilities. The unexpected surge of interest in self-improvement through education, with individuals seeking degrees and personal growth, has been truly inspiring.

When you enroll at the University of Technology, Entrepreneurship, and Leadership, you'll engage in a student-centered experience within our programs. This involves enriched learning through small class sizes, ongoing faculty mentoring, meaningful interaction and collaboration with peers, and responsive technical support.

Our university boasts a faculty and staff with decades of experience in both online and on-campus education. I firmly believe that our university programs have much to offer, providing substantial support for you to achieve your educational and professional goals.

Visualize your dreams, combine them with the preparation you receive, and throughout your life, discover moments of immense satisfaction, fulfillment, and gratitude.

With best wishes,
David Stofenmacher, MSc.
President & Rector

GENERAL INFORMATION

OUR MISSION

"The **University of Technology Entrepreneurship and Leadership** will contribute to our students' success. Through innovative methodologies, career development, and efficient use of technological resources, we will cultivate our students to become leaders in the workforce."

OUR VISION

The vision for **University of Technology Entrepreneurship and Leadership** stems from a reflection on four essential pillars for the institution:

1. The University is designed as an adaptable institution that caters to the individualized academic and personal needs of its students.
2. As a societal participant, the University actively seeks collaboration to contribute to the personal and professional success of its students. To achieve this, the university consistently explores technological tools that enhance the learning and life experiences of its community.
3. The University prides itself on being an inclusive, diverse, and pluralistic institution. It maintains close connections with academic, social, and business entities at both national and international levels.

LEGAL CONTROL

University of Technology Entrepreneurship and Leadership is a DBA privately owned by **Online Higher Education, LLC** which is registered with the Florida Department of Corporations as a For-Profit company. **Online Higher Education, LLC** is owned by **SCALA USA, LLC** which is a corporation registered in Delaware. **Jose Ignacio Palma** is the Chairman of the corporation board which is responsible for the fiscal oversight. The University Governing Board is charged with the autonomous operation of the institution and the oversight of operational and academic matters. Both the corporate board and the university governing board operate semi-autonomously with respect to their identified scope of operation.

FACILITIES

University of Technology Entrepreneurship and Leadership is located at **3105 NW 107 Avenue, Suite 400, Doral, FL 33172**. It consists of 1,270 square feet, 2 Classrooms, 2 offices, a Library area, and a lobby area. The parking lot has ample spaces with first come first served access. The building is in full compliance with all required safety, fire, and sanitization departments with disability access throughout and free parking garage.

STATEMENT OF LICENSURE

University of Technology Entrepreneurship and Leadership is licensed by the Florida Commission for Independent Education, Florida Department of Education, License #13016. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; Toll Free telephone number (888) 224-6684 (www.fldoe.org/cie).

ACADEMIC CALENDAR

University of Technology Entrepreneurship and Leadership is Semester-based. Each academic year is divided into three semesters of 16 weeks each described as **Fall**, **Spring**, and **Summer**. Each semester has four (4) Terms (Term A, Term B, Term C, Term D). Programs are designed so students may enroll at the beginning of any semester.

Spring 2025		
Activity	Start date	End date
Registration Period	December 01, 2024	December 27, 2024
Last day to add/drop classes	January 10, 2025	
Semester Schedule	January 06, 2025	May 04, 2025
SAP Checkpoint - Term A	January 06, 2025	February 02, 2025
SAP Checkpoint - Term B	February 03, 2025	March 02, 2025
SAP Checkpoint - Term C	March 03, 2025	March 30, 2025
SAP Checkpoint - Term D	March 31, 2025	May 04, 2025

*SAP=SATISFACTORY ACADEMIC PROGRESS

Holidays:

- **Martin Luther King Day: 01/20/2025**

- **President's Day:** 02/17/2025
- **Spring Break:** 04/28/2025 – 05/04/2025.

Summer 2025		
Activity	Start date	End date
Registration Period	April 01, 2025	April 30, 2025
Last day to add/drop classes	May 9, 2025	
Semester Schedule	May 05, 2025	August 31, 2025
SAP Checkpoint - Term A	May 05, 2025	June 01, 2025
SAP Checkpoint - Term B	June 02, 2025	July 06, 2025
SAP Checkpoint - Term C	July 07, 2025	August 03, 2025
SAP Checkpoint - Term D	August 04, 2025	August 31, 2025

Holidays:

- **Memorial Day:** 05/26/2025
- **Independence Day:** 07/04/2025
- **Summer holidays:** 08/25/2025 – 08/31/2025

Fall 2025		
Activity	Star date	End date
Registration Period	August 01, 2025	August 30, 2025
Last day to add/drop classes	September 05, 2025	
Semester Schedule	September 01, 2025	December 21, 2025
SAP Checkpoint - Term A	September 01, 2025	September 28, 2025
SAP Checkpoint - Term B	September 29, 2025	October 26, 2025
SAP Checkpoint - Term C	October 27, 2025	November 23, 2025
SAP Checkpoint - Term D	November 24, 2025	December 21, 2025

Holidays:

- **Labor Day:** 09/01/2025
- **Veterans Day:** 11/11/2025
- **Thanksgiving:** 11/27 – 28/2025
- **Winter break:** 12/22/2025 – 01/04/2026

Spring 2026		
Activity	Start date	End date
Registration Period	December 01, 2025	December 26, 2025
Last day to add/drop classes	January 09, 2026	
Semester Schedule	January 05, 2026	May 03, 2026
SAP Checkpoint - Term A	January 05, 2026	February 01, 2026
SAP Checkpoint - Term B	February 02, 2026	March 01, 2026
SAP Checkpoint - Term C	March 02, 2026	March 29, 2026
SAP Checkpoint - Term D	April 06, 2026	May 03, 2026

Holidays:

- **Martin Luther King Day:** 01/19/2026
- **President's Day:** 02/16/2026
- **Spring Break:** 04/27/2026 – 05/03/2026.

INSTRUCTIONAL SEMESTER

- **Full-Time Student:** Can take between 9 to 12 Credits per semester.
- **Part-Time Student:** Can take between 3 to 6 Credits per semester.
- **Academic Year:** Beginning September 1st through August 31st.
- **Semester:** There are three semesters which contain 16 weeks of instruction.
- **Semester Descriptions:** Fall, Spring, and Summer.
- **Add-Drop Period:** Occurs during the first week (7 days) of each semester.

LANGUAGE OF DELIVERY

University of Technology Entrepreneurship and Leadership programs are offered in Spanish and English languages.

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

OFFICE HOURS

The University Administrative Office is available Monday through Friday from **9:00 AM to 5:00 PM EST**. Additionally, the email server is on duty 24/7 and questions from students may be addressed by e-mail. Please refer to the ONLINE COMMUNICATION Section in this catalog for more information on communicating with your professors.

FINANCIAL INFORMATION

TUITION

Graduate Programs	Tuition/Credit	Program Cost
Master of Business Administration	\$ 250.00	\$ 9,000.00
Master of Science in Education Management	\$ 250.00	\$ 9,000.00

Undergraduate Programs	Tuition/Credit	Program Cost
Bachelor of Business Administration	\$ 100.00	\$ 12,000.00
Bachelor of Science in Organizational Psychology	\$ 100.00	\$ 12,000.00
Bachelor of Science in Computer Engineering	\$ 100.00	\$ 12,000.00

FEES

Fees	Cost
Application fee (<i>non-refundable as per Cancellation & refund policy</i>)	\$ 160.00
Graduation Fee (<i>Charged to all students before graduation</i>)	\$ 250.00
Technology	\$ 20.00
Reenrollment Fee (<i>additional fee to be paid at the beginning of the semester</i>)	\$ 50.00
Per Transfer Credit Accepted	\$ 150.00
Official Transcript (<i>first one is free</i>)	\$ 25.00
Library Fee	\$ 5.00
Withdrawal Processing Fee	\$ 55.00
Evaluation of Foreign Academic Credentials	\$150.00

To ensure timely enrollment and continued access to online courses and programs, the university has established the following payment policy:

1) Payment Deadlines:

All tuition and fees must be paid in full by the specified due dates as outlined in the enrollment agreement.

2) Late Fees and Penalties:

Failure to meet these deadlines may result in the application of a late fee of 7% of the amount due. Additionally, the university may suspend access to courses and prevent registration for future courses.

3) Payment Methods:

The university accepts the following payment methods: bank transfer, payments via Flywire and PayPal, and any other payment methods that may be informed by the university.

All payments must be made in U.S. dollars (USD). Students are responsible for any additional fees associated with currency conversion or bank charges.

4) Payment Receipts:

Student must allow two weeks for processing receipts which are requested to be sent by mail or fax.

5) Refund Policy:

Refunds for tuition and fees are governed by the university's refund policy. Students should refer to CANCELLATION & REFUND POLICY section of the catalog for specific details regarding procedures.

6) Payment Plan Cancellation:

If a payment plan is canceled due to non-payment or failure to meet the terms, any unpaid balance will become immediately due, and the student may be subject to additional collection actions. The university reserves the right to collect the outstanding balance directly or through third-party agencies, and the student agrees that their personal information may be transferred to such third parties solely for the purpose of debt collection. Additionally, the university reserves the right to report the student's debt to credit reporting agencies, including FICO, which may impact the student's credit score.

7) Changes in Payments:

Payment options and fees are subject to change. It is the student's responsibility to regularly review the updated terms published by the university.

Note: The university reserves the right to modify this terms at any time. Any changes will be communicated to students in advance through official university channels. It is the responsibility of the student to review and comply with this terms. Failure to adhere to this policy may affect the student's academic progress and access to university services.

PAYMENT OPTIONS

The university offers several payment options to facilitate financial management for students in courses and programs. Students may choose from the following payment options:

1) Full Payment at the Time of Enrollment:

Students may choose to make full payment of tuition and fees at the time of signing the enrollment agreement. This option ensures the reservation of a place in the selected course or program. Additionally, the university will provide benefits for full payment, which may include discounts on tuition fees or other incentives as determined by the university.

2) Initial Payment and Balance Before Course Start Date:

Students may make an initial payment, including the application fee, at the time of signing the enrollment agreement. The remaining balance must be paid in full before the course start date.

3) Payment Plan:

Students have the option to pay the application fee at the time of signing the enrollment agreement and pay the remaining balance through a payment plan according to the payment plan options offered by the university. The total balance must be paid before the graduation date.

CANCELLATION & REFUND POLICY

The university has established the following refund policy for its online courses and programs:

1) Refund During the Drop/Add Period:

The drop/add period is the first week of classes. If a student withdraws during this week, they will receive a full refund of tuition and fees, except for the application fee.

2) Refund After the Drop/Add Period:

No refunds of tuition or fees will be provided after the first week of classes.

3) Advance payment refund:

If the student has paid all or part of the program in advance, the refund amount will be prorated based on the percentage of the program completed up to the official withdrawal date. The university will calculate the refund by determining the unused portion of the tuition, excluding any non-refundable fees, such as the application fee or other administrative fees. No refunds will be granted after 50% of the program has been completed.

4) Refund Processing Timeframe:

Student must notify the university in person or by electronic mail. All refunds will be processed within thirty (30) days from the date the notification is received.

5) Refund Method:

Refunds will be issued using the same payment method that the student used for the initial payment, unless otherwise agreed.

ACADEMIC INFORMATION

BACHELOR OF BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

The **Bachelor of Business Administration** program provides students with a comprehensive understanding of business theories and models and their application to real-world problems. Students will evaluate companies and determine the aspects that contribute to strengthening their business processes. Students acquire critical problem-solving skills by applying knowledge of innovation project management,

financial resource evaluation, and utilizing the advantages offered by the adoption of information technologies.

The program provides the opportunity to learn management techniques such as conflict resolution, human talent management, leadership training and sustainable business practices, applied information technologies, ethical practices and understanding how to behave within a company fall into this category. Students learn to relate the concepts of business management to global society. They are provided with solid preparation to continue postgraduate studies in business administration or related fields.

