UNIVERSITY CATALOG
2025 – 2026

Volume I

Florida Open University
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INSTITUTIONAL INFORMATION

Words from the Rector

Dear members of the academic community, students, teachers, collaborators, and friends:

It is an honor to address you as Rector of ***FLORIDA OPEN UNIVERSITY***, an institution born with the firm conviction that higher education should be a transformative force at the service of society. Our commitment is clear: to train leaders capable of facing the challenges of a constantly changing world, with a global, innovative, and profoundly human perspective.

In an era marked by technological disruption, cultural interconnection, and social and environmental challenges, we believe that education must go beyond the transmission of knowledge. It must inspire awareness, responsibility, and action. We need leaders who master the tools of the future, yes, but also who act with empathy, ethics, and a deep sense of purpose.

FLORIDA OPEN UNIVERSITY stands as a space where knowledge is transformed into impact. Here we train professionals who not only aspire to personal success, but who understand their role as agents of change in their communities and in the world.

Our educational model is based on academic excellence, permanent innovation, and commitment to inclusion and equity. We actively engage with local communities in Florida, promoting sustainable development, while strengthening international alliances to jointly address major global challenges.

To our students, I say with enthusiasm: you are the engine of this university. Here you will find opportunities to grow, overcome challenges, and turn your dreams into reality. But you will also find a community that believes in you and will accompany you every step of the way.

Thank you for trusting us.

Thank you for being part of this project that transforms lives through knowledge.

Welcome everyone to ***FLORIDA OPEN UNIVERSITY***.

Where knowledge becomes action, and action, impact.

Let's keep moving forward!

Mission

Our mission is **to train innovative, ethical leaders committed to sustainable development**, capable of transforming their communities and facing global challenges through knowledge, technology, and responsible action.

At ***FLORIDA OPEN UNIVERSITY***, we offer higher education of excellence that is inclusive and flexible, promoting critical thinking, creativity, and social sensitivity. We promote lifelong learning, equal opportunities, and collaboration with local and international actors to generate a positive impact on society.

Vision

To be a globally recognized university for its capacity **to innovate in higher education**, its commitment to **social responsibility**, and its leadership in **training professionals capable of generating a positive and sustainable impact** in a dynamic and connected world.

We aspire to be an engine of transformation that inspires people to learn, undertake, and lead with integrity, actively contributing to the well-being of their communities and the progress of humanity

Values

Innovation

In an environment of constant change, innovation is the engine that drives our commitment to educational transformation. At ***FLORIDA OPEN UNIVERSITY***, we promote creative thinking, disruptive learning, and the implementation of emerging technologies as catalysts for progress. We foster a culture of continuous improvement, where every challenge is an opportunity to rethink, redesign, and reinvent the university experience, with a direct impact on society.

Academic Excellence

Quality is the foundation of everything we do. We are committed to demanding academic standards that guarantee comprehensive, rigorous, and up-to-date training. Excellence is reflected in our programs, in the research we generate, in our teachers, and in the constant support we provide to our students. We do not only train successful professionals, but also critical, responsible citizens committed to their environment.

Social Responsibility

We firmly believe that knowledge should be at the service of the common good. Our university takes an active stance on the social, economic, and environmental challenges of our time. We promote community impact projects, volunteer programs, practices with social meaning, and alliances with organizations that share our purpose: to contribute to a more just, inclusive, and sustainable society, both locally and globally.

Inclusion and Equity

At ***FLORIDA OPEN UNIVERSITY***, diversity is a strength. We strive to build an inclusive environment where all people—regardless of gender, race, ethnic origin, socioeconomic status, abilities, or beliefs—feel welcome, valued, and empowered to reach their full potential. We design policies, strategies, and services that ensure equal opportunities, educational equity, and respect for the dignity of each individual.

Ethics and Commitment

Integrity guides our institutional actions. We train conscious citizens committed to ethical values, both in their professional and personal lives. Our university community is governed by honesty, mutual respect, justice, and transparency. These principles not only guide our internal decisions but also underpin the impact we seek to generate in the world.

Leadership with Purpose

We aspire to train leaders who make a difference, not through imposition, but through inspiration. Leaders who understand their role as agents of change, capable of making decisions with strategic vision, empathy, responsibility, and humility. In an uncertain and challenging global context, leadership with purpose is key to building more humane, resilient, and sustainable organizations, communities, and societies.

Global Collaboration

Knowledge has no borders, and neither do the challenges of the 21st century. Therefore, we promote international cooperation, intercultural dialogue, and shared learning networks. We establish strategic alliances with universities, research centers, companies, and third-sector organizations to enhance the exchange of knowledge and address major global challenges such as climate change, digitalization, equity, and social justice from a collective vision.

Purpose

The purpose of ***FLORIDA OPEN UNIVERSITY*** is to train innovative, ethical leaders committed to the positive transformation of their communities and the world, through higher education of excellence that is inclusive and flexible. It seeks to inspire its students to develop critical thinking, creativity, and social responsibility, equipping them with the technological tools and knowledge necessary to face current and future

global challenges. Furthermore, it aims to be an active agent of change that promotes local and international collaboration, equity, inclusion, and sustainability, turning knowledge into meaningful action with a real impact on society.

Legal Control

Florida Open University is a fictitious name registered under **Florida Open University, LLC**, a for-profit entity officially incorporated with the Florida Department of Corporations. **SERGIO DARIO TAPIA** serves as Chairman of the Corporate Board, which oversees the financial management of the institution.

The university is governed by a **Governing Board** that operates with autonomy in managing both academic and operational matters. While the Corporate Board and the Governing Board function semi-independently, each operates within its defined scope of authority to ensure sound financial stewardship and academic integrity.

Facilities

Florida Open University is located at **2001 NW 107th Ave, Suite 450, Office 409, Doral, FL 33172. The telephone number is (754) 272-0543, and the fax number is (754) 551-2696.** For more information, please visit **www.floridaopen.university** or email **info@floridaopen.university**

The facility adheres to all applicable safety protocols, fire regulations, and sanitation standards, ensuring a safe, accessible, and welcoming environment for both employees and visitors. Designed with inclusivity in mind, the premises are **fully accessible to individuals with disabilities**, supporting the university's commitment to equity and convenience.

Spanning approximately **1.100** square feet, the space includes:

- A private office.
- A meeting room.
- A boardroom.
- A break room.
- A reception área.
- Restrooms.
- Ample free parking.

These well-equipped and thoughtfully arranged spaces support the university's **administrative functions**, **academic coordination**, and provide a **comfortable and efficient workspace** for staff and institutional activities.

Statement of Licensure

Florida Open University is **licensed by the Commission for Independent Education,** Florida Department of Education, under **License # _____.**

For additional information about this institution, you may contact the Commission at:

Commission for Independent Education

Florida Department of Education

325 W. Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

Phone: (850) 245-3200

Fax: (850) 245-3233

Website: https://www.fldoe.org/policy/cie/

Academic Calendar

Florida Open University operates on **a semester-based academic calendar**, dividing the academic year into **three 16-week semesters: Fall, Spring, and Summer**. Each semester is further divided into four modular terms—Term A, Term B, Term C, and Term D—allowing for flexible and efficient course delivery. This structure is designed to provide students with maximum flexibility, enabling them to begin their studies at the start of any semester and tailor their academic experience while maintaining steady progress throughout the year.

FALL 2025		
Registration Period	08/01/2025	08/29/2025
Last day to add/drop classes	09/05/2025	
Semester Schedule	09/01/2025	12/21/2025
SAP Checkpoint - Term A	09/01/2025	09/28/2025
SAP Checkpoint - Term B	09/29/2025	10/26/2025
SAP Checkpoint - Term C	10/27/2025	11/23/2025

SAP Checkpoint - Term D	11/24/2025	12/21/2025

Observed Holidays

Labor Day September 01, 2025

Veterans Day November 11, 2025

Thanksgiving November 27 - 28, 2025

Fall Break: December 22, 2025 – January 04, 2026

SPRING 2026		
Registration Period	12/01/2025	12/26/2025
Last day to add/drop classes	01/09/2026	
Semester Schedule	01/05/2026	04/26/2026
SAP Checkpoint - Term A	01/05/2026	02/01/2026
SAP Checkpoint - Term B	02/02/2026	03/01/2026
SAP Checkpoint - Term C	03/02/2026	03/29/2026
SAP Checkpoint - Term D	03/30/2026	04/26/2026

Observed Holidays

Martin Luther King Day January 19, 2026

President's Day February 16, 2026

Spring Break April 27, 2026 – May 03, 2026

SUMMER 2026		
Registration Period	04/01/2026	04/30/2026
Last day to add/drop classes	05/08/2026	
Semester Schedule	05/04/2026	08/23/2026
SAP Checkpoint - Term A	05/04/2026	05/31/2026
SAP Checkpoint - Term B	06/01/2026	06/28/2026
SAP Checkpoint - Term C	06/29/2026	07/26/2026
SAP Checkpoint - Term D	07/27/2026	08/23/2026

Observed Holidays

Memorial Day May 25, 2026

Independence Day July 04, 2026

Summer Break: August 24 – August 30, 2026

Instructional Semester

- **Full-time student**: may take 9-12 credits per quarter.
- **Part-time studen**t: may take 3-6 credits per quarter.
- **Academic year**: begins July 1 and ends June 30.
- **Quarters**: There are four quarters, each with 12 weeks of instruction.
- **Quarter descriptions**: fall, winter, spring, and summer.
- **Drop/Add period:** occurs during the first week (7 days) of each quarter.

Language Of Delivery

Florida Open University programs are offered in Spanish and English.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYMENT OPPORTUNITIES IN LOCATIONS WHERE ENGLISH IS A REQUIREMENT.

Office Hours

The administrative office of our university is open Monday through Friday, from 9:00 AM to 5:00 PM EST, to assist students with their needs. Additionally, students can reach out via email at any time, as we provide 24/7 email support for inquiries. For information on contacting professors, please refer to the "Online Communication" section in our catalog.

General Admission Requirements

Undergraduate Programs

All applicants must meet the following admission requirements:

1. Submit an official high school diploma or equivalent from an accredited, state licensed, or government recognized institution.
2. Submit an official valid government issued photo identification.
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.
4. Any document not in English must be accompanied by a certified translated copy.

Language Proficiency Assessment:

For programs offered in English: Official test results are required from one of the following:

- TOEFL internet-based score of 71+
- IELTS score of 6.0+
- Duolingo score of 100+
- PTE Academic score of 50+

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 (except Quebec).
- 1B Higher Level English (minimum score of 4).
- AP English Literature (minimum score of 3).
- ELS Language Center Level 112 Certificate.
- OHLA Advanced 2 level.

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.

Graduate Programs

All applicants must meet the following admission requirements:

1. Submit a copy of an updated resume.
2. Submit an official 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. Submission of a valid government-issued photo identification.
4. Any document not in English must be accompanied by a certified translated copy.

Language Proficiency Assessment:

For programs offered in English: Official test results are required from one of the following:

- TOEFL internet-based score of 71+
- IELTS score of 6.0+
- Duolingo score of 100+
- PTE Academic score of 50+

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 (except Quebec).
- 1B Higher Level English (minimum score of 4).
- AP English Literature (minimum score of 3).
- ELS Language Center Level 112 Certificate.
- OHLA Advanced 2 level.

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 Process

All individuals interested in applying for admission to **Florida Open University** must complete an official **application form**, accompanied by a **non-refundable application fee of $150.00**. Payment may be made by check, money order, or credit card. Checks and money orders should be made payable to **Florida Open University**.

To ensure a complete evaluation, **all required application documents must be submitted at the time of application**. Incomplete applications will not be processed.

Once the application and accompanying materials have been reviewed, candidates will receive an **email notification** with further instructions regarding the next steps.

Throughout the admissions process, **university admissions advisors** will remain in regular contact with applicants to provide guidance and ensure the **timely submission of all necessary documentation** to the Admissions Office.

Reactivation of Admission Application

Applicants who have been **accepted for admission but have not enrolled in any courses** may keep their original application and fee **active for up to one (1) year** from the term of initial acceptance.

If more than one academic year has passed without enrollment, the individual must **restart the application process**, including the submission of a **new application form and payment of the non-refundable application fee**.

Registration

Students are required to **register for classes either via email** during the official registration period indicated on the **university's academic calendar**. It is the student's responsibility to complete registration within the designated timeframe to ensure access to courses and academic resources.

Orientation

Orientation is mandatory for all newly admitted students as well as for returning students who have been absent for one or more terms. This program is designed to:

- Introduce students to **university policies, academic expectations, and support services.**
- Provide guidance on using institutional platforms and communication tools.
- Establish a foundation for academic success and institutional engagement.

Additionally, during their **first quarter**, students must attend an **electronic library (e-Library) orientation**, delivered **on campus or virtually** via platforms such as **Zoom or Microsoft Teams**. This session offers essential instruction on how to access and navigate the university's **digital library system** and academic resources.

Attendance at both the general orientation and the e-Library orientation is required to ensure that students begin their academic journey with a clear understanding of institutional expectations and available tools for success.

FINANCIAL INFORMATION

Tuition and Fees

Undergraduate Programs	Tuition/Credit	Program Cost
Associate of Science in Business Administration	$150.00	$9,000.00
Associate of Science in Information Technologies	$150.00	$9,000.00
Associate of Applied Science in Gerontology	$150.00	$9,000.00
Bachelor of Business Administration	$150.00	$18,000.00
Bachelor of Science in Human Services	$150.00	$18,000.00
Bachelor of Science in Information Technologies	$150.00	$18,000.00
Graduate Programs	**Tuition/Credit**	**Program Cost**
Master of Business Administration	$200.00	$7,200.00
Master of Science in Information Technologies	$200.00	$7,200.00
Master of Social Science	$200.00	$7,200.00
Master of Science in Educational Management	$200.00	$7,200.00

Fees	Cost
Application Fee (non-refundable as per the refund policy)	$150.00
Technology	$ 20.00
Course Re-Entry (additional tuition fee may apply)	$ 35.00
Returned Checks	$ 35.00
Per Transfer Credit Accepted	$100.00
Official Transcript (first one is free)	$ 25.00
Library Fee	$ 5.00
Late Payment Fee	$ 35.00
Withdrawal Processing Fee	$ 35.00
Graduation Fee	$250.00

- Textbook(s) must be purchased by students separately and are not included in course tuition. It is reasonable to spend $1,200 to $1,700 for the graduate programs, and $1,900.00 to 2,500.00 for the undergraduate programs.
- Student must allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Types of Payment: Visa, MasterCard, Bank Wire, Check or PayPal.
- Tuition is subject to change.

Payment Options

Students may choose from the following payment methods:

1. **Full Payment:**
   The total tuition and fees are paid in full at the time of signing the enrollment agreement.
2. **Partial Payment with Pre-Course Balance:**
   The application fee is paid upon signing the enrollment agreement, and the remaining balance is paid in full **before the course start date**.
3. **Payment Plan:**
   The application fee is paid upon signing the enrollment agreement, and the remaining balance is paid in **installments prior to graduation**, in accordance with an approved **monthly payment plan**.

Cancellation and Refund Policy

If a student wishes to cancel his or her enrollment either prior to or after classes have begun, they must notify the institution in person by electronic mail, Certified Mail. The cancellation shall be effective on the date the notice is postmarked.

1. Cancellation can be made in person, by electronic mail, by Certified Mail, or last date of attendance by the student or date of written notice received.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the fifth (5th) Business Day, but before the first class, results in a refund of all monies paid, except for the Application fee (not to exceed $150.00).
4. The drop/add period is the first week of classes. There will be a refund of all tuition and fees except Application fee if the student withdraws on or during the drop/add week. There will be no refund after the drop/add week.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.
6. Refunds will be made within 30 days of termination of student enrollment or receipt of Cancellation Notice from student.

Course and Program Cancellation

A student who has registered for a course or a program that is cancelled by the Institution will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that course.

Associate of Science in Business Administration

PROGRAM DESCRIPTION

The Associate of Science in Business Administration program is designed to provide students with a strong foundation in core business principles and practices. Through a comprehensive curriculum, students will gain essential knowledge in areas such as accounting, marketing, management, finance, and business communication.

This program emphasizes practical skills, critical thinking, and real-world applications to prepare students for entry-level positions in various business environments or to continue their studies toward a bachelor's degree. Whether pursuing a career in corporate settings, entrepreneurship, or public organizations, students will develop the tools needed to succeed in today's dynamic and global business landscape.

PROGRAM OBJECTIVE

Graduates of this program will be equipped to:

- Understand and apply key business concepts and strategies.
- Communicate effectively in professional business environments.
- Analyze financial and operational data to support decision-making.
- Demonstrate ethical behavior and social responsibility in business practices.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED GENERAL EDUCATION COURSES	
ENG200	English Composition I	3
ALG200	College Algebra	3
PSY200	Introduction to Psychology	3
ENV200	Environmental Science	3
STA200	Applied Probability and Statistics	3
	Sub - Total	**15**
	REQUIRED CORE COURSES	
MAN310	Principles of Management	3
ECO310	Business Economics	3

ACC310	Financial Accounting	3
ACC320	Cost Accounting and Budgeting	3
MKT310	Principles of Marketing	3
STA310	Business Statistics	3
MAK320	Quantitative Methods for Decision Making	3
PSY360	Organizational Behavior	3
LAW310	Introduction to Business Law	3
COM360	Organizational Communication	3
CRN310	Conflict Resolution and Negotiation Skills	3
PLA320	IT Management and Digital Platforms	3
BUS330	Introduction to Digital Business	3
ENT310	Entrepreneurship Workshop	3
LDS310	Leadership and Teamwork	3
	Sub - Total	**45**
	Total	**60**

Associate of Science in Information Technologies

PROGRAM DESCRIPTION

The Associate of Science in Information Technologies program equips students with foundational knowledge and hands-on skills essential for today's digital world. This program provides a comprehensive introduction to key areas of IT, including computer systems, networking, cybersecurity, database management, and software development.

Through practical coursework and real-world scenarios, students will learn how to analyze problems, implement effective technology solutions, and support users and organizations in a rapidly evolving tech landscape. The curriculum balances technical proficiency with critical thinking, teamwork, and communication skills, preparing graduates for immediate entry-level employment or continued study toward a bachelor's degree in IT or related fields.

PROGRAM OBJECTIVE

Graduates of the program will be able to:

- Install, configure, and maintain hardware, software, and networks.

- Apply best practices in cybersecurity and data protection.
- Troubleshoot and solve common IT issues efficiently.
- Understand the fundamentals of programming and database systems.
- Communicate effectively in technical and non-technical environments.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED GENERAL EDUCATION COURSES	
ENG200	English Composition I	3
ALG200	College Algebra	3
PSY200	Introduction to Psychology	3
ENV200	Environmental Science	3
STA200	Applied Probability and Statistics	3
	Sub - Total	**15**
	REQUIRED CORE COURSES	
TEC310	Introduction to Information Technologies	3
TEC320	Information Systems and Organizations	3
PRO310	Programming Fundamentals I	3
PRO320	Programming Fundamentals II	3
PRO330	Computer Architecture	3
PRO340	Operating Systems	3
DAT310	Databases I	3
PRO370	Computer Networks	3
PRO350	Software Engineering I	3
MAT310	Discrete Mathematics	3
MAT320	Calculus I	3
PRO380	Cloud Computing	3
MAN350	Project and Quality Management	3
ETH350	Professional and Ethical Aspects in IT	3
INN310	Creativity and Innovation Workshop	3
	Sub - Total	**45**
	Total	**60**

Associate of Applied Science in Gerontology

PROGRAM DESCRIPTION

The Associate of Applied Science in Gerontology program offers a comprehensive and practical education for individuals seeking to begin or advance a career in the care and support of the aging population. Through an interdisciplinary approach that integrates biological, psychological, social, and cultural aspects of aging, students gain a deep understanding of the challenges and opportunities faced by older adults in today's society. Combining theory with hands-on experience, the program prepares future professionals to deliver person-centered, ethical, and inclusive services across various settings, including care facilities, community programs, and health services. Upon completion, graduates will be equipped to actively promote the well-being, dignity, and quality of life of older adults, encouraging active aging and social participation

PROGRAM OBJECTIVE

The Associate of Applied Science in Gerontology program aims to:

1. Provide a comprehensive and interdisciplinary education that fosters understanding of the aging process from biological, psychological, social, and cultural perspectives.
2. Develop practical and technical skills to assist and care for older adults in a variety of settings, applying ethical principles and person-centered approaches.
3. Promote the ability to assess and respond to the physical, emotional, cognitive, and social needs of the aging population, supporting their well-being and autonomy.
4. Prepare students to collaborate effectively with professionals in healthcare, social work, and related fields in community, institutional, and home-based environments.
5. Encourage the creation, implementation, and improvement of programs that support active aging, social inclusion, and enhanced quality of life for older adults.
6. Raise awareness of cultural and social diversity in aging, and promote inclusive practices that respect the dignity, rights, and life experiences of every individual.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED GENERAL EDUCATION COURSES	

ENG200	English Composition I	3
PSY200	Introduction to Psychology	3
COM200	Introduction to Communication	3
	Sub - Total	**9**
	REQUIRED CORE COURSES	
AAG305	Introduction to Gerontology	3
AAG310	Anatomy and Physiology of the Older Adult	3
PSY330	Psychology of Aging	3
AAG315	Public Health and Health Promotion for Older Adults	3
MAN325	Management of Services for Older Adults	3
AAG320	Psychopharmacology in Older Adults	3
AAG325	Social and Cultural Aspects of Aging	3
AAG330	Prevention and Management of Chronic Diseases in Older Adults	3
AAG335	Palliative Care and End-of-Life Care	3
LAW320	Ethics and Legislation in Gerontology	3
AAG340	Nutrition and Dietetics for Older Adults	3
AAG345	Communication and Interpersonal Skills in Gerontology	3
AAG350	Rehabilitation and Occupational Therapy for Older Adults	3
AAG355	Assistive Technologies and Home Modifications	3
AAG360	Mental Health and Wellness in Aging	3
AAG365	Community Resources and Support Systems for Older Adults	3
AAG370	Quality Management and Evaluation in Older Care	3
	Sub - Total	**51**
	Total	**60**

Bachelor of Science in Human Services

PROGRAM DESCRIPTION

The Bachelor of Science in Human Services is designed to prepare students for impactful careers serving individuals, families, and communities across diverse settings. The program provides a strong foundation in human development, social

policy, case management, and service delivery systems, empowering graduates to address the complex needs of vulnerable populations with compassion and professionalism.

Students can choose from the following specialized majors to tailor their education to specific fields of interest:

- **Major in Gerontology or Disabilities**: Focuses on supporting aging populations and individuals with physical, developmental, or intellectual disabilities, preparing students to work in community programs, advocacy organizations, and healthcare systems.
- **Major in Long-Term Care**: Equips students with the knowledge to manage and coordinate services in long-term care facilities, including nursing homes, assisted living centers, and rehabilitation programs, with a focus on ethical and effective care delivery.
- **Major in Occupational Health**: Emphasizes workplace wellness, injury prevention, and employee support services. Students learn to promote safe and healthy work environments through assessment, policy development, and intervention strategies.

Graduates will be prepared for careers in healthcare organizations, government agencies, nonprofit institutions, and private service providers, or to pursue advanced studies in related fields such as social work, public health, or counseling.

