UNIVERSITY CATALOG

2022-2023 Volume 6

METROPOLITAN
International University

METROPOLITAN INTERNATIONAL UNIVERSITY

UNIVERSITY CATALOG

2022- 2023 Volume 6

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Message from the President

Dear Student,

Welcome and congratulations on your decision to become a Metropolitan International University student. The university was founded with the latest innovative educational methods and concepts; we believe that innovation shall always exceed our achievements, pushing us to always seek a better way, a smarter way. Our philosophy of excellence depicts every single part of our mission and vision in education.

Our online degree programs utilize the most interactive learning process available in online technology that will not only allow you to reach your academic goals at your own pace, but also acquire the necessary tools, skills and knowledge to face the challenges of today and tomorrow's workplace.

Whether you are a new undergraduate student or a graduate student, you will have the opportunity to interact with excellent professors and administrative team, as well as, national and international fellow students, who share a common goal – obtaining a bachelor's or master's Degree in one of our online programs to improve both personally and professionally. You will also have access to a digital library or "e-library" with a vast number of academic resources to acquire, expand your knowledge, further your research, and enhance your overall learning experience.

We invite you to enjoy the technological benefits that the university offers and help us build a better tomorrow. Rest assured we will be there every step of the way, fully committed and dedicated to your success as a student and future professional in your chosen career with the help of your mentors and facilitators and providing you with all the support services available. On behalf of our faculty and staff, I proudly welcome you again and look forward to supporting your personal and academic success at Metropolitan International University.

Sincerely,
Andrés Pastrana V, PhD.
President and Chancellor

General Information

Mission

Metropolitan International University (MIU) is an online university providing students with educational opportunities to pursue a Bachelor and Master's degree in the field of business and management. Our programs promote research and innovative ideas in an atmosphere that fosters teamwork and interpersonal relationships while utilizing the latest technology. We continuously study and evaluate student outcomes and institutional goal achievements and use this data to improve our efforts for our students, staff, employers and the community.

Objectives

- Prepare students to succeed in the business industry by acquiring leadership and negotiation skills.
- Implement new technologies, as well as, long- established teaching techniques as appropriate for students and the subject matter.
- Engage international experts, who are recognized in their fields of study, to create courses and curricula.
- Provide students with academic advising and individual counseling services to assist them in clarifying and evaluating their potential for further education and development.
- Utilize qualified faculty and student service personnel available to guide and support students through their lifecycle.
- Improve the online environment on an ongoing basis to attract new students and increase student retention

Location

Metropolitan International University
Address: 18501 Pines Blvd, Suite 102, Pembroke Pines, FL 33029 USA
Telephone: + 954-842-3041 / + 954-674-2401/ +888-407-2893
Website: www.metrouni.us

Mailing Address

18501 Pines Blvd, Suite 102 Pembroke Pines, FL 33326.
Telephone: + 954-842-3041 / + 954-674-2401/ +888-407-28933

School Office Hours

School Office hours are Monday to Friday from 9 A.M. to 5 P.M. and Saturday from 9 A.M. to 3 P.M. Eastern Standard time.

Physical Facilities and Equipment

Metropolitan International University is in Pembroke Pines and presently occupies 1,119 square feet with administrative offices, a reception area, a break room, an academic area that includes computers for perspective students and faculty.

Licensure

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

University Ownership

Metropolitan International University is owned by CISEL ONLINE LLC a Florida Limited Liability Company. The University Board of Directors provides the University with a business and educational perspective. The Metropolitan International University board is comprised of the following Governors:

- Andrés Pastrana, PhD
- Reina Pastrana,
- Maria A. Pastrana, MBA

University Administrators

• President & Chancellor	Andrés Pastrana, PhD
• Director of Administrative Affairs	Maria A. Pastrana, MBA
• Director of Academic Affairs	Gregth R. Hernández, PhD
• Director of Admission Affairs	Maria A. Pastrana, MBA
• Director of Financial Services	Andrés Pastrana, PhD
• Director of Placement	Andrés Pastrana,PhD

Admissions

Metropolitan International University does not discriminate based on race, color, or national or ethnic origin in admitting students to its programs or in administering its educational policies, admissions policies, or other university administered programs. Admission policies are based on inclusiveness. Metropolitan International University believes everyone should have the opportunity to pursue an academic degree program. The admission process at Metropolitan International University has been designed to be easy and straightforward. The university accepts applications on a continuous basis throughout the year. All applicants are required to submit the following:

- Completed Application.
- Completed Enrollment Agreement
- Current Resume.
- Photo Identification (Copy of a Government issued I.D.)
- Application fee of $50.00 (Nonrefundable)

Bachelor's Degree Programs

Metropolitan International University requires an associate's or foreign equivalent degree from an accredited institution for admissions.

Master's Degree Programs

Metropolitan International University requires a bachelor's degree or foreign equivalent from an accredited institution for admissions. Upon receipt, the university will commence the process of review and assessment. An Admission Advisor will be immediately contacting the applicant to provide guidance in the next steps for a successful enrollment at MIU.

Enrollment Agreement

An Enrollment Agreement is a contract that defines essential terms and conditions related to enrollment at Metropolitan International University. The Enrollment Agreement is a definitive source concerning terms between the student and Metropolitan International University. Students should read agreements carefully and retain for reference. Metropolitan International University's Enrollment Agreement incorporates the University Catalog in effect at the time of the student's enrollment/registration into the University. Metropolitan International University may change its policies, procedures, courses, and degree programs at its sole discretion. When Metropolitan International University updates policies and procedures, they can be found on the university's website and student portal as addendums to the current catalog. Metropolitan International University reserves the right to update courses when necessary due to changes in technology, teaching methodologies, and textbook updates. Metropolitan International University will notify a student of any substantive changes to his/her degree program. A student may register for one or two courses for each term and is obligated only for the courses in which he/she registers. The student must adhere to the terms and conditions of the Enrollment Agreement and payments of any applicable fees. Please refer to the Tuition and Fees section for more information.

Program Language

Metropolitan International University offers its programs in English and Spanish. Students must select in which language they wish to complete their academic program. Programs in a language may not be available at a given term. Students are encouraged to check program language availability before registering for a program. Students should be aware that completing a course or program in a language other than English may reduce employability where English is required.

Reactivation of Admission Application

A prospective student who has been accepted for admission to MIU, but who has not attended any courses, has their original application and fee active for one year from the term in which the individual was first accepted. In situations longer than one year the application process must be started again with a new application and fee paid.

Undergraduate Admission Requirements

Metropolitan International University offers a Bachelor of Science degree completion program that requires applicants to possess an associate of arts degree with a cumulative GPA higher than 2.00 (“C”) from an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or foreign equivalent. Official transcripts verifying the associate of arts degree must be received by the Registrar’s Office at the time of enrollment. All students admitted at the Bachelor completion program are required to have completed at least 60 credits of their associate of arts degree. If the prospective undergraduate student does not meet the 2.00 GPA minimum, he/she may file a request for GPA waiver for admission to an undergraduate program. MIU will consider admission on a case-by-case basis.

Graduate Admission Requirements

Admission to the master level program at Metropolitan International University requires a student to possess a baccalaureate degree with a cumulative GPA higher than 2.50 (”C+”) from an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or foreign equivalent. Official transcripts showing proof of the baccalaureate degree must be received by the registrar’s office at the time of enrollment. If the prospective graduate student does not meet the 2.50 (”C+”) GPA minimum, he/she may file a request for GPA waiver for admission to a graduate program. The university will consider admission on a case-by case basis.

Policy Regarding GPA Waiver for Admission

Metropolitan International University seeks to admit the best qualified candidates to its academic programs. Candidates are required to have a minimum GPA of 2.00 and a GPA of 2.5 to apply for our undergraduate and graduate programs respectively. However, the university realizes that some otherwise qualified candidates may not meet the minimum GPA requirement and as a result, such candidates may request a GPA waiver for admission. A waiver request form must be obtained from the university admission’s department and meet the following conditions:

- ## For Undergraduate Programs

  Any candidate whose undergraduate GPA is between 1.90 and 1.99 must complete a GPA waiver request form. This form allows candidates to explain any extenuating circumstances that may have influenced their academic performance. A waiver may be approved only by the University and only for reasons that thoroughly explain the lower than expected GPA. The University will consider reasons that were outside of the students control and quality of their application in approving the waiver. Undergraduate students admitted under the waiver provision will be assigned an academic advisor and will be monitored on a frequent basis.

- ## For Graduate Programs

  Any candidate whose graduate GPA is between 2.00 and 2.49 must complete a GPA waiver request form. This form allows candidates to explain any extenuating circumstances that may have influenced their academic performance. A waiver may be approved only by the University and only for reasons that thoroughly explain the lower than expected GPA.

The University will consider reasons that were outside of the students control and quality of their application in approving the waiver. Graduate students admitted under the waiver provision will be assigned an academic advisor and will be monitored on a frequent basis.

English Program Admission Requirement

Applicants who wish to complete their program in English and whose native language is not English; and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction, must demonstrate college-level proficiency in English through one of the following for admission:

- **For Undergraduate Programs**

1. Internet-based TOEFL (iBT): Prospective students who take the TOEFL iBT must score 61 or higher to gain admission to the University. For information about this test, applicants can check the TOEFL website: http://www.ets.org/toefl
2. Paper-based TOEFL Test: Prospective students who take the paper-based TOEFL must score 500 or higher to gain admission to the University. For information about this test, applicants can the website: http://www.ets.org/toefl
3. International English Language Test (IELTS) : Prospective students who take the International English Language Test must score 6.0 or higher to gain admission to the University. For information about this test, applicants can the website: http://www.ielts.org/
4. PTE Academic Score Report: Prospective students who take the PTE Academic Score Report must score 44 or higher to gain admission to the University. For information about this test, applicants can the website: http://pearsonpte.com/TestMe/Pages/TestMe.aspx

- **For Undergraduate Programs**

1. Internet-based TOEFL (iBT): Prospective students who take the TOEFL iBT must score 71 or higher to gain admission to the university. For information about this test, applicants can check the TOEFL website: http://www.ets.org/toefl
2. Paper-based TOEFL Test: Prospective students who take the paper-based TOEFL must score 530 or higher to gain admission to the university. For information about this test, applicants can the website: http://www.ets.org/toefl
3. International English Language Test (IELTS) : Prospective students who take the International English Language Test must score 6.5 or higher to gain admission to the university. For information about this test, applicants can the website: http://www.ielts.org/
4. PTE Academic Score Report: Prospective students who take the PTE Academic Score Report must score 50 or higher to gain admission to the university. For information about this test, visit the website: http://pearsonpte.com/TestMe/Pages/TestMe.aspx

Spanish Program Admission Requirement

Applicants who wish to complete their program in Spanish are required to hold the required academic documentation from a country where Spanish is the principal language of instruction.