Students can choose between four major tracks:

- Major in Management
- Major in Human Resource Management
- Major in Finance
- Major in Information Technologies

PROGRAM OBJECTIVES

Graduates of the Bachelor of Business Administration will be able to:

1. Identify business opportunities with growth potential and have a clear understanding of the type of business to be created and introduced to the market, who it is targeted to, and how it will be sold and how revenues will be achieved.
2. Generate value for companies by helping them to determine their objectives and choose their strategies or courses of action that will allow them to reduce risks and take advantage of the opportunities in the environment.
3. Develop the ability to analyze environments and understand tools for making important decisions such as macroeconomic and social indicators, both local and international.
4. Break new ground with a critical vision capable of managing different areas of small and medium enterprises in order to take advantage of and improve materials, processes or human resources.
5. Be a key player in the survival of companies by managing financial resources so that you can purchase goods and/or acquire services that will be essential to start a productive and administrative system.
6. Develop the ability to create new business expansion opportunities by identifying purchase trends or user service requests. In this way, the information will be centralized and available to all key departments.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES		30
PSY 100	General Psychology	3
ALG 101	College Algebra	3
ENG 101	English Composition I	3
COM 101	Introduction to Communication	3
STA 200	Applied Probability and Statistics	3
ENV 200	Environmental Science	3
PSY 200	Critical Thinking and Logic	3
COM 200	Principles of Public Speaking	3
ENG 201	English Composition II	3
PHI 201	Introduction to Philosophy	3
CORE COURSES		66
MAN 300	Principles and Perspectives of Management	3
LEG 305	Legal and Commercial Bases	3
FIN 310	Financial Information	3
MAN 315	Planning and Control	3
ORG 320	Organization and Organizational Structures	3
MAN 325	Management and Cost Accounting	3
ORG 330	Organizational Behavior	3
QMC 335	Quality Program Management	3
REL 340	Individual Labor Relations and Social Security	3

HRM 345	Human Capital Management	3
ORG 350	Organizational Theory	3
MAT 355	Mathematics for Business	3
MAN 360	Process Management Principles	3
MAN 365	Risk Management	3
STA 370	Statistics for Business	3
BUS 375	Business Planning	3
BUS 380	Investment Project Formulation and Evaluation	3
MAN 385	Project Planning	3
MAN 390	Service Provider Management	3
QMC 395	Standards and Quality Control	3
MAN 400	Optimization of Operations	3
INN 410	Creativity and Technological Innovation	3
Concentration Courses <i>(Student Must Choose Minimum Of One Concentration)</i>		24
Management		
MAN 420	Business Process Management	3
MAN 430	Global Markets and Personal Finance	3
MAN 440	Organizational Behavior Management	3
MAN 450	Process Management	3
MAN 460	Statistical Control of Processes and Services	3
MAN 470	Inventory and Storage Management	3
MAN 480	Resource Management In Business Operations	3
MAN 490	Sustainable Development and Environmental Ethics	3
Human Resource Management		
HRM 420	Organization and Administration of Human Capital	3
HRM 430	Organizational Communication	3
HRM 440	Human Development Competencies	3
HRM 450	Organizational Development	3
HRM 460	Analysis and Valuation of Positions	3
HRM 470	Labor Relations	3
HRM 480	Performance Evaluation and Compensation	3
HRM 490	Enterprise Resource Planning	3
Finance		
FIN410	Financial mathematics	3
FIN420	Financial topics	3
FIN430	Statistics for economics	3
FIN440	Financial and securities law	3
FIN450	Financial markets	3
FIN460	Computational Methods for Finance	3
FIN470	Quantitative Methods for Finance	3
FIN480	Corporate finance	3
Information Technologies		
INT410	Introduction to information technologies	3
INT420	Business information systems	3
INT430	IT service management	3
INT440	Information technologies in business strategy	3
INT450	Introduction to Artificial Intelligence	3
INT460	Cloud Computing	3
INT470	Data Analysis and Data Mining	3
INT480	Security and control	3
TOTAL:		120

BACHELOR OF SCIENCE IN ORGANIZATIONAL PSYCHOLOGY

PROGRAM DESCRIPTION

The **Bachelor of Science in Organizational Psychology** provides theoretical and practical training for the management of human talent based on their behavior in various business sectors. Provides the knowledge

and tools to become an expert in human behavior, developing skills that will help you select, evaluate, monitor, and supervise the human talent of an organization and encourage people to reach their maximum potential through training programs. and development. Design strategies to maintain an optimal work environment and the right conditions for teams to work assertively and efficiently.

PROGRAM OBJECTIVES

Graduates of the **Bachelor of Science in Organizational Psychology** will be able to:

1. You will learn the tools needed to evaluate the organizational behavior and make a correct selection of committed and talented people who integrate work teams with the appropriate skills to achieve goals efficiently and collaboratively.
2. You will develop skills to carry out individual and group psychological assessments to motivate staff and improve performance, applying tools to detect talent and identify areas for improvement in work teams to make them more efficient.
3. You will contribute to the development and improvement of the managerial function to favor communication and integration at all levels of the company, evaluating the relationship with collaborators, which, in turn, will facilitate organizational development and change.
4. You will develop the ability to anticipate risks and reduce internal and external conflicts by setting and working towards realistic goals, providing professional support to those in charge, and fostering a positive work environment that benefits the overall well-being of people.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES		30
PSY 100	General Psychology	3
ALG 101	College Algebra	3
ENG 101	English Composition I	3
COM 101	Introduction to Communication	3
STA 200	Applied Probability and Statistics	3
ENV 200	Environmental Science	3
PSY 200	Critical Thinking and Logic	3
COM 200	Principles of Public Speaking	3
ENG 201	English Composition II	3
PHI 201	Introduction to Philosophy	3
CORE COURSES		90
PSY 300	Biological Fundamentals of Behavior	3
PSY 301	Human and Cultural Diversity	3
PSY 302	Development in Childhood and Adolescence	3
PSY 303	Development in Adulthood and Old Age	3
PSY 304	Educational Psychology	3
PSY 305	Organizational Psychology	3
PSY 320	Personality Theories	3
PSY 321	Philosophical Fundamentals of Science	3
PSY 330	Psychological Evaluation in Organizations	3
PSY 410	Psychological Intervention in Organizations	3
PSY 411	Psychological Interviews	3
PSY 412	Psychological Tests	3
PSY 413	Psychologist Ethics	3
PSY 450	Research Fundamentals	3
PSY 460	Social Psychology	3
PSY 461	Emotional Intelligence	3
PSY 470	Statistics For the Social Sciences	3
PSY 480	Theories and Systems of Psychology	3
PSY 481	Theories of Learning and Memory	3
PSY 482	Theories of Motivation and Emotion	3
PSY 483	Theories of Thought and Language	3
PSY 490	Corporal Expression	3

PSY 491	Effective Communication	3
PSY 492	Creativity and Lateral Thinking	3
PSY 493	Mediation Technics for Conflict Resolution	3
PSY 495	Change Management	3
PSY 496	Group Dynamics	3
PSY 497	Organizational Competencies	3
PSY 498	Integration of Human Capital	3
PSY 499	Organizational Change Management	3
	TOTAL:	120

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

PROGRAM DESCRIPTION

The **Bachelor of Science in Computer Engineering** program is designed to equip students with the skills necessary for entry into or advancement within rapidly expanding fields, including application software programming, cybersecurity, database administration, and infrastructure and support.

The curriculum is tailored for a dynamic career involving operating systems, networks, databases, and other integral components of information systems. Students will engage in a diverse array of information systems courses aligned with professional curriculum standards. Emphasis is placed on developing communication technology skills, information literacy, abstract thinking, and critical analysis to foster a comprehensive understanding and practical application of course content.

This program envisions students creatively designing technologies, algorithms, standards, software tools, and applications that contribute to the technological advancement of companies or organizations. Students will actively collaborate in various digital media and virtual environments, adhering to privacy, legal, and security criteria in data processing for effective problem resolution.

PROGRAM OBJECTIVES

Graduates from the Bachelor of Science in Computer Engineering will acquire the following capabilities:

1. Conduct thorough analysis and documentation of complex information system requirements.
2. Learn how to solve software-related issues, proficiently manage databases, and employ programming languages with an innovative mindset to create novel computational tools.
3. Identify opportunities for enhancing products and services by optimizing processes through modern information technologies. Transform organizations by overseeing the design, implementation, monitoring, and coordination of advanced-level systems.
4. Develop expertise in designing tailored software that contributes to the innovation of information technologies. Enhance analytical, abstract, and synthesis skills to address computational challenges.
5. Apply abstract reasoning to creatively develop and implement software languages. Exhibit proficiency in planning, negotiating, analyzing, designing, managing, and strategically coordinating projects within the realm of computer systems.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
GENERAL EDUCATION COURSES		30
PSY 100	General Psychology	3
ALG 101	College Algebra	3
ENG 101	English Composition I	3
COM 101	Introduction to Communication	3
STA 200	Applied Probability and Statistics	3
ENV 200	Environmental Science	3

PSY 200	Critical Thinking and Logic	3
COM 200	Principles of Public Speaking	3
ENG 201	English Composition II	3
PHI 201	Introduction to Philosophy	3
CORE COURSES		90
CIS 300	Structure of the Transformation Industry	3
CIS 301	Sustainable Development	3
CIS 302	Computers Architecture	3
ALG 303	Higher Algebra	3
PHY 304	Physics	3
CIS 305	Analysis and Systems Design	3
ALG 306	Lineal Algebra	3
CIS 320	Electronics	3
CIS 330	Operating Systems	3
CIS 410	Algorithms and Data Structures	3
CIS 411	Digital Systems and Peripherals	3
CIS 412	Databases	3
CIS 413	Differential and Integral Calculus	3
CIS 450	Structured Programming	3
CIS 460	Web Page Development	3
CIS 461	Assembly Language	3
CIS 470	Object-Oriented Programming	3
CIS 480	Artificial Intelligence	3
CIS 481	Computer Networks	3
CIS 482	Systems Administration	3
CIS 483	Systems Administration Environments	3
CIS 490	Systems In the Digital Enterprise	3
CIS 491	Planning and Organization Systems	3
CIS 492	Systems Development and Implementation	3
CIS 493	Systems Infrastructure	3
CIS 495	Languages and Standards on the Web	3
CIS 496	Web User Interface Design and Programming	3
CIS 497	Development And Integration of Applications and Web Services	3
CIS 498	Security and Control	3
CIS 499	Organizational Environment	3
TOTAL:		120

MASTER OF SCIENCE IN EDUCATIONAL MANAGEMENT

PROGRAM DESCRIPTION

The **Master of Science in Education Management** prepares students to advance in their profession as a teacher, a curriculum developer, an administrator, and a leader in a variety of educational settings. Candidates develop expertise in their chosen concentration and leadership skills to be an influencer and change agent in the field of education and beyond.

The program balances theory, practice, and research, enabling students to understand the application of concepts to solve real- world instructional challenges. Coursework integrates multiple disciplines, allowing students to identify and develop their individual strengths.

It explores curriculum, instruction, and assessment issues that affect educators at all levels of schooling and within educational organizations. Courses in the program also address diversity issues and provide students with a global perspective on education.

Students can choose between three major tracks:

- Education Management
- Administration of Educational Institutions
- Curriculum Management and Assessment

PLEASE NOTE: THIS PROGRAM WILL NOT LEAD OR QUALIFY STUDENTS TO LICENSURE UPON GRADUATION. IN ADDITION, THE TRANSFER OR ACCEPTABILITY OF CREDITS OR DEGREE IS AT THE DISCRETION OF THE ACCEPTING INSTITUTION.

PROGRAM OBJECTIVES

Graduates of the Master of Science in Education Management will be able to:

1. Develop the ability to implement educational innovation projects, applying new information and communication technologies to design and develop content for teaching and learning processes.
2. Stand out by providing educational and social institutions with pedagogical advice, as well as contributing to the training of instructors and teachers with an empathetic and service-minded attitude throughout the teaching and learning processes.
3. Rely on the continuous improvement of teaching and learning processes at different educational levels and stages to respond to the new educational challenges posed by today's society through pedagogical renewal, innovation, and research.
4. Study and develop the interpretive, normative, and analytical frameworks of educational work, both inside and outside of schools, from a perspective that values justice, democracy, and peaceful coexistence.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
CORE COURSES		24
LET 500	Learning Theories	3
PHI 520	Philosophy of Education	3
EPI 540	Epistemology	3
LES 560	Learning Strategies	3
COM 600	Educational Communication	3
MET 610	Methodologies for Teaching	3
CUR 620	Theory and Curriculum Development	3
EDU 640	Educational Multimedia	3
Students must choose a minimum of one (1) Concentration		
Education Management		12
EDU 660	Educational Research Seminar	3
EDU 670	Development of Programs by Competencies	3
EDU 680	Adult Education	3
EDU 690	Design of Educational Innovation Projects	3
Administration of Educational Institutions		12
ADM 660	Design of Teaching Programs	3
ADM 670	Development of Assessment Instruments	3
ADM 680	Learning Assessment	3
ADM 690	Design of Educational Innovation Projects	3
Curriculum Management and Assessment		12
CUR 660	Distance Learning	3
CUR 670	Programs Assessment	3
CUR 680	Learning Assessment	3
CUR 690	Design of Educational Innovation Projects	3
TOTAL		36

MASTER OF BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

The Master of Business Administration program is crafted to prepare students for leadership roles in the operational and managerial aspects of projects. This program equips individuals with the necessary tools to lead organizations through technological innovation, and high profitability.