PROGRAM OBJECTIVE

The Bachelor of Science in Human Services program aims to:

1. **Develop foundational knowledge** of human behavior, social systems, and service delivery models relevant to diverse populations and community needs.
2. **Prepare students for professional practice** by building competencies in communication, case management, ethical decision-making, and client advocacy.
3. **Foster critical thinking and problem-solving skills** necessary to address the challenges faced by individuals in areas such as aging, disability, chronic illness, and workplace health.
4. **Promote cultural sensitivity and inclusivity**, enabling students to work effectively with individuals from diverse backgrounds and life experiences.
5. **Equip students with leadership and administrative skills** to manage programs and services in human services, long-term care, or occupational health environments.
6. **Encourage civic engagement and social responsibility** through community-based learning experiences and applied research.
7. **Support career readiness and lifelong learning**, enabling graduates to pursue employment in health and human services or continue with graduate studies in related fields.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED GENERAL EDUCATION COURSES	
ENG200	English Composition I	3
ALG200	College Algebra	3
PSY200	Introduction to Psychology	3
ENV200	Environmental Science	3
COM200	Introduction to Communication	3
ENG210	English Composition II	3
STA200	Applied Probability and Statistics	3
PHI200	Introduction to Philosophy	3
COM210	Principles of Public Speaking	3
PSY210	Critical Thinking and Logic	3
	Sub - Total	**30**
	REQUIRED CORE COURSES	
HUM310	Foundations of Human Services	3
PSY310	Developmental Psychology	3
PSY320	Social Psychology	3
GER310	Introduction to Aging and Gerontology	3
HUM320	Cultural Competence in Human Services	3
HUM330	Communication Skills for Human Services Professionals	3
HUM340	Human Behavior in the Social Environment	3
ETH320	Ethics and Legal Issues in Human Services	3
COU310	Counseling Theories and Techniques	3
CRC310	Conflict Resolution and Crisis Intervention	3
HUM360	Health and Wellness in Human Services	3
HUM370	Leadership and Advocacy in Human Services	3
STA310	Applied Statistics for Human Services	3
PLA310	Program Planning and Evaluation	3
SER310	Case Management and Service Coordination	3

SER320	Disability Studies and Services	3
POL310	Public Health Systems and Policy	3
HUM380	Human Services and the Law	3
HUM390	Technology and Data Management in Human Services	3
SER330	Working with Families and Communities	3
SER340	Professional Development Seminar	3
HUM350	Contemporary Issues in Human Services	3
	Sub - Total	**66**
	MAJOR IN GERONTOLOGY OR DISABILITIES	
PSY410	Psychology of Aging and Cognitive Change	3
GER410	Social Policy and Aging	3
GER420	Assistive Technologies and Adaptive Strategies	3
GER430	Mental Health and Aging	3
GER440	Inclusive Practices for Developmental and Intellectual Disabilities	3
GER450	Family Caregiving and Support Systems	3
GER460	Ethical and Legal Issues in Gerontology and Disability Services	3
HUM490	Capstone Project - Human Services	3
	Sub - Total	**24**
	MAJOR IN LONG-TERM CARE	
LTC410	Long-Term Care Administration	3
LTC420	Geriatric Care Management	3
LTC430	Healthcare Financing and Reimbursement Systems	3
LTC440	Quality Assurance and Risk Management in Long-Term Care	3
LTC450	End-of-Life Care and Ethical Decision-Making	3
LTC460	Staffing, Supervision and Workforce Development	3
LTC470	Long-Term Care Law and Regulation	3
HUM490	Capstone Project - Human Services	3
	Sub - Total	**24**
	MAJOR IN OCCUPATIONAL HEALTH	
OCC410	Introduction to Occupational Health and Safety	3

OCC420	Workplace Wellness and Employee Assistance Programs	3
OCC430	Ergonomics and Human Factors in the Workplace	3
OCC440	Occupational Stress and Mental Health	3
OCC450	Injury Prevention and Health Promotion Strategies	3
OCC460	Substance Use and Workplace Interventions	3
OCC470	Health Policy and Labor Law	3
HUM490	Capstone Project - Human Services	3
	Sub - Total	**24**
	Total	**120**

Bachelor of Science in Information Technologies

PROGRAM DESCRIPTION

The Bachelor of Science in Information Technologies is designed to equip students with the technical expertise and problem-solving skills required to thrive in the rapidly evolving digital world. The program provides a solid foundation in computer systems, networks, programming, databases, and emerging technologies, preparing students for success in a wide range of IT careers.

Students may choose one of the following majors to focus their studies on a specialized area of the IT field:

- **Major in Software Engineering**: Focuses on software design, development, testing, and maintenance using modern tools and agile methodologies. Students gain hands-on experience in creating efficient, scalable, and secure applications.
- **Major in Cybersecurity**: Emphasizes protecting systems, networks, and data from cyber threats. Topics include risk assessment, ethical hacking, digital forensics, and compliance with security standards.
- **Major in IT Project Management**: Prepares students to lead and manage technology projects, with emphasis on planning, execution, resource management, and stakeholder communication using industry-standard project management frameworks.

PROGRAM OBJECTIVE

The Bachelor of Science in Information Technologies program aims to:

1. **Provide a strong technical foundation** in computing, networking, databases, and systems analysis.

2. **Develop problem-solving and analytical thinking** to design and implement effective IT solutions.
3. **Promote proficiency in programming languages, software development, and digital tools** relevant to today's technology landscape.
4. **Prepare students to identify and address security vulnerabilities**, applying ethical and legal principles in cybersecurity.
5. **Build leadership and project management skills** for coordinating technology initiatives across industries.
6. **Encourage adaptability and innovation** to meet the challenges of emerging technologies and evolving business needs.
7. **Foster effective communication and collaboration** in multidisciplinary and global IT environments.
8. **Support professional development and lifelong learning** in alignment with industry standards and certifications.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED GENERAL EDUCATION COURSES	
ENG200	English Composition I	3
ALG200	College Algebra	3
PSY200	Introduction to Psychology	3
ENV200	Environmental Science	3
COM200	Introduction to Communication	3
ENG210	English Composition II	3
STA200	Applied Probability and Statistics	3
PHI200	Introduction to Philosophy	3
COM210	Principles of Public Speaking	3
PSY210	Critical Thinking and Logic	3
	Sub - Total	**30**
	REQUIRED CORE COURSES	
TEC310	Introduction to Information Technologies	3
TEC320	Information Systems and Organizations	3
PRO310	Programming Fundamentals I	3
PRO320	Programming Fundamentals II	3

PRO330	Computer Architecture	3
PRO340	Operating Systems	3
DAT310	Databases I	3
DAT320	Databases II	3
MAT310	Discrete Mathematics	3
MAT320	Calculus I	3
INN310	Creativity and Innovation Workshop	3
PRO350	Software Engineering I	3
PRO360	Software Engineering II	3
PRO370	Computer Networks	3
PRO380	Cloud Computing	3
BUS370	Business Intelligence	3
DAT330	Data Governance and Monetization	3
MAN350	Project and Quality Management	3
PRO390	Advanced Programming	3
ETH350	Professional and Ethical Aspects in IT	3
ART350	Artificial Intelligence	3
PRO395	Programming Paradigms	3
	Sub - Total	**66**
	MAJOR IN SOFTWARE ENGINEERING	
TEC310	Software Architecture and Design Patterns	3
TEC320	Agile Software Development and DevOps	3
PRO310	Software Testing and Quality Assurance	3
PRO320	Secure Software Engineering	3
PRO330	Mobile Application Development	3
PRO340	Software Maintenance and Evolution	3
DAT310	Human-Computer Interaction	3
DAT320	Capstone Project - Information Technologies	3
	Sub - Total	**24**
	MAJOR IN CYBERSECURITY	
CBS410	Foundations of Information Security	3
CBS420	Cyber Threats and Attack Techniques	3

CBS430	Network and Internet Security	3
CBS440	Digital Privacy and Data Protection	3
CBS450	Cyberpsychology and Online Risk Behavior	3
CBS460	Cybersecurity Law and Ethics	3
CBS470	Ethical Hacking and Cyber Defense	3
TCH490	Capstone Project - Information Technologies	3
	Sub - Total	**24**
	MAJOR IN IT PROJECT MANAGEMENT	
ITP410	IT Project Planning and Scheduling	3
ITP420	Agile Project Management	3
ITP430	Risk and Cost Management in IT Projects	3
ITP440	Team Leadership and Stakeholder Engagement	3
ITP450	IT Governance and Compliance	3
ITP460	Communication and Change Management in IT Projects	3
ITP470	Digital Transformation and Innovation Strategy	3
TCH490	Capstone Project - Information Technologies	3
	Sub - Total	**24**
	Total	**120**

Bachelor of Science in Business Administration

PROGRAM DESCRIPTION

The Bachelor of Science in Business Administration program offers a comprehensive education in business principles, management practices, and organizational leadership. Designed to develop strategic thinking, analytical skills, and ethical decision-making, this program prepares students to succeed in a wide range of industries and leadership roles.

Students may specialize in one of the following majors to tailor their education to specific career paths:

- **Major in Public Management**: Focuses on the administration of public sector organizations, emphasizing public policy, governance, budgeting, and public service leadership. Graduates will be equipped to manage government agencies, nonprofit organizations, or municipal services.

- **Major in Healthcare Management**: Prepares students to manage healthcare institutions and services with a focus on operations, patient care systems, health policy, and regulatory compliance. This major is ideal for those seeking leadership roles in hospitals, clinics, or healthcare organizations.
- **Major in Human Resource Management**: Centers on workforce planning, recruitment, talent development, employee relations, and labor law. Students learn how to align human capital strategies with organizational goals to foster productivity and growth.

Graduates of the program will possess the knowledge and skills to pursue managerial and administrative positions in business, government, healthcare, and nonprofit sectors, or to continue with graduate studies in business, public administration, or related fields.

PROGRAM OBJECTIVE

The Bachelor of Science in Business Administration program aims to:

1. **Develop core competencies** in management, finance, marketing, and operations to support effective organizational decision-making.
2. **Foster leadership, communication, and teamwork skills** for dynamic and diverse work environments.
3. **Promote ethical and socially responsible management practices**, with an understanding of legal and regulatory frameworks.
4. **Prepare students to analyze complex business problems** and implement data-driven, strategic solutions.
5. **Provide specialized knowledge and practical tools** relevant to public administration, healthcare systems, and human capital management.
6. **Encourage innovation and adaptability** in response to global economic trends and technological changes.
7. **Support professional readiness** by integrating case studies, simulations, and real-world business scenarios.
8. **Equip graduates for career advancement or graduate-level education** in business, management, or specialized industries.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED GENERAL EDUCATION COURSES	
ENG200	English Composition I	3
ALG200	College Algebra	3

PSY200	Introduction to Psychology	3
ENV200	Environmental Science	3
COM200	Introduction to Communication	3
ENG210	English Composition II	3
STA200	Applied Probability and Statistics	3
PHI200	Introduction to Philosophy	3
COM210	Principles of Public Speaking	3
PSY210	Critical Thinking and Logic	3
	Sub - Total	**30**
	REQUIRED CORE COURSES	
MAN310	Principles of Management	3
MAN320	Strategic Management	3
LDS310	Leadership and Teamwork	3
ECO310	Business Economics	3
ACC310	Financial Accounting	3
ACC320	Cost Accounting and Budgeting	3
MAN330	Financial Management	3
MKT310	Principles of Marketing	3
INT310	Commercial Intelligence	3
STA310	Business Statistics	3
MAK320	Quantitative Methods for Decision Making	3
PLA320	IT Management and Digital Platforms	3
BUS330	Introduction to Digital Business	3
ANA310	People Analytics	3
CRN310	Conflict Resolution and Negotiation Skills	3
RMT310	Research Methodology	3
CRE310	Creative and Disruptive Innovation	3
ENT310	Entrepreneurship Workshop	3
MAN340	Operations Management	3
PSY360	Organizational Behavior	3
LAW310	Introduction to Business Law	3
COM360	Organizational Communication	3

	Sub - Total	**66**
	MAJOR IN PUBLIC MANAGEMENT	
PBM410	Public Sector Leadership and Decision-Making	3
PBM420	Conflict Resolution and Negotiation in Public Administration	3
PBM430	Organizational Communication and Public Relations	3
PBM440	Training and Talent Development in the Public Sector	3
PBM450	E-Government and Digital Transformation in the Public Sector	3
PBM460	Public Policy Analysis and Evaluation	3
PBM470	Project Management in Public Administration	3
BBA490	Capstone Written Project - Business Administration	3
	Sub - Total	**24**
	MAJOR IN HEALTHCARE MANAGEMENT	
HCM410	Healthcare Organization Management	3
HCM420	Health Systems and Legislation	3
HCM430	Administrative Processes in Healthcare	3
HCM440	Healthcare Project Planning and Management	3
HCM450	Healthcare Services and Operations	3
HCM460	Applied Health Technologies Workshop	3
HCM470	Quality Management in Healthcare	3
BBA490	Capstone Written Project - Business Administration	3
	Sub - Total	**24**
	MAJOR IN HUMAN RESOURCE MANAGEMENT	
HRM410	Talent Acquisition and Selection	3
HRM420	Compensation and Benefits Management	3
HRM430	Training and Development	3
HRM440	Labor Law	3
HRM450	Diversity and Inclusion Management	3
HRM460	Strategic Human Resource Management	3
HRM470	Industrial and Labor Relations	3
BBA490	Capstone Written Project - Business Administration	3
	Sub - Total	**24**

	Total	**120**

Master of Science in Educational Management

PROGRAM DESCRIPTION

The Master of Science in Educational Management is a graduate-level program designed to prepare future leaders and innovators in the field of education. It equips students with the knowledge and skills necessary to manage educational institutions, implement policies, lead organizational change, and ensure academic quality and innovation in learning environments.

This program blends theory with practice to develop strategic thinking, leadership capacity, and evidence-based decision-making among educators, administrators, and policy makers. Students may choose from one of the following majors to align their studies with their professional goals:

- **Major in Educational Technology and Innovation**: Focuses on integrating digital tools, learning management systems, and innovative practices to improve teaching, learning, and institutional performance.
- **Major in Leadership and Educational Management**: Emphasizes strategic planning, organizational leadership, human resource development, and institutional governance in the educational context.
- **Major in Educational Assessment and Quality Assurance**: Prepares professionals to design and manage evaluation systems, performance metrics, accreditation processes, and quality improvement frameworks in education.

Graduates are prepared to take on leadership roles in schools, universities, education ministries, NGOs, and international educational organizations, or to pursue doctoral studies in education or public administration.

PROGRAM OBJECTIVE

The Master of Science in Educational Management aims to:

1. **Develop advanced competencies in educational leadership, administration, and institutional management** across various educational settings.
2. **Promote the integration of innovation and technology** to enhance educational outcomes and operational efficiency.
3. **Strengthen analytical and research skills** to support data-driven decision-making and policy formulation.
4. **Equip students with strategies for managing change and leading organizational transformation** in dynamic educational environments.

5. **Ensure the capacity to design and implement quality assurance and assessment systems** that promote accountability and continuous improvement.
6. **Foster ethical leadership, equity, and inclusion** in the management of educational institutions.
7. **Prepare students to engage in global education debates**, influence policy, and contribute to the advancement of educational standards worldwide.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED CORE COURSES	
EDU510	Foundations of Educational Management	3
PSY520	Leadership and Organizational Behavior in Education	3
EDU520	Strategic Planning and Policy in Education	3
EDU530	Educational Law and Ethics	3
EDU540	Curriculum Design and Instructional Leadership	3
EDU550	Research Methods in Educational Management	3
EDU560	Educational Assessment and Data-Informed Decision Making	3
EDU570	Innovation and Change Management in Education	3
	Sub - Total	**24**
	MAJOR IN EDUCATIONAL TECHNOLOGY AND INNOVATION	
ETI610	Digital Assessment Tools and Strategies in Virtual Learning Environments	3
ETI620	Active Learning Methodologies and Virtual Teaching Strategies	3
ETI620	Virtual Learning Design, Assessment and Learning Analytics	3
MEM690	Capstone Written Project - Educational Management	3
	Sub - Total	**12**
	MAJOR IN LEADERSHIP AND EDUCATIONAL MANAGEMENT	
LEM610	Strategic Educational Leadership and Organizational Management	3

LEM620	Institutional Project Management and Participatory Governance in Education	3
LEM630	Curriculum and Evaluation Leadership in Educational Institutions	3
MEM690	Capstone Written Project - Educational Management	3
	Sub - Total	**12**
	MAJOR IN EDUCATIONAL ASSESSMENT AND QUALITY ASSURANCE	
EDA610	Evaluating Learning Outcomes in Educational Systems	3
EDA620	Advanced Educational Measurement & Psychometrics	3
EDA630	Quality Assurance & Accreditation for Online Education	3
MEM690	Capstone Written Project - Educational Management	3
	Sub - Total	**12**
	Total	**36**

Master of Science in Information Technologies

PROGRAM DESCRIPTION

The Master of Science in Information Technologies is a graduate program designed to prepare professionals for leadership roles in the rapidly evolving digital and technological landscape. It provides advanced knowledge in IT systems, data management, cybersecurity, and emerging technologies that are transforming businesses, industries, and public services.

This program emphasizes strategic thinking, problem-solving, and applied innovation in real-world environments. Students can specialize in one of the following majors to focus their expertise on high-demand areas:

- **Major in Advanced Cybersecurity and Risk Management**: Focuses on advanced methods for securing digital infrastructure, managing cyber threats, and designing policies to mitigate technological risks across organizations.
- **Major in Data Science and Big Data Analytics**: Offers in-depth training in data mining, predictive analytics, machine learning, and data-driven decision-making for business intelligence and innovation.
- **Major in Process Automation and Control Systems**: Concentrates on the integration of IT with engineering systems to automate industrial and organizational processes using control theory, IoT, and smart technologies.

Graduates of this program will be equipped to lead digital transformation initiatives, manage complex IT infrastructures, and apply advanced technological solutions in corporate, industrial, and public sectors.

PROGRAM OBJECTIVE

The Master of Science in Information Technologies aims to:

1. **Provide advanced technical and managerial knowledge** in the design, development, and implementation of IT solutions.
2. **Develop critical thinking and problem-solving skills** for addressing complex technological and business challenges.
3. **Equip students to lead cybersecurity initiatives**, assess vulnerabilities, and implement strategic risk management frameworks.
4. **Train professionals in data science techniques** to extract actionable insights and support data-informed decisions.
5. **Foster innovation in automation and smart systems**, including the application of control systems in real-time environments.
6. **Promote ethical and legal awareness** in the use and management of information technologies.
7. **Support continuous learning and adaptation** in response to evolving technologies and global digital trends.
8. **Prepare graduates to manage multidisciplinary teams** and contribute to strategic IT leadership across various industries.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED CORE COURSES	
SYS510	Advanced Information Systems Architecture	3
PRO520	Cloud Computing and Virtualization	3
CYB530	Cybersecurity Foundations and Risk Assessment	3
DAT540	Big Data Infrastructure and Technologies	3
DAT550	Data-Driven Decision Making and Business Intelligence	3
PRO550	Software Project and IT Service Management	3
PRO560	Intelligent Systems and Process Automation	3
INV580	Research Methods and Emerging Trends in IT	3
	Sub - Total	**24**

	MAJOR IN ADVANCED CYBERSECURITY AND RISK MANAGEMENT	
CYB610	Ethical Hacking and Penetration Testing	3
CYB620	Cyber Risk Analysis and Mitigation Strategies	3
CYB630	Security Governance, Policies and Compliance	3
MIT690	Capstone Written Project - Information Technologies	3
	Sub - Total	**12**
	MAJOR IN DATA SCIENCE AND BIG DATA ANALYTICS	
DAT610	Machine Learning Algorithms and Applications	3
DAT620	Big Data Analytics with Hadoop and Spark	3
DAT630	Data Visualization and Storytelling	3
MIT690	Capstone Written Project - Information Technologies	3
	Sub - Total	**12**
	MAJOR IN PROCESS AUTOMATION AND CONTROL SYSTEMS	
AUT610	Robotic Process Automation (RPA) and Workflow Design	3
AUT620	PLC Programming and Industrial Control Systems	3
AUT630	Industrial Internet of Things (IIoT) and Systems Integration	3
MIT690	Capstone Written Project - Information Technologies	3
	Sub - Total	**12**
	Total	**36**

Master in Business Administration

PROGRAM DESCRIPTION

The Master in Business Administration is a comprehensive graduate program that develops strategic leaders with strong analytical, managerial, and innovation skills to succeed in competitive global markets. The program integrates core business disciplines such as finance, marketing, operations, and organizational leadership with practical tools for decision-making and entrepreneurship.

The Master in Business Administration offers the flexibility to specialize in one of the following high-demand fields:

- **Major in Strategic Management**: Focuses on designing and executing business strategies, managing change, and fostering innovation to achieve sustainable competitive advantage.
- **Major in Sports Management**: Equips students with the skills to manage sports organizations, events, sponsorships, and marketing within the dynamic sports and entertainment industries.
- **Major in Business Analytics**: Prepares professionals to harness data-driven insights, apply predictive modeling, and use business intelligence tools to improve organizational performance.

The program is ideal for professionals seeking to advance their careers, lead business transformations, or launch entrepreneurial ventures in diverse industries.

PROGRAM OBJECTIVE

The Master in Business Administration aims to:

1. **Develop leadership and strategic thinking skills** essential for driving organizational growth and innovation.
2. **Enhance decision-making capabilities** through the application of quantitative and qualitative business tools.
3. **Strengthen managerial expertise** in finance, marketing, human resources, and operations across various industries.
4. **Foster a global business perspective** that incorporates ethical, social, and environmental considerations.
5. **Equip students with the ability to analyze complex business data** and apply analytical models for effective problem-solving.
6. **Encourage entrepreneurship and innovation** in response to market opportunities and challenges.
7. **Promote effective communication and team collaboration** in multicultural and multidisciplinary business environments.
8. **Prepare graduates for leadership roles** in corporate, nonprofit, and entrepreneurial settings, with a deep understanding of their chosen specialization.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED CORE COURSES	
BUS510	Managerial Economics and Global Business Environment	3
PSY510	Organizational Leadership and Behavior	3

ACC530	Financial Accounting and Managerial Decision Making	3
FIN540	Corporate Finance and Value Creation	3
MKT550	Marketing Management in the Digital Age	3
OPE560	Operations and Supply Chain Strategy	3
BUS520	Business Analytics and Data-Driven Strategy	3
MAN520	Strategic Management and Business Policy	3
	Sub - Total	**24**
	MAJOR IN STRATEGIC MANAGEMENT	
MAN610	Competitive Strategy and Global Positioning	3
MAN620	Strategic Leadership and Change Management	3
MAN630	Strategic Foresight and Scenario Planning	3
MBA690	Capstone Written Project - Business Administration	3
	Sub - Total	**12**
	MAJOR IN SPORTS MANAGEMENT	
SPM610	Sports Business and Global Markets	3
SPM620	Sports Event and Facility Management	3
SPM630	Legal and Ethical Issues in Sports Management	3
MBA690	Capstone Written Project - Business Administration	3
	Sub - Total	**12**
	MAJOR IN BUSINESS ANALYTICS	
BUS610	Business Intelligence and Data Visualization	3
BUS620	Predictive Analytics and Machine Learning for Managers	3
BUS630	Big Data Strategy and Governance	3
MBA690	Capstone Written Project - Business Administration	3
	Sub - Total	**12**
	Total	**36**

Master of Social Science

PROGRAM DESCRIPTION

The Master of Social Science is an interdisciplinary graduate program that prepares professionals to understand, design, and implement social solutions in diverse

community contexts. The program combines theories of human behavior, public policy, and social innovation with practical skills for community engagement, inclusion, and advocacy.