All transcripts must be evaluated according to the policies described on the Foreign Transcript Evaluation section of this Catalog. Fluency in the Spanish language will be verified through an online Spanish proficiency test, which will be given to students applying for this program. They will be required to demonstrate their ability in reading, writing and speaking skills. Additionally, if a student is a fluent Spanish speaker and can read Spanish as well, he or she can opt for an online Speaking Interview or videoconference.

Tuition and Fees

Below the tuition, rates for a student to attend Metropolitan International University are presented. Total program tuition varies by student depending on the total credit hours required for that student to graduate. At least 120 credit hours of coursework are required to complete a baccalaureate degree program; and 36 credit hours of coursework are required to complete a master's degree program.

Course Tuition	Per Credit Hr
Bachelor's Degree	US $85.00
Master's Degree	US $190.00

Academic Fees	US$
Application Fee for Admission (non-Refundable)	US $50.00
Registration Fee (one-time Fee before the first term)	US $50.00
Graduation Fee (Includes Certification by Apostil if requested)	US $100.00
Technology Fee (every term after the 1st Term)	US $30.00
Proctored Examination Fee (One Final Exam per Course)	US $17.00
Transcript Issuance per copy Fee	US $20.00
Incomplete Course Fee	US $100.00
Late Payment Fee	US $30.00
Withdrawal Processing Fee	US $25.00
Books	US $100.00

Course Textbooks, Software, Materials and Postage

Most courses at Metropolitan International University use a reference book as the main reference source. In addition to the books, Metropolitan International University makes available to the student several digital resources to complement the learning experience. Students at Metropolitan International University should consider adding to budget the price of books. The cost for books average approximately $100.00 US per course.

MIU Scholarship Programs

Metropolitan International University provides its prospective and regular students with financial and academic scholarship programs to help them pursue their professional goals. To qualify for a scholarship funded by MIU, students must meet the following criteria:

- ## Academic Scholarship

The academic scholarship funded by MIU is awarded to applicant students based on their academic achievements. A 3.50 GPA must be maintained throughout the program to remain eligible. A potential student aspiring to be awarded an academic scholarship does not need to submit any application form or supporting documentation. Any admitted applicant will be automatically considered for such scholarship as part of the admission process. Only the application for admission and all other required admission documents are used to determine eligibility.

- ## Financial Scholarship

The financial scholarship funded by MIU is a need-based aid provided to applicant who have limited income or an unmet need, and who do not receive other scholarships that cover some or all their tuition cost. The criteria include a formal review and acceptance by the MIU Board of Directors.

- ## Graduate Scholarship

The graduate scholarship funded by MIU is awarded to students who have successfully completed one of our academic programs and wish to continue studying at the university. To be considered, students must have earned an MIU. Degree with a minimum GPA of 3.00. Students does not need to submit any application. Will be automatically considered and review by the Board of Director.

- ## Hispanic Graduate Scholarship

The Hispanic graduate scholarship funded by MIU is awarded to students who graduated from a recognized higher education institution in South America or from Hispanic descent and are continuing their studies with MIU. Student applicants who have an unmet need and do not receive other scholarships that cover some or all the cost of tuition. The criteria include an acceptance vote by the MIU Board of Directors.

- ## Additional Information and Criteria for All Scholarships:

1. The university does not advertise scholarships.
2. Scholarships are available for all students who qualify.
3. Students may only qualify for one type of scholarship.
4. A completed scholarship application form is required for Financial and Hispanic
5. The scholarship amount ranges from 30% to 50% of the tuition

Add/Drop Period

After your initial registration, you may add (register for) one or more additional courses or drop (cancel your registration for) any course for which you have registered. You should not drop required courses without consulting your advisor. You may add or drop courses during the add/drop period, which is during the first week of classes.

Refund Policy

The date of withdrawal is the date the initial notification is received by Metropolitan International University (date of determination of withdrawal). If a student is withdrawn from MIU for any reason or if a student withdraws from a course(s) in any term, the amount of tuition paid will be refunded according to the percentage shown in the chart below. Any amount the student has paid more than the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference. Any money due to the student will be refunded within 30 days of the withdrawal request. MIU charges student tuition and fees per term (8 weeks)

1. Cancellation/withdrawal may be made contacting the office of the Registrar by email registrar@metrouni.us or by phone at + 954-842-3041 / + 954-674-2401/ +888-407-2893 or log in myMIU student portal.
2. All monies will be refunded if the applicant is not accepted by the University or if the student cancels within three (3) business days after signing the enrollment agreement and making an initial payment.
3. Cancellation/withdrawal after the third (3) business day, but before the first class, will result in a refund of all monies paid, except for the registration fee of $50.00.
4. All tuition and fees, except for the application for admission fee of $50.00, will be refunded if a student withdraws during a term's first week (add/drop period).
5. Withdrawal after the beginning of the 6th week of class will result in no refund
6. A student can be dismissed at the discretion of the Registrar for insufficient progress, non payment of tuition and/or fees, or failure to comply with the rules and regulations of MIU.

Date of Withdrawal	Refund
During the first week	100%
Any time during 2nd week	80%
Any time during 3ed week	60%
Any time during 4th week	40%
Any time during 5th week	20%
Any time after the beginning of the 6th week	0%

Financial Aid

Metropolitan International University does not participate in title IV federal financial aid programs.
Student Services

Student Services

Non-Discrimination Policy

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

Title IX - Non-Harassment Statement

Metropolitan International University is committed to protect all its employees, students and eradicate harassment if it occurs. Harassment is defined as unwanted or unwelcomed behavior that offends a person and creates a hostile environment. Harassment can also include sexual harassment, which encompasses a wide range of unwanted, offensive comments or jokes based on sexual conduct. MIU is strongly opposed to sexual harassment and such behavior is prohibited both by law and by university policy. It is MIU's duty and responsibility under Title IX to act immediately, to eliminate sexual harassment or sexual violence, prevent its recurrence and investigate if the university knows about possible sexual harassment to resolve the situation.

Anti-Hazing Policy

At Metropolitan International University, the practice of hazing is prohibited. Hazing is defined as any action taken or situations created, whether online or off line, to intentionally produce mental or physical discomfort, embarrassment, harassment or ridicule.

Academic Advisor

Academic Advisors will support each student throughout his/her chosen degree program at Metropolitan International University. Each student will be assigned an Academic Advisors (AA) immediately upon enrollment. The AA will maintain regular communications with the student to create realistic goals for the timely completion of courses to correlate with each student's graduation goals. The AA will celebrate achievements with each student and assist the student in his/her educational growth. Student success coaching is an exploration and discovery process that enables the student to view him/herself from a fresh perspective. Just like a coach in any sport, the AA's goal is to help the student perform to the best of his/her ability. An AA can help with:

- Selection of the academic major.
- Student accountability to his/her academic plans.
- Academic motivation and goal-setting.
- Initial help with specific non-academic issues (study habits, time management etc.).
- Referral to other appropriate University resources.
- Appropriate interventions for students identified as at-risk.
- Any concerns that the student may experience.
- Registering for courses each term.

The main purpose of the AA is to ensure that the student receives the individual attention needed to succeed academically. The interaction between the AA and the student will be accomplished by phone, Zoom video conference system or by e-mail. Academic advising is one of the most important services that Metropolitan International University provides to its students. However, it is important to indicate that it is the student responsibility to be familiar with the University procedures and requirements. Therefore, students are encouraged to consult with their AA any time they need help in accomplishing their obligations and goals.

Student Email Account

Students at Metropolitan International University are assigned a student account that provides access to e-mail, the online courses and various online resources. All official electronic mail communications directed to Metropolitan International University students, faculty and staff should be sent exclusively using the Metropolitan International University assigned computer account to ensure timely and accurate delivery.

Policies Regarding Students with Disabilities

- **Admission and Registration Assistance**

    - Qualified disabled persons may not be denied admission or be subjected to discrimination in admission or recruitment at Metropolitan International University.
    - It is forbidden to limit the number or proportion of disabled persons to be admitted at Metropolitan International University.
    - Admission testing should not have an adverse effect on disabled persons.
    - Students who are seeking admission may be invited to indicate whether and to what extent they are disabled. This information is:

        1. Solely connected to remedial action
        2. The response is voluntary.
        3. The applicant has the right to refuse disclosure of his or her disability.
        4. No adverse consequences will be applied if he or she chooses not to disclose his or her disability.

- **Academic Accommodations**

    - Accommodations to academic requirements are made as necessary to ensure that such requirements do not discriminate or have an adverse impact of discriminating against a disabled applicant or student based on a disability.
    - Accommodations may include changes in the length of time permitted for the completion of degree requirements and adaptation of the way specific courses are designed and conducted.
    - Academic requirements demonstrated as essential to the academic program being pursued by the student will not be regarded as discriminatory.

- **Course Testing and Examinations**

    - Course testing, examinations or other evaluation procedures of students' academic achievement will provide means to evaluate the achievement of students with a disability.

- The measurement of evaluation will reflect that the results represent the students' achievement in the course.
- The results of testing and examinations used to evaluate students' learning will not test the students' impaired sensory, manual or speaking skills except where such skills are related to the ones the test purports to measure.

- **General Policies Regarding Students with Disabilities**

  - No disabled student shall base on a disability, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any educational program or activity.
  - All educational programs or activity shall provide an equal opportunity for the participation of qualified disabled students.
  - The educational program shall be accessible to students' academic programs and activities.

Code of Conduct

As a student of Metropolitan International University, you agree to the following:

I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance students, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution. I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

- Present my qualifications and background truthfully and accurately for admission to the institution.
- Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.
- Never turn in work that is not my own or present another person's ideas as my own.
- Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.
- Never divulge the content of or answers to quizzes or examinations to fellow students.

Effective learning, teaching and research--all depend on the ability of members in an academic community to trust one another and to trust the integrity of the work that is submitted in courses for academic credit. When such an atmosphere of mutual trust exists, the free exchange of ideas is fostered, and all members of the community can work toward achieving their highest potential. In all academic work, it is important that the ideas and contributions of others be appropriately acknowledged, and that work presented as original, is in fact--original. Ensuring the honesty and fairness of the intellectual environment at Metropolitan University is a responsibility shared by faculty, students, and administrative staff.
Violation of the Code of Conduct will be noted in the permanent student record and may, where applicable, be disclosed to the appropriate external authorities.

Student Records

Student records submitted to Metropolitan International University become the property of the University and cannot be returned to the student or released to a third party.