The mission is to foster the development of professionals who excel not only in managing project innovation and programs but also in the development and operationalization of project management systems and policies within organizations.

In this program, students will acquire the skills to navigate and manage projects in a fast-paced global business environment, employing current techniques and virtual teams. The curriculum provides tools to master the technical aspects of the field, along with cultivating skills in management and leadership.

Students can choose from three major tracks:

- Business Administration
- Digital Marketing & e-Commerce
- Project Innovation Management

PROGRAM OBJECTIVES

Upon completion of the Master of Business Administration, graduates will be able to:

- Establish a systematic sequence of essential steps to effectively achieve goals and ensure the success of a project.
- Cultivate a 360-degree vision, interpreting reality to bridge the gap with the rest of the organization, thereby facilitating the attainment of common goals.
- Assess and determine the monthly, weekly, or daily production of a company, considering prevailing conditions such as market dynamics, customer behavior, vendor performance, and potential changes.
- Develop strategies for providing an optimal customer experience, employing product and service positioning tactics to deliver value and foster a sense of community, encouraging not only purchases but also customer engagement.
- Employ measurement, processing, analysis, and reporting of website activities to derive insights, optimize performance, and devise new strategies that enhance sales, attract more customers, and effectively connect with the target audience.
- Utilize technology to streamline company operations, reducing or eliminating redundancies, errors, and workflow delays, while expediting the automation of specific tasks.
- Formulate and execute key objectives and initiatives for organizations, considering available resources and evaluating the competitive ecosystems, thereby proposing customized policies and plans for sustainable development.
- Drive positive outcomes by identifying problems, systematically approaching solutions, and overseeing the implementation of those solutions through monitoring and evaluation processes.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
CORE COURSES		24
BUS 500	Business in the Global Economy	3
LED 520	Leadership and Organizational Behavior	3
MAN 540	Operations Management	3
MAR 560	Marketing and Sales Management	3
FIN 600	Financial Decision Making	3
STA 610	Quantitative and Qualitative Methods for Decision Making	3
CIS 620	Information Technology Management	3
LEG 640	Business Law and Ethics	3
Students must choose a minimum of one (1) Concentration		
Business Administration		12
MAN 660	Managerial Skills	3
MAN 670	Corporate Finance	3
MAN 680	Financial Strategies	3
MAN 690	Business Planning Seminar	3
Marketing Digital & E-Commerce		12
MAR 660	Marketing Strategies	3
MAR 670	Global Trends in Digital Marketing	3

MAR 680	Marketing and Digital Sales	3
MAR 690	Marketing for e-Commerce	3
Project Innovation Management		12
INV 660	Innovation Trend Analysis	3
INV 670	Applied Project Management	3
INV 680	Business and Innovation Strategies	3
INV 690	Quality Management	3
TOTAL		36

ADMISSION REQUIREMENTS

UNDERGRADUATE ADMISSIONS REQUIREMENTS:

All applicants must meet the following admission requirements:

1. Submit a valid government issued photo identification.
2. Submit an official high school diploma or equivalent from an accredited, state licensed, or government recognized institution.
3. If applying with an associate degree, the applicant must submit official transcripts from an accredited or licensed institution. A certified translation is required of a foreign degree and must be equivalent to a U.S. associate degree.

Any document not in English must be accompanied by a certified translated copy.

All foreign degrees and official transcripts must be evaluated by an Approved Credential Evaluation Agency.

Language Proficiency Assessment:

For programs offered in English: The English language proficiency requirement may be waived if you meet one of the following:

- College/university English composition 101 or 102 subjects at a U.S. institution.
- Completed high school program in the U.S. or Canada.
- AP English Literature.
- ELS Language Center Level 112 Certificate.
- OHLA Advanced 2 level.
- English proficiency diploma at a minimum B1 level, issued by a recognized organization.

For programs offered in Spanish: To assess the language skills for new or transfer students unable to provide evidence of college-level language competency, the student may be required to take an institutional language assessment.

The Spanish language proficiency requirement may be waived if you meet one of the following:

- College/university Spanish composition at a U.S. institution.
- Completed high school program in Spanish.
- Advanced Placement Exam (AP) in Spanish Composition with score of 3 point or higher.
- An associate degree from an accredited Spanish speaking college or university.

GRADUATE ADMISSIONS REQUIREMENTS

All applicants must meet the following admission requirements:

1. Submit a valid government-issued photo identification.
2. Submit a transcript or original foreign evaluation showing successful completion of a US equivalent bachelor's degree from an accredited college or university or equivalent recognition.
3. Submit a copy of your current resume.

Any document not in English must be accompanied by a certified translated copy.

All foreign degrees and official transcripts must be evaluated by an Approved Credential Evaluation Agency.

Language Proficiency Assessment

For programs offered in English: The English language proficiency requirement may be waived if you meet one of the following:

- College/university English composition 101 or 102 subjects at a U.S. institution.
- Completed high school program in the U.S. or Canada.
- AP English Literature.
- ELS Language Center Level 112 Certificate.
- OHLA Advanced 2 level.
- English proficiency diploma at a minimum B1 level, issued by a recognized organization.

For programs offered in Spanish: To assess the language skills for new or transfer students unable to provide evidence of college-level language competency, the student may be required to take an institutional language assessment.

The Spanish language proficiency requirement may be waived if you meet one of the following:

- College/university Spanish composition at a U.S. institution.
- Completed high school program in Spanish.
- Advanced Placement Exam (AP) in Spanish Composition with score of 3 point or higher.
- A bachelor's degree from an accredited Spanish speaking college or university.

APPLICATION FOR ADMISSION

All persons interested in applying for admission to the university should complete an application which must be accompanied by a **non-refundable** required Application fee (See payment methods in the "fees" section) to process the application. The payment should be made payable to **University of Technology Entrepreneurship and Leadership**. Applicants must submit all required application documents to be considered for admission. Once a decision is made, an email will be sent to the candidate with further instructions. Candidates will be contacted by their admissions agent regularly to ensure the completed documents are received by the office.

REACTIVATION OF ADMISSION APPLICATION

An individual who has been accepted for admission to **University of Technology Entrepreneurship and Leadership**, but who has not attended any courses, has their original application and fee active for one (1) year from the term in which the individual was first accepted. In situations longer than one (1) year the application process must be started again with a new application and fee paid.

REGISTRATION

Students are required to register for classes either through email, website, or in person. The registration period is listed above on the institution's calendar.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the university after one term or more of non-attendance, are required to participate in a virtual orientation program. **Attendance is mandatory.** This program is designed to acquaint students with the policies of the university. Students are also required to attend an e-library orientation during their first term. The orientation will be held via Zoom. Students will receive a zoom invite prior to the orientation.

GRADUATION REQUIREMENTS

To graduate from University of Technology Entrepreneurship and Leadership, and to receive a degree, the student must:

- Complete all credits as stated in the catalog.
- Earn a minimum **2.5** cumulative grade point average for **undergraduate** level and/or earn a minimum **3.0** cumulative grade point average for **graduate** level.
- Have met Satisfactory Academic Progress (SAP).
- Fulfill financial obligations.

CREDENTIALS AWARDED

Program	Credits Required	Credential Awarded
Organizational Psychology	120	Bachelor of Science
Computer Engineering	120	Bachelor of Science
Business Administration	120	Bachelor of Business Administration

Education Management	36	Master of Science
Business Administration	36	Master of Business Administration

DEFINITION OF A UNIT OF CREDIT

The university follows the Carnegie unit calculation method for awarding course credit. As an example, we calculate 1 Credit Hour to be **15 theory hours**.

To that end, our courses are typically **3 credit course** and will require **45 hours of total instruction**. Additionally, the student must be prepared to complete assignments, research, and other course related activities.

COURSE & PROGRAM CANCELLATION POLICY

University of Technology Entrepreneurship and Leadership reserves the right to cancel any course or academic program at any time prior to its start or the first day of class due to reasons such as, but not limited to, insufficient enrollment, unavailability of qualified personnel, or any other unforeseen circumstances that prevent the proper offering of the course or program.

In the event of a course or program cancellation, the university will notify the enrolled students as soon as possible. Affected students will have the following options:

1) **Course or Program Change:**

Students may choose to enroll in another available course or program that meets their academic needs. Any difference in tuition and fees will be adjusted accordingly.

2) **Full Refund:**

If the student does not wish to enroll in another course or program, they will be entitled to a full refund of the tuition and fees paid for the canceled course or program.

Even if a student has logged into the online environment prior to course start, the student will incur no financial liability if the course is canceled.

The university is not responsible for any additional expenses incurred by the student due to the course or program cancellation, including, but not limited to, the purchase of digital books or study materials required for the course.

Note: The university strives to avoid cancellations and will take all reasonable measures to ensure that courses and programs are offered as planned. However, cancellations may be unavoidable under certain circumstances.

COURSE WITHDRAWAL POLICY

The student wishing to request a course withdrawal must request the form, complete it, and submit it to the Registrar via institutional email. The request must include the reason for the withdrawal, as well as any relevant supporting documentation (e.g., medical certificates, employer letters, etc.).

Academic and Financial Implications

- a) **Refunds:** Refund policies will be applied in accordance with the academic calendar and the regulations established in the "CANCELLATION & REFUND POLICY" section.
- b) **Impact on Academic Record:** Withdrawals requested before the first week of classes will not affect the student's academic record. Withdrawals requested after this date will result in a "W" (Withdrawal) grade on the student's transcript.

WITHDRAWAL POLICY

1. **Withdrawal by Student Request**

Students may request a temporary or permanent withdrawal from their studies. The university recognizes two types of withdrawals:

- a. **Temporary Withdrawal (requested by the student):** Allows the student to interrupt their studies for a specified period, with the option to resume courses without the need for a new admission process.
- b. **Permanent Withdrawal (requested by the student):** Involves the permanent termination of the student's academic relationship with the university.

1.1. Procedure

The student wishing to request a temporary or permanent withdrawal must request the form, complete it, and submit it to the Registrar via institutional email. The student will also be required to pay the Withdrawal Processing Fee.

The request must include the reason for the withdrawal, as well as any relevant supporting documentation (e.g., medical certificates, employer letters, etc.).

The university commits to processing all student withdrawal requests within 5 to 10 business days from the date of receipt of the complete request. During this period, the university will review all submitted documentation and determine the academic and financial implications of the requested withdrawal.

The student will receive formal notification via email regarding the approval or denial of their request, along with any additional relevant information.

1.2. Academic and Financial Implications

- a) **Refunds:** Refund policies will be applied in accordance with the academic calendar and the regulations established in the "CANCELLATION & REFUND POLICY" section.
- b) **Impact on Academic Record:** Withdrawals requested before the first week of classes will not affect the student's academic record. Withdrawals requested after this date will result in a "W" (Withdrawal) grade on the student's transcript.
- c) **Financial Balance:** Students with an outstanding balance must settle it before the withdrawal can be processed.

1.3. Re-entry After a Temporary Withdrawal

Students who have requested a temporary withdrawal must notify their intent to return at least 15 days before the start of the semester or module in which they wish to re-enroll.

They must comply with the academic and financial requirements in effect at the time of their re-entry.

1.4. Appeal

Students may appeal a decision related to their withdrawal request by submitting a written appeal within 10 business days of receiving the decision notification. This appeal will be resolved by the immediate superior authority of the Registrar.

2. University-Initiated Withdrawal

The university, through the Registrar, may unilaterally withdraw a student due to non-compliance with academic, financial, or conduct policies, such as the following:

- a. **Academic Inactivity:** Failure to participate in academic activities for more than 365 days.
- b. **Non-payment:** Failure to pay tuition and fees within the established deadlines.
- c. **Violation of Conduct or Academic Integrity Standards:** Plagiarism, fraud, harassment, or any other conduct that violates university policies.

Before proceeding with the withdrawal, the university will notify the student in writing, specifying the reasons for the withdrawal, the student's rights, and the appeal procedures.

Students have the right to appeal a university-initiated withdrawal by submitting a written appeal within 10 business days of receiving the withdrawal notification. The immediate superior authority of the Registrar will review the appeal and issue a final decision within 10 business days.

MAKE-UP WORK POLICY & REPEATING COURSES

Students who are unable to complete work by the end of the course may be granted an incomplete grade (I) with the instructor's approval. Make-up work policy is granted on a case-by case basis. Arrangements must be completed within three (3) days from the end of the course. Failure to make such arrangements without administrative approval will result in a failing grade.