Students may choose one of the following majors to specialize their studies in a particular area of interest:

- **Major in Therapeutic Environments**: Focuses on designing and evaluating environments—physical, social, and institutional—that promote mental health, well-being, and recovery in clinical and community settings.
- **Major in Senior Adults**: Addresses the needs, rights, and development of aging populations, with emphasis on policy, service delivery, and support systems for elderly care and active aging.
- **Major in Community Development and Social Innovation**: Equips students with tools for social entrepreneurship, participatory planning, and innovative solutions that address inequality, inclusion, and sustainable development.

Graduates are prepared for roles in social services, non-governmental organizations, healthcare institutions, urban planning, and public agencies focused on human development and well-being.

PROGRAM OBJECTIVE

The Master of Social Science aims to:

1. **Equip students with advanced knowledge of social theory and applied research** in human and community development.
2. **Develop competencies for designing inclusive and therapeutic environments** that respond to diverse population needs.
3. **Promote critical understanding of aging-related issues**, including policy frameworks and care systems for older adults.
4. **Train professionals in social innovation methodologies**, participatory approaches, and community-based problem solving.
5. **Strengthen ethical leadership and advocacy skills** in addressing social challenges and promoting social justice.
6. **Enhance capacity for interdisciplinary collaboration** across sectors involved in human well-being and development.
7. **Foster the use of data, technology, and evidence-based practice** to support policy development and service delivery.
8. **Prepare graduates for impactful careers** in government, nonprofit organizations, international development, and applied research.

PROGRAM BREAKDOWN

Course Number	Course Title	Credit Hours
	REQUIRED CORE COURSES	
SOC510	Foundations of Social Science Theory and Practice	3
SOC520	Advanced Research Methods in Social Science	3
ETH520	Ethics and Human Rights in Social Practice	3
SOC530	Cultural Diversity and Inclusive Social Systems	3
PSY550	Psychosocial Dynamics of Individuals and Groups	3
SOC540	Public Policy and Social Change	3
SOC550	Leadership and Collaborative Strategies in Social Contexts	3
TEC550	Technology and Innovation in Social Services	3
	Sub - Total	**24**
	MAJOR IN THERAPEUTIC ENVIRONMENTS	
THE610	Designing Therapeutic Spaces and Interventions	3
THE620	Art, Nature, and Expressive Therapies in Social Contexts	3
PSY630	Environmental Psychology and Wellbeing	3
MSS690	Capstone Written Project - Social Science	3
	Sub - Total	**12**
	MAJOR IN SENIOR ADULTS	
SEN610	Aging, Cognitive Change and Emotional Wellbeing	3
SEN620	Programs and Services for the Elderly	3
SEN630	Policy and Advocacy for Aging Populations	3
MSS690	Capstone Written Project - Social Science	3
	Sub - Total	**12**
	MAJOR IN COMMUNITY DEVELOPMENT AND SOCIAL INNOVATION	
INN610	Social Innovation and Entrepreneurship for Impact	3
INN620	Participatory Methods and Empowerment Strategies	3
INN630	Urban and Rural Community Systems Planning	3
MSS690	Capstone Written Project - Social Science	3
	Sub - Total	**12**

	Total	**36**

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

Course numbers are assigned according to the university's internal coding system and are not aligned with any state common course numbering systems. Each course number includes an alphabetical prefix that designates the academic discipline, followed by a numerical code. The first digit of the numerical code indicates the course level—typically distinguishing between lower-division and upper-division coursework—while the full number reflects the overall level and sequence within the program.

Sample Course Number (BUS300)

Letters = Discipline = Business

Digits = 300 = Program Sequence

Undergraduate General Education Course Descriptions

General Education Courses

ENG200 English Composition I - 3 credits

This course focuses on the development of college-level writing skills, emphasizing the writing process as a tool for critical thinking and communication. Students will learn to generate ideas, draft and revise essays, and apply principles of grammar, syntax, and style to produce coherent, well-organized written work. Assignments include narrative, descriptive, expository, and persuasive essays, with an introduction to academic research and proper citation practices (MLA or APA). The course also encourages active reading and analysis of a variety of texts to enhance comprehension and writing techniques.

ALG200 College Algebra - 3 credits

This course offers a rigorous study of algebraic concepts essential for higher-level mathematics and various applications in science, business, and technology. Topics include solving and graphing linear and quadratic equations, polynomial and rational expressions, exponential and logarithmic functions, inequalities, and systems of equations. Students will explore real-world problems, learn mathematical modeling, and develop computational and critical thinking skills. The course integrates

technology tools such as graphing calculators or algebra software to support learning and visualization.

PSY200 Introduction to Psychology - 3 credits

This foundational course introduces the scientific study of behavior and mental processes. Students explore major psychological perspectives, including biological, behavioral, cognitive, humanistic, psychodynamic, and socio-cultural approaches. Topics include brain and nervous system functions, perception, learning, memory, emotion, motivation, personality, development across the lifespan, psychological disorders, and social behavior. Emphasis is placed on research methods, ethical considerations, and the application of psychological principles to everyday life and various professional fields.

ENV200 Environmental Science - 3 credits

This interdisciplinary course examines the interactions between natural systems and human activities. Students will study ecological principles, biodiversity, natural resource management, environmental pollution, population growth, climate change, and sustainability. Through case studies, projects, and data analysis, students gain an understanding of environmental challenges and solutions from scientific, ethical, and policy perspectives. The course promotes environmental literacy and responsible citizenship in a global context.

COM200 Introduction to Communication - 3 credits

This course provides an overview of key concepts, theories, and practices in human communication. Students will explore the communication process across various contexts, including interpersonal, small group, intercultural, and mass communication. Topics include verbal and nonverbal communication, listening, perception, conflict resolution, and media literacy. Through discussion, reflection, and practical exercises, students enhance their ability to communicate effectively and ethically in personal, academic, and professional settings.

ENG210 English Composition II - 3 credits

This advanced writing course builds upon the skills developed in English Composition I. Emphasis is placed on argumentative and research-based writing, critical analysis of texts, and the development of a clear academic voice. Students will conduct scholarly research, evaluate and synthesize sources, and write documented essays using proper citation formats (APA or MLA). The course fosters critical thinking, information literacy, and the ability to communicate complex ideas effectively in writing across disciplines.

STA200 Applied Probability and Statistics - 3 credits

This course introduces students to key concepts in probability and statistics with practical applications in business, healthcare, social sciences, and engineering. Topics include data collection, descriptive statistics, probability rules, discrete and continuous

distributions, sampling, estimation, hypothesis testing, correlation, regression, and statistical inference. Students will apply statistical reasoning to real-world data sets, often using statistical software or spreadsheets to interpret and present findings. Emphasis is placed on decision-making, data literacy, and quantitative analysis.

PHI200 Introduction to Philosophy - 3 credits

This course explores the fundamental questions of human existence, such as: What is reality? What can we know? What is morally right? Do we have free will? Through readings of classical and contemporary texts, students will engage with philosophical concepts and traditions from Western and non-Western perspectives. Topics may include metaphysics, epistemology, ethics, political philosophy, and the philosophy of mind. Students will develop skills in argumentation, critical analysis, and reflective thinking.

COM210 Principles of Public Speaking - 3 credits

This course equips students with the skills and confidence necessary to speak effectively in public settings. Students will learn techniques for researching, organizing, writing, and delivering various types of speeches, including informative, persuasive, demonstrative, and ceremonial speeches. Emphasis is placed on audience analysis, use of visual aids, vocal delivery, body language, and managing speech anxiety. Peer feedback and self-assessment are integral parts of the course, fostering continuous improvement and effective communication in academic, professional, and civic contexts.

PSY210 Critical Thinking and Logic - 3 credits

This course is designed to enhance students' reasoning abilities and their capacity to analyze arguments and evidence critically. Topics include informal fallacies, formal deductive logic, inductive reasoning, symbolic logic, and the evaluation of arguments in everyday life, media, and academic contexts. Students will learn to recognize bias, construct sound arguments, and apply logical principles to solve problems and make decisions. The course supports intellectual independence and the development of analytical skills essential for success in all academic disciplines.

Associate of Science in Business Administration

MAN310 Principles of Management - 3 credits

This course provides an introduction to the fundamental principles and functions of management within contemporary organizations. Topics include planning, organizing, leading, and controlling, with an emphasis on practical applications in dynamic and global business environments.

Using Boddy's integrative framework, students will explore key managerial concepts, decision-making processes, organizational structure, change management, and ethical responsibilities. The course prepares students to understand the managerial role and to apply foundational skills in real-world contexts.

ECO310 Business Economics - 3 credits

This course applies economic theory and quantitative tools to managerial decision-making and business strategy. Using Baye's structured and analytical approach, students will study demand analysis, production and cost functions, market structures, game theory, pricing strategies, and risk analysis. The course bridges microeconomic principles with strategic business decisions, equipping students to evaluate economic conditions, optimize resource allocation, and enhance competitive positioning. Real-world applications and problem-solving exercises are integral components of the course.

ACC310 Financial Accounting - 3 credits

This course provides a thorough understanding of the principles and practices underlying financial accounting. Students will learn how to prepare, interpret, and analyze financial statements such as balance sheets, income statements, and cash flow statements. Emphasis is placed on accounting standards, ethical considerations, and the role of financial information in decision-making by various stakeholders including managers, investors, and regulators. Practical exercises include case studies and use of accounting software.

ACC320 Cost Accounting and Budgeting - 3 credits

This course covers fundamental concepts of cost accounting and budgeting techniques essential for managerial decision-making. Students explore different cost behaviors, cost allocation methods, and cost control strategies. The course includes preparation and analysis of budgets, variance analysis, and forecasting. It prepares students to assist in planning and controlling organizational resources to improve operational efficiency and profitability.

MKT310 Principles of Marketing - 3 credits

This foundational course explores the key concepts, tools, and practices of modern marketing. Topics include consumer behavior, market segmentation, product development, pricing, promotion, distribution, and digital marketing strategies. Through Jobber's structured and up-to-date approach, students learn how to analyze markets, develop marketing plans, and implement strategies that create customer value in dynamic global environments.

STA310 Business Statistics - 3 credits

This course provides an introduction to quantitative methods used in managerial decision-making. Topics include descriptive statistics, probability, linear programming, simulation, and decision analysis. Using real-world business cases and Camm et al.'s decision-science framework, students will develop skills to interpret data, build quantitative models, and make informed decisions across business functions.

MAK320 Quantitative Methods for Decision Making - 3 credits

This course covers analytical techniques used in complex decision-making scenarios. Topics include data modeling, spreadsheet-based simulations, Monte Carlo analysis, and decision trees. Emphasizing hands-on application using Excel and related tools, students learn to apply quantitative reasoning to optimize outcomes in operations, marketing, finance, and strategy.

PSY360 Organizational Behavior - 3 credits

This course examines individual and group behavior within organizational contexts. Key topics include motivation, perception, communication, leadership, group dynamics, organizational culture, and change management. Leveraging Robbins and Judge's evidence-based perspective, students analyze behavioral models and develop the interpersonal and managerial skills required to foster high-performance work environments and lead effectively in diverse and dynamic organizations.

LAW310 Introduction to Business Law - 3 credits

This course introduces the legal environment in which businesses operate. Topics include contracts, torts, property law, agency, and regulatory frameworks. Students learn how laws influence business decisions, protect rights, and establish liabilities. Emphasis is placed on understanding legal compliance, dispute resolution, and ethical considerations within business contexts.

COM360 Organizational Communication - 3 credits

This course analyzes communication processes within organizations, including formal and informal channels, barriers to communication, and the impact of culture and technology. Students study theories related to interpersonal, group, and organizational communication, developing skills to improve information flow, collaboration, and leadership effectiveness. Practical applications include presentations, team projects, and conflict communication.

CRN310 Conflict Resolution and Negotiation Skills - 3 credits

Focusing on interpersonal and organizational dynamics, this course equips students with the tools to effectively manage conflicts and engage in negotiations. It explores the sources and types of conflict, communication barriers, negotiation strategies, and mediation techniques. Through role-playing, case studies, and simulations, students develop skills to reach mutually beneficial agreements and foster constructive workplace relationships.

PLA320 IT Management and Digital Platforms - 3 credits

This course examines how information systems support business operations, innovation, and competitive advantage. Key topics include enterprise systems, cloud computing, cybersecurity, e-commerce, and data management. Using the Laudons' framework, students explore how digital platforms transform business models, enable data-driven decision-making, and support organizational strategy in a digital economy.

BUS330 Introduction to Digital Business - 3 credits

This course introduces students to digital business models, e-commerce strategies, and digital transformation. Topics include online consumer behavior, digital marketing, e-commerce platforms, emerging technologies, and ethical considerations. Through practical examples and strategic analysis, students gain insights into how organizations create value and compete in a digital marketplace.

ENT310 Entrepreneurship Workshop - 3 credits

This experiential course focuses on the development and management of small businesses and startups. Students will explore entrepreneurial mindset, opportunity identification, business planning, financing, and growth strategies. Through hands-on activities and simulations, participants apply concepts from Longenecker's framework to craft business plans and evaluate real-world ventures. The course prepares students to navigate the challenges of launching and sustaining innovative businesses in competitive environments.

LDS310 Leadership and Teamwork - 3 credits

This course focuses on the development of leadership skills and the dynamics of effective teamwork in organizational settings. Drawing from Donahue's practical and values-based approach, students will explore leadership theories, emotional intelligence, team formation, communication, conflict resolution, and motivation. Emphasis is placed on transformational leadership, ethical decision-making, and inclusive practices. Through experiential learning, group exercises, and self-assessments, students will strengthen their ability to lead diverse teams and drive organizational success.

Associate of Science in Information Technologies

TEC310 Introduction to Information Technologies - 3 credits

This course introduces students to the fundamentals of information technology and its application in business and organizational contexts. Topics include computer hardware and software, data management, telecommunications, enterprise systems, and digital platforms. Emphasis is placed on understanding how information systems support organizational strategy, improve business processes, and foster innovation. Through case studies and practical examples, students learn to analyze the role of IT in achieving competitive advantage in a digital economy.

TEC320 Information Systems and Organizations - 3 credits

This course explores the interplay between information systems and organizational structures, focusing on the management and strategic use of big data. Students will learn about data-driven decision-making, data lifecycle management, and analytics tools that support organizational goals. Emphasis is placed on aligning information systems with organizational strategies and examining the impact of emerging technologies on business transformation and innovation.

PRO310 Programming Fundamentals I - 3 credits

This introductory course covers the foundations of programming logic and structured problem-solving. Students learn fundamental programming constructs such as variables, control structures, loops, and modular design using pseudocode and flowcharts. The course emphasizes logical thinking, algorithm development, and the creation of efficient, error-free programs, preparing students for object-oriented and language-specific programming in future courses.

PRO320 Programming Fundamentals II - 3 credits

A continuation of Programming Fundamentals I, this course deepens students' understanding of algorithmic logic and structured programming. Topics include arrays, file handling, functions, and basic object-oriented concepts. Students will develop more complex programs and begin working in a real programming language environment, building a solid base for advanced programming courses.

PRO330 Computer Architecture - 3 credits

This course introduces students to the fundamental principles of computer organization and digital logic design. Topics include number

systems, Boolean algebra, logic gates, combinational and sequential circuits, memory, and processor architecture. Through theoretical and practical exercises, students will gain an understanding of how computers process, store, and execute instructions, forming the foundation for hardware-related and systems-level courses.

PRO340 Operating Systems - 3 credits

This course covers the design and functionality of modern operating systems. Students learn core concepts such as process management, memory management, file systems, concurrency, scheduling, security, and virtualization. Emphasis is placed on understanding how operating systems manage hardware resources and provide services to users and applications. Hands-on labs and simulations reinforce key principles and system-level programming techniques.

DAT310 Databases I - 3 credits

This course provides an introduction to relational database systems and data modeling. Students will learn how to design and implement databases using entity-relationship diagrams, relational schemas, normalization techniques, and SQL (Structured Query Language). Emphasis is placed on understanding database architecture, query processing, and basic database application development.

PRO370 Computer Networks - 3 credits

This course explores the architecture and protocols of computer networks using a top-down approach, starting from application-level protocols to the physical layer. Topics include TCP/IP, routing, switching, congestion control, wireless networks, and network security. Students will gain both theoretical knowledge and hands-on experience with network configuration and simulation tools.

PRO350 Software Engineering I - 3 credits

This course introduces the fundamental principles, models, and methodologies of software engineering. Students learn about the software development life cycle (SDLC), including requirements gathering, system design, coding, testing, and maintenance. Topics such as agile development, documentation, quality assurance, and project planning are also explored through practical assignments and case studies.

MAT310 Discrete Mathematics - 3 credits

This course covers the mathematical foundations of computer science, including logic, set theory, combinatorics, graph theory, functions, relations, and algorithms. Emphasis is placed on developing

mathematical reasoning and proof techniques. These concepts are crucial for understanding theoretical computer science and underpin many topics in programming, data structures, and systems analysis.

MAT320 Calculus I - 3 credits

This foundational course in calculus introduces limits, derivatives, and integrals of single-variable functions. Students will explore analytical techniques, applications of derivatives, and problem-solving methods used in mathematical modeling. Emphasis is placed on both theoretical understanding and practical computation, with relevance to fields such as engineering, physics, and computer science.

PRO380 Cloud Computing - 3 credits

This course introduces cloud computing fundamentals, covering service models (IaaS, PaaS, SaaS), deployment models (public, private, hybrid), cloud infrastructure, virtualization, storage, and network management. Students analyze cloud security, data protection, and compliance issues, and explore the role of cloud in business transformation through practical use cases and cloud platforms.

MAN350 Project and Quality Management - 3 credits

This course focuses on project management principles with an emphasis on the interplay between social and technical dimensions. Students learn how to initiate, plan, execute, monitor, and close projects while ensuring quality standards. Topics include stakeholder management, project risk, quality assurance, and tools such as Gantt charts, PERT, and critical path analysis.

ETH350 Professional and Ethical Aspects in IT - 3 credits

This course examines the ethical, legal, and social issues related to information technology and computing. Topics include privacy, intellectual property, cybersecurity ethics, professional responsibility, and the impact of technology on society. Students will analyze case studies and debates to develop critical thinking about ethical dilemmas in the IT profession.

INN310 Creativity and Innovation Workshop - 3 credits

This interactive workshop fosters creative thinking and innovation skills essential for technological and organizational development. Students explore tools and frameworks to generate, evaluate, and implement innovative ideas in business and technology contexts. Emphasis is placed on collaborative problem-solving, design thinking, and the strategic integration of innovation into organizational processes.

Associate of Applied Science in Gerontology

AAG305 Introduction to Gerontology - 3 credits

This course provides a foundational overview of the interdisciplinary field of gerontology. Students will explore the biological, psychological, and social aspects of aging, including major theories and current research on the aging process. Topics include demographics of aging, myths and stereotypes, the concept of successful aging, and the impact of aging on individuals, families, and communities. Emphasis is placed on the importance of adopting a holistic and person-centered approach to the care and support of older adults.

AAG310 Anatomy and Physiology of the Older Adult - 3 credits

This course examines the age-related changes that occur in human body systems as individuals grow older. Students will study the anatomical structures and physiological functions of the major body systems, with a focus on how aging impacts cardiovascular, respiratory, musculoskeletal, neurological, endocrine, and immune system functions. The course also addresses common health conditions associated with aging and the implications for care and quality of life.

PSY330 Psychology of Aging - 3 credits

This course explores the cognitive, emotional, and psychosocial development of individuals as they age. Topics include memory, learning, personality, mental health, and emotional regulation in later life. The course also examines theories of psychological development across the lifespan, with a special focus on late adulthood. Discussions will address challenges such as grief, loss, retirement, and changes in identity, as well as resilience and psychological well-being in older adults.

AAG315 Public Health and Health Promotion for Older Adults - 3 credits

This course focuses on public health strategies and community-based approaches to promote health and well-being among older adults. Students will learn about disease prevention, health education, screening, and vaccination programs tailored to the elderly population. Key topics include falls prevention, physical activity, tobacco cessation, and chronic disease self-management. The course emphasizes evidence-based practices and culturally competent interventions.

MAN325 Management of Services for Older Adults - 3 credits

This course introduces students to the principles and practices of managing programs and services for older adults. Topics include

strategic planning, budgeting, human resources, policy development, program evaluation, and leadership in aging services. Students will explore the organization and delivery of services across various settings, including community centers, long-term care facilities, and home-based care programs.

AAG320 Psychopharmacology in Older Adults - 3 credits

This course provides an introduction to psychopharmacology as it applies to older adult populations. Students will learn about the pharmacodynamics and pharmacokinetics of commonly prescribed medications, including psychotropic drugs. Emphasis is placed on issues such as polypharmacy, drug interactions, adverse effects, medication adherence, and ethical considerations in prescribing medications to older adults.

AAG325 Social and Cultural Aspects of Aging - 3 credits

This course examines how social, cultural, and environmental factors influence the aging experience. Topics include family dynamics, intergenerational relationships, cultural attitudes toward aging, ethnicity, socioeconomic status, gender, and the role of social support systems. Students will develop a deeper understanding of the diversity and intersectionality within the older adult population and how these factors impact care and policy.

AAG330 Prevention and Management of Chronic Diseases in Older Adults - 3 credits

This course explores the prevention, diagnosis, and management of chronic diseases commonly affecting older adults, including cardiovascular disease, diabetes, arthritis, osteoporosis, and cancer. Students will study evidence-based approaches to care, health literacy, patient education, and interdisciplinary collaboration in chronic disease management.

AAG335 Palliative Care and End-of-Life Care - 3 credits

This course provides students with knowledge and skills to support individuals and families facing life-limiting illnesses. Topics include pain and symptom management, communication about end-of-life decisions, advance care planning, spiritual care, and bereavement support. Emphasis is placed on ethical considerations, cultural sensitivity, and delivering compassionate, person-centered palliative care.

LAW320 Ethics and Legislation in Gerontology - 3 credits

This course explores the ethical and legal issues relevant to working with older adults. Topics include informed consent, decision-making capacity,

elder abuse and neglect, guardianship, privacy and confidentiality, and healthcare directives. Students will examine state and federal laws affecting elder care, including Medicare, Medicaid, and the Americans with Disabilities Act (ADA).

AAG340 Nutrition and Dietetics for Older Adults - 3 credits

This course focuses on the nutritional needs and dietary considerations of older adults. Students will learn about age-related changes affecting nutrition, assessment of nutritional status, and the role of nutrition in managing chronic diseases. The course also covers meal planning, dietary supplements, hydration, and interventions to address malnutrition and promote healthy aging.

AAG345 Communication and Interpersonal Skills in Gerontology - 3 credits

This course emphasizes the development of effective communication skills essential for working with older adults and interdisciplinary teams. Topics include verbal and non-verbal communication, active listening, empathy, conflict resolution, documentation, and communication strategies for individuals with cognitive or sensory impairments.

AAG350 Rehabilitation and Occupational Therapy for Older Adults - 3 credits

This course introduces students to principles and practices of rehabilitation and occupational therapy in gerontological settings. Topics include assessment and intervention strategies to improve mobility, functional independence, and quality of life. Students will explore assistive devices, adaptive techniques, and interdisciplinary approaches to support older adults in regaining and maintaining daily living skills.