Please be sure to make copies for your personal files prior to submitting to Metropolitan International University. Student records are maintained permanently.

Resource Student Center

MIU Resource Center provides current reference materials, videotapes, and journals for student use. Hours of operation have been scheduled to allow coverage of all class sessions.

Library

- **Library Information Resource Network (LIRN)**

Metropolitan International University has the excellent online resources provided by the Library Information Resource Network (LIRN). These resources provide our students, faculty members, administration and staff with an extremely broad set of exceptional reference materials and research tools for the undergraduate level. Students learn how to use our library resources in their initial course. This course has a specific module devoted to how to use the library resources and identifying necessary research skills. Faculty members learn how to use the library resources in their pre-teaching faculty member training course.

- **McGraw Hill Create-Education**

Another leaning resource available to Metropolitan International students is the access to custom textbooks created by faculty members to use in our courses. Thanks to MIU's partnership with McGraw Hill, each course has a textbook in electronic format, specifically designed by the course instructors to cover its topics and aid the students reach the learning objectives of the course.

- **E-database**

Also, there is free database service available to MIU students that provides different resources to complement their education

- **Online Libraries**

Metropolitan International University online libraries are available 24/7 to all its students and faculty.

Tutoring

Instructors are available by appointment to students who feel they need additional assistance outside normal class hours. Tutoring assistance is available at no charge, and we urge those who desire this service to take advantage of this assistance. Learning labs are designed to assess new and continuing students and provide support and assistance for students to master basic skills to function throughout their programs. Students who have trouble in their coursework and have a need for academic support should first contact their instructors to determine an academic success plan. MIU will make every attempt to accommodate the student's schedule in determining tutoring sessions but cannot guarantee adherence if time conflicts exist. At MIU, learning labs in various subject areas (including math and English) are offered to provide students with additional background, foundation, or supplementary information.

Career Services

It is the policy of MIU to provide job-search assistance to graduates in good standing in the field for which they are trained. Although MIU provides employment assistance, it cannot and does not promise or guarantee employment upon graduation. Graduates of the Spanish speaking program may encounter employment limitations in the U.S. since most businesses require fluency in the English language.Job-search assistance will be in the form of some or all the following:

- Interviewing skills seminars
- Resume preparation seminars
- Job-search techniques seminars
- Interview scheduling

New Students Orientation

Orientation is conducted prior to the beginning of each program as a means of introducing new students to MIU. During this orientation, students are introduced to the mission of MIU. Members of the administration familiarize students with MIU facilities and explain academic policies and MIU regulations. Please allow approximately six hours for the orientation to be completed.

Family Educational Rights and Privacy Act Annual Notification (FERPA)

Students are provided specific rights pertaining to University educational records and personal information on file with Metropolitan International University under the conditions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

The provisions of this law provide students the following privileges:

- Request the amendment to the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education, under section 99.4 concerning alleged failures by the University to comply with the regulations of the ACT in the instance that a complaint cannot be resolved within the University

It is the policy of Metropolitan International University to regard personal and academic information of each student as confidential. Student information will not be released to a third party without the student's written permission.

- The record the student wishes to inspect.
- The purpose of the disclosure.
- The records that may be disclosed.
- The party or class of parties to whom the disclosure may be made signature and date.

For requests to amend:

- Students must clearly identify the portion of the educational record the student is requesting be changed.
- Specify why the record should be changed.

If the requested change is not approved, the student will be notified electronically and in print. The following has been identified as "Directory Information" and may be released without the student consent:
Name, address, field of study, current employer, current employer location, job title, dates of attendance, degree and awards received, most recent previous school attended. All other personally identifiable information is considered non-directory information and will not be released without written consent. To revoke the release of Directory Information, students must advise Metropolitan International University in writing by contacting the Registrar's Office. The student's records will be flagged "Privacy Hold".

FERPA allows schools to disclose student records without consent to:

- School officials with legitimate educational interests.
- Officials of another school, upon request, in which you seek or intend to enroll.
- Certain officials of the U.S. Department of Education, the Comptroller General, and state education authorities.
- Organizations conducting certain studies for or on behalf of the University.
- Accrediting organizations to carry out their functions.
- Appropriate parties in a health or safety emergency.
- Comply with a judicial order or a lawfully issued subpoena.

Metropolitan International University will make a reasonable effort to notify students of the order of a subpoena in advance of compliance. FERPA applies to the education records of students who are currently enrolled or who have been enrolled. The Act applies to all education records maintained by the Metropolitan International University and all persons acting for the Metropolitan International University, directly related to students.

General Policies

Institutional Policy Regarding Modifications

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

Disclaimer Regarding Accreditation

Metropolitan International University, as a new institution, has not yet achieved accreditation. Students wishing to reach educational or vocational objectives after graduating from Metropolitan International University should determine whether coursework taken at Metropolitan International University will help to reach these goals. The same process should be used by students taking coursework that the student may wish to transfer to another institution, a process that may be affected by Metropolitan International University lack of accreditation.

Disclaimer Regarding Spanish Program

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

Academic Information

Academic Term

An Academic Term is a period of 8 weeks in which a student must complete all courses in which he/she has enrolled. There are 6 terms per year (three semesters of 16 weeks each) for students to complete academic courses. In one semester student have two 8-week terms. In each 8-week term student complete two courses concurrently.

Credit Hour Policy

Students at Metropolitan International University are awarded semester credits hour. Semester credits hour refers to unit consisting of a minimum of sixteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational project Metropolitan International University offers courses of three (3) credit semester hours and 8 weeks of length. Therefore, students are required to spend at least 6 hours of "Academic Engagement" and 12 hours of outside preparation per week for each course taught at Metropolitan International University.

Academic engagement: may include, but is not limited to:

- Submitting an academic assignment
- Listening to class lectures or webinars (synchronous or asynchronous)
- Taking an exam
- An interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Contributing to an academic online discussion
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Preparation is typically:

- Homework, such as reading and study time
- Completing assignments and projects.

Disclaimer Regarding Credit Transferability

Transferability of credits earned at Metropolitan International University is at the discretion of the accepting Institution. It is the students' responsibility to verify whether or not another college or university of the student's choice will accept credits from Metropolitan International University.

Professional Licensure

Credits earned at this University do not automatically qualify the holder to participate in professional licensing examinations to practice certain professions in the state of Florida. Applicants interested in becoming professionally licensed should check with their state board regarding eligibility requirements prior to enrolling.

Transfer Credit Requirements

Metropolitan International University evaluates, and awards transfer credit based on the philosophy that students will not be required to repeat courses in which competencies have been mastered. Any transfer credit(s), conditionally/tentatively discussed using an unofficial transcript will not be awarded until an official transcript is received by MIU. An official transcript is one sent directly to MIU from the Registrar of the issuing educational institution. Issuing Institution must be accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or foreign equivalent. Metropolitan International University awards transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding MIU course(s). After the evaluation is complete, an Evaluation Representative will prepare a custom curriculum of the remaining courses being necessary for graduation, known as the Degree Plan, is prepared based on documents received at the time of evaluation.

A prospective student may use:

- Prior college course-work from an Institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or foreign equivalent. Transcripts must be in English.
- Foreign transcripts will require an equivalency evaluation prior to evaluation at MIU.
- Grades of "C" or better will be accepted for undergraduate level courses.
- Grades of "B" or better will be accepted for Graduate level courses.
- Courses to be transferred had to be completed within the last ten (10) years.
- Military experience - As determined by ACE (American Council on Education) usually listed on an AARTS, SMART, CCAF, or CGI transcript.
- Employer courses - Provided the course has been appropriately evaluated for college credit by the American Council on Education (ACE).

Metropolitan International University will make every attempt to assist the student in obtaining the needed official transcript(s) if permission from the student is granted. There are cases, however, when official transcripts can only be obtained by the student directly. Official military transcripts (SMART, AARTS, CCAF, and CGI), ACE transcripts, college level testing transcripts (CLEP, DSST, ECE, and AP), international transcripts and equivalency reports must be requested by the student. Ultimately, it is the student's responsibility to ensure that any requested official transcript(s) are forwarded to MIU directly from other institutions attended by the student.

Metropolitan International University may grant transfer credit as follows:

- A maximum of 90 credit hours may be applied to a MIU bachelor's degree completion program.
- A maximum of 60 credit hours may be applied to a MIU bachelor's degree completion program from an accredited two-year college.
- A maximum of 9 credit hours may be applied to a MIU master's degree program.

Credit by Examination or Prior Leaning

At the present time Metropolitan International University does not provide credit by Examination, credit for prior learning, or life experience. An applicant who has completed secondary/university level courses in a foreign country that are comparable to course credits in the American education system must have his/her courses evaluated and official copies of the evaluations sent to Metropolitan International University. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org).

Metropolitan International University recommends the use of the following recognized evaluation agency for evaluations purposes:

Josef Silny & Associates,
7101 SW 102 Avenue Miami, FL 33173
Phone: (305) 273-1616 Fax: (305) 273-1338
http://www.jsilny.com/

It is the applicant responsibility to provide all documentation to Josef Silny & Associates and pay all related costs for the evaluation. All evaluations are to be on the student's file within 90 days of application for enrollment at Metropolitan International University. Failure to comply with this requirement will result in administrative withdrawal from the institution.

Re-Admittance Policy

Any student who has been withdrawn from Metropolitan International University for the reason(s) described below will be categorized as a re-admittance upon seeking to return to the University. He or she must submit a new application for admission. A student who is termed as a re-admittance will be subject to the policies, procedures and degree program requirements of the Catalog in effect at the time he/she is re-admitted:

- Voluntarily withdraws from the University
- Does not register for a new term within 365 days of completing a term.

- Fails to maintain Satisfactory Academic Progress (SAP).
- Violates Code of Conduct.
- Is administratively cancelled or withdrawn from the University

Program / Course Cancellation Policy

Students that enrolls in a program that is cancelled by the University before he/she takes his/her first course will receive a full refund or have the opportunity to enroll in another program. Students who are enrolled in a course that is cancel for a term will receive full refund or have the opportunity to enroll in any other course that is part of his academic program.

Teach-Out Programs

Should the Institution cease operations and the Institution cannot teach out the students ourselves, the Institution would enter into a contractual teach-out agreement with another institution to teach out the education programs. During our market analysis, we determined that there are similar institutions that teach the programs we are offering, upon creating an agreement; we would immediately notify the students of their options to continue their studies at another institution.