TRANSFER OF CREDITS

Transfer applicants must meet all the admission requirements of University of Technology Entrepreneurship and Leadership. The university's transfer policy is designed to recognize previously earned credits. Individuals who have earned credit at other institutions are encouraged to find out which courses may apply. Students may qualify to transfer up to **90 Credits** towards the **bachelor's degree** and **18 credits** towards the **master's degree**. Qualified credits will only be accepted if the grade earned was at least a **"B"**. Transfer of credit is at the discretion of **University of Technology Entrepreneurship and Leadership**.

Transfer of Credits from **University of Technology Entrepreneurship and Leadership** to another university is at the discretion of the receiving institution, it is the students' responsibility to confirm whether credits will be accepted by another institution of their choice.

ADVANCED PLACEMENT

University of Technology Entrepreneurship and Leadership does not grant credits for work experience or by examination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

ONLINE DELIVERY

University of Technology Entrepreneurship and Leadership online term is sixteen (16) weeks long and encompasses multiple hours of asynchronous instruction per week via our Moodle Learning Management System (LMS). The system also includes discussions, assignments, assigned readings and projects.

TECHNOLOGY REQUIREMENTS

Once a student is registered, their only necessary equipment is a personal computer with internet access, a student can access the eLearning platform from anywhere in the world. To maintain privacy and security, each student is provided with a **username** and **password** which allows them to reach their own **personal page** within **the Moodle LMS**.

It is important to maintain student interaction with the instructor and the learning community. The online platform will allow these interactions to be more flexible regarding time and space, yet the outcome should be similar or better. It is important to outline the following criteria:

1. The professor has knowledge in online instructional technology so that they can not only easily use it to teach students but also help students who have any issues.
2. The student earns flexibility in distance and time. Based on the course syllabus, the student can plan and organize his/her learning plan for the subject.
3. The online process opens many avenues for study; self-study takes an enhanced role. Also, they can have interactions with the professor and the rest of the students through forums, chats, and web-conferencing.
4. The student follows the course syllabus and works guided by the professor's advice. Students are accountable for following the syllabus and completing the semester's work within the allotted timeline.

OUR LEARNING MANAGEMENT SYSTEM

Our learning platform is **Moodle**; this platform replaces the classroom and provides the student with the tools to engage the learning process in an enjoyable, easy to use and efficient environment. The platform has been standardized to familiarize the student with the learning process and avoid confusion. Some of the elements contained in the platform are:

- **Course Syllabus:** Outlines the path to the class.
- **Chats:** Allows for the student to interact with other students and the professor.
- **Forums:** This asynchronous tool allows the class participants to create threads of information that will be available throughout the class.
- **Calendar:** Reminds the students how the class has advanced and reminds them of tasks, quizzes, or exams ahead.

COURSE CONTENT

Once the students log in to their personal page, and open their course, they can view different web tools they can use to study. The main one they will use is the documents & links tab which contains their downloadable syllabus, lectures, audio or video streams and any other relevant learning materials. Students will follow their syllabus to organize their weekly studies and will use the assignments tab to review deadlines, download exams, submit homework, case studies, or projects and upload their work. Special instructional activities may be scheduled at specific times convenient to both students and faculty members, in which case the announcement tab is the tool used by the faculty to give directions. If a student has a

question related to the course, they can directly post it in the discussion posts where both the professor and fellow students can respond so that everyone benefits from the answer.

EVALUATIONS

The use of forums, chats, and other communication tools gives instructors the opportunity to provide continuing evaluation and feedback to students as they prepare their formal evaluations.

Formal evaluations are implemented using assignments or quizzes. For assignments, the student submits a text file; the instructor corrects it, gives feedback, and assigns a grade. Quizzes are corrected automatically, and the grading is instantaneous.

All exams are administered through our password protected online platform. Students are expected to adhere to the timeline and retake policies provided by the course professor in the course syllabus. Any retakes are at the discretion of the professor.

Faculty members will have access online to post assignments and exams.

RESPONSE TIME

When a student sends a message with a question, or posts a message in a forum, the instructor is expected to respond within 48 hours during weekdays and weekends.

ONLINE COMMUNICATION

It is essential that online students communicate with their instructors frequently. Students with questions can write emails to their instructors asking any questions they may have. They may request additional chat sessions to clarify information. The instructor will schedule a time to meet with the student in a chat room or by phone. Students should expect that each communication will be followed up with a written summary of the discussion generated by the instructor. Such communications will be provided to the student by email.

ATTENDANCE AND CLASS SCHEDULE

Online Campus

The university is in session throughout the year, except for the holidays listed above in the Calendar section. Delivery of classes will be asynchronous through the University of Technology Entrepreneurship and Leadership's Learning Management System (LMS). Students will be required to participate in chats and discussions on a weekly basis previously prepared by their instructors and shared via the Chat and Discussion Boxes. Attendance is mandatory and student are expected to log in to their classes at least **three times a week** to be considered in attendance. Special instructional activities may be scheduled at specific times convenient to both students and faculty members.

STUDENT SERVICES

Student will receive advisement and or counseling with the following topics: **Academic Planning** which includes **academic advising**, inquiry about additional online course offerings, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include financial advisement and personal academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

ACADEMIC ADVISING

Upon enrollment, **University of Technology Entrepreneurship and Leadership** provides academic advising by assigning an academic advisor who assists the student in attaining his/her educational goals and fulfilling our university requirements. Students will be given the advisor's phone number and e-mail address. The advisor will be able to offer a more valuable insight into the student educational planning, by contacting the student and having a greater understanding of the student expectations and experience. The academic advisor is responsible for providing professional and personal academic supervision to a student enrolled in our program at the university. The academic advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the University and asks for assistance.

ACADEMIC COUNSELING

Academic counseling is available to all students during the admission process, and throughout the program. Any problems the university is not able to address will be referred to community organizations and agencies to better meet the student needs.

CAREER SERVICES

The university does not make any guarantees of employment or salary upon graduation. The university will offer career services, which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize these opportunities. The Career Services advisor will help the student in creating a resume, sharpen students' interviewing skills, advise on strategies for searching current job opportunities.

E-LIBRARY

Students and faculty have access to **University of Technology Entrepreneurship and Leadership's** Online Library, which is a very important online resource for academic assignments, projects, and research. University of Technology Entrepreneurship and Leadership has an agreement for the use of e-Library at <https://www.pearsonenespanol.com>. The library provides student and faculty with 24 hour-a-day and 7 days a week access to the instructional, academic, and research resources.

ONLINE TECHNICAL ASSISTANCE

There is 24-hour, 7 days a week technical assistance feature for our Online Course Platform. For technical assistance, please email us at **support@utelusa.university**.

LEAVE OF ABSENCE

A student may be granted a leave of absence (LOA) for a maximum of 5 days. All requests for leave of absence must be in writing with the reason for the LOA and the date of expected return specified. If the student does not return on the expected date, the student's enrollment will be terminated. A refund calculation will be completed according to the school Cancellation & Refund Policy. The withdrawal date will be the student's last recorded date of attendance.

SATISFACTORY ACADEMIC PROGRESS (SAP)

GRADING SYSTEM

Grades are based on the quality of work as shown by written tests, term papers, and projects as indicated on the course syllabus. Faculty members will provide students with an individual evaluation of performance for each course. Grades are posted onto the student's academic record, which is kept permanently.

Letter Grade	Quality Points	Definition
A+	4.0	95 - 100% - Excellent
A	3.75	90 - 94%
B+	3.5	85 - 89%
B	3.0	80 - 84% - Minimum CGPA for Graduate
C+	2.5	75 - 79% - Minimum CGPA for Undergraduate
C	2.0	70 - 74%
D+	1.5	65 - 69%
D	1.0	60-64%
F	0	Fail
I	0	Incomplete
P	0	Pass
W	0	Withdrawal
X	0	Ongoing
NR	0	Grade Not Reported
WF	0	Withdrawal after 60% course completion
T	0	Transfer
NP	0	No Pass
R	0	Repeat

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress to remain enrolled at the university. Satisfactory academic progress is determined by measuring the student's **cumulative grade point average (CGPA)** and the student's **rate of progress toward completion of the academic program**. These are outlined below.

SATISFACTORY ACADEMIC PROGRESS

SAP - Quantitative Criteria

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for twelve term credit hours the student is required to successfully complete a minimum of eight term credit hours ($12 \times 67\% = 8$) for the term. Failure to meet these standards may result in student being placed on probation.

SAP - Qualitative Criteria

Undergraduate Programs:

A student must achieve a Cumulative Grade Point Average of **2.5** at the midpoint of the program and must have earned **75%** of the credits attempted. A student who does not achieve these criteria will be placed on probation for the rest of the academic term. A student on academic probation who earns less than **2.5** in their cumulative average will continue on academic probation. Academic probation may be removed only by earning a **2.5** CGPA or higher on the next term.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

Graduate Programs:

A student must achieve a Cumulative Grade Point Average of **3.0** at the midpoint of the program and must have earned **75%** of the credits attempted. A student who does not achieve these criteria will be placed on probation for the rest of the academic term. A student on academic probation who earns less than **3.0** in their cumulative average will continue on academic probation. Academic probation may be removed only by earning a **3.0** CGPA or higher on the next term.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SAP - Evaluation

1. Students are evaluated at the end of an academic term.
2. If a student fails a course before the academic term ends, they are immediately placed on academic probation.
3. The student will remain on academic probation until they retake the failed course when it is next offered and passes on the next attempt.
4. If the student takes the course a second time and passes it, the student is removed from academic probation.
5. If the student fails the course for a second time, the student could be academically dismissed from the university.

SAP Evaluation - Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in the program is as follows:

Program	Program Length	Maximum Allowed Timeframe
Master's Degree	16 Months	24 Months
Bachelor's Degree	40 Months	60 Months

The credit hours attempted cannot **exceed 1.5 times the credit hours required** to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

CGPA REQUIREMENTS

Students in the graduate level must meet a **minimum CGPA** requirement throughout their enrollment to be considered in satisfactory academic progress. CGPA will be reviewed at the end of each term after grades have been posted to determine if the student's CGPA is in compliance.

GRADE CHANGE

A change in grade must be resolved by the end of the term following the term in which the grade was

originally issued. Grade changes must be submitted from the faculty to the university registrar on the official "Grade Change Form", with the instructor signature. All grade changes are subject to administrative approval. Students questioning a term grade posted to their academic record should e-mail the university registrar. The university registrar will forward the e-mail to the instructor of the course and the appropriate academic administrator for resolution. The timeframe for changing the grade is one (1) week from the end of the term.

COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE

The cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

GRADES AND TRANSCRIPTS

Original copies of student exams are maintained in each student's education file while they are in attendance and for a period of three years after their last day of attendance. Transcripts are maintained by the student records office indefinitely. Each transcript documents student grades and can be reviewed upon written request.

Permanent copies of all student records are maintained at the university. There is a seven (7) calendar days waiting period for delivery of an official transcripts and/or diploma.

Any student requiring additional copies of said documents must pay a processing fee for each document requested. Upon presentation of a receipt of payment from the Business Office, the Registrar will prepare the requested document(s). Processing will only begin after payment. If there is an outstanding balance to the university, it must be paid before processing can begin.

POLICIES AND PROCEDURES

ACADEMIC WARNING OR PROBATION

If the student falls below the criteria on the SAP listed above in the catalog, he/she will be placed on a probationary period (*the period is specified above on the SAP*) Any student having to repeat courses will have to pay **\$35.00** per course. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she may be terminated from the university. Students meeting this requirement at the end of the probationary period will be removed from this status.

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advising on a regular basis to determine student progress. Students on probation may be required to attend extra course sessions. Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SUSPENSION & DISMISSAL

Students are eligible to apply for readmission after a minimum of one term, and, if permitted to return, will be on academic probation. If at any time after having once been suspended a student on probation has a cumulative average below the minimum required, the student will be dismissed from the university and will not be eligible to return.

Any appeals for failure to maintain satisfactory progress must be made in writing to the Chief of Academic Officer within **15 days of notice of dismissal**. The student will be notified in writing of the decision. The maximum time limited given to a student to complete their program is **1.5** times the normal length of that program. A student not meeting these criteria will be terminated for not making satisfactory progress.

APPEALS PROCESS

Any appeals of the actions described above must be made in writing to the Chief of Academic Officer who will consider the appeal. The Chief of Academic Affairs will have the final authority over the matter to make the decision whether to accept the student's appeal within 5 days. For the student's appeal to be granted, the student will need to give evidence of satisfactory academic progress.

STUDENT CONDUCT POLICY

At University of Technology Entrepreneurship and Leadership appropriate student conduct in each class and when communicating with others in the university is very important. Any inappropriate conduct could result in dismissal from the university.