AAG355 Assistive Technologies and Home Modifications - 3 credits

This course examines the use of assistive technologies and home modifications to enhance safety, mobility, and independence among older adults. Students will learn about various tools and devices such as walkers, grab bars, adaptive kitchenware, and smart home systems. The course also covers principles of universal design and environmental assessments to accommodate aging in place.

AAG360 Mental Health and Wellness in Aging - 3 credits

This course focuses on promoting mental health and emotional well-being in older adults. Topics include common mental health conditions such as depression, anxiety, and dementia, as well as strategies for early detection, intervention, and support. Students will explore therapeutic modalities, counseling approaches, and community-based resources for mental wellness.

AAG365 Community Resources and Support Systems for Older Adults - 3 credits

This course explores the network of community resources and support systems available to older adults. Students will learn about services such as transportation, housing assistance, meal programs, senior centers, and caregiver support. Emphasis is placed on resource navigation, advocacy, and building partnerships with community organizations.

AAG370 Quality Management and Evaluation in Older Care - 3 credits

This course introduces students to quality management principles and evaluation methods in elder care settings. Topics include quality indicators, performance measurement, risk management, accreditation standards, and continuous improvement strategies. Students will gain skills in assessing service effectiveness and implementing changes to enhance care outcomes for older adults.

Bachelor of Science in Human Services

REQUIRED CORE COURSES

HUM310 Foundations of Human Services - 3 credits

This foundational course introduces students to the field of human services, focusing on its historical evolution, core values, theoretical underpinnings, and professional standards. Students examine the role of human service professionals across diverse settings, including healthcare, education, community development, and mental health services. Emphasis is placed on the importance of interdisciplinary collaboration, advocacy, and client empowerment. The course also explores contemporary issues and future trends in the human services field.

PSY310 Developmental Psychology - 3 credits

This course provides a comprehensive exploration of human development across the lifespan, from conception to late adulthood. Students analyze physical, cognitive, emotional, and psychosocial development stages using major theoretical perspectives such as Piaget, Erikson, and Vygotsky. The impact of genetics, environment, culture, and life experiences on individual growth and behavior is examined. This

knowledge equips students to understand clients' needs and challenges at different life stages within human services practice.

PSY320 Social Psychology - 3 credits

This course explores how social influences shape human behavior, attitudes, and interpersonal relationships. Students investigate core topics such as social cognition, group dynamics, conformity, obedience, prejudice, aggression, and prosocial behavior. Application of social psychological concepts to human services practice is emphasized, particularly in promoting social change, fostering inclusivity, and supporting client self-efficacy.

GER310 Introduction to Aging and Gerontology - 3 credits

An interdisciplinary course that examines the biological, psychological, and sociocultural aspects of aging. Students explore the challenges and contributions of older adults, examining topics such as retirement, chronic illness, long-term care, elder abuse, intergenerational relationships, and end-of-life decision-making. The course prepares students to serve the aging population with compassion and competency, considering policies, services, and ethical issues related to gerontology.

HUM320 Cultural Competence in Human Services - 3 credits

This course enhances students' ability to work effectively with diverse populations by exploring issues related to race, ethnicity, gender identity, sexual orientation, religion, ability, and socioeconomic status. Students examine cultural frameworks and the impact of systemic inequities on access to services. Through case studies and experiential learning, they develop culturally responsive strategies for assessment, intervention, and advocacy in human services.

HUM330 Communication Skills for Human Services Professionals - 3 credits

Students develop critical communication skills needed in professional human services roles, including verbal and non-verbal communication, digital literacy, documentation practices, and interpersonal effectiveness. The course emphasizes active listening, interviewing techniques, cross-cultural communication, conflict resolution, and professional writing. Ethical and confidential communication practices are also addressed within the context of multidisciplinary teams and client interactions.

HUM340 Human Behavior in the Social Environment - 3 credits

This course examines human development and behavior within the context of family, community, institutions, and society. Students explore theoretical models such as ecological systems theory and the biopsychosocial model to understand how individual and environmental

factors influence behavior. The course emphasizes the role of culture, oppression, and life transitions in shaping human experiences and informs holistic approaches to client support.

ETH320 Ethics and Legal Issues in Human Services - 3 credits

Students examine the ethical and legal responsibilities of human services professionals. The course covers key topics including professional codes of ethics, confidentiality, informed consent, mandated reporting, dual relationships, and ethical decision-making models. Legal frameworks that govern human services delivery, including clients' rights, liability issues, and professional accountability, are explored through real-world scenarios.

COU310 Counseling Theories and Techniques - 3 credits

This course introduces students to foundational counseling theories, including person-centered, cognitive-behavioral, psychodynamic, and systems approaches. Emphasis is placed on developing basic counseling skills such as empathy, active listening, rapport-building, and goal setting. Students explore culturally sensitive and trauma-informed practices to support clients across diverse contexts and develop an ethical framework for intervention.

CRC310 Conflict Resolution and Crisis Intervention - 3 credits

This course provides practical training in resolving interpersonal and organizational conflicts and managing crisis situations. Students learn mediation, negotiation, and de-escalation strategies applicable in human services settings. Topics include trauma-informed crisis response, suicide prevention, domestic violence intervention, and disaster response. Case simulations help students build confidence and competence in crisis intervention and supportive communication.

HUM360 Health and Wellness in Human Services - 3 credits

This course explores the interconnection between physical, mental, emotional, and social well-being and how these aspects influence individuals and communities served by human services professionals. Students examine key topics such as nutrition, stress management, mental health awareness, substance use, chronic illness, and the social determinants of health. Emphasis is placed on promoting holistic wellness approaches in human services settings, developing wellness plans, and connecting clients with appropriate health-related resources and support systems.

HUM370 Leadership and Advocacy in Human Services - 3 credits

This course prepares students to assume leadership roles and engage in effective advocacy within diverse human services organizations. Topics include leadership theories, organizational behavior, strategic planning, ethical leadership, and grassroots and policy-level advocacy strategies. Students learn how to influence public policy, champion social justice causes, and mobilize communities and stakeholders to create systemic change. The course fosters skills in communication, coalition-building, and ethical decision-making essential for leadership in the nonprofit and public sectors.

STA310 Applied Statistics for Human Services - 3 credits

This course introduces students to basic statistical methods and data interpretation techniques used in human services research and practice. Topics include descriptive statistics, probability, inferential statistics, hypothesis testing, and data visualization. Students gain experience using statistical software to analyze real-world human services data and develop the ability to critically evaluate studies and reports. The focus is on applying statistical reasoning to support program evaluation, policy development, and evidence-based practice.

PLA310 Program Planning and Evaluation - 3 credits

This course provides students with the knowledge and skills necessary to design, implement, and evaluate human services programs. Topics include needs assessment, goal setting, logic models, funding proposals, outcome measurement, and continuous improvement. Students learn to use data for program planning and to conduct formative and summative evaluations, ensuring that human services initiatives are effective, accountable, and responsive to community needs.

SER310 Case Management and Service Coordination - 3 credits

Students explore the principles and practices of case management, including client assessment, service planning, coordination, referral, and follow-up. The course emphasizes collaborative, client-centered approaches and introduces key documentation and reporting requirements. Ethical and legal responsibilities, interagency collaboration, and culturally competent practices are integrated throughout, preparing students to support individuals and families across diverse service systems.

SER320 Disability Studies and Services - 3 credits

This course offers an in-depth examination of disability from social, legal, psychological, and service-delivery perspectives. Students analyze historical and contemporary views on disability, the impact of disability rights movements, and current laws such as the Americans with

Disabilities Act (ADA). Emphasis is placed on inclusive practices, accessibility, and providing services that empower individuals with disabilities and promote full participation in society.

POL310 Public Health Systems and Policy - 3 credits

Students gain an understanding of public health infrastructure, policies, and systems that influence population well-being. The course explores topics such as healthcare access, preventive care, community health programs, and the roles of federal, state, and local agencies. Policy analysis and advocacy strategies are also addressed, with an emphasis on the human services professional's role in promoting health equity and shaping public health outcomes.

HUM380 Human Services and the Law - 3 credits

This course examines the legal frameworks that govern human services practice. Topics include client rights and responsibilities, confidentiality, mandated reporting, family and child welfare laws, and legal issues surrounding mental health, elder care, and disability. Students will explore case law, regulatory agencies, and the judicial process, gaining the ability to navigate complex legal environments while upholding professional ethics.

HUM390 Technology and Data Management in Human Services - 3 credits

Focusing on the integration of technology into service delivery, this course explores tools for client management, data tracking, reporting, and digital communication. Students learn how to use software systems to support casework and how to analyze data for service improvement. Topics also include cybersecurity, digital ethics, and the challenges of maintaining privacy in an increasingly connected service environment.

SER330 Working with Families and Communities - 3 credits

This course prepares students to support and strengthen families and communities through culturally sensitive and strengths-based practices. Students explore family dynamics, community engagement strategies, and multi-level interventions. Emphasis is placed on building partnerships, community needs assessment and facilitating access to resources that promote resilience and collective well-being.

SER340 Professional Development Seminar - 3 credits

Designed as a reflective and integrative experience, this seminar helps students synthesize their academic learning and prepare for the transition into professional roles or graduate studies. Topics include resume writing, interview skills, ethics, professional boundaries, and workplace

challenges. Students will create a professional portfolio and engage in career planning aligned with their values, goals, and competencies.

HUM350 Contemporary Issues in Human Services - 3 credits

This capstone-style course addresses emerging trends, current debates, and future directions in the human services field. Topics may include the impact of technology, systemic inequality, global human rights concerns, climate-related displacement, and evolving models of care. Students will critically evaluate real-world issues, propose evidence-based solutions, and demonstrate readiness for leadership roles in an evolving human services landscape.

Major in Gerontology or Disabilities

PSY410 Psychology of Aging and Cognitive Change - 3 credits

This course provides an in-depth examination of the psychological and cognitive changes that occur across the adult lifespan, with particular emphasis on late adulthood. Topics include theories of cognitive aging, neuroplasticity, memory and learning processes, and the effects of stress, lifestyle, and health on mental functioning. Students will explore age-related cognitive disorders such as Alzheimer's disease and other dementias, while also evaluating intervention strategies designed to promote brain health, cognitive stimulation, and emotional well-being. Emphasis is placed on the role of psychological support in maintaining autonomy, dignity, and quality of life for aging individuals.

GER410 Social Policy and Aging - 3 credits

This course analyzes the social, economic, and legislative frameworks that shape the lives of older adults. Students will examine the development and impact of policies such as Medicare, Medicaid, Social Security, and elder protection laws, as well as the role of advocacy in shaping policy reforms. Global and comparative perspectives are included to highlight best practices in aging policy across different countries. The course encourages critical analysis of policy effectiveness and introduces methods for evaluating and influencing public policy in ways that address the needs of an aging population, promote age equity, and support intergenerational solidarity.

GER420 Assistive Technologies and Adaptive Strategies - 3 credits

This course explores a wide range of assistive technologies and adaptive strategies that enhance accessibility, autonomy, and quality of life for individuals with physical, sensory, cognitive, or developmental disabilities. Students will learn how to assess individual needs,

recommend appropriate technologies, and support their integration across educational, occupational, and residential settings. Topics include mobility devices, communication aids, computer accessibility tools, smart home systems, and software solutions tailored for aging adults and people with disabilities. The course also addresses policy, funding, and ethical considerations, preparing students to advocate for technological inclusion and universal design.

GER430 Mental Health and Aging - 3 credits

Focusing on the intersection of mental health and the aging process, this course explores the prevalence, diagnosis, and treatment of mental health conditions in older adults. Students will examine common psychological disorders such as depression, anxiety, substance abuse, and cognitive impairments, while considering their complex interplay with physical health, social isolation, grief, and cultural stigma. The course emphasizes early identification, preventive care, and the role of mental health professionals in long-term and community-based settings. Students will also engage in developing strategies for promoting psychological resilience, peer support programs, and age-sensitive mental health services.

GER440 Inclusive Practices for Developmental and Intellectual Disabilities - 3 credits

This course investigates inclusive educational, vocational, and social practices that support individuals with developmental and intellectual disabilities throughout the lifespan. Students will explore legislative mandates (e.g., IDEA, ADA), person-centered planning approaches, and community integration models that foster independence and dignity. Topics include inclusive classroom strategies, supported employment, transition planning, and housing options. The course also addresses the importance of family engagement, interdisciplinary collaboration, and cultural competence in the delivery of inclusive services. Students will critically evaluate barriers to inclusion and propose innovative solutions for improving access and equity.

GER450 Family Caregiving and Support Systems - 3 credits

This course examines the critical role of family caregivers in the continuum of care for older adults and individuals with disabilities. It addresses the multifaceted demands placed on caregivers, including emotional strain, physical burden, financial costs, and social isolation. Students will analyze models of caregiver support, respite services, and policies such as the Family and Medical Leave Act (FMLA). Emphasis is placed on developing sustainable caregiving plans, caregiver wellness programs, and advocacy initiatives that recognize the value and

vulnerability of family caregivers. The course prepares students to engage with and strengthen formal and informal care networks.

GER460 Ethical and Legal Issues in Gerontology and Disability Services - 3 credits

This course provides a comprehensive overview of the ethical and legal considerations in the care and advocacy for older adults and individuals with disabilities. Students will explore issues such as autonomy and informed consent, guardianship and substitute decision-making, abuse and neglect prevention, confidentiality, access to services, and end-of-life decision-making. Legal frameworks, such as the Americans with Disabilities Act (ADA), Elder Justice Act, and state-level guardianship laws, will be critically analyzed. Case studies and applied ethical decision-making models are used to help students navigate complex dilemmas in ways that uphold professional ethics, individual rights, and social justice.

HUM490 Capstone Project - Human Services - 3 credits

This course serves as a culminating experience for students in the Human Services program, integrating theoretical knowledge and practical skills acquired throughout the curriculum. Students will identify a significant issue or challenge within the human services field, conduct thorough research and analysis, and develop practical, evidence-based recommendations or interventions. Emphasis is placed on ethical considerations, cultural competence, and application of best practices. The project requires the preparation of a comprehensive written report and an oral presentation, demonstrating the student's ability to synthesize information and propose effective solutions for real-world human services problems. This capstone prepares students for professional roles or advanced academic pursuits in human services.

Major in Long-Term Care

LTC410 Long-Term Care Administration - 3 credits

This course provides an in-depth overview of the management and operational structures of long-term care (LTC) facilities, including nursing homes, assisted living, and community-based services. Topics include regulatory compliance, strategic planning, facility operations, budgeting, licensing, and organizational leadership. Students will explore the competencies required of LTC administrators, including interdisciplinary coordination, ethical leadership, and service delivery optimization. Case studies and real-world scenarios prepare students to make informed

administrative decisions and to respond effectively to challenges in a dynamic aging services environment.

LTC420 Geriatric Care Management - 3 credits

Focused on the coordination of services for aging adults, this course explores the role of geriatric care managers in assessing needs, creating care plans, and ensuring quality of life for clients and their families. Topics include biopsychosocial assessments, family dynamics, care transitions, housing options, and resource allocation. Students learn how to work collaboratively with healthcare professionals, social workers, and legal advisors to advocate for older adults across various settings. Emphasis is placed on client-centered approaches, communication skills, and cultural competence in the delivery of elder care.

LTC430 Healthcare Financing and Reimbursement Systems - 3 credits

This course examines the financial systems and reimbursement mechanisms that support long-term care services in the United States. Students will gain insight into Medicare, Medicaid, private insurance, managed care models, and out-of-pocket expenditures. The course covers cost-containment strategies, reimbursement models (e.g., prospective payment, value-based care), and the financial planning necessary for sustainable LTC facility operations. Through analysis of policies and funding structures, students will understand how economic factors influence access, quality, and equity in elder care services.

LTC440 Quality Assurance and Risk Management in Long-Term Care - 3 credits

This course emphasizes the design and implementation of quality assurance programs and risk mitigation strategies in long-term care settings. Students will learn about performance metrics, compliance monitoring, incident reporting, and continuous improvement practices aligned with federal and state regulations. Topics also include infection control, patient safety, ethics, and staff accountability. By examining case studies and developing quality improvement plans, students are prepared to foster a culture of safety and excellence in aging services.

LTC450 End-of-Life Care and Ethical Decision-Making - 3 credits

This course addresses the clinical, emotional, and ethical aspects of caring for individuals at the end of life. Topics include palliative care principles, hospice services, pain and symptom management, advanced care planning, and cultural considerations in dying and bereavement. Students will explore ethical dilemmas such as autonomy, decision-making capacity, and withdrawal of treatment. The course emphasizes

compassionate communication, respect for patient values, and the interdisciplinary nature of end-of-life care.

LTC460 Staffing, Supervision and Workforce Development - 3 credits

This course explores best practices in recruiting, training, supervising, and retaining a competent workforce in long-term care facilities. Students will analyze issues such as staffing ratios, leadership styles, employee engagement, team building, and regulatory staffing requirements. Special attention is given to the challenges of workforce shortages, burnout, and turnover in the aging services sector. Students will develop strategies for professional development, performance evaluation, and fostering a supportive and inclusive organizational culture.

LTC470 Long-Term Care Law and Regulation - 3 credits

This course examines the legal and regulatory frameworks governing long-term care in the United States. Topics include licensing requirements, resident rights, regulatory compliance (CMS, OSHA, HIPAA), liability issues, elder abuse prevention, and administrative law. Students will learn how to interpret and apply laws related to health records, staffing, safety, and service delivery. Case analyses and regulatory reviews will help students understand the responsibilities of LTC administrators in maintaining legal and ethical standards.

HUM490 Capstone Project - Human Services - 3 credits

This course serves as a culminating experience for students in the Human Services program, integrating theoretical knowledge and practical skills acquired throughout the curriculum. Students will identify a significant issue or challenge within the human services field, conduct thorough research and analysis, and develop practical, evidence-based recommendations or interventions. Emphasis is placed on ethical considerations, cultural competence, and application of best practices. The project requires the preparation of a comprehensive written report and an oral presentation, demonstrating the student's ability to synthesize information and propose effective solutions for real-world human services problems. This capstone prepares students for professional roles or advanced academic pursuits in human services.

Major in Occupational Health

OCC410 Introduction to Occupational Health and Safety - 3 credits

This comprehensive course provides an in-depth examination of occupational health and safety (OHS) principles and practices within various work environments. Students will study the historical

development of OHS regulations, including the role of organizations such as OSHA and NIOSH. The course covers risk assessment methodologies, hazard recognition (chemical, biological, physical, and ergonomic), incident investigation, and emergency response planning. Emphasis is placed on the design and implementation of proactive safety management systems that align with national and international standards. Through real-world case studies, students will analyze the economic and ethical dimensions of workplace safety and gain practical skills to assess and improve OHS conditions in different sectors.

OCC420 Workplace Wellness and Employee Assistance Programs - 3 credits

This course focuses on the development, implementation, and evaluation of wellness and support programs aimed at improving employee well-being and organizational health outcomes. Topics include wellness program design, mental health initiatives, substance abuse prevention, stress management strategies, and work-life balance approaches. Students will explore the role of Employee Assistance Programs (EAPs) in addressing personal and work-related issues such as emotional distress, legal or financial concerns, and interpersonal relationships. The course emphasizes evidence-based practices and return-on-investment analyses to demonstrate the impact of wellness initiatives on absenteeism, retention, productivity, and organizational culture.

OCC430 Ergonomics and Human Factors in the Workplace - 3 credits

This advanced course introduces the interdisciplinary field of ergonomics and its applications in improving occupational health, safety, and performance. Students will study the principles of physical ergonomics, cognitive ergonomics, and organizational ergonomics. Key topics include workstation and tool design, repetitive motion injury prevention, human-machine interaction, workload optimization, and environmental stressors (lighting, noise, temperature). Through lab simulations, ergonomic assessments, and redesign projects, students will learn how to apply human factors engineering to create safe, efficient, and inclusive work environments that accommodate diverse physical and cognitive capabilities.

OCC440 Occupational Stress and Mental Health - 3 credits

This course explores the psychosocial risks associated with modern work environments and their effects on mental health. Students will examine theoretical models of occupational stress (e.g., Demand-Control, Effort-Reward Imbalance), identify common workplace stressors, and evaluate their impact on employee performance and organizational outcomes. Topics include anxiety, depression, burnout, presenteeism, resilience training, and workplace accommodations. Practical interventions such as

cognitive-behavioral techniques, peer support systems, and organizational change strategies are discussed. Students will design mental health promotion initiatives that foster psychological safety and well-being at work.

OCC450 Injury Prevention and Health Promotion Strategies - 3 credits

Students in this course will develop a comprehensive understanding of strategies to prevent occupational injuries and promote holistic employee health. The curriculum covers the epidemiology of workplace injuries, risk communication, job hazard analysis, behavior-based safety programs, and the integration of health promotion into occupational health. Case studies focus on industry-specific prevention models, including construction, healthcare, and manufacturing. Students will design intervention programs that incorporate nutrition, physical activity, smoking cessation, and chronic disease prevention, tailored to the needs of diverse employee populations.

OCC460 Substance Use and Workplace Interventions - 3 credits

This course examines the multifaceted challenge of substance use within the workplace and its implications for employee safety, productivity, and legal compliance. Students will study the biological, psychological, and social factors influencing substance use disorders, with a focus on alcohol, prescription drugs, and illicit substances. Topics include drug testing policies, legal and ethical considerations, supervisor training, early intervention models, and return-to-work protocols. Emphasis is placed on developing comprehensive substance use policies and support programs that are effective, legally sound, and sensitive to employee rights and recovery needs.

OCC470 Health Policy and Labor Law - 3 credits

This course provides students with a critical understanding of the legal and policy frameworks that shape occupational health and labor relations. Topics include workers' compensation systems, disability accommodations under the ADA, labor union rights, OSHA regulations, collective bargaining processes, and public health mandates affecting the workplace. Students will analyze contemporary issues such as vaccine mandates, paid sick leave, and health equity. Through the analysis of legal cases and policy debates, students will develop skills in legal reasoning and policy advocacy, preparing them to contribute to the formulation and enforcement of fair and effective workplace health policies.

HUM490 Capstone Project - Human Services - 3 credits

This course serves as a culminating experience for students in the Human Services program, integrating theoretical knowledge and practical skills acquired throughout the curriculum. Students will identify a significant issue or challenge within the human services field, conduct thorough research and analysis, and develop practical, evidence-based recommendations or interventions. Emphasis is placed on ethical considerations, cultural competence, and application of best practices. The project requires the preparation of a comprehensive written report and an oral presentation, demonstrating the student's ability to synthesize information and propose effective solutions for real-world human services problems. This capstone prepares students for professional roles or advanced academic pursuits in human services.

Bachelor of Science in Information Technologies

REQUIRED CORE COURSES

TEC310 Introduction to Information Technologies - 3 credits

This course introduces students to the fundamentals of information technology and its application in business and organizational contexts. Topics include computer hardware and software, data management, telecommunications, enterprise systems, and digital platforms. Emphasis is placed on understanding how information systems support organizational strategy, improve business processes, and foster innovation. Through case studies and practical examples, students learn to analyze the role of IT in achieving competitive advantage in a digital economy.

TEC320 Information Systems and Organizations - 3 credits

This course explores the interplay between information systems and organizational structures, focusing on the management and strategic use of big data. Students will learn about data-driven decision-making, data lifecycle management, and analytics tools that support organizational goals. Emphasis is placed on aligning information systems with organizational strategies and examining the impact of emerging technologies on business transformation and innovation.