Transfer of Credit both to and from Metropolitan International University

Acceptance of transfer of credit earned at Metropolitan International University is determined by the institution to which the credits will be transferred. Although Metropolitan International University makes every effort to enhance the transferability of credit to other institutions, a student should always contact the registrar at the college or university of interest to determine whether credit from Metropolitan International University will transfer to that institution. In addition, students must be aware that Metropolitan International University will evaluate transfer credit from other colleges and or universities on a course- by-course basis. Credits will only be accepted if the grade earned was at least a "C". Transfer of credit is at the discretion of Metropolitan International University, there is no guarantee of credits from one institution to Metropolitan International University.

Grading System

A numerical grade is awarded for each assignment and milestone in a course, and course grades are computed using these numerical grades. Each course contains a notice of how the course grade is computed. MIU awards a letter grade for each course for which grade points are earned based on a four point scale. The weight of all assignments is stated, including the weight of the final exam is required in the course. All courses require a final exam; the syllabus clearly identifies the percentage of the final. No retakes of final exams will be given. Finals examinations at Metropolitan International University are administered by a Proctor. MIU grade point average for graduation requirement is a minimum of for 2.00 ("C") undergraduate programs and 3.0 ("B") for graduate programs. The final grade is displayed to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50. For example, a grade of 91.51% is recorded as 92% or a grade of 3.75 ("A-"). When the final grade computes to 87.35%, it is recorded as 87%, a grade of 3.00 ("B").

Grade	Point Value	Percentage
A	4.00	97 - 100
A-	3.75	92-96
B+	3.50	88-91
B	3.00	84-87
B-	2.75	80-83
C+	2.50	76-79
C	2.00	72-75
C-	1.75	68-71
D+	1.50	64-67
D	1.00	60-63
F	-	59 and below
W	Withdraw	Not Computed
I	Incomplete	Not Computed
AU	Auditor Status	Not Computed
R	Repeated course (followed by grade)	Computed
U	Unsatisfactory	Not Computed

Grade Point Average

Academic standing is based on the cumulative quality point index or grade point average (GPA), which is determined by assigning a numerical value for each letter grade earned. The grade point average (GPA) is computed by dividing the number of quality points by the total numbers of credits hours attempted. Quality points are assigned to passing grades earned. Grades of I or W are not calculated in the GPA.

Maximum Course Load

An academic load of 2 courses or 6 credits hours per term is considered a regular load for students at MIU. If a student wishes to enroll in 9 or more credit hours, the student must have met the following requirements:

Completed a minimum of 12 credit hours at MIU in the last 12 months

- Earned a GPA of at least 2.5 in the courses completed during the last 12 months (Undergraduate programs).
- Earned a GPA of at least 3.0 in the courses completed during the last 12 months (Graduate programs).

Most MIU students are working professionals that are managing their time between their work and their academic responsibilities at MIU. It is MIU recommendation for these working professional students to take 2 courses per term or 6 credits to be able to satisfy the academic rigor that the course work imply.

Incomplete Policy

In the event that a student is unable to complete the course requirements by the course end date due to unavoidable and unforeseen circumstances, the student must request an Incomplete ("I") grade from the instructor. The instructor may choose to grant a grade of "I" only if the student can complete the remaining assignments independently (the student only has assignments and not discussions to complete). Incompletes must be requested by the student in an email to the instructor. Requests should be made 24 hours prior to the course end date. If the instructor grants the request for an ("I"), a student will then have an additional one month to complete the course and earn a grade. There is a fee of $100.00 per course associated with this incomplete process. The fee is non- refundable. Any student that fails to complete the requirements by the established extension shall be awarded an ("F"). The student will then be required to reenroll in the course for the tuition effective at the time of enrollment.

Withdrawal Policy

A student may withdraw from courses at Metropolitan International University for any reason. However, the University requests that the intent be confirmed in writing, contacting the office of the Registrar via email at registrar@metrouni.us. The day this notification is received is considered the date of determination of withdrawal, and is to be used to calculate refunds according to the Refund Policy. Should a student consider withdrawal from a course(s) or the University, it is important to note:

- All voluntary and involuntary withdrawals must abide by the Refund Policy. (See Refund Policy).
- A student who voluntarily withdraws from courses or the University in the first 7days of the term will be considered a cancel and will receive a full refund.
- A student who voluntarily withdraws from courses or the University after the 7th day of the term start date and before the last week of the term end date will be assigned a grade of ("W") for the course by the instructor. Any refund to the student is subject to the terms of the Refund Policy.
- A student who wishes to withdraw from a course during the last week of the term should strongly reconsider as this will result in an ("F") grade for the course.
- Should a student withdraw from a course after an ("I") incomplete has been granted. If a University withdrawal is requested while a course is in ("I") incomplete status, the ("I") grade will convert to an ("F")

Standards of Satisfactory Academic Progress (SAP)

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

- **Qualitative Measure (Cumulative GPA)**

  Students in the Bachelor program must maintain a cumulative grade point average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a "C" average. Students in the master's program must maintain a cumulative grade point average of 3.0 ("B") or higher for all credit hours attempted to remain compliant with SAP

Policy. The grade of "W" has no effect on the student's cumulative grade point average.

- **Quantitative Measure (Credit Hour Progression)**

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

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

The maximum allowable timeframe for completing a program is equal to 150% of the length of the program. For example, if you are pursuing a program that requires 100 credits for graduation, you would reach the maximum timeframe at 150 credits attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame. If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe. You can repeat a course, but the credits will also be applied toward the maximum timeframe. Required remedial coursework will not be counted toward your maximum timeframe (up to 30 credits).

SAP Terminology

"Attempted" means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment. Successful completion of a course is defined as a passing grade. Grades of "W" (withdrawn), "D" and "F" (failing), are not considered successful completion. A grade of "I" (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.
A grade of "W" is given when a student drops from a course after it begins, and they have attended.An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term's end date to complete course work. Otherwise, the grade will convert to an F. Pass/fail grades count as both attempted and completed hours.
transfer credits are counted toward the student's current program count as both attempted and completed hours. The Institution does not provide for proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the students satisfactory academic progress.

Repeat Coursework

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

Categories of Standard Academic Progress:

SAP Warning

A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.

SAP Probation

A student will be placed on academic probation for not meeting the standards outlined above for a second term period. A student placed on academic probation may file an appeal with the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next term period. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan after one term, the student will regain satisfactory academic progress and will be removed from SAP probation.

Academic Suspension

A student will be placed on suspension for not meeting the academic standards outlined above after a term of probation.

Conditions for Reinstatement

To be reinstated as a regular student, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements.

Academic Honors / President's Honor Certificate

This award is given in acknowledgment of outstanding scholastic achievements. Student must keep a 4.00 ("A") Cumulative GPA with no "I" grade for a given term, and must be registered and complete at least 12 credit hours during any two consecutive terms. Credit hours utilized in the awarding of a "President's Honor Roll Certificate" may not be utilized in the determination of a subsequent certificate.

Graduation with Honors

Graduation with Honors signifies recognition of a student's achievement of academic scholastic excellence. A Gold Honor Seal is affixed to the degree diploma.

Honors awarded will be:

- Summa Cum Laude for those students with an Accumulative GPA of 4.00 = A
- Magna Cum Laude for those students with an Accumulative GPA of 3.75- 3.99 = A-
- Cum Laude for those students with an Accumulative GPA of 3.50- 3.75 = A-

Repeating Courses

Students are allowed one opportunity to repeat a course they have completed for which they have been assigned a grade and receive a higher grade that will replace the previous lower grade. When a course is repeated, the grade considered for credit and grade point average (GPA) calculations will be the highest grade earned. Courses from which learners withdraw and receive a Withdrawal ("W") grade on their transcript are not considered completed courses; therefore, the single repeat restriction does not apply

Appealing a Grade

Metropolitan International University students may appeal a grade that they believe has been assigned because of instructor error or capriciousness. Students may appeal within 30 calendar days following the posting of the course grade. Capricious Grading can be defined as the assignment of a grade to a particular learner on some basis other than performance in the course; the assignment of a grade to a particular student by demanding different standards than those applied to other students in that course; or the assignment of a grade that is a substantial departure from the faculty member's established criteria as stated in the course syllabus.

Appealing a Grade Process

1. Initial Resolution Process:

- If a Student believes that a grade has been assigned capriciously or erroneously, the student must first confer with the faculty member. The aim of such a conference is to reach a mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.
- If the problem cannot be resolved, the learner has the right to appeal the grade through the Formal Resolution Process.

2. Formal Resolution Process:

- The student must submit a request to the Registrar for review of the grade and provide evidence that the grade is either incorrect or capricious as defined in this policy.
- The student must provide a comprehensive statement that fully describes and documents all evidence that supports his or her claim. Upon receiving the student's appeal request, the Registrar will notify all involved parties that a formal resolution process has been initiated and that the appeal is being referred to an independent review panel.
- The panel designee will request the faculty member involved in the appeal to submit a written response to the learner's appeal.
- The panel designee will convene the panel once all materials regarding the appeal have been received.
- The panel designee must provide the panel with the following information:

- The faculty member(s) against whom the appeal is directed.
- A brief narrative of the circumstances surrounding the appeal. Any efforts to resolve the matter during the initial resolution process.
- The corrective action the learner is seeking.
- Following referral of the matter, the panel will convene to review the materials and issue a decision as soon as possible.
- Upon evaluation of the evidence and hearing from all involved parties, the panel will issue a decision and set forth a resolution to be implemented.
- The panel designee will report the panel's decision to all involved parties as soon as practicable. A record of the panel's decision will become part of the student's official academic record.
- Both parties have the right to appeal the panel's decision.
- If either party chooses to appeal the panel's decision, he or she must submit a formal, written appeal request to MIU President.
- The appeal request must be submitted via regular mail or email to president@metrouni.us and within 10 calendar days of the being sent notification of the panel's decision.
- The president designee will receive and review all evidence, records, evaluations, and faculty member and panel decisions.
- The decision of the president designee is final.
- A record of the final decision and all related materials will become part of the student's official academic record and upon request, will be made available to all MIU boards and any appropriate regulatory bodies.

Student Grievance

This policy provides a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies or procedures. MIU ensures that students will not be subject to unfair actions as a result of their initiation of a grievance proceeding.