The following types of conduct are unacceptable:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
Plagiarism: All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The university considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.
2. Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the university.
3. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
4. Unauthorized entry to, possession of, receipt of, or use of any university services; equipment; resources; or properties, including the university's name, insignia, or seal.
5. Sexual harassment, as defined here: Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the university will respond to reports of any such conduct.
6. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the university to seriously alarm or torment the person; and where the threat is additionally determined by the university to serve no legitimate purpose.
7. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other university activities.
8. Failure to identify to, or comply with the directions of, a university official or other public official acting in the performance of his or her duties while at official university functions; or resisting or obstructing such university or other public officials in the performance of or the attempt to perform their duties.
9. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the university in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings. Copying - for any commercial purpose - handouts, readers or other course materials provided by an instructor as part of the university course unless authorized by the university in advance and explicitly permitted by the course instructor or the copyright holder in writing.

PENALTIES FOR MISCONDUCT

The **Campus Director** may impose penalties for violations of university policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If because of an official appeal it is determined that the student was improperly disciplined, the Chief Academic Officer shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the university may provide written notice to a student that his or her alleged behavior may have violated university policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of university policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

1. **Warning/Censure:** Written notice or reprimand to the student that a violation of specified university policies or campus regulations has occurred, and that continued or repeated violations of the university policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
2. **Disciplinary Probation:** A status imposed for a specified period during which a student must demonstrate conduct that conforms to the university standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action,

normally in the form of Suspension or Dismissal.

3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of university policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.
4. **Suspension:** Termination of student status at the university for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of university policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.
5. **Dismissal:** Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.
6. **Restitution:** A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the university or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.
7. **Revocation of Awarding of Degree:** Subject to the concurrence of the Chief Academic Officer.

GRIEVANCE POLICY

A grievance procedure is available to any student who believes a university decision or action has adversely affected his or her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate course professor. If the professor is unable to resolve the student's complaint, the professor will refer it to the Chief of Academic Officer in writing. If the Chief of Academic Officer is unable to resolve the student's complaint, he will refer it to the President & Chancellor. The President & Chancellor will take steps to resolve the complaint. The university President's decision is final.

Informal Resolution

Students are encouraged to speak directly with their mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, the more likely it is to resolve the matter satisfactorily. Complaints should be made to the Chief of Academic Officer. Informal complaints may be made in person, by telephone, or email. Appropriate university staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the university's response within 20 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

Formal Complaint

A formal complaint must be submitted in writing to the Department Chairperson. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate university administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. The relevant university office will keep a complete record of formal complaints.

Records of the outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Students who at the end of this process feel a grievance is unresolved may refer it to:

Commission for Independent Education

Florida Department of Education

325 West Gaines Street

Tallahassee, FL 32399-0400

Phone 850.245.3200, or Toll Free 888.224.6684, or online at <http://www.fldoe.org/policy/cie>

MODIFICATIONS

University of Technology Entrepreneurship and Leadership reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Student will be given advance notification of such changes.

NON-DISCRIMINATION

University of Technology Entrepreneurship and Leadership admits student of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion, or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student at the university and does not discriminate in administration of its educational policies, admissions policies, or other university- administered programs.

ANTI-HAZING

At University of Technology Entrepreneurship and Leadership the practice of hazing is prohibited. Hazing is defined as any action taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

EMERGENCY CLOSURE

In the event of an emergency, University of Technology Entrepreneurship and Leadership's administrative office will close as determined by **Miami-Dade County** due to inclement weather or natural disaster (hurricane, etc.).

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the University and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

Sample Course Number (PSY 300)

Letters = Discipline = Psychology

Digits = 300 = Program Sequence

GENERAL EDUCATION COURSES

ENG 101 English Composition I – 3 Credit Hours

In this course, students will learn and practice the strategies and processes that successful writers employ as they work to accomplish specific purposes. In college, these purposes include comprehension, instruction, entertainment, persuasion, investigation, problem-resolution, evaluation, explanation, and refutation. In addition to preparing students for academic communication, this core -curriculum course prepares students to use writing to realize professional and personal goals.

ENG 201 English Composition II – 3 Credits Hours

Is a course designed to strengthen students' skills as writers and to focus on analysis and argument. Assignments include critical examination of literature and an essay using research and documentation utilizing the MLA style sheet. Emphasis is on writing as part of the processes of thinking and learning.

PSY 100 General Psychology – 3 Credit Hours

An introduction to the systematic study of human cognition, emotion, and behavior with an emphasis on the scientific method. Fundamentals of behavior, learning, conditioning, development, cognitive processes, perception, emotion, personality, and psychopathology are among the content areas studied.

ALG 101 College Algebra – 3 Credit Hours

Topics studied include negative exponents, inequalities, complex numbers, radicals, quadratic functions, and logarithms. Hands on activities give the students opportunities to experience advanced math topics in the real world. *None*

COM 101 Introduction to Communication – 3 Credit Hours

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations.

STA 200 Applied Probability and Statistics – 3 Credit Hours

A variety of topics in business, information technology, and education require mathematical calculations and the ability to analyze statistical information. Throughout this course, the symbol on the right will provide insight between the material being covered in a particular lesson and how that particular math or analysis skill is performed in the field.

ENV 200 Environmental Science – 3 Credit Hours

Is a course dedicated to understanding the interactions between earth's natural systems and the demands placed on them by the human population.

PSY 200 Critical Thinking and Logic – 3 Credit Hours

Teaches the application of the principles of critical thinking to evaluating and creating arguments. Critical reasoning skills are presented and practiced in the context of the construction and criticism of numerous written, extended arguments.

COM 200 Principles of Public Speaking – 3 Credit Hours

Applies theory and principles of public address with an emphasis on preparation and on the extemporaneous method of delivery. The assignments in the course require college-level reading and analysis of scholarly studies and coherent communication through written reports, including the production of at least one APA/MLA formatted individual writing assignment.

PHI 201 Introduction to Philosophy – 3 Credit Hours

Introduction to Philosophy provides students with a foundational exploration of key philosophical questions, theories, and methods. Through lectures, readings, and discussions, students will examine topics such as metaphysics, epistemology, ethics, political philosophy, and logic. They will engage with major philosophical thinkers and texts while developing critical thinking and analytical skills. By the end of the course, students will have a broad understanding of philosophical concepts and the ability to think critically about complex ideas.

BACHELOR OF BUSINESS ADMINISTRATION

CORE COURSES

MAN 300 Principles and Perspectives of Management – 3 Credit Hours

Management principles are the guiding standards that define the basic system requirements, structure, and organization of management. They constitute the basis for a company to operate properly and this helps it to achieve the established objectives quickly and efficiently.

LEG 305 Legal and Commercial Bases – 3 Credit Hours

This course addresses issues such as ethics, contracts, torts, as well as the legal, political, and economic aspects of antitrust law, employment law, administrative law, securities law, and international business law topics. Students are asked to apply legal and ethical reasoning to real-world situations.

FIN 310 Financial Information – 3 Credit Hours

This course will provide students with an overview of the financial operations of the company. It is for students beginning to prepare for careers in management and finance, small business owners, and organizations who want to understand and manage the financial ecosystem of their organizations.

MAN 315 Planning and Control – 3 Credit Hours

This course introduces the student to the fundamental aspects of planning and control in companies. Planning is one of the most delicate activities that must be carried out in the company, since it is the one that foresees what must be produced to meet the needs of the market and based on this, it is the one that measures the resources that will have to be obtained. to make the plan viable. The student will develop the necessary skills to define strategies to achieve goals and develop a complete hierarchy of Plans to coordinate activities.

ORG 320 Organization and Organizational Structures – 3 Credit Hours

This course will provide the necessary knowledge for the student to acquire the skills to plan changes in organizations based on personality and motivation theories, through the use of models and techniques that increase individual and group satisfaction, avoiding work stress due to responsible decision making in the organization.

MAN 325 Management and Cost Accounting – 3 Credit Hours

The purpose of this course is to provide students with problem-solving skills and knowledge to carry out economic activities, as well as apply concepts to add value to business management. This course will give students the tools to understand and solve Business issues. The student will recognize the role of administrative accounting in companies from the analysis of the information generated from their income and costs, to understand their interference in planning, control and decision making in the entity.

ORG 330 Organizational Behavior – 3 Credit Hours

This course deals with human behavior in organizations and with practices and methods within organizations that facilitate or hamper effective behavior. Within each topic, conceptual frameworks, case discussions, and skill-oriented activities are blended.

QMC 335 Quality Program Management – 3 Credit Hours

This course provides the fundamental aspects for quality management in organizations, through techniques and tools and business management systems, based on global quality models and standards. All this focused on the continuous improvement of quality and therefore customer satisfaction.

REL 340 Individual Labor Relations and Social Security – 3 Credit Hours

This course addresses the study of development and methods of organized groups in the industry with reference to labor dispute resolution is covered in this course. Unions and employer associations involved in arbitration, mediation and reconciliation are analyzed from an economic point of view as well as a legal point of view. Specific attention is focused on collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, social security, worker representation and precautionary measures.

HRM 345 Human Capital Management – 3 Credit Hours

This course provides basic knowledge of human resource management. The student will recognize the importance of human capital management, through the analysis of its objectives, challenges, and functions, to carry out an adequate description and evaluation of positions, human resources planning and administration of wages and salaries.

ORG 350 Organizational Theory – 3 Credit Hours

Through this course, the student will acquire the knowledge and skills to identify development needs in organizations from the theoretical analysis of its elements, the selection of the most suitable type of structure and the design of procedures that allow the operation of the productive or administrative processes, in order to define systematic strategies of organizational intervention.

MAT 355 Mathematics for Business – 3 Credit Hours

This course will allow the student to apply concepts, principles, and research operations to solve problems related to business, identifying them as a quantitative tool that helps in decision making.

MAN 360 Process Management Principles – 3 Credit Hours

This course will provide the knowledge and skills necessary to apply process management to the redesign of key business activities, through the analysis and discussion of its elements, characteristics, and objectives, improving the efficiency of the organization.

MAN 365 Risk Management – 3 Credit Hours

This course deals with key aspects of risk in the organization's activities; likewise, distinguish financial, credit, legal, operational, and human risks, through the management and application of regulations, seeking to minimize the impacts generated on the organization's capital.

STA 370 Statistics for Business – 3 Credit Hours

Through this course, the student will apply the statistical principles to carry out studies that support the determination of the probability of occurrence of events, through the analysis of the reliability indices of business activities and the determination of prediction lines; this is to infer the information that supports business planning, management, and control.

BUS 375 Business Planning – 3 Credit Hours

This course will provide the skills and abilities to develop a business proposal by writing a business plan, which must reflect the key success factors, the development stages of the new company, the mechanisms to protect the business and the detailed description of the plan, taking into account the elements that are necessary for the drafting and formal presentation of the business plan.

BUS 380 Investment Project Formulation and Evaluation – 3 Credit Hours

This course provides the student with knowledge so that he can establish the necessary parameters to determine the viability of an investment project by identifying the elements and phases necessary for its formulation and evaluation, using appropriate valuation techniques.

MAN 385 Project Planning – 3 Credit Hours

Project planning is all about thinking through and organizing everything you need to get a task done as quickly and thoroughly as possible. This course covers everything from determining the goal, scope, tasks, and resources to setting a budget and schedule.

MAN 390 Service Provider Management – 3 Credit Hours

This course provides the knowledge to determine the elements that favor the development of strategic service management initiatives through the recognition of the potential that surrounds it, the present and future challenges, based on customer satisfaction.

QMC 395 Standards and Quality Control – 3 Credit Hours

This course provides the necessary knowledge to achieve an understanding of quality standards and their applicability, referring to the sets of guidelines, systems, methods, requirements, and specifications that an organization follows to guarantee the constant quality of processes and products.

MAN 400 Optimization of Operations – 3 Credit Hours

The student acquires the abilities and skills that will allow him to improve the working methods of productive systems, through the study of work measurement techniques to strengthen and increase the optimization achieved in production.

INN 410 Creativity and Technological Innovation – 3 Credit Hours

The course provides the bases for the design of innovation strategies and innovation systems to train innovative human capital and technological development projects. In addition, it provides skills that will help register trademarks and commercial notices, according to the laws of technological protection of technological heritage and the Industrial Property Law.

CONCENTRATION COURSES

MANAGEMENT

MAN 420 Business Process Management – 3 Credit Hours

In this course, the student will learn to structure the organization's processes that, according to its strategy and measurement scheme, will generate a continuous improvement plan based on a systems approach and basic tools for business management.