PRO310 Programming Fundamentals I - 3 credits

This introductory course covers the foundations of programming logic and structured problem-solving. Students learn fundamental

programming constructs such as variables, control structures, loops, and modular design using pseudocode and flowcharts. The course emphasizes logical thinking, algorithm development, and the creation of efficient, error-free programs, preparing students for object-oriented and language-specific programming in future courses.

PRO320 Programming Fundamentals II - 3 credits

A continuation of Programming Fundamentals I, this course deepens students' understanding of algorithmic logic and structured programming. Topics include arrays, file handling, functions, and basic object-oriented concepts. Students will develop more complex programs and begin working in a real programming language environment, building a solid base for advanced programming courses.

PRO330 Computer Architecture - 3 credits

This course introduces students to the fundamental principles of computer organization and digital logic design. Topics include number systems, Boolean algebra, logic gates, combinational and sequential circuits, memory, and processor architecture. Through theoretical and practical exercises, students will gain an understanding of how computers process, store, and execute instructions, forming the foundation for hardware-related and systems-level courses.

PRO340 Operating Systems - 3 credits

This course covers the design and functionality of modern operating systems. Students learn core concepts such as process management, memory management, file systems, concurrency, scheduling, security, and virtualization. Emphasis is placed on understanding how operating systems manage hardware resources and provide services to users and applications. Hands-on labs and simulations reinforce key principles and system-level programming techniques.

DAT310 Databases I - 3 credits

This course provides an introduction to relational database systems and data modeling. Students will learn how to design and implement databases using entity-relationship diagrams, relational schemas, normalization techniques, and SQL (Structured Query Language). Emphasis is placed on understanding database architecture, query processing, and basic database application development.

DAT320 Databases II - 3 credits

A continuation of Databases I, this course delves deeper into advanced database topics such as transactions, concurrency control, indexing, recovery mechanisms, distributed databases, and NoSQL systems.

Students will engage in database optimization techniques and explore current trends in data storage and retrieval technologies for modern applications.

MAT310 Discrete Mathematics - 3 credits

This course covers the mathematical foundations of computer science, including logic, set theory, combinatorics, graph theory, functions, relations, and algorithms. Emphasis is placed on developing mathematical reasoning and proof techniques. These concepts are crucial for understanding theoretical computer science and underpin many topics in programming, data structures, and systems analysis.

MAT320 Calculus I - 3 credits

This foundational course in calculus introduces limits, derivatives, and integrals of single-variable functions. Students will explore analytical techniques, applications of derivatives, and problem-solving methods used in mathematical modeling. Emphasis is placed on both theoretical understanding and practical computation, with relevance to fields such as engineering, physics, and computer science.

INN310 Creativity and Innovation Workshop - 3 credits

This interactive workshop fosters creative thinking and innovation skills essential for technological and organizational development. Students explore tools and frameworks to generate, evaluate, and implement innovative ideas in business and technology contexts. Emphasis is placed on collaborative problem-solving, design thinking, and the strategic integration of innovation into organizational processes.

PRO350 Software Engineering I - 3 credits

This course introduces the fundamental principles, models, and methodologies of software engineering. Students learn about the software development life cycle (SDLC), including requirements gathering, system design, coding, testing, and maintenance. Topics such as agile development, documentation, quality assurance, and project planning are also explored through practical assignments and case studies.

PRO360 Software Engineering II - 3 credits

A continuation of Software Engineering I, this course deepens the understanding of advanced software development practices, including software architecture, component-based design, risk management, configuration management, and process improvement models. Students will work on team-based software projects, applying industry standards and tools to deliver functional software solutions.

PRO370 Computer Networks - 3 credits

This course explores the architecture and protocols of computer networks using a top-down approach, starting from application-level protocols to the physical layer. Topics include TCP/IP, routing, switching, congestion control, wireless networks, and network security. Students will gain both theoretical knowledge and hands-on experience with network configuration and simulation tools.

PRO380 Cloud Computing - 3 credits

This course introduces cloud computing fundamentals, covering service models (IaaS, PaaS, SaaS), deployment models (public, private, hybrid), cloud infrastructure, virtualization, storage, and network management. Students analyze cloud security, data protection, and compliance issues, and explore the role of cloud in business transformation through practical use cases and cloud platforms.

BUS370 Business Intelligence - 3 credits

This course explores the principles and applications of Business Intelligence (BI) and data analytics in organizational decision-making. Students learn to collect, process, visualize, and interpret data using modern BI tools. Emphasis is placed on identifying patterns, trends, and actionable insights to drive strategic and operational improvements.

DAT330 Data Governance and Monetization - 3 credits

This course examines the frameworks and strategies for governing, securing, and monetizing organizational data. Topics include data quality, stewardship, compliance, privacy, ethical considerations, and the economic value of data. Students will explore how organizations leverage IoT and big data ecosystems to create new business models and revenue streams.

MAN350 Project and Quality Management - 3 credits

This course focuses on project management principles with an emphasis on the interplay between social and technical dimensions. Students learn how to initiate, plan, execute, monitor, and close projects while ensuring quality standards. Topics include stakeholder management, project risk, quality assurance, and tools such as Gantt charts, PERT, and critical path analysis.

PRO390 Advanced Programming - 3 credits

This course introduces advanced programming paradigms, with a strong focus on functional programming using Scala. Students explore concepts such as immutability, higher-order functions, recursion, and pure

functions. Through practical assignments, they learn how to build scalable and maintainable software systems, adopting best practices for modular and testable code.

ETH350 Professional and Ethical Aspects in IT - 3 credits

This course examines the ethical, legal, and social issues related to information technology and computing. Topics include privacy, intellectual property, cybersecurity ethics, professional responsibility, and the impact of technology on society. Students will analyze case studies and debates to develop critical thinking about ethical dilemmas in the IT profession.

ART350 Artificial Intelligence - 3 credits

This course provides a comprehensive introduction to artificial intelligence (AI), covering fundamental concepts such as search algorithms, knowledge representation, reasoning, machine learning, natural language processing, and robotics. Students explore AI techniques and applications, along with ethical considerations and future trends.

PRO395 Programming Paradigms - 3 credits

This course explores multiple programming paradigms with a focus on functional programming principles using Scala. Students study different paradigms including imperative, object-oriented, and declarative programming, learning to select appropriate approaches for diverse problem domains. Emphasis is placed on writing clean, efficient, and maintainable code.

Major in Software Engineering

TEC310 Software Architecture and Design Patterns - 3 credits

This course introduces the principles and best practices of software architecture and design patterns. Students learn to design scalable, maintainable, and robust software systems by applying architectural styles and patterns. Topics include layered architecture, microservices, event-driven architecture, and common design patterns to solve recurring design problems in software engineering.

TEC320 Agile Software Development and DevOps - 3 credits

This course covers Agile methodologies and DevOps practices that enhance software development efficiency, collaboration, and delivery. Students explore Agile frameworks, continuous integration and delivery

(CI/CD), infrastructure as code, monitoring, and security within DevOps culture. The course emphasizes improving organizational agility and reliability through automation and lean practices.

PRO310 Software Testing and Quality Assurance - 3 credits

This course focuses on software testing fundamentals and quality assurance techniques to ensure software reliability and performance. Students learn testing types (unit, integration, system, acceptance), test planning, automation, bug tracking, and quality metrics. Emphasis is on building systematic testing strategies that align with development processes.

PRO320 Secure Software Engineering - 3 credits

This course integrates security practices into software development and operational processes, focusing on building secure software in an agile and DevOps environment. Topics include threat modeling, secure coding practices, vulnerability management, security testing, and compliance. Students learn to implement security throughout the software lifecycle to reduce risks.

PRO330 Mobile Application Development - 3 credits

This course introduces students to mobile app development focusing on the iOS platform. Topics include Swift programming language, user interface design, data management, network integration, and deploying applications to the App Store. Students develop hands-on experience creating functional and user-friendly mobile applications.

PRO340 Software Maintenance and Evolution - 3 credits

This course explores software maintenance and evolution practices necessary to extend and improve software systems post-deployment. Topics include corrective, adaptive, perfective, and preventive maintenance, refactoring, reverse engineering, and software reengineering. Students learn methodologies for managing change and sustaining software quality over time.

DAT310 Human-Computer Interaction - 3 credits

This course explores the principles and practices of designing effective, user-centered interfaces for digital systems. Students will study theories of human cognition and perception, usability principles, and interaction design methods. The course covers techniques for creating intuitive user experiences (UX) and visually appealing user interfaces (UI) through wireframing, prototyping, and user testing. Emphasis is placed on accessibility, responsiveness, and iterative design processes to improve

engagement and satisfaction. Practical projects enable students to apply these concepts to real-world digital products.

DAT320 Capstone Project - Information Technologies - 3 credits

This culminating course provides students with the opportunity to synthesize and apply the knowledge and skills acquired throughout the Information Technologies program. Under faculty supervision, students will identify a real-world problem or opportunity related to IT and develop a comprehensive, research-informed solution. The project may include elements such as system design, software development, cybersecurity analysis, data architecture, or digital transformation planning—depending on the student's specialization.

Students are expected to demonstrate proficiency in project planning, stakeholder communication, critical thinking, and the integration of advanced technologies. Deliverables include a written report, documentation of methodology, and a final presentation or prototype. The Capstone Project emphasizes professional standards, ethical considerations, and innovation, preparing graduates for leadership roles in IT environments.

Major in Cybersecurity

CBS410 Foundations of Information Security - 3 credits

This course provides a comprehensive introduction to the fundamental concepts and practices of information security. Students will explore the principles of securing computer systems and networks, including threat analysis, risk management, cryptography, authentication, and access control mechanisms. The course covers the architecture and design of secure systems, common vulnerabilities and attacks, and contemporary security technologies. Through case studies and practical exercises, students develop the skills necessary to protect organizational information assets and ensure confidentiality, integrity, and availability in diverse IT environments.

CBS420 Cyber Threats and Attack Techniques - 3 credits

This course provides an in-depth examination of the various types of cyber threats facing organizations today, including malware, phishing, denial of service attacks, and advanced persistent threats. Students will learn about the tactics, techniques, and procedures used by cyber attackers, as well as the motivations behind cybercrime. The course covers attack vectors, vulnerabilities, and case studies of recent cyber

incidents, equipping students to understand the evolving threat landscape and prepare effective defenses.

CBS430 Network and Internet Security - 3 credits

This course focuses on the principles and practices essential for securing computer networks and Internet communications. It covers core topics such as network architecture, protocols, vulnerabilities, and threats that affect network security. Students will study key concepts including firewalls, intrusion detection and prevention systems, Virtual Private Networks (VPNs), secure communication protocols (e.g., SSL/TLS, IPsec), and wireless network security. The course also explores current challenges in network security, cryptographic techniques for securing data in transit, and strategies for mitigating cyber attacks. Practical labs and case studies provide hands-on experience in protecting network infrastructures and ensuring safe online communication.

CBS440 Digital Privacy and Data Protection - 3 credits

This course focuses on the legal, ethical, and technical aspects of privacy and data protection in digital environments. Topics include data privacy regulations such as GDPR and CCPA, principles of data minimization, encryption, anonymization, and secure data handling practices. Students will analyze privacy risks in systems design and develop strategies to safeguard sensitive information. The course also addresses emerging challenges related to big data, cloud computing, and Internet of Things (IoT) technologies.

CBS450 Cyberpsychology and Online Risk Behavior - 3 credits

This course explores the psychological aspects of human interaction with digital technologies, focusing on behaviors, cognition, and emotions in online environments. Students will examine how technology influences identity, social relationships, and mental health. The course also addresses online risk behaviors such as cyberbullying, online addiction, privacy concerns, and digital misinformation. By analyzing empirical research and theoretical frameworks, students will gain insights into the challenges and opportunities presented by cyberspace for individual and social well-being.

CBS460 Cybersecurity Law and Ethics - 3 credits

This course provides a comprehensive overview of the legal and ethical issues surrounding cybersecurity in contemporary digital environments. Students will study laws, regulations, and ethical standards that govern data protection, privacy, intellectual property, and cybercrime. The course emphasizes ethical decision-making frameworks and professional responsibility in cybersecurity practices. Topics include

ethical hacking, digital surveillance, data breaches, and the societal impact of cybersecurity policies, preparing students to navigate the complex moral landscape of information security.

CBS470 Ethical Hacking and Cyber Defense - 3 credits

This hands-on course equips students with practical skills in ethical hacking and network defense strategies to identify and mitigate cybersecurity threats. Emphasizing penetration testing methodologies, vulnerability assessment, and exploit techniques, the course covers tools and tactics used by both attackers and defenders. Students will learn how to design secure networks, implement countermeasures, and respond to security incidents ethically and effectively. Real-world labs and case studies support the development of critical thinking and technical expertise required in modern cyber defense.

TCH490 Capstone Project - Information Technologies - 3 credits

This culminating course provides students with the opportunity to synthesize and apply the knowledge and skills acquired throughout the Information Technologies program. Under faculty supervision, students will identify a real-world problem or opportunity related to IT and develop a comprehensive, research-informed solution. The project may include elements such as system design, software development, cybersecurity analysis, data architecture, or digital transformation planning—depending on the student's specialization.

Students are expected to demonstrate proficiency in project planning, stakeholder communication, critical thinking, and the integration of advanced technologies. Deliverables include a written report, documentation of methodology, and a final presentation or prototype. The Capstone Project emphasizes professional standards, ethical considerations, and innovation, preparing graduates for leadership roles in IT environments.

Major in IT Project Management

ITP410 IT Project Planning and Scheduling - 3 credits

This course covers key methodologies and techniques for planning and scheduling information technology (IT) projects with an agile approach. Students will learn how to define project scope, identify tasks, estimate durations, allocate resources, and manage timelines in dynamic and adaptive environments. Emphasis is placed on applying agile principles to enhance flexibility and efficiency in project execution, fostering continuous collaboration and incremental value delivery.

ITP420 Agile Project Management - 3 credits

This course introduces the fundamentals and practices of agile project management, highlighting adaptive principles that enable effective response to change and risk in technology projects. Students will explore popular agile frameworks, self-organizing team management, iterative planning, and continuous delivery. The course also covers integrating agile thinking with traditional project management practices to handle complex projects in changing environments.

ITP430 Risk and Cost Management in IT Projects - 3 credits

This course focuses on identifying, assessing, and managing risks and costs in IT projects using the FAIR (Factor Analysis of Information Risk) framework. Students will learn to quantify information risks, analyze financial impacts, and develop strategies to mitigate vulnerabilities and optimize investments. Advanced techniques for risk measurement, uncertainty management, and ensuring project profitability and success are covered.

ITP440 Team Leadership and Stakeholder Engagement - 3 credits

This course develops students' skills in leading IT project teams and managing stakeholder relationships effectively. Topics include leadership theories, communication strategies, conflict resolution, and motivation techniques tailored for technology environments. Students will explore methods to foster collaboration, align team goals with organizational objectives, and engage stakeholders through transparent communication and participatory decision-making. Case studies and role-playing exercises support practical leadership development.

ITP450 IT Governance and Compliance - 3 credits

This course covers frameworks and best practices for governing IT resources and ensuring compliance with internal policies and external regulations. Students will study standards such as COBIT, ITIL, and ISO/IEC 27001, focusing on risk management, audit processes, and controls implementation. The course addresses how effective IT governance supports organizational strategy, enhances security posture, and facilitates regulatory adherence. Students will learn to design governance structures and compliance programs that align with business needs.

ITP460 Communication and Change Management in IT Projects - 3 credits

This course examines the critical role of communication and change management in the success of IT projects. Students will learn techniques for planning and executing communication strategies that keep project

stakeholders informed and engaged. The course also explores models of change management to address resistance, foster adoption, and ensure smooth transitions during technology implementations. Emphasis is placed on practical tools, such as stakeholder analysis, communication plans, and training programs.

ITP470 Digital Transformation and Innovation Strategy - 3 credits

This course explores how organizations leverage digital technologies to transform business processes, models, and customer experiences. Students will analyze digital innovation frameworks and strategic approaches to integrating emerging technologies such as AI, cloud computing, and IoT. The course emphasizes the development of innovation cultures, agility, and continuous improvement. Case studies highlight successful digital transformation initiatives across industries, preparing students to lead strategic change.

TCH490 Capstone Project - Information Technologies - 3 credits

This culminating course provides students with the opportunity to synthesize and apply the knowledge and skills acquired throughout the Information Technologies program. Under faculty supervision, students will identify a real-world problem or opportunity related to IT and develop a comprehensive, research-informed solution. The project may include elements such as system design, software development, cybersecurity analysis, data architecture, or digital transformation planning—depending on the student's specialization.

Students are expected to demonstrate proficiency in project planning, stakeholder communication, critical thinking, and the integration of advanced technologies. Deliverables include a written report, documentation of methodology, and a final presentation or prototype. The Capstone Project emphasizes professional standards, ethical considerations, and innovation, preparing graduates for leadership roles in IT environments.

Bachelor of Science in Business Administration

REQUIRED CORE COURSES

MAN310 Principles of Management - 3 credits

This course provides an introduction to the fundamental principles and functions of management within contemporary organizations. Topics include planning, organizing, leading, and controlling, with an emphasis on practical applications in dynamic and global business environments. Using Boddy's integrative framework, students will explore key managerial concepts, decision-making processes, organizational structure, change management, and ethical responsibilities. The course prepares students to understand the managerial role and to apply foundational skills in real-world contexts.

MAN320 Strategic Management - 3 credits

This course explores the formulation, implementation, and evaluation of business strategies to achieve long-term organizational goals. Grounded in Rothaermel's research-based framework, students analyze industry structures, assess competitive dynamics, and evaluate strategic alternatives in both domestic and international markets. Key topics include vision and mission development, internal and external environment analysis, corporate and business-level strategies, innovation, and sustainability. Students will engage in case studies and simulations to develop strategic thinking and leadership skills essential for executive decision-making.

LDS310 Leadership and Teamwork - 3 credits

This course focuses on the development of leadership skills and the dynamics of effective teamwork in organizational settings. Drawing from Donahue's practical and values-based approach, students will explore leadership theories, emotional intelligence, team formation, communication, conflict resolution, and motivation. Emphasis is placed on transformational leadership, ethical decision-making, and inclusive practices. Through experiential learning, group exercises, and self-assessments, students will strengthen their ability to lead diverse teams and drive organizational success.

ECO310 Business Economics - 3 credits

This course applies economic theory and quantitative tools to managerial decision-making and business strategy. Using Baye's structured and analytical approach, students will study demand analysis, production and cost functions, market structures, game theory, pricing strategies, and risk analysis. The course bridges microeconomic principles with strategic business decisions, equipping students to evaluate economic conditions, optimize resource allocation, and enhance competitive positioning. Real-world applications and problem-solving exercises are integral components of the course.

ACC310 Financial Accounting - 3 credits

This course provides a thorough understanding of the principles and practices underlying financial accounting. Students will learn how to prepare, interpret, and analyze financial statements such as balance sheets, income statements, and cash flow statements. Emphasis is placed on accounting standards, ethical considerations, and the role of financial information in decision-making by various stakeholders including managers, investors, and regulators. Practical exercises include case studies and use of accounting software.

ACC320 Cost Accounting and Budgeting - 3 credits

This course covers fundamental concepts of cost accounting and budgeting techniques essential for managerial decision-making. Students explore different cost behaviors, cost allocation methods, and cost control strategies. The course includes preparation and analysis of budgets, variance analysis, and forecasting. It prepares students to assist in planning and controlling organizational resources to improve operational efficiency and profitability.

MAN330 Financial Management - 3 credits

This course introduces the fundamental principles of financial management, with an emphasis on decision-making for non-financial managers and strategic planning. Topics include financial statement analysis, cash flow forecasting, risk and return, cost of capital, capital budgeting, and financial planning. Using a practical and analytical framework, students develop the skills necessary to assess financial health, inform investment decisions, and align financial strategies with business objectives.

MKT310 Principles of Marketing - 3 credits

This core course explores the key concepts, tools, and practices of modern marketing. Topics include consumer behavior, market segmentation, product development, pricing, promotion, distribution, and digital marketing strategies. Through a structured and up-to-date approach, students learn to analyze markets, develop marketing plans, and implement strategies that generate customer value in dynamic global environments.

INT310 Commercial Intelligence - 3 credits

This course focuses on the use of data analytics to support strategic and operational business decisions. Students will learn key analytical techniques including data visualization, regression analysis, forecasting, and optimization. Through applied approach, the course bridges the gap

between data analysis and business strategy, emphasizing commercial insights, performance metrics, and predictive analytics in competitive environments.

STA310 Business Statistics - 3 credits

This course provides an introduction to quantitative methods used in managerial decision-making. Topics include descriptive statistics, probability, linear programming, simulation, and decision analysis. Through practical cases, students will develop skills to interpret data, build quantitative models, and make informed decisions in all areas of business.

MAK320 Quantitative Methods for Decision Making - 3 credits

This course covers analytical techniques used in complex decision-making scenarios. Topics include data modeling, spreadsheet-based simulations, Monte Carlo analysis, and decision trees. Emphasizing hands-on application using Excel and related tools, students learn to apply quantitative reasoning to optimize outcomes in operations, marketing, finance, and strategy.

PLA320 IT Management and Digital Platforms - 3 credits

This course examines how information systems support business operations, innovation, and competitive advantage. Key topics include business systems, cloud computing, cybersecurity, e-commerce, and data management. Students explore how digital platforms transform business models, facilitate data-driven decision-making, and support organizational strategy in a digital economy.

BUS330 Introduction to Digital Business - 3 credits

This course introduces students to digital business models, e-commerce strategies, and digital transformation. Topics include online consumer behavior, digital marketing, e-commerce platforms, emerging technologies, and ethical considerations. Through practical examples and strategic analysis, students gain insights into how organizations create value and compete in a digital marketplace.

ANA310 People Analytics - 3 credits

This course explores how data and analytics are transforming human resource management. Students learn to apply HR metrics, predictive analytics, and data visualization to optimize workforce planning, talent management, and employee engagement. The course blends theoretical foundations with practical tools to support evidence-based decision-making in areas such as recruitment, retention, and performance management.

CRN310 Conflict Resolution and Negotiation Skills - 3 credits

Focusing on interpersonal and organizational dynamics, this course equips students with the tools to effectively manage conflicts and engage in negotiations. It explores the sources and types of conflict, communication barriers, negotiation strategies, and mediation techniques. Through role-playing, case studies, and simulations, students develop skills to reach mutually beneficial agreements and foster constructive workplace relationships.

RMT310 Research Methodology - 3 credits

This course provides students with a comprehensive foundation in research methodology and design. Emphasizing a systematic, process-oriented approach, the course covers research planning, hypothesis development, data collection techniques, sampling strategies, statistical analysis, and ethical considerations. Students will gain critical skills to evaluate and conduct quantitative and qualitative research, with applications across business and social science domains. Practical assignments will foster competence in designing and analyzing empirical studies.

CRE310 Creative and Disruptive Innovation - 3 credits

This course examines innovation as a strategic driver of business transformation and competitiveness. Topics include innovation processes, organizational culture, technological advances, market disruption, and change management. Based on a theoretical framework, students learn to manage innovation across all functional areas, develop creative capabilities, and apply tools to drive and implement disruptive ideas. The course combines theory with practical cases to prepare students for innovation leadership.