1. Before filing a formal, written grievance, the aggrieved party is encouraged to first make a good faith effort to confer with the party against whom he or she has a grievance. This represents an effort to achieve a fair and reasonable resolution to the grievance by informal means.
2. If the aggrieved party does not receive an adequate resolution to the grievance, he or she may submit a formal, written grievance to the Registrar at registrar@metrouni.us
3. Upon receiving the grievance, the Registrar will acknowledge receipt of the grievance and inform all involved parties that a formal resolution process has been initiated and that the grievance is being referred to a Grievance Review Panel (GRP).
4. The GRP will investigate all evidence supporting and/or refuting the grievance, and any further issues surrounding the grievance.
5. The GRP will provide adequate opportunity to hear from all involved parties and for each party to state his or her respective case in writing. Upon request, either party will be provided the opportunity to appear before the panel, either in person, telephone or Skype.
6. Upon evaluation of the evidence and hearing from all involved parties, the GRP will issue a decision and set forth a resolution to be implemented.
7. The GRP designee will report the GRP's decision to all involved parties as soon as practicable.

A record of the GRP's decision will become part of the Student's official academic record.

If a complaint cannot be resolved after exhausting the institution's student grievance procedure, the student may file a complaint with the Florida Commission for Independent Education; 325 W. Gaines St.; Suite 1414; Tallahassee, FL 32399; 888-224-6684. Students must contact the commission for further details.

Academic Warning, Probation and Suspension

SAP status is checked at the end of every term at MIU. Students (not currently on SAP Warning or SAP Probation) who are not meeting SAP standards at the next regular SAP check will be placed on SAP Warning. Students who are on SAP Warning who do not meet SAP standards at the next regular SAP check will be suspended from the University for six months.

Students facing SAP Suspension for the first time may appeal the suspension by submitting to the Registrar a SAP Academic Plan developed with his/her Student Advisor. The SAP Academic Plan must include an explanation of the special circumstances that led to the student's failure to meet SAP standards, along with a description of the changes in the student's situation that will allow the student to meet SAP standards in the future.

The University will review the appeal and if it is approved, will place the student on SAP Probation for the two subsequent terms. At the next regular SAP check, the student's academic progress will be measured against the terms set forth in the SAP Academic Plan. If the student is meeting the terms of the SAP Academic Plan, he or she will be considered to have returned to good standing. If the student does not meet the terms of the SAP Academic Plan, he or she will be suspended from the University for six months.

SAP Determination Review Request

A student dismissed for failing to meet SAP standards may ask for a review of determination that he/she is not making Satisfactory Academic Progress (SAP). MIU will review SAP only in the case of mitigating circumstances. A student must submit to the Registrar the request for SAP review within ten days of the notification of his/her lack of academic progress. The request must include a detailed explanation why all SAP standards were not met and how the student will ensure that the standards will be met in the future if the student's eligibility is reinstated. The Registrar can be contacted by phone at 954-840-6536 or by email at registrar@metrouni.us.

Readmission after six months

Readmission eligibility for a student who was dismissed for failing SAP commences six months after the end of the last probationary period. At that time, if a student wishes to apply for re-entry, a letter explaining the reasons for the scholastic deficiencies, the manner in which the intervening time has been spent, and why the student should be given favorable consideration for readmission should be sent to the office of the Registrar. If approved, a student will be readmitted in good academic standing. Students who are not meeting SAP standards at the end of any subsequent probationary period will be dismissed from MIU.

Appeals

A student who is dismissed may appeal for reinstatement by submitting a written appeal. The written appeal must be filed within thirty days from the date of written notification. The appeal must contain documentation that can be verified of circumstances that contributed to poor academic performance.

Maximum Timeframe for Program Completion

Metropolitan International University requires students to complete all degree program requirements within specific time limits to be eligible to graduate. The maximum allowable timeframe for completing an undergraduate or graduate program is equal to 150% of the length of the program. Students who do not complete their degree program within required time limits will be administratively withdrawn from the university

Leave of Absence

Students may request a leave of absence for up to 180 days. A leave of absence may be granted to students who face military obligations, long-term health concerns, a serious family emergency, extenuating job circumstances, or critical life circumstances that prevent them from being able to take courses for an extended period of time. A formal request, along with documentation of the situation, must be submitted to the Academic Advisor for consideration.

Academic Disciplinary Policy

Metropolitan International University expects each student to act with integrity and to refrain from lying, cheating, and stealing. If a student witnesses lying, cheating, or stealing by another student, then the student is required to report the transgression plagiarism to the administration. Violations include, but are not limited to:

- Collusion with other students to obtain or distribute answers to tests or examination questions.
- Copying written assignments or exercises (students taking the same courses may study together, but the spirit of this rule shall not be violated).

Students who are found to have violated that obligation by plagiarizing or otherwise cheating may be suspended or terminated, after due process. The University expects its students to follow high academic standards and ethical behavior in their academic activities.

Suspension/Termination

Metropolitan International University reserves the right to suspend or terminate any student for the following:

- Failure to maintain tuition payments as per contract agreement.
- Failure to communicate with the University within a 90-day period.
- Sharing, selling, or buying information related to graded student activities.
- A student will be terminated should any records or work submitted for credit prove to be falsified.

- Transcripts, grade reports, and student study materials will be withheld until current obligations are satisfied

Distance Education

Guideline for Electronic Communication

To-face discussion session in that it is a personal exchange of information. Therefore, it is important to observe the everyday courtesies you would employ in normal conversation. At Metropolitan International University students are part of an electronic communication network.

You must:

- Be polite
- Be aware of cultural differences.
- Respect the way others may view issues.
- Do not use inappropriate language.
- Be careful when using humor, tone and body language are not translated in an online environment, so be mindful of how you convey your message.

The Online Environment

MIU feels it is important for students to be able to access educational opportunities in multiple modes of delivery, using technology that grants access from remote locations. Our goal is to provide the same quality education provided in traditional delivery programs and to advance the movement of technology and its diverse application in the 21st century into our global classrooms. MIU uses the professional Learning Management System Moodle to provide distance education, whereby students can login from any computer to attend their online classes.

- To meet the unique needs of distance education learners, our online programs integrate:
- Instructor-directed courses
- Interactive software to complement and enhance course content
- Anytime/anywhere learning
- Online discussions
- Real-time interaction, support, and feedback
- Competency-based didactic and laboratory development

The programs offered are designed to graduate qualified professionals in different areas of knowledge. The curricular offerings have been designed to assist in the development of the skills and knowledge necessary for the advancement of our students. Students are evaluated using a variety of assignments. How a student is evaluated for each class is outlined for the student in the syllabus. Each assignment is designed to evaluate necessary student competencies and covers critical course contents using appropriate techniques. The methodology utilized for identifying student learning outcomes assist the student and the faculty member in identifying the level of understanding and knowledge that the student has gained. The academic structure at MIU is one of the most important parts of the methodology. The faculty tracks the development of the students in order to motivate and guide students in the learning process.

Course content must be comprised of high-quality material and must incorporate the appropriate instructional design to enhance the students' learning. The faculty actively participates in course development, and their academic feedback is a valuable part to the process.

The online methodology incorporates characteristics of both synchronous and asynchronous instruction. Given the preponderance of asynchronous learning, the student can structure the majority of his or her own time of study. However, the student must diligently review the content of the learning module, testing schedule, and class assignments as defined in the course syllabus. This method of study requires a great deal of responsibility on the part of the student and consistent monitoring and supervision by MIU. Quality assurance is at the core of MIU. The processes of MIU are regularly monitored to ensure they are in sync with the vision, mission, and objectives of MIU. A capable and dedicated staff of professionals ensures that the structure and integrity of MIU are maintained at the highest levels possible. This commitment to quality exists at all levels of MIU. The curriculum plan provides the student with the necessary information regarding the student's program and calendar and course schedule and MIU's methodology of instruction. The curriculum plan provides details of the course and program timelines for completion, content, and course sequencing. The curricular plan is designed to orient the student to his or her program of study and provides a guide for the student to progress toward completing his or her studies. A curricular plan is available for each program.

Student Support Resources

Each MIU course contains access to the following supportive resources:

- **Syllabus**

  Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information, and other pertinent course level information.

- **Presentation**

  Each course includes a presentation of the course concepts that supplements the material covered in the textbook chapters. The presentation format can vary from lecture notes to an interactive, multimedia presentation.

- **Real-Time Chat**

  Instructors deliver a real-time chat scheduled at varied times in a semester to accommodate diverse schedules. The real-time chats focus on the course topic the instructor presents. Real-time chats may be included in the course grade; chats serve as valuable material for the student's learning (especially for auditory learners). The chats are archived, and they serve as valuable resources for learning and real-time interaction.

- **Asynchronous Discussion**

  Asynchronous discussions are tied to specific course learning events for each course. Asynchronous chats are required and evaluated qualitatively by the instructor.

- **Course Glossary**

Every online course includes a course glossary that is integrated as a view-only document and is accessible in every course. Students are made aware if they are to be evaluated on their knowledge of required course terms, either through a deliverable product or though the asynchronous discussion forum.

- **Integrated Content**

Some distance education courses include integrated electronic content from a text companion website, CD-ROM, or other delivery device. The content is fully integrated into the related course of instruction or learning event with instructions for its use and purpose.

- **Assessment**

Every course includes an assessment of the course outcomes identified for that course. Assessments are authentic and evaluated by standardized rubrics for each competency being assessed. Assessments can include papers, projects, presentations, exams, designs, schematics, or any other authentic assessment measure that allows the student to demonstrate his/her mastery of the course outcome related to that topic of instruction.All grading is done qualitatively based on the grading scale qualitative definitions and traditional assessment methods such as tests and quizzes. Students have regular access to the course grade book through the course platform. Grading is organized according to each assessment measure.

- **Web Resources**

Every course includes links to additional Web resources that serve as supplemental resources for the subject matter. These links are provided by the instructor and are not tied to a specific presentation or learning event but are identified as extra resources for the student's own use.

Technology Requirements

As part of the admission process, students are required to attest to certain competencies in the use of technology. Students must have the following skills:

- Ability to use e-mail to correspond with faculty, staff, and students.
- Ability to access, create, save documents in Microsoft Office programs. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web.
- Ability to run an antivirus application to ensure files is virus-free.

To enroll in classes online, all MIU students must have access to a computer with the following minimum requirements:

- **Hardware:**

  - Pentium 1.0 ghz (minimum); Pentium IV (recommended)

- 2 GB of RAM
- 40 GB of available hard drive space
- DVD drive
- Speakers, and headphone connected to the computer
- Monitor/display video card capable of 1280×800 resolution
- Connection speed of at least 512Kbps

- **Software:**

  - Microsoft Windows Operating System (2000 or better)
  - MAC OS X 10.5.7 or higher
  - Microsoft Office
  - A current antivirus application
  - Internet Explorer 6.0 or greater/Safari 4.0 or Firefox 3.6
  - Adobe Reader (free download)

*Microsoft Word is required to submit all assignments. In addition, some classes require the use of Excel, PowerPoint, and Access. Students are responsible for ensuring that they have the software required and should not enroll in courses for which they do not have the necessary software.