MAN 430 Global Markets and Personal Finance – 3 Credit Hours

This course provides the knowledge and skills necessary to analyze personal financial behavior and that of a business system, based on the characteristics of global markets and their level of influence on business finance, to facilitate responsible decision-making.

MAN 440 Organizational Behavior Management – 3 Credit Hours

The student will be able to analyze the characteristics of the teams and work groups, through the understanding of individual and group behavior, in order to establish the impact that their behavior has on the organization.

MAN 450 Process Management – 3 Credit Hours

This course will allow the student to apply different methods and techniques for the administration of processes that include their survey, planning, and documentation, as well as their relationship with the productive functions from the analysis of cases and the use of different systems for an effective solution of problems. business.

MAN 460 Statistical Control of Processes and Services – 3 Credit Hours

Through this knowledge, the student will be able to establish a culture of quality and the tools and techniques for the statistical control of processes and services, through an analysis of the characteristics of the goods and services offered to the consumer, to improve production systems.

MAN 470 Inventory and Storage Management – 3 Credit Hours

Inventory management is the tracking of merchandise from manufacturers to warehouses and from these facilities to the point of sale. In this course, the student will develop the skills to closely monitor the items or materials that are stored.

MAN 480 Resource Management in Business Operations – 3 Credit Hours

This course addresses resource management as the process of scheduling, allocating, and planning resources and activities to increase effectiveness. By resources we understand a broad concept that goes from equipment and economic funds to technical tools and the volume of work of employees. Operations management is a practice that involves planning, executing, and monitoring actions within a company.

MAN 490 Sustainable Development and Environmental Ethics – 3 Credit Hours

This course addresses aspects related to sustainable development with a focus on ethics, recognizing in these times that the conscience of the human being has been transforming into a universal conscience. It has been transfigured into aspects that encompass the values of life, freedom, social equity, solidarity, and respect for nature.

HUMAN RESOURCE MANAGEMENT

HRM 420 Organization and Administration of Human Capital – 3 Credit Hours

Human capital organization and management is a set of practices and tools used to attract, recruit, train, develop, manage, and retain employees to achieve business objectives. This course will help students to improve their skills, using their knowledge to the maximum for the benefit of the organization.

HRM 430 Organizational Communication – 3 Credit Hours

This course provides the necessary skills to configure the processes within the companies and to optimize and direct the messages of the organizations to their public. Organizational communication, also called business or corporate communication, allows optimizing and directing the messages of organizations with their audiences.

HRM 440 Human Development Competencies – 3 Credit Hours

This course provides knowledge on how to promote organizational change through the analysis of the main contributions of the theories of personnel administration and organizational behavior, in addition to the different models of motivation and leadership, to raise the skills of the individuals who collaborate in the company.

HRM 450 Organizational Development – 3 Credit Hours

This course provides the necessary knowledge and skills to identify the principles and components of organizational development, considering the elements that make it up, in the implementation of a strategic model that allows the company to achieve its objectives.

HRM 460 Analysis and Valuation of Positions – 3 Credit Hours

The student will address aspects related to the research process through which the tasks that make up the position are determined, as well as the knowledge and conditions that a person must meet in order to perform it properly.

HRM 470 Labor Relations – 3 Credit Hours

This course will allow the worker and the employer to know the labor laws to generate optimal labor relations in organizations.

HRM 480 Performance Evaluation and Compensation – 3 Credit Hours

This course provides knowledge related to the Planning of quality evaluations of personal performance through evaluation methods and instruments, in order to contribute to the growth and commitment to the organization, by generating incentive programs for personnel.

HRM 490 Enterprise Resource Planning – 3 Credit Hours

This course addresses aspects related to the growth or exponential increase in the amounts of work and the need to plan and effectively manage business resources. Managing departments like accounting, procurement, supply chain operations, project management, risk management, and regulatory compliance, and coordinating their processes requires them to work optimally together.

FINANCE

FIN 420 Financial Mathematics – 3 Credit Hours

This course addresses the concepts associated with financial mathematics, this being an area of applied mathematics. It covers the study of the calculation tools that allow determining the value of money over time in a financial operation.

FIN 430 Financial Topics – 3 Credit Hours

In this course, the student will be able to understand the information that is presented in the basic financial statements based on the characteristics of its main elements, in order to form an opinion on the operating results of a company.

FIN 440 Statistics for Economics – 3 Credit Hours

In this course, the student will be able to understand the conceptual and methodological development of statistics and economic indicators and the methods that allow the analysis of economic facts.

FIN 450 Financial and Securities Law – 3 Credit Hours

This course provides knowledge about the legal norms that regulate financial and stock market law, the analysis of the laws that regulate the Stock Market, Investment Companies, banking, and Monetary policy, in order to propose adequate solutions to the problems that They are presented in an organization of the financial area.

FIN 460 Financial Markets – 3 Credit Hours

In this course, the student will understand the functioning of the most important financial markets in relation to the allocation of economic resources to productive activities through an analysis of the structure of the financial system.

FIN 470 Computational Methods for Finance – 3 Credit Hours

In this course, the student will learn to use quantitative tools that allow the resolution of financial problems, through the efficient management of spreadsheet functions and the correct programming of simulations, modeling and projections for financial decision making in an entity.

FIN 480 Quantitative Methods for Finance – 3 Credit Hours

This course addresses aspects related to the use of quantitative methods in solving financial problems through the study and use of their applications in various areas of the business environment, based on the fundamentals of econometrics and time series models, for the making forecasts that facilitate decision making in an organization.

FIN 490 Corporate Finance – 3 Credit Hours

This course provides the necessary knowledge to identify the elements of corporate finance through the application of various analysis tools to visualize the general panorama of the financial operation of a company and support corporate decision making.

INFORMATION TECHNOLOGIES

INT 420 Introduction to Information Technologies – 3 Credit Hours

This course is designed to give the student and vision of the contributions and advantages of information technology. Attention is focused on the fundamental elements, trends, and advantages of the use of information technology as an important element in improving the performance of a company.

INT 430 Business Information Systems – 3 Credit Hours

This course is designed to give the student and vision of the various integrated and/or extended information systems in order to identify their characteristics to be used in an organization. Recognizing the importance of security and control for the application of administrative audit.

INT 440 IT Service Management – 3 Credit Hours

This course addresses IT service management concepts, with an emphasis on how IT teams manage the end-to-end delivery of IT services to customers. This includes all the processes and activities necessary to design, create, deliver, and support IT services.

INT 450 Information Technologies in Business Strategy – 3 Credit Hours

In this course the student will recognize how information technologies improve the productivity of companies by automating certain tasks; They streamline communication between different areas of the organization; They encourage collaborative work; They give opportunity to analyze specific data to plan business.

INT 460 Systems Administration Environments – 3 Credit Hours

In this course, the student will differentiate the basic tools of systems administration in individual and shared network environments through the analysis of its configuration, scope, and limitations, to identify the process of developing a functional and scalable infrastructure.

INT 470 Planning and Organization Systems – 3 Credit Hours

In this course, the student will analyze the relevance of planning and organization systems in a company based on the optimization, planning, and ordering of processes, considering the usefulness of ERP and CMR applications as key tools for administration and decision making. organizational decisions.

INT 480 Systems in The Digital Enterprise – 3 Credit Hours

In this course, the student will analyze collaborative work software tools through the classification and implementation of systems and interfaces, to recognize their importance in business communication environments.

INT 490 Security and Control – 3 Credit Hours

This course provides the student with the necessary knowledge to determine the security schemes for the prevention of computer attacks that guarantee the assurance of information, through the application of tools and standards that maintain stability in the technological infrastructure within organizations.

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

CORE COURSES

CIS 300 Structure of the Transformation Industry – 3 Credit Hours

This course allows students to delve into the background, characteristics, and trends of industrial development. The student carries out an analysis of the structures that characterize the industries and the activities carried out by the different agents that participate in said sector, from the time the initial raw materials are supplied until the product or service reaches the end user.

CIS 301 Sustainable Development – 3 Credit Hours

This course provides knowledge about sustainability, which deals with the development of lasting strategies that allow meeting the needs of the present without compromising the capacity of future generations, guaranteeing the balance between economic growth, care for the environment and social well-being.

CIS 302 Computers Architecture – 3 Credit Hours

Computer architecture is the logical organization of computer equipment. In this course, the student acquires knowledge about the set of principles that describe how the characteristics of computer hardware can be described and how they interact with each other.

ALG 303 Higher Algebra – 3 Credit Hours

This course provides knowledge on the theory of equations, sequences, and series, emphasizing negative exponents, inequalities, complex numbers, radicals, quadratic functions, and logarithms. The hands-on activities provide students with the opportunity to experience advanced mathematical topics in the real world.

PHY 304 Physics – 3 Credit Hours

This course provides insights into the study of different areas, such as force, motion, and fundamental interactions. This science is directly related to what would become mathematics and logic. This Physics course develops the capacities to understand the functioning of systems, determine the use of different materials for the creation of machinery and in solving analytical problems.

CIS 305 Analysis and Systems Design – 3 Credit Hours

In this systems analysis and design course, the student acquires the skills to plan the development of information systems by understanding and specifying in detail what a system should do and how its different components should be implemented to work together. with the rest of the organization's data ecosystem.

ALG 306 Lineal Algebra – 3 Credit Hours

This course is a branch of modern mathematics that deals with the study of concepts such as matrices, vectors, vector spaces and linear type equations. In linear algebra, students will recognize the importance of these concepts and how calculations are introduced by abstract thinking, since a large part of their field has a geometric interpretation, which can help to precisely visualize those concepts.

CIS 320 Electronics – 3 Credit Hours

In this course, he addresses topics related to circuits and microelectronics, Telecommunications and signal processing, computer engineering, robotics, optics and electromagnetism, microwaves, propagation and antennas, systems, and control.

CIS 330 Operating Systems – 3 Credit Hours

This course introduces students to the fundamental aspects of the function and operation of modern operating systems, including their design and structure. Addressing topics such as memory, dynamic memory allocation, virtual memory, and demand paging. The student acquires the skills to solve concurrency problems, file system management, storage devices, disk management, attention to requests, protection, and recovery from failures.

CIS 410 Algorithms and Data Structures – 3 Credit Hours

In this course, we will analyze how programming languages make use of memory to dynamically store large amounts of data. Data structures are a branch of computer science that studies and applies different ways of organizing information within an application, in order to manipulate, search, and insert this data efficiently.

CIS 411 Digital Systems and Peripherals – 3 Credit Hours

In this course, it will be recognized how Digital systems perform operations using digits, which are usually represented as binary numbers. The main operations are the entry, processing, transmission, storage, and display of digital data.

CIS 412 Databases– 3 Credit Hours

In this course, the student acquires the knowledge and skills necessary to carry out the study and behavior of data, represent them in a database, and then manage these large amounts of information electronically. Programs called database management systems allow data to be stored and subsequently accessed in a fast and structured way.

CIS 413 Differential and Integral Calculus – 3 Credit Hours

This course addresses issues that will allow solving optimization and area calculation problems, among others, applying differential and integral calculus methods such as limit, continuity, derivative, and integration rules, identifying them as a necessary tool for modeling, solving and interpretation of the results obtained from the study of phenomenon changes.

CIS 450 Structured Programming – 3 Credit Hours

In this course the student will learn to develop programs by applying formal logic to generate solutions that comply with the elements of structured programming.

CIS 460 Web Page Development – 3 Credit Hours

In this course the student will learn to build functional web pages through the application of the HTML language, digital tools, and programming elements to satisfy communication, entertainment, and business needs.

CIS 461 Assembly Language – 3 Credit Hours

In this course, the student acquires the knowledge and skills to apply strategies in the implementation of critical applications that require speed, security, hardware interruptions and/or be embedded, in low-level language, through assembly language coding for microprocessors in computing solutions.

CIS 470 Object-Oriented Programming – 3 Credit Hours

The object-oriented programming course will allow the student to apply the concepts and principles related to the design of systems and algorithms of object-oriented programming in the development of secure software that can be reused, using the JAVA programming language as a base.

CIS 480 Artificial Intelligence – 3 Credit Hours

This course deals with topics related to the recognition of programs based on the basic concepts of artificial intelligence, such as syntax and semantics of the logic programming language, troubleshooting, search, lists, input, and output trees, as well as manipulation procedures. Symbolic information, acquiring the bases for modeling and solving problems considered typical of artificial intelligence.

CIS 481 Computer Networks– 3 Credit Hours

This course deals with the fundamental aspects of networks, tools and concepts, such as routers, building a local area network (local area network), TCP/IP protocols, WAN, LAN network, MAN, Ethernet, the means of transmission, switching, OSI model, modems, network topology, coaxial cable, IP addresses, workstations, FTP, ISO, fiber optics, wide area network, stalling's, cards network, geographic coverage area, network architecture, database configuration, mac address, hub, link layer, twisted pair, token ring, wi-fi, physical layer, the access point, electromagnetic waves, the reference model, and much more.