ENT310 Entrepreneurship Workshop - 3 credits

This experiential course focuses on the development and management of small businesses and startups. Students will explore the entrepreneurial mindset, opportunity identification, business planning, financing, and growth strategies. Through hands-on activities and simulations, participants apply the concepts learned to develop business plans and evaluate real-life projects. The course prepares students to meet the challenges of launching and sustaining innovative businesses in competitive environments.

MAN340 Operations Management - 3 credits

This course explores the design, operation, and improvement of business processes and supply chains. Topics include process analysis, inventory

management, capacity planning, quality control, logistics, and global supply chain strategy. Using a managerial approach, students will develop the analytical and strategic tools necessary to optimize efficiency and drive value creation across the entire operational function.

PSY360 Organizational Behavior - 3 credits

This course examines individual and group behavior in organizational contexts. Key topics include motivation, perception, communication, leadership, group dynamics, organizational culture, and change management. Leveraging an evidence-based perspective, students analyze behavioral models and develop the interpersonal and managerial skills necessary to foster high-performance work environments and lead effectively in diverse and dynamic organizations.

LAW310 Introduction to Business Law - 3 credits

This course introduces the legal environment in which businesses operate. Topics include contracts, torts, property law, agency, and regulatory frameworks. Students learn how laws influence business decisions, protect rights, and establish liabilities. Emphasis is placed on understanding legal compliance, dispute resolution, and ethical considerations within business contexts.

COM360 Organizational Communication - 3 credits

This course analyzes communication processes within organizations, including formal and informal channels, barriers to communication, and the impact of culture and technology. Students study theories related to interpersonal, group, and organizational communication, developing skills to improve information flow, collaboration, and leadership effectiveness. Practical applications include presentations, team projects, and conflict communication.

Major in Public Management

PBM410 Public Sector Leadership and Decision-Making - 3 credits

This course examines leadership theories and decision-making processes within public sector organizations. Students will explore the unique challenges faced by public administrators, including ethical considerations, political influences, and stakeholder management. Emphasis is placed on developing strategic leadership skills that promote transparency, accountability, and effective governance in diverse public institutions. Practical case studies illustrate decision-making frameworks and leadership styles suited to public service environments.

PBM420 Conflict Resolution and Negotiation in Public Administration - 3 credits

This course focuses on techniques and strategies for resolving conflicts and negotiating agreements within public organizations and between government entities and the public. Students will study the sources of conflict, mediation methods, and collaborative negotiation tactics. The course includes frameworks for managing disputes involving multiple stakeholders with competing interests, promoting consensus-building, and maintaining positive working relationships in the public sector.

PBM430 Organizational Communication and Public Relations - 3 credits

This course explores communication theories and practices relevant to public organizations. Students will learn how to design effective internal communication systems and manage external relations with the public, media, and government agencies. Topics include crisis communication, media relations, public information campaigns, and stakeholder engagement. The course emphasizes the role of communication in building trust, enhancing transparency, and supporting public policy initiatives.

PBM440 Training and Talent Development in the Public Sector - 3 credits

This course examines workforce development strategies specific to the public sector context. Students will study training needs assessment, program design, and evaluation methods tailored to government organizations. The course also covers leadership development, succession planning, and performance improvement initiatives to enhance public service delivery. Emphasis is placed on fostering employee engagement and continuous learning in bureaucratic environments.

PBM450 E-Government and Digital Transformation in the Public Sector - 3 credits

This course focuses on the implementation of digital technologies to improve government services and operations. Students will explore e-government frameworks, digital service delivery, cybersecurity considerations, and challenges of digital inclusion. The course addresses strategies for managing change, enhancing citizen engagement through technology, and ensuring data privacy and transparency in the digital public sphere.

PBM460 Public Policy Analysis and Evaluation - 3 credits

This course introduces methods and tools for analyzing and evaluating public policies. Students will learn to conduct policy research, cost-benefit

analysis, and impact assessments to inform decision-making. The course covers the policy cycle from formulation to implementation and evaluation, emphasizing evidence-based approaches to improve social, economic, and environmental outcomes. Case studies highlight practical applications in various policy domains.

PBM470 Project Management in Public Administration - 3 credits

This course provides an overview of project management principles and practices tailored to the public sector. Students will study project planning, execution, monitoring, and evaluation within government contexts. Topics include stakeholder management, risk assessment, budgeting, and regulatory compliance. The course prepares students to manage complex public projects efficiently while balancing political, social, and fiscal constraints.

BBA490 Capstone Written Project - Business Administration - 3 credits

This culminating course provides students the opportunity to apply the knowledge and skills acquired throughout the Bachelor of Business Administration program to a comprehensive, real-world business problem or opportunity. Students will identify a relevant business challenge, conduct in-depth research, analyze data, and develop strategic recommendations. The project emphasizes critical thinking, problem-solving, and professional communication skills. Students will prepare a formal written report demonstrating their ability to integrate concepts from various business disciplines such as finance, marketing, management, and operations. The course also encourages reflection on ethical considerations and the broader impact of business decisions. Successful completion of this project demonstrates readiness for professional practice or advanced study in business administration.

Major in Healthcare Management

HCM410 Healthcare Organization Management - 3 credits

This course provides an in-depth exploration of the principles and practices involved in managing healthcare organizations. Students will examine the structure, governance, and operational dynamics of various healthcare entities, including hospitals, clinics, long-term care facilities, and community health organizations. The course covers leadership styles, organizational behavior, strategic planning, and resource management within the healthcare sector. Emphasis is placed on understanding the complex relationships among healthcare providers, patients, insurers, and regulators. Students will analyze case studies to

develop skills in decision-making, communication, and conflict resolution essential for effective healthcare management.

HCM420 Health Systems and Legislation - 3 credits

This course offers a comprehensive overview of health systems globally with a focus on their design, financing, and regulatory frameworks. Students will study various models of healthcare delivery, including public, private, and mixed systems, and how legislation shapes healthcare access, quality, and equity. Key topics include health policy development, healthcare law, patient rights, insurance systems, and compliance with national and international health regulations. The course also addresses contemporary challenges such as healthcare reform, cost containment, and ethical issues in health policy. Through analysis of legislation and policy case studies, students will gain an understanding of the legal environment influencing healthcare organizations and professionals.

HCM430 Administrative Processes in Healthcare - 3 credits

This course focuses on the essential administrative functions and processes that support efficient healthcare delivery. Students will learn about healthcare documentation, medical records management, billing and coding, patient registration, and scheduling systems. The course covers regulatory compliance related to healthcare administration, including HIPAA and other privacy laws. Additionally, students will explore the use of health information technology to streamline administrative tasks and improve service quality. Emphasis is placed on workflow optimization, communication within healthcare teams, and the role of administrative professionals in enhancing patient experience and organizational performance.

HCM440 Healthcare Project Planning and Management - 3 credits

This course introduces students to project management techniques tailored to the unique demands of healthcare settings. Students will learn how to plan, implement, monitor, and evaluate projects such as technology adoption, facility expansion, process improvement, and public health initiatives. Topics include stakeholder analysis, risk management, budgeting, scheduling, and quality assurance within healthcare projects. The course also explores interdisciplinary collaboration, regulatory compliance, and change management essential for project success. Case studies provide practical insights into overcoming challenges in healthcare project environments.

HCM450 Healthcare Services and Operations - 3 credits

This course provides a detailed study of the operational aspects of healthcare service delivery. Students will analyze processes involved in patient care, resource allocation, staffing, and supply chain management. Emphasis is placed on optimizing healthcare operations using tools such as Lean and Six Sigma to improve efficiency and patient outcomes. Topics include emergency preparedness, patient flow management, and integration of healthcare information systems. Students will also explore challenges related to healthcare disparities and strategies for improving access and quality of care.

HCM460 Applied Health Technologies Workshop - 3 credits

This hands-on workshop introduces students to current and emerging technologies used in healthcare settings. Topics include electronic health records (EHR), telemedicine, wearable health devices, medical imaging technologies, and health data analytics. Students will gain practical experience using selected health technologies and explore their applications in improving diagnosis, treatment, and patient monitoring. The workshop also discusses challenges related to technology adoption, data security, and regulatory compliance. Through interactive sessions, students will develop competencies in leveraging technology to enhance healthcare delivery.

HCM470 Quality Management in Healthcare - 3 credits

This course examines quality management principles and practices specific to healthcare organizations. Students will study methodologies such as Total Quality Management (TQM), Six Sigma, and Continuous Quality Improvement (CQI) applied to healthcare settings. Topics include patient safety, risk management, accreditation standards, and performance measurement. The course emphasizes data-driven decision-making and the use of quality indicators to improve clinical outcomes and operational efficiency. Students will analyze quality improvement case studies and develop skills to lead quality initiatives that foster a culture of excellence and accountability in healthcare.

BBA490 Capstone Written Project - Business Administration - 3 credits

This culminating course provides students the opportunity to apply the knowledge and skills acquired throughout the Bachelor of Business Administration program to a comprehensive, real-world business problem or opportunity. Students will identify a relevant business challenge, conduct in-depth research, analyze data, and develop strategic recommendations. The project emphasizes critical thinking, problem-solving, and professional communication skills. Students will prepare a formal written report demonstrating their ability to integrate concepts from various business disciplines such as finance, marketing,

management, and operations. The course also encourages reflection on ethical considerations and the broader impact of business decisions. Successful completion of this project demonstrates readiness for professional practice or advanced study in business administration.

Major in Human Resource Management

HRM410 Talent Acquisition and Selection - 3 credits

This course explores the comprehensive process of recruiting, attracting, and selecting the best talent to meet organizational needs. Students will examine job analysis, sourcing strategies, employer branding, candidate assessment methods, and interview techniques. The course also covers legal and ethical considerations in recruitment, diversity hiring practices, and the use of technology such as applicant tracking systems (ATS). Emphasis is placed on aligning talent acquisition with strategic business goals to build a high-performance workforce.

HRM420 Compensation and Benefits Management - 3 credits

This course provides an in-depth study of compensation systems and employee benefits as key tools for motivating and retaining talent. Students will learn about designing competitive pay structures, incentive programs, bonuses, and non-monetary rewards. The course examines regulatory requirements affecting compensation, including minimum wage laws and benefits compliance (e.g., health insurance, retirement plans). Strategies for balancing organizational budget constraints with employee satisfaction and equity are emphasized.

HRM430 Training and Development - 3 credits

Focusing on the growth and performance improvement of employees, this course covers the design, implementation, and evaluation of training programs. Topics include needs assessment, learning theories, instructional design, delivery methods (in-person, e-learning, blended), and measuring training effectiveness. The course also explores leadership development, career planning, and succession management as components of a comprehensive talent development strategy. Students will develop skills to create impactful learning experiences aligned with organizational objectives.

HRM440 Labor Law - 3 credits

This course offers a thorough overview of labor and employment laws that govern workplace relations. Students will study key legislation related to employee rights, workplace safety, discrimination, collective bargaining, and dispute resolution. The course addresses compliance

with federal and state laws such as the Fair Labor Standards Act (FLSA), Occupational Safety and Health Act (OSHA), Equal Employment Opportunity (EEO) regulations, and the National Labor Relations Act (NLRA). Practical applications include managing legal risks and fostering lawful, ethical workplace practices.

HRM450 Diversity and Inclusion Management - 3 credits

This course examines strategies for creating and sustaining diverse and inclusive workplaces. Students will explore cultural competence, unconscious bias, equitable hiring and promotion practices, and the business case for diversity. The course covers legal requirements related to nondiscrimination and affirmative action, as well as approaches to employee resource groups (ERGs), inclusive leadership, and managing multicultural teams. Emphasis is placed on fostering an organizational culture that values difference and promotes belonging.

HRM460 Strategic Human Resource Management - 3 credits

This course focuses on aligning HR practices with overall organizational strategy to drive business success. Topics include workforce planning, talent management, performance measurement, and HR analytics. Students will analyze how HR contributes to competitive advantage through employee engagement, change management, and organizational development. The course emphasizes strategic decision-making and the integration of HR policies across recruitment, retention, compensation, and development functions.

HRM470 Industrial and Labor Relations - 3 credits

This course explores the dynamics of labor-management relationships, including collective bargaining, union organizing, grievance handling, and labor dispute resolution. Students will study the history and role of labor unions, labor market trends, and the impact of labor relations on organizational performance. The course includes negotiation strategies, labor contract administration, and government regulations affecting labor relations. Practical case studies help students understand the balance of power and collaboration between employers, employees, and unions.

BBA490 Capstone Written Project - Business Administration - 3 credits

This culminating course provides students the opportunity to apply the knowledge and skills acquired throughout the Bachelor of Business Administration program to a comprehensive, real-world business problem or opportunity. Students will identify a relevant business challenge, conduct in-depth research, analyze data, and develop strategic recommendations. The project emphasizes critical thinking, problem-solving, and professional communication skills. Students will

prepare a formal written report demonstrating their ability to integrate concepts from various business disciplines such as finance, marketing, management, and operations. The course also encourages reflection on ethical considerations and the broader impact of business decisions. Successful completion of this project demonstrates readiness for professional practice or advanced study in business administration.

Master of Science in Educational Management

REQUIRED CORE COURSES

EDU510 Foundations of Educational Management - 3 credits

This foundational course introduces students to the essential principles and theories underpinning educational leadership and management. It provides a comprehensive overview of the evolution of educational organizations, the roles and responsibilities of educational leaders, and the key functions involved in managing educational institutions effectively. Students will critically analyze various leadership models and organizational frameworks, understanding how these influence policy implementations, school culture, and stakeholder engagement. The course also examines contemporary challenges faced by educational managers, including equity, diversity, and accountability, equipping students with a robust conceptual base to navigate complex educational environments.

PSY520 Leadership and Organizational Behavior in Education - 3 credits

This course offers an in-depth exploration of leadership theories and organizational behavior within educational settings. Students will investigate how different leadership styles—transformational, transactional, distributed, and servant leadership—impact school effectiveness and employee motivation. The course delves into group dynamics, organizational culture, and communication processes that affect staff performance and student outcomes. Emphasis is placed on developing skills for managing change, conflict resolution, and fostering collaborative environments. Through case studies and practical exercises, students will learn how to apply psychological and sociological principles to lead educational organizations with empathy and strategic insight.

EDU520 Strategic Planning and Policy in Education - 3 credits

This course focuses on the processes and frameworks involved in strategic planning and educational policymaking at various governance levels. Students will analyze current global trends affecting education systems, such as technological advancements, demographic shifts, and socio-political influences. The course guides students through tools for environmental scanning, SWOT analysis, and the development of strategic objectives aligned with institutional missions and community needs. Policy formulation, implementation, and evaluation are critically examined, with particular attention to equity, access, and quality issues. By the end of the course, students will be prepared to design strategic plans and influence policy decisions that promote sustainable educational improvements.

EDU530 Educational Law and Ethics - 3 credits

This course provides an extensive overview of the legal frameworks and ethical principles that guide educational leadership and decision-making. Students will explore key legislation affecting schools and educational organizations, including students' rights, teacher responsibilities, and governance regulations. The course also addresses ethical dilemmas commonly faced by educational managers, such as confidentiality, equity, and professional conduct. Emphasis is placed on developing a principled approach to leadership that balances legal obligations with moral considerations, fostering a culture of integrity and social responsibility in educational settings.

EDU540 Curriculum Design and Instructional Leadership - 3 credits

This course offers a comprehensive study of curriculum development principles and instructional leadership practices. Students will examine models of curriculum design, standards alignment, and assessment integration to ensure effective teaching and learning. The role of educational leaders in guiding curriculum innovation, facilitating professional development, and promoting instructional quality is emphasized. Students will also explore strategies for differentiating instruction to meet diverse learners' needs and for fostering an inclusive learning environment. Practical applications include designing curriculum plans and instructional programs that respond to changing educational demands and technological advancements.

EDU550 Research Methods in Educational Management - 3 credits

This course equips students with advanced skills in educational research design and methodology, focusing on applications in educational management contexts. It covers qualitative, quantitative, and mixed-methods approaches, emphasizing how to formulate research questions, select appropriate methodologies, and collect and analyze data

rigorously. Students will develop competencies in evaluating research literature, designing studies to address management challenges, and interpreting findings to inform policy and practice. Ethical considerations in research and strategies for effective dissemination of results are also addressed, preparing students to contribute to evidence-based decision-making in education.

EDU560 Educational Assessment and Data-Informed Decision Making - 3 credits

This course explores the principles and practices of educational assessment and the use of data analytics to support informed decision-making. Students will study various assessment types, including formative, summative, diagnostic, and performance-based evaluations, along with their design and implementation. The course highlights the importance of data collection, management, and interpretation in improving instructional quality and student achievement. Techniques for leveraging learning analytics and data visualization tools to monitor educational outcomes and identify areas for improvement are also covered. Students will gain skills to lead data-driven initiatives that enhance accountability and strategic planning.

EDU570 Innovation and Change Management in Education - 3 credits

This course addresses the theories and practices of innovation and change management in educational settings, focusing on how leaders can effectively navigate and implement transformative initiatives. Students will examine models of change, barriers to innovation, and strategies to build a culture that embraces continuous improvement. The course includes an analysis of emerging educational technologies, policy shifts, and global influences that drive change. Students will develop skills to plan, communicate, and sustain change efforts while managing stakeholder resistance and aligning innovations with institutional goals.

Major in Educational Technology and Innovation

ETI610 Digital Assessment Tools and Strategies in Virtual Learning Environments - 3 credits

This course examines the variety of digital tools and assessment strategies used to enhance learning and evaluate student performance in virtual environments. Students will explore emerging technologies such as adaptive assessments, learning management systems, and automated feedback mechanisms. Emphasis is placed on the design and implementation of fair, valid, and reliable digital assessments that align

with learning objectives. The course also addresses challenges related to accessibility, data privacy, and digital equity, preparing educational leaders to foster innovative, technology-enhanced assessment practices in diverse virtual learning settings.

ETI620 Active Learning Methodologies and Virtual Teaching Strategies - 3 credits

This course focuses on pedagogical approaches that promote active learning in online and blended educational environments. Students will investigate learner-centered teaching methods such as flipped classrooms, problem-based learning, and collaborative projects, adapting them for virtual delivery. The course includes techniques for engaging students remotely, facilitating meaningful interactions, and fostering critical thinking and autonomy. Students will gain practical skills to design and implement virtual courses that maximize student participation and learning outcomes through effective instructional strategies.

ETI630 Virtual Learning Design, Assessment and Learning Analytics - 3 credits

This course explores the design principles of virtual learning environments, integrating assessment and learning analytics to support personalized education. Students will study how gamification, adaptive learning technologies, and data-driven insights can enhance motivation and engagement. The course covers methods for capturing, analyzing, and interpreting learner data to inform instructional decisions and improve course design. By the end, students will be capable of leading the development and evaluation of innovative virtual learning solutions that leverage technology and data for educational effectiveness.

MEM690 Capstone Written Project - Educational Management - 3 credits

This final course integrates program learnings through the development of an individual written project that addresses a real-life problem in the field of educational management. Students will apply theoretical, methodological, and practical approaches to propose evidence-based solutions. The project may include case studies, institutional improvement proposals, or applied research, and culminates in a presentation before an academic committee.

Major in Leadership and Educational Management

LEM610 Strategic Educational Leadership and Organizational Management - 3 credits

This course deepens understanding of leadership theories and their application to organizational management within educational institutions. Students will explore strategic leadership practices aimed at fostering organizational effectiveness, culture building, and stakeholder engagement. Topics include vision development, change leadership, and governance models. The course prepares students to assume senior leadership roles by developing skills in decision-making, conflict management, and policy influence aligned with institutional goals.

LEM620 Institutional Project Management and Participatory Governance in Education - 3 credits

This course introduces project management principles tailored to educational contexts, emphasizing participatory governance and collaborative decision-making. Students will learn to plan, execute, and evaluate projects that support institutional development, including infrastructure, curriculum reform, and community partnerships. The course highlights strategies for engaging diverse stakeholders, promoting transparency, and aligning projects with strategic priorities. Students develop competencies in resource management, risk mitigation, and sustainable project delivery.

LEM630 Curriculum and Evaluation Leadership in Educational Institutions - 3 credits

Focusing on the leadership role in curriculum design and evaluation, this course explores methods for aligning curricular goals with institutional missions and community needs. Students will examine frameworks for curriculum renewal, accreditation standards, and evaluation techniques to ensure quality and relevance. The course covers the leadership skills necessary to guide faculty, foster innovation in teaching, and implement assessment policies that promote continuous improvement and accountability.

MEM690 Capstone Written Project - Educational Management - 3 credits

This final course integrates program learnings through the development of an individual written project that addresses a real-life problem in the field of educational management. Students will apply theoretical, methodological, and practical approaches to propose evidence-based solutions. The project may include case studies, institutional improvement proposals, or applied research, and culminates in a presentation before an academic committee.

Major in Educational Assessment and Quality Assurance

EDA610 Evaluating Learning Outcomes in Educational Systems - 3 credits

This course provides advanced knowledge of assessment strategies and tools for measuring learning outcomes at multiple levels. Students will examine formative, summative, and criterion-referenced assessments, focusing on validity, reliability, and fairness. The course also addresses the interpretation and use of assessment data to improve teaching, curriculum, and student support services. Students develop the expertise needed to lead institutional assessment programs that promote transparency and educational excellence.

EDA620 Advanced Educational Measurement & Psychometrics - 3 credits

This course offers an in-depth exploration of psychometric theories and measurement techniques applied in educational settings. Students will study test construction, scaling, item response theory, and statistical models used in assessment. The course equips students with the skills to critically evaluate measurement tools and ensure their appropriateness for diverse populations. Emphasis is placed on applying psychometric principles to enhance the quality and equity of educational assessments.

EDA630 Quality Assurance & Accreditation for Online Education - 3 credits

This course explores the principles and practices of quality assurance and accreditation specific to online and virtual education environments. Students will analyze accreditation standards, compliance frameworks, and best practices for maintaining academic rigor and student support in digital learning platforms. The course also addresses challenges related to technological infrastructure, faculty readiness, and student engagement. Students gain practical knowledge to lead quality assurance initiatives that uphold institutional credibility and improve online education outcomes.

MEM690 Capstone Written Project - Educational Management - 3 credits

This final course integrates program learnings through the development of an individual written project that addresses a real-life problem in the field of educational management. Students will apply theoretical, methodological, and practical approaches to propose evidence-based solutions. The project may include case studies, institutional improvement proposals, or applied research, and culminates in a presentation before an academic committee.

Master of Science in Information Technologies

Required Core Courses

SYS510 Advanced Information Systems Architecture - 3 credits

This course delves into the design, evaluation, and evolution of complex enterprise information system architectures. It covers frameworks such as TOGAF, Zachman, and ArchiMate to structure business, data, application, and technology architectures. Students learn to analyze interoperability among heterogeneous systems, design scalable and resilient architectures, and apply IT governance to align technology infrastructure with strategic goals. Case studies on legacy system migration and modernization, as well as integration of technologies like microservices and event-driven architectures, are included.

PRO520 Cloud Computing and Virtualization - 3 credits

This course covers the principles, models, and technologies underpinning cloud computing and resource virtualization. Students explore service models (IaaS, PaaS, SaaS) and deployment models (public, private, hybrid cloud), alongside leading platforms such as AWS, Microsoft Azure, and Google Cloud. Key topics include virtualization technologies (VMware, Hyper-V, Docker containers, Kubernetes) and infrastructure automation via Infrastructure as Code (IaC). Security, cost management, compliance, and cloud-native architecture implementation are emphasized.