Internet / E-mail:

- An Internet service provider (ISP)
- An e-mail addresses

To be part of MIU's programs, students will need an Internet service provider (ISP). An ISP supplies access to the Internet for a fee. The ISP will provide a software installation package, including a user name, password, e-mail address, and one or more telephone access numbers. In many areas, cable television and digital Internet services offer high- speed Internet access. MIU does not provide access to the Internet as part of its agreement.

New Student Orientation

New students participate in a mandatory orientation program at the beginning of their first term of study at MIU. The Admissions Department coordinates the program. The orientation program is presented on the website and is designed to make transition into college life easier and more enjoyable. The topics are focused on an overview of online learning, including a guided tour of the distance education campus and the features and functions of the distance education classroom. New students will be notified well in advance of that date and time of orientation for the term in which they plan to enroll. The orientation program generally is scheduled 10 days prior to the beginning of the term. These presentations provide opportunities for the students to familiarize themselves with the distance education campus, distance education learning, and MIU policies. Completion of the new student orientation is mandatory.

Academic Advising

MIU provides individual assistance and advisement to students with academic problems subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their programs.

The staff and faculty on campus are available to assist students in academic and career guidance. Program directors are primarily responsible for students, and they answer questions concerning the student's individual major, provide academic advising, and may also provide referral services to external agencies as necessary.

Online Technical Assistance

There is 24 hours a day and 7 days a week technical assistance regarding our Student Online System. There is a help bottom incorporated in each course where students can ask questions by chat regarding technical support.

Student Success / Academic Readiness

To participate in MIU University programs, all students must demonstrate academic readiness by successfully completing the first course "Introduction to Moodle". At the time of enrollment, Admission Representatives enroll students in their required first course and discuss with them the importance of its successful completion. Students must receive a passing grade "P" in this first course, which requires successful completion of logical reasoning assessments. Students who successfully complete the first course may enroll in the next course(s) of their programs. The first course is comprised of:

- Introduction to Metropolitan International University, its policies and procedures.
- Introduction to the online learning environment
- Introduction to the testing and grading process.
- Introduction to student success strategies: study skills, note taking strategies, memory devices, and more.

Students who are unable to pass this first course have not demonstrated standards of academic readiness. They will relate to academic readiness tools and will work with their academic advisor to develop a plan to strengthen areas in need of improvement. Students who fail to pass the first course on their initial attempt are allowed a second first course attempt whenever the course becomes available.

Participation and Substantive Interaction

Metropolitan International University is committed to ensuring students take personal responsibility for achieving the learning objectives outlined within each course. To assist students in meeting that goal, MIU requires students to participate by regularly logging into their courses, substantively interacting with fellow students and instructors through group discussions and submitting all coursework in a timely fashion.

Methods of Proctoring

Each course at MIU requires the completion of a final examination that is administered by a proctor. To reach this goal, Metropolitan International University has partnered with Proctor U to provide remote proctor examinations to students using this company "Proctor U" system. The Proctor U system is a live online proctoring service for test takers taking exams online. The proctors use a three-step process to replicate the face-to-face proctoring experience over the internet.

After making an appointment with Proctor U, student will return to our website to log in. After clicking the 'Go' button, you are then taken to the online proctoring room where you will go through the following steps:

1. Connect to a Proctor Student will connect with a live proctor via your web camera. This proctor will help you through the exam process and is available during the exam if technical difficulties arise.
2. Connect student Screen Student will connect his screen to the proctor. This allows the proctor to see your computer screen and enables the proctor to assist with step three, so you may begin your exam.
3. Authentication The proctor will need to know that student is in fact the right test taker. The proctor will ask you to show a photo ID.

This process assures that the student who takes the proctored examination is the same person who enrolled in the prescribed program and that examination results will reflect the student's own knowledge and competence in accordance with stated educational objectives and learning outcomes. Students are responsible for the payment of a Proctor examination fee of $17.00 per exam directly with Proctor U. Additional information about "Proctor U" and the company can be found on the website: http://www.proctoru.com/. Or you can see the video tutorial by clicking on http://www.proctoru.com/videopops/demovideo.php

Academic Calendar

Metropolitan International University operates on a monthly enrollment cycle every year with track A and track B.. Each term is a period of 8 weeks. There are two 8 weeks' terms in each semester for a total of sixteen weeks. Students take two courses concurrently in each term. Some courses may not be available on a monthly basis.

Academic Calendar

2022-2023

Metropolitan International University

METROPOLITAN
INTERNATIONAL UNIVERSITY

ACADEMIC CALENDAR 2022 | 2023

TRACK A

Semester	Term	Registration Period New Students			Orientation New Student Starts Day	Registration Current Student Dead Line	Term Start Day	Period Of Add/Drop Courses			Last Day To Request Incomplete	Term End Day	Grades
Winter 2022	22/WI-1A	01-ene-22	to	04-mar-22	07-mar-22	11-mar-22	14-mar-22	14-mar-22	to	21-mar-21	05-may-22	06-may-22	13-may-22
	22/WI-2A	05-mar-22	to	06-may-22	09-may-22	13-may-22	16-may-22	16-may-22	to	23-may-22	07-jul-22	08-jul-22	15-jul-22
Summer 2022	22/SU-3A	07-may-22	to	08-jul-22	11-jul-22	15-jul-22	18-jul-22	18-Jul-22	to	25-Jul-22	08-Sep-22	09-Sep-22	16-Sep-22
	22/SU-4A	09-jul-22	to	09-sep-22	12-sep-22	16-sep-22	19-sep-22	19-sep-22	to	24-sep-22	10-nov-22	11-nov-22	18-nov-22
Fall 2022	22/FA-5A	10-sep-22	to	11-nov-22	14-nov-22	18-nov-22	21-nov-22	21-nov-22	to	28-nov-22	12-ene-23	13-ene-23	20-ene-23
	22/FA-6A	26-nov-22	to	27-ene-23	30-ene-23	3-feb-23	6-Feb-23	6-feb-23	to	13-feb-23	30-mar-23	31-mar-23	7-apr-23
Winter 2023	23/WI-1A	28-ene-23	to	31-mar-23	3-apr-23	7-apr-23	10-Apr-23	10-apr-23	to	17-apr-23	1-jun-23	2-jun-23	9-jun-23
	23/WI-2A	1-apr-23	to	2-jun-23	5-jun-23	9-jun-23	12-Jun-23	12-jun-23	to	19-jun-23	3-ago-23	4-ago-23	11-ago-23
Summer 2023	23/SU-3A	3-jun-23	to	4-ago-23	7-ago-23	11-ago-23	14-Aug-23	14-ago-23	to	21-ago-23	5-oct-23	6-oct-23	13-oct-23
	23/SU-4A	5-ago-23	to	6-oct-23	9-oct-23	13-oct-23	16-Oct-23	16-oct-23	to	23-oct-23	7-dic-23	8-dic-23	15-dic-23

METROPOLITAN
INTERNATIONAL UNIVERSITY

ACADEMIC CALENDAR 2022 | 2023

TRACK B

Semester	Term	Registration Period New Students			Orientation New Student Start Day	Registration Current Student Dead Line	Term Start Day	Period Of Add/Drop Courses			Last Day To Request Incomplete	Term End Day	Grades
Fall 2021	21/FA-5B	02-oct-21	to	03-dec-21	06-dec-21	10-dec-22	13-dec-22	13-dec-22	to	20-dec-22	03-feb-22	04-feb-22	11-feb-22
	21/FA-6B	04-dec-21	to	04-feb-22	07-feb-22	11-feb-22	14-feb-22	14-feb-22	to	21-feb-22	07-apr-22	08-apr-22	15-apr-22
Winter 2022	22/WI-1B	05-feb-22	to	08-apr-22	11-apr-22	15-apr-22	18-apr-22	18-apr-22	to	25-apr-22	09-jun-22	10-jun-22	17-jun-22
	22/WI-2B	09-apr-22	to	10-jun-22	13-jun-22	17-jun-22	20-jun-22	20-jun-22	to	27-jun-22	11-aug-22	12-aug-22	19-aug-22
Summer 2022	22/SU-3B	11-jun-22	to	12-aug-22	15-aug-22	19-aug-22	22-aug-22	22-aug-22	to	29-aug-22	13-oct-22	14-oct-22	21-oct-22
	22/SU-4B	13-aug-22	to	14-oct-22	17-oct-22	21-oct-22	24-oct-22	24-oct-22	to	01-nov-22	15-dic-22	16-dic-22	23-dic-22
Fall 2022	22/FA-5B	15-oct-22	to	13-ene-23	16-ene-23	20-ene-23	**23-Jan-23**	23-ene-23	to	30-ene-23	16-mar-23	17-mar-23	24-mar-23
	22/FA-6B	14-ene-23	to	17-mar-23	20-mar-23	24-mar-23	**27-Mar-23**	27-mar-23	to	3-apr-23	18-may-23	19-may-23	26-may-23
Winter 2023	23/WI-1B	18-mar-23	to	19-may-23	22-may-23	26-may-23	**29-May-23**	29-may-23	to	5-jun-23	20-jul-23	21-jul-23	28-jul-23
	23/WI-2B	20-may-23	to	21-jul-23	24-jul-23	28-jul-23	**31-Jul-23**	31-jul-23	to	7-ago-23	21-sept-23	22-sept-23	29-sept-23
Winter 2023	23/WI-1B	18-mar-23	to	19-may-23	22-may-23	26-may-23	**29-May-23**	29-may-23	to	5-jun-23	20-jul-23	21-jul-23	28-jul-23
	23/WI-2B	20-may-23	to	21-jul-23	24-jul-23	28-jul-23	**31-Jul-23**	31-jul-23	to	7-ago-23	21-sept-23	22-sept-23	29-sept-23

Calendar 2021-2022	Holidays	Dates
The last day for the Enrollment of new Student in each Term, is one week before the start date of the term.	New Years Days	January 1, 2022-2023
The Orientation Program for New Student. It is The week before the Term begins	Martin Luther King Jr. Day	January 16, 2022-2023
The last day to register for Regular Students in a term is Monday of the week prior to the beginning of the term.	Memorial Day	May 30, 2022-2023
The Period for Add/Drop courses in a term ends one	Independence Day	July 5, 2022-2023
The last Day to request, an incomplete course is the day before the end of the term.	Labor Day	September 5 2022-2023
The end of the term: Friday of the eighth week of the term	Veterans Day	November 11, 2022-2023
The Qualifications of each term will be published in the portal one week after the end of the term.	Thanksgiving Day	November 14, 2022 -2023