CIS 482 Systems Administration – 3 Credit Hours

This Systems Administration course initiates students to manage the fundamental components and resources of computer systems through the different devices and interfaces seeking accessibility for users and their availability in personal and network use environments.

CIS 483 Systems Administration Environments – 3 Credit Hours

In order to develop efficient processes in companies, the basic tools of systems administration in individual and shared network environments must be differentiated through the analysis of their configuration, scope and limitations, to identify the process of developing a functional and scalable infrastructure.

CIS 490 Systems in the Digital Enterprise – 3 Credit Hours

This course will allow students to analyze collaborative work software tools through the classification and implementation of systems and interfaces, to recognize their importance in business communication environments.

CIS 491 Planning and Organization Systems – 3 Credit Hours

This course will allow students to analyze the relevance of planning and organization systems in a company based on the optimization, planning, and ordering of processes, considering the usefulness of ERP and CMR applications as key tools for administration and decision making. of organizational decisions.

CIS 492 Systems Development and Implementation – 3 Credit Hours

This course will make it possible to distinguish the phases of design, programming, testing, and commissioning of a system in different environments and topologies, using best practices, the appropriate selection of a software development methodology and software development tools for optimize its functioning within an organization.

CIS 493 Systems Infrastructure – 3 Credit Hours

The correct selection of the technological infrastructure helps to respond to the needs and objectives of the companies in the long term. In this it allows to acquire the necessary knowledge to Implement the infrastructure that provides the services and system applications that a company demands, through the study of networks, web services, data centers and device interconnection, for the optimal management of resources.

CIS 495 Languages and Standards On The Web – 3 Credit Hours

This course will provide the student with the necessary knowledge and tools to identify and build basic web applications using structural and presentation languages, considering the technology, design and standards of the web so that the student applies his knowledge in the creation of solutions. that includes development of interoperable web pages.

CIS 496 Web User Interface Design and Programming – 3 Credit Hours

This course will provide the student with the necessary knowledge and tools to implement human-computer interfaces under web technologies, based on the recommendations of analysis, design and evaluation of HCI quality standards through the application of the principles of usability and accessibility, as well as the

development tools for user interface prototypes, which allow the proposition of efficient solutions with HCI methods and techniques.

CIS 497 Development And Integration Of Applications and Web Services – 3 Credit Hours

The development and integration of web applications and services allow making the best decisions for solving problems in organizations. This course will address the basic knowledge for the development of web applications and services, through the web development tools available in the market, which allow the student to make a decision about the problems in their field of work and propose appropriate solutions.

CIS 498 Security and Control – 3 Credit Hours

Security schemes reduce vulnerability and protect the technological infrastructure of an organization's systems area. In this course, the student acquires the skills to determine security schemes for the prevention of computer attacks that guarantee the security of information, through the application of tools and standards that maintain stability in the technological infrastructure within organizations.

CIS 499 Organizational Environment – 3 Credit Hours

In this course, the student analyzes the impact and benefit of the use of Computer Systems in the operation of organizational processes, by evaluating through different analysis methods, the impact of technological innovation processes implemented in the area of information systems. organizations based on a classification, justification, and analysis of these that allows a broader estimate of the organizational environment.

BACHELOR OF SCIENCE IN ORGANIZATIONAL PSYCHOLOGY

CORE COURSES

PSY 300 Biological Fundamentals of Behavior – 3 Credit Hours

Biological structures and processes serve as pathways by which bodies carry out activities. They also affect predispositions to behave in certain ways, shape personalities, and influence the likelihood of developing psychological disorders. The three main biological axes that condition our attitudes and behavior are the nervous system, the endocrine system, and genetics.

PSY 301 Human and Cultural Diversity – 3 Credit Hours

This course explores the cultural diversity of human societies and provides tools for thinking critically about the classic theories and methods of cultural anthropology. One of the most important concepts is that of culture itself, a central perception within the discipline of anthropology. This course's main objective is to understand both the universal way all human beings create themselves through culture, and the great diversity of specific cultural expressions that have resulted from these processes.

PSY 302 Development in Childhood and Adolescence – 3 Credit Hours

In this course we will analyze the physical, intellectual, social, and emotional changes that occur during the development of the child.

PSY 303 Development in Adulthood and Old Age – 3 Credit Hours

Evolutionary development is understood as a process that occurs during all vital periods where constancy and change occur in people's lives. Development into adulthood is marked by events such as new roles, retirement, chronic illness, and unemployment. In this course we will analyze the life cycle and psychosocial characteristics and other factors that influence adulthood and old age. *PSY 300*,

PSY 304 Educational Psychology – 3 Credit Hours

In this course, students will be able to identify problem areas in various educational contexts by analyzing the theoretical-methodological bases of educational psychology, in order to apply psychological concepts and principles in situations that require intervention.

PSY 305 Organizational Psychology – 3 Credit Hours

This course the student will be able to conceptualize and analyze the professional intervention of the psychologist in any type of organization, to direct and develop recruitment processes, personnel management, and diagnosis, as well as the identification and assessment of risk factors, to its subsequent treatment and the development of preventive measures.

PSY 320 Personality Theories – 3 Credit Hours

This course addresses the theoretical foundations of personality generated by psychology throughout its history, through the study of the various theoretical approaches that explain the personal variables present in all individuals, for the acquisition of a general panorama of human behavior that allow future intervention in the professional field.

PSY 321 Philosophical Fundamentals of Science – 3 Credit Hours

The philosophy of science is concerned with analyzing everything related to how we acquire knowledge through the scientific method. In this course we will delve into the relationships between philosophy and science and the epistemological and ontological foundations of modern science.

PSY 330 Psychological Evaluation in Organizations – 3 Credit Hours

Psychological evaluation impacts the development of organizations. In this course, the student analyzes the current and potential use of psychological evaluation within organizations, through the application of evaluation techniques and instruments for the communication of results, preparing reports of aptitudes, attitudes and personality that agree with the guidelines of the organization.

PSY 410 Psychological Intervention in Organizations – 3 Credit Hours

Psychological intervention tools improve the quality of personal and work life of individuals in an organization. Students in this course will assess the main techniques and tools of psychological intervention in the company, through the analysis of their application at the group and individual level within an organization, to recognize their benefits in the quality of personal and work life of workers.

PSY 411 Psychological Interviews – 3 Credit Hours

The psychological interview seeks to define the patient in relation to his behaviors. In the field of psychology, the clinical interview is essential for the therapist. Through it, relevant information about the patient is obtained, knowing the type of case to later establish a therapy or treatment to follow.

PSY 412 Psychological Tests – 3 Credit Hours

In this course, students will be able to analyze the types of psychological assessment instruments, their ethical uses and the management of the main tests used in psychology, through the review of their theoretical and practical bases, for the implementation practice of the application, evaluation, interpretation, and integration of a battery of tests. The application of a battery of tests in the organizational context is useful to choose the best candidate for a position.

PSY 413 Psychologists Ethics – 3 Credit Hours

Through this course, the student acquires the necessary knowledge to assess, through a historical, regulatory, and legislative review, the notions and ethical codes that guide psychological work in order to ensure the rectitude and integrity of the professional practice of the psychologist. The ethical code proposes to the psychologist a professional behavior before the dilemmas of the practice.

PSY 450 Research Fundamentals – 3 Credit Hours

Research favors the understanding of social and human phenomena. This course provides the necessary knowledge that will allow establishing the research methodology as a strategic tool for the study of social and human phenomena through the design of quantitative, qualitative, and mixed research models.

PSY 460 Social Psychology – 3 Credit Hours

Personality is shaped by the groups to which we belong, social structures, and interactions with others. This course describes the influence of social processes in the way we perceive, judge, remember and behave with people.

PSY 461 Emotional Intelligence – 3 Credit Hours

Emotional intelligence can be applied to executive coaching to achieve functional human relationships in work teams. In this course, the student analyzes the components of emotional intelligence in order to understand how they can be used by coaching to improve both the human team and labor relations.

PSY 470 Statistics For the Social Sciences – 3 Credit Hours

In this course, the basic concepts and principles of descriptive statistics and inferential statistics are developed in solving problems in the social sciences, using them as a quantitative and graphical representation tool in the validation of observations and as an aid in decision making. Statistics make it possible to predict social trends in different areas of life.

PSY 480 Theories and Systems of Psychology – 3 Credit Hours

In this course, the theories and systems of psychology are analyzed, through the study of their antecedents, foundations, and postulates, in order to identify their scope and limitations in the explanation of the psychology of the human being.

PSY 481 Theories of Learning and Memory – 3 Credit Hours

The theories of learning and memory are useful for developing intervention strategies in the educational field. In this course, human behavior is analyzed from the processes of motivation and emotion, through the theoretical approaches that explain them in order to make behavioral changes in different fields.

PSY 482 Theories of Motivation and Emotion – 3 Credit Hours

In this course, human behavior is analyzed from the processes of motivation and emotion through the theoretical approaches that explain them in order to carry out behavioral modifications in different fields.

PSY 483 Theories of Thought and Language – 3 Credit Hours

This course provides the necessary knowledge to determine the relationship between thought and language through the analysis of the main theories that support its development to recognize its implications in human behavior.

PSY 490 Corporal Expression – 3 Credit Hours

This course provides knowledge to identify the three main domains for coaching, through the analysis of the sources of influence of the body, for the implementation of techniques to improve performance and body communication.

PSY 491 Effective Communication – 3 Credit Hours

Effective communication favors the establishment of successful dialogues and conversations. This course will allow the identification of the characteristics of effective communication in the personal and work spheres, for the development of communication skills.

PSY 492 Creativity and Lateral Thinking – 3 Credit Hours

Creative thinking allows innovative conflict resolution in the organization. In the development of this course, lateral thinking techniques will be applied, through the analysis of creative and divergent thinking, for the creative solution of personal and organizational conflicts.

PSY 493 Mediation Technical for Conflict Resolution – 3 Credit Hours

Mediation consists of a voluntary, flexible, and participatory process of peaceful conflict resolution, in which two opposing parties voluntarily resort to an impartial third person, the mediator, to reach a satisfactory agreement. In this course, alternative mediation techniques are identified, through the analysis of the physical space, the parties, and the conflict, as well as coercive and alternative methods to achieve conflict resolution.

PSY 495 Change Management – 3 Credit Hours

Change management or change management is a methodology whose objective is to ensure that the collaborators of a company have a positive experience during the development and change phases of the organization. It consists of 7 stages: listen, clarify, debate, decide, persuade, execute, and learn.

PSY 496 Group Dynamics – 3 Credit Hours

With group dynamics, people of different ages and interests learn to see the importance of collaborating and working as a team to achieve common goals. This generates a sense of belonging, raising self-esteem and conflict resolution, whether work, family or otherwise.

PSY 497 Organizational Competencies – 3 Credit Hours

Organizational competencies are skills that are required in leaders, but also in the rest of the employees of an organization. In this course we will know the skills that the employees of a company need to develop so that it can stand out and remain competitive in the market. *PSY 305, PSY 495 & PSY 496*

PSY 498 Integration of Human Capital – 3 Credit Hours

In this course, the student acquires the knowledge to apply recruitment, selection, retention, and integration techniques of human capital, through the identification of tools and new trends, in order to improve the productivity of personnel in the organization.

PSY 499 Organizational Change Management – 3 Credit Hours

In this course, the student acquires the knowledge to apply planned change management practices, based on the detection of specific problems in organizations, from the perspective of organizational development and how it contributes to the balance between the organizational and personal objectives of those who make up the company.

MASTER OF BUSINESS ADMINISTRATION

BUS 500 Business in the Global Economy – 3 Credit Hours

This course addresses the factors that affect international business and business expansion. Discussion topics include demographic, economic, political, natural resource, technology, and cultural characteristics and the role they play in the advancement of multinational enterprises.

LED 520 Leadership and Organizational Behavior – 3 Credit Hours

Students will gain a thorough understanding of individual, group, and organizational behavior. Students will utilize this knowledge to build practical skills in leading individuals and teams to high performance. Through a variety of teaching methods, students will learn to analyze their business environment, detect, and analyze problems, and develop sound, creative and socially responsible solutions to help their organizations flourish in a complex and uncertain world.

MAN 540 Operations Management – 3 Credit Hours

This course provides a general management perspective of the role of operations in companies in both manufacturing and service industries. It offers a broad survey of the concepts and techniques involved in designing and managing operations. This course is designed to provide a survey of the field of operations, focusing more on the operations side of management while also presenting the mathematical component.