CYB530 Cybersecurity Foundations and Risk Assessment - 3 credits

This course provides a comprehensive framework to understand cybersecurity and risk management in enterprise environments. Students analyze common threats (malware, phishing, ransomware, APTs), mitigation techniques, and defenses including firewalls, IDS/IPS, VPNs, and multi-factor authentication. Applied cryptography (symmetric/asymmetric encryption, digital signatures), regulatory compliance (GDPR, HIPAA, PCI-DSS), and international standards (ISO/IEC 27001, NIST) are covered. Risk assessment methodologies for vulnerability identification, impact evaluation, and control prioritization are also taught.

DAT540 Big Data Infrastructure and Technologies - 3 credits

This course examines the technology ecosystem supporting the ingestion, storage, processing, and analysis of large-scale, diverse, and high-velocity data. Students study distributed, scalable architectures

based on Hadoop, Apache Spark, Kafka, Cassandra, and NoSQL databases such as MongoDB and HBase. Data ingestion pipelines, batch and streaming processing, and data governance (data lineage, master data management) are explored. Real-world applications in finance, healthcare, and telecom, along with integration of big data with AI and machine learning, are emphasized.

DAT550 Data-Driven Decision Making and Business Intelligence - 3 credits

Students develop skills to transform data into strategic knowledge that drives organizational decision-making. This course covers advanced descriptive, predictive, and prescriptive analytics using tools like Power BI, Tableau, Qlik Sense, and Python for statistical analysis. Topics include interactive dashboard design, KPI management, data modeling, and data mining to uncover patterns and trends. Organizational culture fostering data-driven decision-making and ethical/privacy considerations in data management are also discussed.

PRO550 Software Project and IT Service Management - 3 credits

Focused on planning, execution, monitoring, and closing software projects, this course integrates traditional (PMBOK) and agile methodologies (Scrum, Kanban, DevOps). Topics include requirements management, cost estimation, quality assurance, and risk management. IT service management frameworks like ITIL v4 and COBIT are covered with emphasis on continuous value delivery, incident/change/configuration management, and lifecycle optimization. Collaboration techniques across multidisciplinary teams are highlighted.

PRO560 Intelligent Systems and Process Automation - 3 credits

This course explores AI technologies and automation transforming business processes. Students study supervised and unsupervised machine learning algorithms, deep neural networks, natural language processing, and computer vision. Robotic Process Automation (RPA) implementation and integration of intelligent systems into workflows are examined. Practical applications in manufacturing, finance, and services, as well as ethical and governance challenges of AI adoption, are addressed.

INV580 Research Methods and Emerging Trends in IT - 3 credits

Providing advanced training in scientific research methods for IT, this course covers quantitative approaches (surveys, experiments, statistical analysis), qualitative methods (interviews, case studies, thematic analysis), and mixed methods. Students learn to design rigorous studies, collect and analyze data, and communicate results effectively. Emerging IT trends such as blockchain, edge computing, 5G, and the Internet of

Things (IoT) are reviewed for their potential impact on industry, society, and the digital economy.

Major in Advanced Cybersecurity and Risk Management

CYB610 Ethical Hacking and Penetration Testing - 3 credits

This course provides a comprehensive study of ethical hacking techniques and penetration testing methodologies used to proactively identify vulnerabilities within an organization's IT infrastructure. Students will gain hands-on experience with industry-standard tools such as Metasploit, Nmap, and Wireshark to simulate cyberattacks in a controlled environment. The course emphasizes the ethical and legal responsibilities of penetration testers, report writing, and communicating findings to stakeholders. By understanding attacker perspectives, students learn how to strengthen security defenses and develop effective countermeasures.

CYB620 Cyber Risk Analysis and Mitigation Strategies - 3 credits

Focusing on systematic identification and evaluation of cyber risks, this course explores risk assessment frameworks including qualitative and quantitative approaches. Students will learn how to conduct threat modeling, vulnerability assessments, and impact analysis. Strategies for mitigating risks through technical controls, policy development, and employee training are covered. The course also addresses incident response planning and business continuity to ensure organizational resilience against cyber threats.

CYB630 Security Governance, Policies and Compliance - 3 credits

This course examines the establishment and enforcement of comprehensive security governance frameworks within organizations. Students will analyze widely adopted standards and regulations such as ISO/IEC 27001, NIST Cybersecurity Framework, HIPAA, and GDPR. Topics include policy development, risk management alignment, compliance auditing, and stakeholder engagement. Students will develop skills to design governance models that integrate security objectives with organizational goals, fostering a culture of compliance and accountability.

MIT690 Capstone Written Project - Information Technologies - 3 credits

This culminating course requires students to apply the comprehensive knowledge and skills gained throughout their Information Technologies program. Students will identify a relevant real-world problem or research question related to their major—such as cybersecurity, data science, or process automation—and conduct an in-depth investigation. The project involves

thorough analysis, design of solutions or strategies, and critical evaluation of outcomes. Deliverables include a well-structured written report demonstrating mastery of theoretical concepts and practical application, supported by relevant data, methodologies, and references. This project serves as a demonstration of the student's ability to integrate and synthesize learning in a professional and scholarly manner, preparing them for leadership roles in the IT field.

Major in Data Science and Big Data Analytics

DAT610 Machine Learning Algorithms and Applications - 3 credits

This course introduces foundational and advanced machine learning techniques including supervised learning (classification, regression), unsupervised learning (clustering, dimensionality reduction), and reinforcement learning. Students will implement algorithms using programming languages such as Python and tools like scikit-learn, TensorFlow, and Keras. The course emphasizes practical applications in various domains such as finance, healthcare, and marketing, as well as model evaluation, hyperparameter tuning, and ethical considerations in AI deployment.

DAT620 Big Data Analytics with Hadoop and Spark - 3 credits

Students will learn to process and analyze massive datasets using the Hadoop ecosystem and Apache Spark platform. The course covers distributed storage (HDFS), batch processing (MapReduce), and real-time stream processing techniques. Practical assignments include writing Hive queries, developing Spark applications for data transformation, and optimizing data pipelines for scalability and performance. This course prepares students to handle big data challenges in enterprise and research environments.

DAT630 Data Visualization and Storytelling - 3 credits

This course develops students' ability to communicate complex data insights effectively through visualization. Using tools such as Tableau, Power BI, and programming libraries like D3.js and Plotly, students will design interactive dashboards and data stories that engage diverse audiences. The course covers principles of visual perception, storytelling techniques, ethical visualization practices, and tailoring messages for different stakeholder groups to support data-driven decision making.

MIT690 Capstone Written Project - Information Technologies - 3 credits

This culminating course requires students to apply the comprehensive knowledge and skills gained throughout their Information Technologies program. Students will identify a relevant real-world problem or research

question related to their major—such as cybersecurity, data science, or process automation—and conduct an in-depth investigation. The project involves thorough analysis, design of solutions or strategies, and critical evaluation of outcomes. Deliverables include a well-structured written report demonstrating mastery of theoretical concepts and practical application, supported by relevant data, methodologies, and references. This project serves as a demonstration of the student's ability to integrate and synthesize learning in a professional and scholarly manner, preparing them for leadership roles in the IT field.

Major in Process Automation and Control Systems

AUT610 Robotic Process Automation (RPA) and Workflow Design - 3 credits

This course introduces concepts and tools related to automating repetitive, rule-based business processes using Robotic Process Automation technologies. Students will explore platforms like UiPath and Blue Prism, learning how to map existing workflows, design automation sequences, and implement bots to improve operational efficiency. The course also examines challenges in governance, security, and change management associated with RPA adoption.

AUT620 PLC Programming and Industrial Control Systems - 3 credits

Focused on the fundamentals of programmable logic controllers (PLCs), this course covers ladder logic programming, system architecture, and integration with industrial sensors and actuators. Students will use simulation software and hardware kits to develop control programs for manufacturing and processing systems. Topics include troubleshooting, safety protocols, and optimizing control strategies to meet production requirements.

AUT630 Industrial Internet of Things (IIoT) and Systems Integration - 3 credits

This course explores the integration of IIoT technologies in industrial environments to enable smart manufacturing and process control. Students study sensor networks, communication protocols (MQTT, OPC-UA), edge computing, and cloud integration. The course addresses challenges such as cybersecurity, data interoperability, and real-time analytics. Applications in predictive maintenance, energy management, and supply chain optimization are examined through case studies and projects.

MIT690 Capstone Written Project - Information Technologies - 3 credits

This culminating course requires students to apply the comprehensive knowledge and skills gained throughout their Information Technologies

program. Students will identify a relevant real-world problem or research question related to their major—such as cybersecurity, data science, or process automation—and conduct an in-depth investigation. The project involves thorough analysis, design of solutions or strategies, and critical evaluation of outcomes. Deliverables include a well-structured written report demonstrating mastery of theoretical concepts and practical application, supported by relevant data, methodologies, and references. This project serves as a demonstration of the student's ability to integrate and synthesize learning in a professional and scholarly manner, preparing them for leadership roles in the IT field.

Master in Business Administration

REQUIRED CORE COURSES

BUS510 Managerial Economics and Global Business Environment - 3 credits

This course provides a comprehensive introduction to microeconomic and macroeconomic principles critical for managerial decision-making in today's interconnected global marketplace. Students will study demand and supply dynamics, price elasticity, production costs, market structures, and government policies that influence business operations. The course emphasizes applying economic reasoning to real-world problems such as resource allocation, competitive strategy, and international trade. It also addresses emerging global economic challenges including currency fluctuations, trade agreements, and geopolitical risks, enabling managers to formulate adaptive strategies in volatile environments.

PSY510 Organizational Leadership and Behavior - 3 credits

This course explores the complexities of individual and group behavior within organizations and how leadership influences organizational effectiveness. Topics include motivation theories, personality and attitudes, communication processes, team dynamics, conflict resolution, and decision-making styles. Students examine organizational culture, power and politics, and how leaders can cultivate engagement and commitment in diverse workplaces. The course incorporates contemporary leadership models and practical strategies for developing inclusive, high-performance teams that can thrive amid organizational change.

ACC530 Financial Accounting and Managerial Decision Making - 3 credits

This course offers a thorough understanding of the role of financial accounting information in business decision-making. Students learn to

interpret and analyze financial statements such as balance sheets, income statements, and cash flow statements to assess the financial health of an organization. Emphasis is placed on cost behavior, budgeting, financial forecasting, and the use of accounting data for pricing, investment, and operational decisions. The course also covers managerial accounting tools like variance analysis and performance measurement, equipping students to make informed, data-driven decisions that support strategic objectives.

FIN540 Corporate Finance and Value Creation - 3 credits

This course delves into financial management techniques aimed at maximizing shareholder value. Key topics include capital budgeting, valuation of securities and projects, cost of capital, capital structure optimization, dividend policy, and risk management through derivatives. Students explore both theoretical frameworks and practical applications, including real options and corporate governance issues. By integrating financial theory with strategic decision-making, this course prepares students to contribute to sustainable value creation within complex financial environments.

MKT550 Marketing Management in the Digital Age - 3 credits

This course examines marketing principles through the lens of digital transformation. Students explore consumer behavior in digital contexts, multichannel marketing strategies, content marketing, search engine optimization (SEO), social media marketing, email campaigns, and data-driven marketing analytics. The course emphasizes designing integrated digital marketing plans that leverage emerging technologies such as AI and automation to enhance customer engagement, brand loyalty, and measurable business outcomes.

OPE560 Operations and Supply Chain Strategy - 3 credits

This course focuses on designing, managing, and improving efficient and resilient operations and supply chains. Topics include process analysis, capacity planning, inventory management, supplier relationships, logistics, and quality control systems. Students study strategies for aligning operational capabilities with competitive priorities and explore emerging trends such as sustainable supply chains, digital supply networks, and just-in-time production. Practical tools and case studies enhance students' ability to optimize supply chain performance and drive operational excellence in global markets.

BUS520 Business Analytics and Data-Driven Strategy - 3 credits

This course introduces students to analytical tools and techniques that support strategic business decisions. Covered methods include data

exploration, visualization, statistical analysis, predictive modeling, and optimization. Students gain hands-on experience using software tools to analyze large datasets and uncover actionable insights. The course emphasizes integrating analytics into business strategy, enabling managers to identify trends, forecast outcomes, and improve organizational agility in competitive environments.

MAN520 Strategic Management and Business Policy - 3 credits

This capstone course synthesizes concepts from all prior courses to develop strategic thinking and policy formulation skills. Students analyze complex business cases, assess industry dynamics, and design competitive strategies that align with organizational goals and stakeholder expectations. The course also covers corporate governance, ethics, innovation management, and sustainability. Emphasis is placed on leadership in strategy execution and managing change in dynamic business landscapes.

Major in Strategic Management

MAN610 Competitive Strategy and Global Positioning - 3 credits

This course delves into advanced concepts of competitive strategy and the dynamics of global market positioning. Students will analyze how firms develop and sustain competitive advantages through differentiation, cost leadership, and innovation. The course emphasizes strategic decision-making in a globalized business environment, exploring market entry strategies, competitive dynamics, and the impact of technological change. Real-world case studies provide insight into how organizations adapt their strategies to shifting industry conditions, regulatory landscapes, and cross-cultural challenges. Topics include competitor analysis, strategic alliances, mergers and acquisitions, and corporate social responsibility as a component of global strategy.

MAN620 Strategic Leadership and Change Management - 3 credits

Focusing on the vital role of leadership in shaping organizational strategy, this course delves into the theories and practical skills needed to lead transformational change. Students study leadership styles, emotional intelligence, and communication techniques that foster employee engagement and facilitate change initiatives. Emphasis is placed on diagnosing organizational culture, managing resistance, and aligning stakeholders behind new strategic directions. The course addresses real-world challenges such as mergers and acquisitions, digital transformation, and sustainability-driven change. Through experiential

learning, students build competencies to serve as effective change agents who inspire innovation while maintaining organizational stability.

MAN630 Strategic Foresight and Scenario Planning - 3 credits

This advanced course equips students with tools and methodologies to anticipate future uncertainties and develop resilient strategies. Topics include environmental scanning, trend analysis, disruptive innovation, and risk identification. Students learn to construct multiple plausible scenarios based on economic, technological, political, and social drivers that may impact their organizations. The course promotes strategic agility by encouraging flexible planning approaches and contingency development. Through workshops and case analyses, students practice crafting long-term strategies that balance risk and opportunity, enabling organizations to adapt proactively to complex and volatile business environments.

MBA690 Capstone Written Project - Business Administration - 3 credits

This culminating course requires MBA students to integrate knowledge from core and major-specific coursework to develop a comprehensive written project that addresses a real-world business challenge. Under faculty guidance, students identify a relevant organizational problem or opportunity, conduct in-depth research, and apply strategic, financial, operational, and analytical tools to design innovative and actionable solutions. The project emphasizes critical thinking, ethical decision-making, and evidence-based management. Students demonstrate their ability to formulate strategies, evaluate business outcomes, and communicate findings effectively to both academic and professional audiences.

Major in Sports Management

SPM610 Sports Business and Global Markets - 3 credits

This course offers an extensive examination of the global sports industry's economic, cultural, and commercial dimensions. Students explore market segmentation, consumer behavior, sponsorship models, media rights, and revenue streams across professional and amateur sports. Emphasis is placed on understanding the unique characteristics of sports markets worldwide and how globalization influences competition and growth. The course also covers emerging trends such as esports, sports technology, and the growing emphasis on diversity and inclusion in sports. Case studies highlight challenges and opportunities faced by sports organizations in diverse cultural and regulatory environments.

SPM620 Sports Event and Facility Management - 3 credits

Focusing on the operational aspects of sports management, this course teaches students how to plan, coordinate, and execute large-scale sports events and maintain facilities effectively. Topics include event logistics, scheduling, budgeting, safety and risk management, marketing, and stakeholder engagement. Students learn best practices for crowd control, emergency preparedness, vendor coordination, and sustainable facility management. The course integrates practical exercises and real-world scenarios to develop students' capabilities in delivering successful sporting experiences that meet organizational goals and spectator expectations.

SPM630 Legal and Ethical Issues in Sports Management - 3 credits

This course provides a thorough understanding of the legal frameworks and ethical considerations shaping the sports industry. Students examine contracts, labor laws, intellectual property rights, doping regulations, and liability issues that affect athletes, teams, sponsors, and governing bodies. Ethical topics such as fair play, discrimination, corruption, and social responsibility are explored in depth. The course encourages critical analysis of landmark legal cases and ethical dilemmas to prepare students to navigate complex compliance environments and uphold integrity in sports management.

MBA690 Capstone Written Project - Business Administration - 3 credits

This culminating course requires MBA students to integrate knowledge from core and major-specific coursework to develop a comprehensive written project that addresses a real-world business challenge. Under faculty guidance, students identify a relevant organizational problem or opportunity, conduct in-depth research, and apply strategic, financial, operational, and analytical tools to design innovative and actionable solutions. The project emphasizes critical thinking, ethical decision-making, and evidence-based management. Students demonstrate their ability to formulate strategies, evaluate business outcomes, and communicate findings effectively to both academic and professional audiences.

Major in Business Analytics

BUS610 Business Intelligence and Data Visualization - 3 credits

This course focuses on the critical role of transforming raw data into meaningful, visual insights that support business decision-making. Students learn principles of effective data visualization, dashboard design, and storytelling with data to communicate complex analytics clearly and persuasively. The curriculum covers key tools and software for data visualization, including interactive platforms and business

intelligence systems. Students also explore methods for integrating disparate data sources, ensuring data quality, and tailoring visualizations for diverse stakeholders. Real-world projects reinforce the ability to drive strategic actions through compelling, data-driven narratives.

BUS620 Predictive Analytics and Machine Learning for Managers - 3 credits

This course introduces managers to predictive analytics techniques and machine learning algorithms applicable in business contexts. Students study supervised and unsupervised learning methods, including regression, classification, clustering, and recommendation systems. The course emphasizes practical applications such as customer segmentation, sales forecasting, fraud detection, and risk modeling. Ethical and governance considerations related to AI adoption are also examined. Hands-on exercises provide experience with popular tools and platforms, enabling managers to evaluate, implement, and oversee analytics projects that enhance organizational performance.

BUS630 Big Data Strategy and Governance - 3 credits

This advanced course addresses strategic and operational aspects of managing big data initiatives within organizations. Topics include data governance frameworks, privacy and security protocols, data ethics, regulatory compliance, and data lifecycle management. Students analyze how to develop policies and structures that ensure data integrity, accessibility, and responsible use while aligning big data efforts with business goals. The course also explores emerging technologies and best practices in managing the challenges posed by volume, variety, velocity, and veracity of big data. Case studies illustrate successful governance models and pitfalls to avoid.

MBA690 Capstone Written Project - Business Administration - 3 credits

This culminating course requires MBA students to integrate knowledge from core and major-specific coursework to develop a comprehensive written project that addresses a real-world business challenge. Under faculty guidance, students identify a relevant organizational problem or opportunity, conduct in-depth research, and apply strategic, financial, operational, and analytical tools to design innovative and actionable solutions. The project emphasizes critical thinking, ethical decision-making, and evidence-based management. Students demonstrate their ability to formulate strategies, evaluate business outcomes, and communicate findings effectively to both academic and professional audiences.

Master of Social Science

REQUIRED CORE COURSES

SOC510 Foundations of Social Science Theory and Practice - 3 credits

This foundational course explores the key theories, paradigms, and methodologies that underpin the social sciences. Students critically examine classical and contemporary social science theories, learning how they inform the analysis of social phenomena. The course also emphasizes the application of theory to practice, guiding students in understanding the complex interplay between individuals, groups, and societies. Through case studies and interdisciplinary perspectives, learners develop the skills necessary to apply theoretical frameworks to real-world social issues.

SOC520 Advanced Research Methods in Social Science - 3 credits

Designed to deepen students' methodological expertise, this course covers both qualitative and quantitative research techniques used in social science inquiry. Topics include advanced survey design, ethnographic methods, statistical analysis, and mixed methods approaches. Emphasis is placed on research ethics, data validity, and reliability, as well as the use of modern analytical software. Students engage in designing rigorous research projects that can inform policy, practice, and theory development.

ETH520 Ethics and Human Rights in Social Practice - 3 credits

This course addresses the ethical principles and human rights frameworks that guide social science research and practice. Students explore dilemmas related to social justice, equity, and the protection of vulnerable populations. The curriculum includes international human rights conventions, codes of ethics in social work and related fields, and practical strategies for ethical decision-making. Case studies highlight challenges faced by practitioners and researchers in diverse cultural and institutional contexts.

SOC530 Cultural Diversity and Inclusive Social Systems - 3 credits

Focusing on the dynamics of multiculturalism, this course examines how social systems can promote inclusivity and equity. Students study cultural competence, social identity, intersectionality, and policies aimed at reducing systemic inequalities. The course encourages critical reflection on power structures, discrimination, and social exclusion, while offering practical approaches to fostering inclusive communities and institutions.

PSY550 Psychosocial Dynamics of Individuals and Groups - 3 credits

This course explores the psychological and social factors that influence behavior within individuals and groups. Topics include social cognition, group identity, communication patterns, conflict resolution, and collective

behavior. Students analyze how psychosocial dynamics shape social interactions, community cohesion, and organizational culture, applying theory to interventions that enhance group functioning and individual wellbeing.

SOC540 Public Policy and Social Change - 3 credits

Students investigate the processes by which public policies are formulated, implemented, and evaluated, with a focus on their role in driving social change. The course covers policy analysis, advocacy, stakeholder engagement, and the socio-political contexts that influence policy outcomes. Emphasis is placed on evidence-based policymaking and the impact of policies on marginalized and vulnerable populations.

SOC550 Leadership and Collaborative Strategies in Social Contexts - 3 credits

This course develops students' leadership competencies within complex social environments. It emphasizes collaborative problem-solving, participatory decision-making, and coalition-building across diverse stakeholders. Students explore leadership theories, communication strategies, and conflict management techniques that facilitate effective social interventions and community development.

TEC550 Technology and Innovation in Social Services - 3 credits

Examining the transformative impact of technology on social service delivery, this course introduces students to digital tools, data analytics, and innovative models that enhance efficiency, accessibility, and client outcomes. Topics include telehealth, information systems, mobile applications, and ethical considerations in tech-enabled services. Students assess how innovation can address challenges such as resource constraints and service gaps.

Major in Therapeutic Environments

THE610 Designing Therapeutic Spaces and Interventions - 3 credits

This course provides an in-depth examination of the physical, social, and psychological elements that contribute to creating healing environments. Students analyze the impact of spatial design, lighting, acoustics, color theory, and natural elements on mental health and recovery processes. The curriculum integrates evidence-based approaches from environmental psychology, architecture, and healthcare design to guide the planning of therapeutic settings such as hospitals, rehabilitation centers, and community therapy spaces. Students also explore

intervention strategies that promote patient autonomy, safety, and sensory regulation, enabling them to design holistic environments tailored to various clinical populations including trauma survivors and individuals with chronic illnesses.

THE620 Art, Nature, and Expressive Therapies in Social Contexts - 3 credits

This course explores how creative modalities and natural environments serve as powerful therapeutic tools in diverse social settings. Students critically engage with theoretical foundations and practical applications of art therapy, music therapy, drama therapy, horticultural therapy, and animal-assisted interventions. Special emphasis is placed on culturally responsive practices and the integration of these therapies into mainstream and community health services. Students examine research evidence demonstrating how expressive therapies foster emotional expression, resilience, social connectedness, and trauma recovery, preparing them to design and implement creative interventions that address mental health, developmental, and social challenges.