Degree Programs

Undergraduate Academic Degree Requirements

Upon successful completion of all the stated requirements the Bachelor of Science Degree shall be

Degree Programs

Undergraduate Academic Degree Requirements

Upon successful completion of all the stated requirements the Bachelor of Science Degree shall be granted:

- Fulfill the 36 semester credit hours of the General Education Program Requirement.
- Completion of a minimum of 120 credit hours.
- A minimum cumulative GPA of 2.00 ("C") overall.
- A minimum grade of 2.00 ("C") in each of the 6 academic specialization courses.
- Earn at least 45 of these 120 credit hours in 300 to 400-level courses or above (upper-division).
- Earn at least 30 credit hours in regular courses at Metropolitan International University.
- All financial obligations to the University paid in full.
- Have official transcripts on file for all transfer units accepted by the Metropolitan International University

Graduate Academic Degree Requirements

Upon successful completion of all the stated requirements the Master of Science Degree shall be granted:

- The Master's degree requires a total of 36 credit hours of credit at the graduate level beyond the bachelor's degree.
- Students must have a cumulative GPA of 3.00 ("B") or higher.
- Completion of a minimum of 27 credit hours of graduate instruction through Metropolitan International University.
- All financial obligations to the University.
- Have official transcripts on file for all transfer units accepted by the Metropolitan International University

Undergraduate Degrees

Bachelor of Science in Business Administration

The Bachelor of Science in Business Administration degree program at Metropolitan International University integrates the mastery of business fundamentals with practical application in a rich, interactive learning environment that enhances students' personal and organizational effectiveness. The program provides an integrated approach to complex organizational systems, preparing learners to work in collaboration with diverse work groups and functional areas.

Program Objectives

The Bachelor of Science in Business Administration program will enable students to:

- Select and apply appropriate quantitative and qualitative methodologies to analyze problems in a business context.
- Develop creative and innovative solutions to real-world problems.
- Develop leadership and organizational skills, working in teams toward common objectives.
- Apply a variety of communication methods that are used in the business world to articulate and resolve business problems.
- Place business problems and appropriate solutions within their cultural and ethical contexts.

Bachelor of Science in Business Administration Specializations

Students may pursue a specialization in: Human Resource Management, Marketing, Management, Gastronomy and Culinary Arts, Hotel, Restaurant and Catering and Tourism and Leisure Companies.

Human Resource Management Specialization

The human resource professional has many roles and wears many hats, and his or her specific duties de pend upon the nature and size of the organization. Typical responsibilities may include staffing the organization, training and developing employees at all levels, maintaining a fair and equitable compensation system, developing personnel policies and procedures, and developing strategies to meet the Human Resource needs for the organization's future. Undergraduate learners in the Human Resource Management specialization will develop the human resource management, interpersonal, and professional thinking skills needed to manage talent, develop intellectual capital, work in networked relationships, deal with continuous change, and impact organizational effectiveness as Human Resource leaders and managers at all levels of their organizations.

Program Objectives

Upon successful completion of this specialization, the student will be able to:

- Discuss the changing nature of human resource management.
- Identify compensation strategies and practices.
- Define employee benefits Discuss organized labor and its challenges.
- Discuss staffing and training.
- Discuss administrative labor relation issues.
- Outline issues in training and development.
- Discuss individual and group behavior
- Identify global human resources issues

Management Specialization

Management involves coordinating, implementing, promoting, supervising, and directing the activities of individuals, organizations, and businesses. The focus of the Management and Leadership specialization is to develop individuals who have the skills and competencies necessary to successfully

lead people and manage organizations in a dynamic, global environment. Undergraduate learners in this specialization demonstrate the management, interpersonal, and professional thinking skills needed to impact organizational effectiveness as leaders and managers at all levels of their organizations. The management specialization emphasizes human values and a sense of responsibility to employers, employees, consumers, and the community. The curriculum provides professional education and training for students preparing to manage their own business or to seek managerial positions in the private or public sectors.

Program Objectives

Upon successful completion of this specialization, the student will be able to:

- Explain the importance of management to society and individuals.
- Explain the principles of planning.
- Discuss the techniques of behavioral management.
- Discuss the leadership skills that are necessary for successful supervision.
- Summarize the important role that all supervisors play in the staffing process.
- Address important operating issues relevant to the running of day-to-day activities of a venture.
- Discuss important topics of planning for business growth and development.
- Describe the role of culture.
- Develop an understanding of strategic management concepts and theories.
- Analyze and evaluate the performance of the people responsible for strategic decisions.
- Develop an understanding of the environmental foundation of international management.

Marketing Specialization

Students selecting the marketing specialization learn to make strategic decisions regarding product design, product portfolio, distribution, pricing, advertising and promotion, sales, customer service, and other elements of the ever-changing marketing mix. The curriculum focuses on the consumer who is seen more as a partner in the development and growth of any business. The major offers the skills necessary to be an effective market analyst and to build integrated marketing strategies by making efficient and effective use of various digital tools.

Program Objectives

Upon successful completion of this specialization, the student will be able to:

- Understand the importance of the marketing concept and the marketing mix.
- Analyze typical marketing challenges that business decision makers are likely to face and, by employing critical-thinking skills and ethical decision-making models, recommend appropriate solutions.
- Employ technical/digital tools needed to identify and analyze marketing problems.
- Demonstrate effective collaboration and teamwork skills.
- Assess why consumers behave as they do when making decisions regarding the purchase of products and services.
- Design a strategic and integrative marketing plan for a product.
- Understand the dynamics of international marketing and the strategies for penetrating foreign markets.

Gastronomy and Culinary Arts Specialization

The Bachelor is designed to respond to the need to ensure a new integrated offer that enables qualified performance in the areas of gastronomy and restoration. The general competence of this title is to direct and organize the production and service of food and beverages in restaurants, determining offers and resources, controlling the activities of supply, production and service, meeting the economic objectives, following the established quality protocols. and acting according to hygiene standards, prevention of occupational risks, environmental protection, dietetics and nutrition.The specialization in Gastronomy and Culinary Arts allows to undertake projects of creation and management of catering and catering companies, to work in medium or large companies and public institutions, to access the positions of Manager of Establishments, Director of Food and Beverages, Head of Kitchen, Head of Operations and Catering.

Program Objectives

Upon graduation in this specialization, the graduate will be able to:

- Have the necessary knowledge to start up all kinds of business initiatives, especially catering and catering companies.
- Direct, manage and manage a company or organization.
- Recognize business opportunities, analyzing the market and studying its viability to develop the entrepreneurial culture and generate your own employment.
- Integrate in any functional area of a company or organization especially in the Directorate of Cooking, Food and Beverages, restaurants and catering, operations.
- Explain the importance of management and its impact on society and individuals.
- Explain the principles of planning.
- Possess skills in human behavior management techniques.
- Apply the leadership skills that are necessary for successful supervision.
- Interpret the strategic business project identifying and analyzing its components to define the products and services offered by the company to design the production processes.
- Recognize the production processes, analyzing their characteristics and their phases to determine the organizational structure and the necessary resources.
- Make technical production sheets, identifying and assessing the parameters that characterize them to determine the supply of food and beverages service, set prices, standardize processes and nutrition.
- Identify wines, beverages and other raw materials, characterizing their properties and ideal conservation conditions to receive, store and distribute them.
- Analyze facilities, machinery, tools and tools, recognizing their characteristics, applications and operating principles to perform and supervise the set-up of the workplace.
- Identify the appropriate procedures in the organization of services, analyzing and relating types, phases and methods to perform or supervise the processes of preserve, service and post-service of food and beverages.
- Identify risk factors and quality parameters associated with production and service, analyzing their characteristics and protocols of action to comply with labor and environmental safety standards, and hygiene and quality throughout the production process

Hotels, Restaurants and Catering Specialization

The Bachelor is designed to direct, organize and control catering companies and tourist accommodation, applying the established business policies, controlling objectives of the different departments, commercial actions and the economic results of the companies, ensuring customer satisfaction. The general competence of this title consists in coordinating the services of the hotel and restaurant companies, arranging the optimal organizational structures for the management and control of their departments, detecting business opportunities and new markets, and applying innovative methods, analyzing the alternatives of investment and financing linked to them, compliance with the regulations related to occupational, environmental and hygiene safety. The specialization in Hotels, Restaurants and Catering allows to undertake projects of creation and management of catering companies, accommodation and catering, work in medium or large companies and public institutions, access to the positions of Hotel Manager, Manager of Establishments, Director of Food and Beverage, Director of Marketing and Commercial, Director of Reservations, Head of Reception, Governor.

Program Objectives

Upon graduation in this specialization, the graduate will be able to:

- Have the necessary knowledge to start up all kinds of business initiatives, especially accommodation, catering and catering companies.
- Direct, manage and manage a company or organization. Recognize business opportunities, analyzing the market and studying its viability to develop the entrepreneurial culture and generate your own employment.
- Integrate in any functional area of a company or organization, especially in the Direction and middle management.
- Identify the management systems analyzing their benefits and adaptation to the needs of companies to optimize the exploitation of it.
- Identify existing departments by analyzing their organizational structures and their functions, to propose the implementation of innovative management systems.
- Analyze the tourism and leisure sector by identifying the types of establishments, tourist destinations and trends in demand to detect business opportunities that allow creating and managing a company.
- Evaluate commercial strategies recognizing the different marketing techniques to market the company's products and services.
- Characterize and apply the different reserve types and systems relating them to their economic implications for managing the occupation
- Relate the quality of the service provided with the standards established by applying customer service techniques to supervise such service, labor, environmental and health hygiene regulations, using current regulations, company manuals and documentation established to monitor compliance with these.

Tourism and Leisure Companies Specialization

The general competence of this title is to know the different types of existing tourism companies, their organizational structures for management, control and marketing, detect business opportunities, new markets and highly specialized micro-markets, and apply innovative methods and management tools that affect directly in the competitiveness of tourism and leisure companies and organizations, helping

them in making the right decisions. The Bachelor is designed to access the labor market of the companies with the highest growth in job creation as marketers and organizers of trips, cruise ships, ferries or existing mega yachts, convention and convention palaces, exhibition fairs, theme leisure parks, natural parks, museums, tourist destinations, public institutions linked to tourism.