MAR 560 Marketing and Sales Management – 3 Credit Hours

Students will study the basics of marketing in the consumer and industrial marketplace, sales techniques, computers in marketing, cash terminal operation, store security, pricing, and career possibilities in sales and marketing.

FIN 600 Financial Decision Making – 3 Credit Hours

This course presents the processes for analyzing a firm's financial condition, developing alternatives, and making business finance decisions. Exercises the analysis of current financial and operational data, and the projection of these data forward to support decision making under varying assumptions. This course will include means of managing working capital including sources of short-term financing of operations and methods used to raise external capital including initial public offerings, seasoned equity offerings, public and private debt, private equity, and venture capital.

STA 610 Quantitative and Qualitative Methods for Decision Making – 3 Credit Hours

This course introduces the learner to utilize and apply quantitative methods for individual, organizational, and societal decision-making. A variety of tools and techniques will be examined as the foundation for the development and interpretation of attributes and variables in addition to the use of data sources for improving processes and organizational environments. Topics covered include displaying and summarizing data, random variables and probability distributions, sampling, statistical inference, regression analysis, forecasting, statistical quality control, risk analysis, Monte Carlo simulation, decision trees, and linear and integer optimization modeling. Requires Microsoft Excel.

CIS 620 Information Technology Management – 3 Credit Hours

The course presents fundamental knowledge essential to successfully managing information technology functions within a larger organization. It also includes strategic and operational issues that incorporate the significance of rapidly advancing technology and organizational matters.

LEG 640 Business Law and Ethics – 3 Credit Hours

This course will introduce you to the laws and ethical standards that managers must abide by in the course of conducting business. Student will Learn about the laws that business managers must follow to protect their consumers, employees, and overall operations. Explore conflict management strategies and legal issues, such as torts, contracts, property law, intellectual property, and employment law.

MAJOR IN BUSINESS ADMINISTRATION

MAN 660 Managerial Skills – 3 Credit Hours

Communication · Decision making · Delegation · Problem solving · Motivation, are some of the management skills that leaders of any organization must have. This course analyzes how managerial skills favor the professionalization of individuals in their work and professional area.

MAN 670 Corporate Finance – 3 Credit Hours

In this course, students will identify the elements of corporate finance through the application of various analysis tools to visualize the general panorama of the financial operation of a company and support corporate decision making.

MAN 680 Financial Strategies – 3 Credit Hours

In this course, students understand the financial strategy as a whole by relating key areas such as investment, capital structure, financial risks, profitability, working capital management and cash management, all of which are necessary to achieve competitiveness and harmonious growth of the organization.

MAN 690 Business Planning Seminar – 3 Credit Hours

In this course, students acquire the ability to develop a business plan, evaluate the technical, economic, financial, and marketing feasibility of the project, generating documents that describe a business, analyze the market situation, and establish the actions to be carried out in the future, together with the corresponding strategies to implement them.

MAJOR IN DIGITAL MARKETING & E-COMMERCE

MAR 660 Marketing Strategies – 3 Credit Hours

This course addresses the style and method used to create leads and how to implement the marketing strategies that work best for the business.

MAR 670 Global Trends in Digital Marketing – 3 Credit Hours

Marketing strategies are methods, operational plans that outline and describe procedures designed so that a company can achieve specific marketing objectives in the short, medium, or long term.

MAR 680 Marketing and Digital Sales – 3 Credit Hours

This course the student analyzes digital marketing innovations through the analysis of Internet marketing trends, for the development of effective strategies for launching, positioning, maintaining or relaunching products and services in the digital market.

MAR 690 Marketing for eCommerce – 3 Credit Hours

Promoting virtual stores is the main purpose of this course. In this course, the student determines the digital marketing strategies that must be implemented in ecommerce, with the purpose of increasing sales and customer loyalty.

MAJOR IN PROJECT INNOVATION MANAGEMENT

INV 660 Innovation Trend Analysis – 3 Credit Hours

This course addresses the trends for the management of ideas, ventures, or problems of organizations, inducing the student to propose ideas / projects from a guided experience.

INV 670 Applied Project Management – 3 Credit Hours

This course addresses the trends to effectively plan a project by applying methodologies, techniques, and tools to manage it and guarantee a successful conclusion, based on the principles of administration of available resources and their efficient allocation to take actions that mitigate your risks.

INV 680 Business and Innovation Strategies – 3 Credit Hours

Innovation consists of expanding the universe of possibilities by improving business activity under different perspectives and in different business areas. This course explores the resources to carry out a restructuring and automation of processes or how to implement actions according to emerging needs.

INV 690 Quality Management – 3 Credit Hours

In this course, the student recognizes how the application of reliability in the project design phase must implicitly balance productivity, safety, and risk. This course describes the security and reliability functions of a project and the importance of applications that support the security and reliability of a project.

MASTER OF SCIENCE IN EDUCATION MANAGEMENT

LET 500 Learning Theories – 3 Credit Hours

Learning theories study the forms, strategies, ideas, and perspectives to achieve an effective method of learning. In this course, the student analyzes human behavior from the processes of motivation and emotion, through the theoretical approaches that explain them to make behavioral changes in different areas.

PHI 520 Philosophy of Education – 3 Credit Hours

From antiquity to the present day, one of the functions of Philosophy is the development of critical reflection on the great issues that interest the human being. Undoubtedly, one of them is Education. Philosophy is the art of asking, fundamental questioning, asking questions correctly and trying to answer using logically structured reasoning. Philosophizing is necessary to build your own thinking, innovate, create, and develop projects in all areas. This discipline works on concepts; an idea cannot be correctly elaborated without thinking about it properly; To conceive concepts, one must know how to think, and only Philosophy knows how to teach it.

EPI 540 Epistemology – 3 Credit Hours

Epistemology in education plays a very important role since it is the branch of philosophy that studies knowledge and how it is transformed into knowledge. Investigates the scientific, reflecting on the depth of knowledge, its origin, its form and how it should be.

LES 560 Learning Strategies – 3 Credit Hours

This subject addresses a series of concepts and resources presented in learning strategies, which help to develop cognitive and metacognitive skills typical of critical thinking. The way it is taught depends on how the learning is carried out to collect and organize the information and summarize it in different presentations. In this course you will gain an overview of how we learn and the thought processes that accompany it by studying the cognitive areas involved in recognizing the importance of memory, thought and language in learning. Establish the importance of having effective learning strategies. You will recognize the primary skills and cognitive processes involved in information processing.

COM 600 Educational Communication – 3 Credit Hours

Educational communication in the teaching-learning process allows students to increase their participation and creativity, it constitutes a variant of interpersonal communication that has great formative and personality development potential, producing internal and behavioral changes. Educational communication improves the process, mediation, and resources to achieve learning and teaching.

MET 610 Methodologies for Teaching – 3 Credit Hours

A teaching methodology is a set of methods and routes used to acquire knowledge, which improve the quality of what has been learned. In this course you will determine the strategies, tools and objectives that must be followed to optimize learning and achieve the connection between the student and the content throughout their studies.

CUR 620 Theory and Curriculum Development – 3 Credit Hours

Curricular theory tries to provide some elements that allow us to understand and explain the educational importance of the relationships between the curriculum, the individual, society, and the context. This course addresses issues related to the methodology, actions and results of the diagnosis, modeling, structuring, and organization of quality curricular projects, which must meet requirements from the perspective of quality assurance.

EDU 640 Educational Multimedia – 3 Credit Hours

Multimedia or Educational Multimedia (ME) are part of educational software, and many define it as an object or product that uses a combination of media: text, color, graphics, animations, video, sound, in the same environment, where the student interacts with resources to enhance the learning process. In this course the student will understand their background, advantages, and the need to use them as support in the educational process.

MAJOR IN EDUCATION MANAGEMENT

EDU 660 Educational Research Seminar – 3 Credit Hours

The purpose of educational research is to know in detail and meticulously a problem of knowledge, as well as to expose and publish the discoveries that the inquiry throws up. In this course, social skills such as collaboration, cooperation, communication, negotiation, autonomy, and teamwork are developed. It promotes creativity and offers the right setting to assimilate knowledge in a practical and entertaining way.

EDU 670 Development of Programs by Competencies – 3 Credit Hours

Competency training is a teaching and learning process aimed at people so that they acquire abilities, knowledge and skills using procedures or attitudes necessary to improve their performance and achieve the goals of the organization and/or institution. It is described as a result of what the student is able to perform or produce at the end of a stage. In this course we will analyze this systematic approach to knowing and developing skills based on precise functions and tasks.

EDU 680 Adult Education – 3 Credit Hours

This course provides knowledge about adult learning and education, which is a basic component of the right to education and lifelong learning. It analyzes the opportunities that can be offered to everyone over the age of eighteen, the possibility of acquiring, updating, completing, or expanding their knowledge and skills for their personal and professional development. It comprises “all forms of education and learning intended to ensure that all adults participate in their societies and in the world of work.

EDU 690 Design of Educational Innovation Projects – 3 Credit Hours

This course addresses the differences between development and research projects, especially how to design an innovation project under the premise of a development project, in order to incorporate efficiency in educational processes. By using these tools, proposals can be made that bring innovation to education by addressing ways to improve it by investigating possible improvements in a particular area. For this reason, the subject of Development of Educational Innovation Projects allows the development of proposals that involve the professional with the improvement and optimization of education in all its fields.

MAJOR IN ADMINISTRATION OF EDUCATIONAL INSTITUTIONS

ADM 660 Design of Teaching Programs – 3 Credit Hours

This course addresses issues related to the processes that must be taken into account for the design of any educational program. Reference is also made to the profile of the graduate, which serves as a starting point for the design of plans and programs, constituting the final point of the entire educational process, to the ways of working the programs, the learning experiences, and the curricular contents, how the interaction between the different actors involved occurs and what types of results are expected, as well as the necessary strategies to potentiate the educational characteristics.

ADM 670 Development of Assessment Instruments – 3 Credit Hours

This course addresses issues related to the design of assessment instruments as a means to process, record and obtain the necessary information to verify the achievements or difficulties of the students. It analyzes the importance of applying evaluation instruments, and its implications in the teaching and learning process, how an evaluation instrument is developed, the objectives, functionality, and evaluation techniques in various educational contexts.

ADM 680 Learning Assessment – 3 Credit Hours

The analysis of each one of the topics that make up this subject will allow, fundamentally, to develop learning evaluation plans, as well as to distinguish the most common functions and types of evaluation. Evaluation is a process that generates information and, in this sense, always implies successive approaches to the object of evaluation. The information we get from an evaluation comes from a whole systematic process of inquiry that generates feedback when used appropriately. In the evaluation area, it is necessary to develop a set of skills that allow Search for clues. Set criteria. Issue value judgments. Take decisions. This course will focus on evaluating the didactic process generated in an educational institution as a frame of reference.

ADM 690 Design of Educational Innovation Projects – 3 Credit Hours

This course addresses the differences between development and research projects, especially how to design an innovation project under the premise of a development project, in order to incorporate efficiency in educational processes. By using these tools, proposals can be made that bring innovation to education by addressing ways to improve it by investigating possible improvements in a particular area. For this reason, the subject of Development of Educational Innovation Projects allows the development of proposals that involve the professional with the improvement and optimization of education in all its fields.

MAJOR IN CURRICULUM MANAGEMENT AND ASSESSMENT

Distance Learning – 3 Credits

This course focuses on the latest methodologies, technologies, and pedagogical strategies in distance learning. The course provides a comprehensive overview of the field, equipping students with the necessary skills and knowledge to design, implement, and evaluate distance learning programs effectively.

Programs Assessment– 3 Credits

This course is designed to equip students with the knowledge and skills necessary to engage in educational research and program evaluation effectively. The course provides a comprehensive overview of key concepts, methodologies, and practical applications in the field. Students will explore the fundamental principles of educational research, focusing on the critical area of program evaluation. They will learn how to design and conduct studies, collect, and analyze data, and draw meaningful conclusions specifically related to program effectiveness. Through this course, students will gain the tools needed to assess and improve educational programs systematically.

Learning Assessment – 3 Credits

This course provides a comprehensive understanding of assessment principles, practices, and innovations in the field of education. The course aligns with current digital trends, focusing on rigorous academic content so students will explore theoretical foundations, contemporary assessment methods, and practical applications.

Design of Educational Innovation Projects – 3 Credits

This course offers a conceptual framework based on evidence to delve into educational innovation, the strategies and evaluation techniques necessary for continuous improvement, emphasizing the sustainable change of the educational organization.

STAFF & FACULTY

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|-----------------------------------|-----------------------------------|
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