PSY630 Environmental Psychology and Wellbeing - 3 credits

Students delve deeply into the bidirectional relationship between human wellbeing and physical environments. This course covers theories of restorative environments, environmental stressors, and the psychological impact of urbanization and climate change. Students explore how factors such as green spaces, noise pollution, crowding, and architectural design influence mental health, behavior, and social interaction. The course also addresses the role of environmental psychology in disaster recovery, community planning, and public health initiatives. Graduates will be equipped to apply these insights in designing spaces and policies that promote psychological wellbeing and sustainable living.

MSS690 Capstone Written Project - Social Science - 3 credits

This final course offers students the opportunity to integrate and apply the knowledge and skills developed throughout the Master of Social Science program. Under faculty supervision, students identify a relevant social issue, develop a research design, and produce a comprehensive written project using qualitative, quantitative, or mixed methods. The capstone emphasizes analytical depth, ethical responsibility, and practical relevance. It allows students to demonstrate their ability to conduct independent research and to propose innovative, socially informed solutions to real-world challenges in their chosen area of focus.

Major in Senior Adults

SEN610 Aging, Cognitive Change and Emotional Wellbeing - 3 credits

This course provides a comprehensive understanding of the biological, cognitive, and emotional processes involved in aging. Students study age-related cognitive changes including memory, attention, and executive function, as well as neurodegenerative diseases such as Alzheimer's. Emotional wellbeing topics include depression, anxiety, grief, and resilience in late adulthood. The course integrates theories of lifespan development and geropsychology with evidence-based interventions that enhance mental health and quality of life. Students develop skills to assess cognitive and emotional needs and design supportive programs fostering social engagement, autonomy, and adaptive coping.

SEN620 Programs and Services for the Elderly - 3 credits

Students examine the full spectrum of community and institutional services that support aging populations, including healthcare, social support, recreation, and housing options. The course analyzes models such as aging in place, assisted living, and long-term care. Attention is given to interprofessional collaboration, resource allocation, and culturally competent service delivery. Students evaluate program effectiveness and develop strategies to improve access, quality, and sustainability. Case studies highlight innovations such as technology-assisted care and volunteer engagement in elder services.

SEN630 Policy and Advocacy for Aging Populations - 3 credits

This course focuses on the political, economic, and social policies affecting older adults at local, national, and international levels. Topics include social security systems, healthcare policy, elder rights, and ageism. Students study frameworks for legal protection and advocacy, exploring roles of NGOs, government agencies, and community organizations. Emphasis is placed on policy analysis, legislative processes, and grassroots mobilization. Students gain practical skills in advocacy, stakeholder engagement, and coalition building to influence policy development and promote social justice for aging populations.

MSS690 Capstone Written Project - Social Science - 3 credits

This final course offers students the opportunity to integrate and apply the knowledge and skills developed throughout the Master of Social Science program. Under faculty supervision, students identify a relevant social issue, develop a research design, and produce a comprehensive written project using qualitative, quantitative, or mixed methods. The capstone emphasizes analytical depth, ethical responsibility, and practical relevance. It allows students to demonstrate their ability to

conduct independent research and to propose innovative, socially informed solutions to real-world challenges in their chosen area of focus.

Major in Community Development and Social Innovation

INN610 Social Innovation and Entrepreneurship for Impact - 3 credits

This advanced course explores innovative approaches to social change through entrepreneurial activities that create sustainable impact. Students critically analyze theories and models of social innovation, design thinking, and systems change. They learn to identify community needs, mobilize resources, develop business plans, and measure social outcomes. Case studies cover diverse sectors such as education, health, environment, and poverty alleviation. The course cultivates competencies in leadership, strategic planning, financial sustainability, and ethical decision-making essential for launching and scaling social ventures.

INN620 Participatory Methods and Empowerment Strategies - 3 credits

Students engage deeply with participatory action research, community organizing, and empowerment frameworks aimed at fostering inclusive development. The course covers methodologies such as focus groups, community mapping, and deliberative dialogues that promote collective agency. Students learn to facilitate power-sharing among marginalized groups, build trust, and negotiate conflict. The curriculum emphasizes ethical considerations, cultural sensitivity, and sustainability in community interventions. Practical exercises develop skills in facilitation, communication, and collaborative problem-solving.

INN630 Urban and Rural Community Systems Planning - 3 credits

This course addresses the complexities of planning and managing community systems in both urban and rural contexts. Students examine demographic trends, economic drivers, environmental constraints, and social infrastructures that shape community development. Topics include land use planning, transportation, housing, public services, and environmental conservation. The course integrates quantitative and qualitative data analysis with participatory planning techniques to design context-specific strategies that balance growth, equity, and sustainability. Students analyze case studies of successful community planning initiatives and develop comprehensive community development plans.

MSS690 Capstone Written Project - Social Science - 3 credits

This final course offers students the opportunity to integrate and apply the knowledge and skills developed throughout the Master of Social

Science program. Under faculty supervision, students identify a relevant social issue, develop a research design, and produce a comprehensive written project using qualitative, quantitative, or mixed methods. The capstone emphasizes analytical depth, ethical responsibility, and practical relevance. It allows students to demonstrate their ability to conduct independent research and to propose innovative, socially informed solutions to real-world challenges in their chosen area of focus.

ONLINE LEARNING

Flexible and Structured Online Education

Florida Open University offers its academic programs through a fully online learning model that blends **flexibility, structure, and technological innovation** to support student success from anywhere in the world. Each academic term spans **sixteen (16) weeks** and includes multiple hours of **asynchronous instruction** per week. Students engage with a variety of learning materials—such as readings, video lectures, assignments, and collaborative projects—according to a clear weekly schedule designed to encourage progress and autonomy.

Our Learning Management System (LMS)

All online instruction is delivered through **Moodle**, the university's official Learning Management System. Upon registration, students receive secure credentials that provide access to a **personalized online dashboard**. Within the platform, students can download syllabi, participate in discussion forums and chats, view announcements, submit assignments, and monitor their academic progress through an integrated gradebook. Moodle is accessible via both desktop and mobile devices, offering a seamless user experience regardless of location.

Technology Requirements

To participate effectively in online courses, students must have a **personal computer with reliable internet access**. Required tools include updated web browsers, standard office software, and access to video conferencing platforms such as **Zoom or Microsoft Teams** for scheduled live sessions. The online platform is designed to ensure **data security and accessibility**, including compatibility with assistive technologies for students with disabilities. Support is available for students who need assistance with setup or troubleshooting.

Instructional Model and Student Engagement

Florida Open University's online courses are designed around an instructional model that promotes **student-centered learning**. Faculty members are trained in **online pedagogy and instructional technology**, enabling them to guide students effectively. Students are expected to follow the course syllabus, manage their time responsibly, and complete assignments on schedule. Although learning is asynchronous, courses encourage meaningful **interaction through forums, group projects, and optional virtual meetings**, creating a collaborative academic community.

Course Features and Tools

The LMS offers a range of digital tools that support an interactive and well-organized learning experience:

- **Course Syllabus** with clear weekly objectives and assignments
- **Discussion Forums** for academic interaction with peers and instructors
- **Chat Tools** for real-time conversation
- **Assignment Upload Areas** for organized and timely submissions
- **Calendar** with important dates, deadlines, and scheduled activities
- **Announcements Section** for instructor updates and reminders
- **Gradebook** for real-time access to academic performance and feedback

Assessments and Feedback

Florida Open University implements a **rubric-based grading system** to ensure fairness, transparency, and consistency. Students are assessed through a combination of written work, quizzes, presentations, and group activities. **Formative assessments**, such as low-stakes quizzes and self-reflection tasks, help students track their progress throughout the term. Instructors provide timely feedback, and all grades are recorded in the LMS gradebook for easy access and review. Students can expect a **maximum response time of 24 hours** for inquiries, excluding weekends.

Attendance and Academic Participation

Although learning is asynchronous, students are expected to **log in at least three times per week** to demonstrate attendance and maintain academic engagement. Active participation in forums, timely assignment submissions, and regular access to course content are required. Students who fail to meet these expectations may receive **academic warnings or probation** under the university's **Satisfactory Academic Progress (SAP)** policy.

Communication and Support

Effective communication is central to the success of online learning. Students are encouraged to maintain regular contact with their instructors via **email, LMS messaging, and scheduled virtual office hours**. For more complex matters, students may request support through **chat, phone, or live video conferencing**. Instructors often provide written summaries of important conversations, ensuring that students have a clear record of guidance and expectations.

Continuous Innovation and Improvement

Florida Open University is committed to enhancing the quality of the online learning experience. Planned improvements include:

- Real-time chat integration for faster interaction
- Automated grading tools for faster feedback turnaround
- Expanded multimedia and simulation-based content
- Ongoing evaluation of course design and teaching strategies based on student feedback

Through these enhancements, Florida Open University ensures that its virtual campus evolves to meet the academic and technological needs of its students.

STUDENT SERVICES

At Florida Open University, student services are a fundamental pillar in supporting academic achievement, personal development, and professional success. The university provides a broad and integrated range of **student-centered services**, tailored specifically for the needs of online learners. These services cover academic advising and counseling, career development, digital library access, technical support, financial guidance, and administrative processes such as leaves of absence.

By offering personalized attention and flexible support mechanisms, Florida Open University ensures that students are empowered to overcome challenges, stay engaged, and achieve their academic and career goals.

Academic Advising

Academic advising is a vital component of the student experience at Florida Open University. Upon enrollment, each student is assigned a dedicated **academic advisor** who serves as their primary academic contact throughout the duration of their program. Advisors support students in:

- Planning their academic path and selecting appropriate courses
- Understanding program requirements and graduation criteria
- Exploring additional online course options and concentrations
- Registering for classes and navigating administrative procedures

Advisors maintain direct communication with students via email, phone, and video conferencing, establishing a personal connection to better understand each student's goals, expectations, and academic history. This one-on-one relationship ensures that students receive **individualized guidance**, continuous feedback, and informed decision-making throughout their educational journey.

Academic Counseling and Personal Support

Florida Open University also provides **academic counseling services** to help students manage academic difficulties, improve performance, and build confidence. These services address a range of personal and academic challenges, such as time management, motivation, adaptation to online learning, and academic stress.

In cases where the university cannot directly meet a student's needs, **referrals to qualified community organizations or support agencies** are made. This integrated

referral system enhances student well-being and contributes to academic success by ensuring that no student faces obstacles alone.

Career Services

While Florida Open University does not guarantee employment or specific salary outcomes, it offers robust **Career Services** to help students develop the skills and strategies necessary to succeed in the job market. Through individualized career guidance, students receive support in:

- Identifying potential career paths aligned with their studies and interests
- Crafting professional resumes and cover letters
- Improving interviewing techniques and job search strategies
- Navigating employment platforms and professional networks

Career Services advisors work closely with students to help them make informed decisions and take proactive steps toward their professional goals. Workshops, mock interviews, and career development webinars are also offered to enrich career readiness and workforce competitiveness.

Online Library and Research Tools

Florida Open University provides 24/7 access to a comprehensive digital research environment through its partnership with the **Aquinas Online Library**. This extensive academic platform includes:

- Peer-reviewed journals, scholarly articles, and eBooks
- Instructional materials, multimedia content, and subject-specific collections
- Citation tools and research guides in APA, MLA, and other formats

The online library is fully integrated into the LMS, allowing students and faculty to search, download, and reference materials directly from their personalized academic dashboard. A required **e-Library orientation** ensures that students become proficient in using these tools early in their academic experience, supporting independent learning and research development.

Technical Assistance and IT Support

To guarantee a smooth and reliable virtual learning experience, Florida Open University offers **24/7 technical assistance** for its online platform. Students and faculty can request support at any time by contacting the university's helpdesk at: **support@floridaopen.university**

Whether troubleshooting login issues, LMS navigation, or compatibility problems, the technical support team ensures rapid and professional assistance, minimizing interruptions and maintaining academic continuity.

Financial Guidance and Administrative Assistance

Florida Open University recognizes the importance of **financial literacy** in student success. As part of student services, the university provides:

- Information on tuition, billing procedures, and payment plans
- Guidance on scholarships and financial aid options (if applicable)
- Support in understanding financial responsibilities related to course repetition or withdrawal
- Help in completing required administrative forms or requests

Advisors and administrative staff are available to answer financial questions and ensure students can make well-informed decisions about their academic investment.

Leave of Absence Policy

Students who need to temporarily step away from their studies may request a **Leave of Absence (LOA)** of up to **5 consecutive calendar days**. Requests must be submitted in writing and include the reason for the leave and the expected return date. If the student does not return as scheduled, their enrollment may be terminated, and the university's **Cancellation and Refund Policy** will apply.

The last date of attendance will be used to calculate any applicable refunds. It is the student's responsibility to communicate promptly with the administration to ensure proper handling of their LOA and avoid academic or financial complications.

Student Orientation and Continuous Engagement

All new and re-enrolling students are required to participate in an **online orientation** that introduces them to the LMS, academic policies, support services, and university expectations. This includes the mandatory **e-Library orientation** and guided sessions on time management, netiquette, and online academic integrity.

In addition to these initial sessions, students receive continuous support through newsletters, webinars, advisor check-ins, and announcements to ensure that they remain informed, engaged, and empowered throughout their program.

ACADEMIC POLICIES AND PROCEDURES

At Florida Open University, academic policies and procedures establish the foundation for a rigorous, supportive, and equitable educational experience. These guidelines are designed to ensure transparency, academic integrity, and fairness across all programs, helping students navigate their academic journey with confidence and clarity.

Definition of a Unit of Credit

The university uses the **semester credit hour** system, in accordance with the Carnegie Unit method. Under this system, **one semester credit hour** is equivalent to **15 hours of classroom instruction** plus appropriate out-of-class student work, such as assignments, projects, and readings.

Most courses award **3 semester credit hours**, corresponding to **approximately 45 contact hours** of theoretical instruction, excluding additional student academic engagement required for course completion.

Grading System

Final grades for each course reflect the student's academic performance and are assigned based on the following scale:

Letter	Grade Point	Percentage	Description
A+	4.00	95–100%	Excellent
A	3.75	90–94%	
B+	3.50	85–89%	
B	3.00	80–84%	Minimum CGPA for Graduate
C+	2.50	75–79%	Minimum CGPA for Undergraduate
C	2.00	70–74%	
D	1.00	60–69%	Below acceptable undergraduate
F	0.00	0–59%	Fail
I	N/A		Incomplete
P/NP	N/A		Pass / No Pass
W	N/A		Withdrawal

WF	N/A		Withdrawal after 60% course time
X	N/A		Ongoing
NR	N/A		Not Reported
R	N/A		Repeated Course
T	N/A		Transfer

Satisfactory Academic Progress (SAP)

Students are required to maintain **Satisfactory Academic Progress (SAP)** to remain in good standing. This includes:

- Maintaining a **minimum cumulative GPA** of 2.5 (undergraduate) or 3.0 (graduate).
- Completing at least 67% of all attempted credits.
- Finishing the program within **150% of the standard program duration**.

Failure to meet SAP may result in **academic warning, probation, suspension, or dismissal**.

Academic Warning and Probation

If a student fails to meet SAP standards, they will be placed on **academic probation** for a defined period. During this time:

- Students receive **written notification** of their status and required steps.
- They are assigned **academic advising** and may be required to attend additional sessions or workshops.
- Students who must **repeat a course** are subject to a **$35.00 per course repetition fee**.
- At the end of the probation period, students must meet SAP requirements to return to good standing.
- Failure to meet conditions may result in **termination from the program**.

Probation is an administrative designation and serves as a final opportunity to regain academic eligibility before more serious consequences are applied.

Academic Suspension and Dismissal

Students may be placed on **academic suspension** if they fail to meet SAP after probation. Suspended students:

- Must sit out at least one academic term.
- May apply for **readmission**, which, if granted, will place them on **academic probation**.
- Are **dismissed permanently** if they fail to meet minimum standards during their renewed probation.

Dismissed students may appeal the decision through the formal appeals process outlined below.

Appeals Process

Students may appeal academic decisions (probation, suspension, dismissal) by submitting a **written appeal** to the **Chief of Academic Affairs** within **15 days** of the notification. Appeals must include:

- An explanation of previous academic challenges
- Evidence of improvement or plans for academic recovery
- Supporting documentation (if applicable)

The Chief of Academic Affairs will respond with a written decision within **five (5) business days**. Appeal decisions are final.

Transfer Credit Policy

Applicants seeking to transfer to **Florida Open University** must meet all standard admission requirements. The university's transfer credit policy is designed to **acknowledge and value previously earned academic credits** from accredited institutions.

Prospective transfer students are encouraged to verify which previously completed courses may be **eligible for transfer**. The following credit transfer limits apply:

- Up to **45 credits** toward an **associate's degree program**
- Up to **90 credits** toward a **bachelor's degree program**
- Up to **18 credits** toward a **master's degree program**

Provided that each course being transferred was completed with a **minimum grade of "B"**. All transfer credit evaluations are subject to the **final approval of Florida Open University**.

The **acceptance of credits earned at Florida Open University by another institution** is at the sole discretion of the receiving institution. It is the student's responsibility to **confirm whether their credits will be accepted** by the institution of their choice.

Furthermore, all **diplomas, degrees, or official academic transcripts issued in a language other than English** must be **translated and evaluated in English** by a **recognized credential evaluation agency**, such as those accredited by **NACES (National Association of Credential Evaluation Services)** or **AICE (Association of International Credential Evaluators)**.

Advanced Placement / Prior Learning Credit

The Florida Open University recognizes that students can acquire college-level knowledge through standardized testing or professional experience. The University awards academic credit for approved exams, such as Advanced Placement (AP), College Level Examination Program (CLEP), and other equivalent assessments, in accordance with state and institutional guidelines.

Students may also earn credit through the Prior Learning Assessment (PLA), documenting professional experience or non-traditional learning equivalent to college-level courses. A maximum of XX credits may be earned through exams or prior learning assessments, depending on the program being applied to. All requests are individually reviewed by the appropriate academic department and must be approved by the Academic Committee before credit is awarded.

To request credit for prior learning, students must submit a formal application to the Office of Admissions or the Office of the Registrar. Documentation varies depending on the source of the knowledge: for standardized exams (AP, CLEP), official grade reports sent directly by the testing agency are required; for experiential learning, a detailed portfolio is required, including professional evidence (certifications, projects) and statements linking the experience to the course objectives. The corresponding academic department will review the case, and the Academic Committee will grant final approval. Once approved, the credits will be permanently recorded, and the student will be notified in writing of the amount and type of credit awarded.

Course Cancellation by Student

Students may drop a course during the **add/drop period** indicated in the academic calendar. After that, a withdrawal may be required instead, and financial or academic consequences may apply.

Withdrawal Policy

Students may officially withdraw from a course or the university. The last date of academic activity is used to calculate any financial adjustments. Withdrawal after 60% of the term results in a **WF** grade.

Make-Up Work and Course Repetition

Students may request to submit late assignments with instructor approval. Repeated courses are allowed for academic recovery. The most recent grade replaces the previous one, but all attempts remain on the transcript.

Academic Integrity Policy

All students are expected to uphold the highest standards of academic honesty. Violations include:

- **Cheating**, **plagiarism**, **fabrication**, or **facilitating academic dishonesty**
- Submitting someone else's work or failing to properly cite sources
- Altering or misusing official documents or university records
- Unauthorized distribution or commercial use of academic materials

Violations may result in:

- Loss of credit
- Academic probation or suspension
- Permanent dismissal
- Revocation of awarded degrees (subject to Governing Board approval)

Attendance and Course Engagement

Online students must demonstrate regular academic activity by:

- Logging into the LMS **at least three times per week**
- Participating in discussions and forums
- Submitting all assignments on time
- Attending scheduled live sessions when required

Failure to maintain engagement may result in academic warnings or course withdrawal.

Student Conduct and Misconduct Penalties

Unacceptable behavior includes:

- Academic dishonesty.
- Harassment, stalking, or disruptive conduct.
- Misuse of university systems or property.

Penalties may include:

- Written warning or probation.
- Loss of privileges.
- Suspension or dismissal.
- Restitution or revocation of degree.

Grievance Policy

Florida Open University provides a formal **grievance process** for students who feel they have been adversely affected by a university action or decision. The process includes:

- **Step 1:** Attempt resolution with the instructor or staff member involved.
- **Step 2:** If unresolved, submit a **written complaint** to the Chief of Academic Affairs.

- **Step 3:** If still unresolved, escalate the complaint to the **University President**, whose decision is final.

All complaints are acknowledged within **15 days** and resolved within **30 days**. Records are kept in a centralized database.

Students may refer unresolved grievances to:

Commission for Independent Education

Florida Department of Education

325 W. Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Phone: (850) 245-3200

https://www.fldoe.org/policy/cie

Modifications to Policy

Florida Open University reserves the right to update academic and institutional policies as necessary to reflect evolving standards and educational practices. Students will receive **advance notice** of changes and are responsible for staying informed via official university communications.

Non-Discrimination Policy

Florida Open University does not discriminate based on race, color, sex, age, marital status, disability (as defined by law), religion, creed, national or ethnic origin. Equal access is provided to all programs, services, and activities.

The university is committed to fostering an inclusive academic environment that upholds fairness, dignity, and equal opportunity.

Anti-Hazing Policy

Hazing in any form is strictly prohibited. Defined as any action causing mental or physical discomfort, embarrassment, or harassment, hazing contradicts the university's values of respect and safety. Violators are subject to immediate disciplinary action, including dismissal.

Emergency Closure Policy

In the event of an emergency or natural disaster, such as a hurricane, **Florida Open University** will follow closure directives issued by **Miami-Dade County authorities**. All closures will be communicated to students via LMS and email. The university prioritizes the safety of its students, staff, and faculty during emergency situations.

Graduation Requirements

To graduate from **Florida Open University** and earn a degree, students must fulfill the following requirements:

- Successfully complete all academic credits as outlined in the university catalog for their selected program.
- Maintain a minimum **cumulative GPA of 2.5** for undergraduate programs and **3.0** for graduate programs.
- Demonstrate **satisfactory academic progress** throughout their enrollment, including compliance with program time limits.
- Resolve all **financial obligations** to the university, including tuition, fees, and any outstanding balances.
- Be in **Good Academic and Disciplinary Standing** at the time of graduation.
- Submit a **graduation application** within the established deadlines set by the Registrar's Office.

Degrees are conferred upon official approval by the university administration. Diplomas and transcripts will only be released once all academic and administrative conditions have been met.

Credentials Awarded

Program	Credits Required	Credential Awarded
Business Administration	60	Associate of Science
Gerontology	60	Associate of Applied Science
Information Technologies	60	Associate of Science

Business Administration	120	Bachelor
Human Services	120	Bachelor of Science in
Information Technologies	120	Bachelor of Science in
Business Administration	36	Master
Information Technologies	36	Master of Science
Social Science	36	Master
Educational Management	36	Master of Science

STAFF AND FACULTY

Staff

ADVISORY BOARD

RAUL MARINO, PhD	–	Chief of Academic Affairs
CLAUDIA RODRIGUEZ, B.Sc.	–	Director of Administration
PATRICIA CAROLINA RADKE, M.Sc.	–	Registrar
WILFREDO GONZALEZ, B.Sc.	–	Director of Admission

Faculty

BRENDA LIS AUSTIN

Master in Applied Political Studies. Menéndez Pelayo International University. Madrid, Spain.

Bacherlor of Arts in Lawyer. National University of Córdoba. Argentina.

CRISTIAN MATEOS

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