Program Objectives

Upon graduation in this specialization, the graduate will be able to:

- Have the necessary knowledge to be incorporated to start up all kinds of business initiatives, especially tourism, ecotourism and leisure companies.
- Direct, manage and manage a company or organization. Recognize business opportunities, analyzing the market and studying its viability to develop the entrepreneurial culture and generate your own employment.
- Integrate in any functional area of a company or tourist or leisure organization, especially in the Direction and middle management.
- Identify the management systems analyzing their benefits and adaptation to the needs of companies to optimize the exploitation of it.
- Identify the different types of existing companies, analyzing their organizational structures, their functions if marketing systems, to propose the implementation of innovative management systems that allow increasing the competitiveness of companies.
- Analyze the tourism and leisure sector by identifying the types of establishments, tourist destinations and trends in demand to detect business opportunities that allow creating and managing a company or accessing the labor world.
- Learn the different strategies for tourism planning for the correct integration of tourism in the local economy, society, culture and environment; and on the other hand, adequate satisfaction of tourism demand, an essential element for the viability and economic possibility of tourism projects of increasing competition.

Management Information System Specialization

The Bachelor of Business Administration with Management Information System is designed to provide students with the skills and the knowledge, to organize and control companies through the use of information systems. Students pursuing this specialization can act as information systems manager, systems analyst or designer of web or mobile applications. Today's world has changed dramatically as a result of technological advances transforming the way we do business and management our organizations That is why MIU has incorporated this program that gives students the opportunity to learn how to use technology information systems to analyze and face business challenges and improve operations. You will study business and information technologies, and you will learn to solve business problems using hardware, operating systems, networks, programming and database management.

Program Objectives.

Upon graduation in this specialization, the graduate will be able to:

- Student will acquire basic in management of operating systems and networks.
- Apply their knowledge and skills of systems administration for the appropriate management

of software necessary to test the quality of the products.
- You can acquire skills to design and develop applications using relational databases, manage programming tools and web development.
- Will be able to design business development and applications using relational databases, and updated programming tools.
- Apply the information for management decision making in an organizational environment

Public Management Specialization

The Specialization in Public Management has been designed for professionals who can complement their training oriented to public and political management in the field of the Theory of Democracy, its development and political models in different government regimes. It includes a vision of political marketing and the use of functional strategies for the implementation of policies and negotiation techniques within the elements of State governance.

Program Objectives.

Upon graduation in this specialization, the graduate will be able to:

- Development of skills for administration at higher levels.
- Study the conduct of official entities, their connection with the private sector, the community, political leadership, relationship management, communication.
- Development of solutions for government administration.

Digital Business Specialization

The Digital Business specialization, is a program that recognizes the importance of change technology, innovation and globalization in the world business, driven the rise of organizations agile with the ability to take advantage of the internet as working scenario for developing relationships and business models located in the digital age. In this sense, this program is designed to promote a professional with the ability to manage and transform organizations by guiding their processes towards digital environments, through skills that guarantee adequate performance against the market global technology, with new training schemes and reputational, in order to transcend knowledge technology tools and provide the graduate with a tactical and innovative development in the face of development and transformation towards digitality in organizations**.**

Program Objectives.

Upon graduation in this specialization, the graduate will be able to:

- Implement management processes for the optimization of organizations in the process of transformation towards digital work models.
- Design, develop and implement business models based on technology and digital development means.
- Identify requirements and opportunities in the market in the development of products or services based on digital media.

- Understand the nature of digital organizations, in reputational and commercial terms.
- Manage digital marketing strategies, such as ways of marketing products and services in digital environments.
- Promote models and strategies focused on optimizing business development in digital organizations and industries.

International Business Specialization

The specialization in International Business, is a program that provides meaningful schematics associated with trade, international logistics, getting involved in the business tools process, strategic management, marketing, technological development, talent management, among others involved in organizations with global impact and influence. In this sense, this program is designed to professionally respond to global trends (globalization, computerization and outsourcing of the economy), for which it seeks to give the graduate a compendium of tools and knowledge necessary to be able to function in the economy international, not only from a perspective commercial, also involving components logistical and political, being the graduate a guarantor in understanding the global market, forging new business structures aware of the dynamics of current business.

Program Objectives.

Upon graduation in this specialization, the graduate will be able to:

- Promote innovative and adaptive business structures within the framework of globalization and homonymous businesses.
- Understand the influence of the knowledge, information and communication society at the international business and industry level.
- Identify the ethical and attitudinal components that affect the development of international business with attention to multicultural diversity.
- Implement mechanisms for the design, development, supervision and evaluation of organizations with negotiation models adaptable to the world market.

Bachelor of Science Degree Requirement (120 Credit Hours)

Courses	Requirements	Credit-Hours
	Completed Associate Degree or Foreign Equivalent	60
14	Core Courses	42
6	Specialization Courses	18
	Total	120

List of Core Courses (42 Credit Hours)

Course Number	Name	Credit Hr
BUA 300	Ethics and Corporate Responsibility	3
BUA 340	Organizational Behavior	3
BUA 350	Business Organization	3
BUA 360	Accounting	3
BUA 370	Principles of Economic	3
BUA 480	Business Law	3
COM 320	Communication Technologies	3
FIN 350	Personal Finance	3
HRM 400	Human Resource Management	3
MGT 300	Principles of Management	3
MIS 330	Management Information Systems	3
MKT 300	Principles of Marketing	3
QMB 420	Managerial Leadership	3
QMB 430	Strategic Planning	3
	Total	42 CH

Specialization Courses

Human Resource Management (18 Credit Hours)

Course Number	Course Name	Credit Hr
HRM 410	Human Resource Decision Making and Challenges	3
HRM 420	Training and Development	3
HRM 430	Global Human Resource Management	3
HRM 440	Collective Bargaining	3
HRM 450	Strategic Compensation	3
HRM 460	Staffing Processes and Strategies	3
	Total	18 CH

Management (18 Credit Hours)

Course Number	Course Name	Credit Hr
BUA 460	Human Resource Decision Making and Challenges	3
FIN 460	Training and Development	3
MGT 410	Global Human Resource Management	3
MGT 420	Collective Bargaining	3
MGT 430	Strategic Compensation	3
MGT 440	Staffing Processes and Strategies	3
	Total	18

Marketing (18 Credit Hours)

Course Number	Course Name	Credit Hr
MKT 410	Principles of Selling	3
MKT 420	Public Relations	3
MKT 430	Promotional Marketing	3
MKT 440	Global Marketing	3
MKT 450	Sales Management	3
MKT 460	Consumer Behavior	3
	Total	18

Gastronomy and Culinary Arts (18 Credit-Hr)

Course Number	Course Name	Credit Hr
GCA 410	Diet and nutrition	3
GCA 420	Kitchen Management	3
GCA 430	Bakery and Pastry Management	3
GCA 440	Restaurant Management	3
GCA 450	Quality Management and HACCP	3
GCA 460	Procurement Control of Raw Materials.	3
	Total	18

Hotels Restaurants and Catering (18 Cr-Hr)

Course Number	Course Name	Credit Hr
HRC 410	E-Commerce and Revenue Management	3
HRC 420	Accommodation and related activities Management	3
HRC 430	Food and Beverages management	3
HRC 440	Strategic Management	3
HRC 450	Quality Management	3
HRC 460	Marketing and Operations Management	3
	Total	18

Tourism and Leisure Companies (18 Cr-Hr)

Course Number	Course Name	Credit Hr
TAL 410	Travel Agencies and Tour Operators.	3
TAL 420	Cruises and Passage Customer Service	3
TAL 430	Complementary Offer Management	3
TAL 440	Planning in Tourist Destinations	3
TAL 450	Tourist Intelligence	3
TAL 460	Ecotourism.	3
	Total	18

Management Information System (18 Cr-Hr)

Course Number	Course Name	Credit Hr
MIS 410	Fundamental of Database Management System	3
MIS 420	Project Management	3
MIS 430	Information System Project Management	3
MIS 440	Management of Business Resources	3
MIS 450	Business Information System and Security	3
MIS 460	Advanced Database Management System	3
	Total	18

Public Management (18 Cr-Hr)

Course Number	Course Name	Credit Hr
PBM 410	Organization Behavior	3
PBM 420	Public Management and Administration	3
PBM 430	Project Management	3
PBM 440	States and Local Government	3
PBM 450	Power Structure and Theory of Democratic Estates	3
PBM 460	Leadership, Ethic and Democracy	3
	Total	18

Digital Business (18 Cr-Hr)

Course Number	Course Name	Credit Hr
NDG 410	Digital Business	3
NDG 420	Reputation, Social Networks and Digital Marketing	3
NDG 430	Management in Digital Organizations	3
NDG 440	Intelligence, Innovation and Digital Transformation	3
NDG 450	Cybersecurity and Data Management	3
NDG 460	Global Environment and Digital Commerce	3
	Total	18

Course Number	Course Name	Credit Hr
NIT 410	International Business	3
NIT 420	International Strategic Management	3
NIT 430	International marketing	3
NIT 440	International Trade Logistics	3
NIT 450	International Business Environments and Markets	3
NIT 460	International Negotiation and Mediation	3
	Total	18

Graduate Programs

Master of Science in Management

The Metropolitan International University's Master of Science in Management is designed to provide students with the knowledge of management techniques that allow them to monitor the environment and empower them to make decisions and design strategies according to the changes that occur in a globalized world. These skills and competencies will be acquired and strengthened by the completion of this program. Graduates will be prepared to meet these new challenges and scenarios with success. The program emphasizes the leading-edge management skills and technical expertise that are the basis for success in modern organizations. Throughout the curriculum, major emphasis is placed on the effects of rapid technological change on organizations and administrative processes, and the consequent ethical and moral responsibilities of managers to society at large. The program has been designed taking into account the training and preparation of human talent that business dynamics required to respond adequately to the challenges resulting from the economic and trade flow at the national and international levels. Thus, the program trains Managers with scientific and methodological methods to provide them with the tools to recommend and implement dynamic business processes, according to the latest trends, in a global increasingly competitive economy.

Program Objectives

Upon successful completion of this program, the student will be able to:

- Use current knowledge in business management.
- Apply analytical planning methods to resolve issues and problems of management today.
- Manage efficiently in the private or public sector.
- Apply in practice the principles of management: planning, organization, control and organizational leadership.
- Implement management analysis methods in the solution of business problems professional environment.
- Develop leadership and skills for teamwork that will allow a better performance in their professional field.
- Understanding the social responsibility of their profession and ethics as cornerstones of managerial behavior.

- Develop a strategic vision for their organizations.
- Use techniques and skills required for efficient oral and written communication and teamwork.
- Interpret local and global dimensions of the business world today and its influence on business management.

Master of Science in Management Course list

Course Number	Course Name	Credit Hr
BUA 500	Organizational Behavior	3
FIN 530	Financial Management	3
HRM 530	Human Resource Management	3
MIS 510	Management Information Systems	3
MGT 540	Production & Operations Management	3
MGT 550	Quality Management	3
MGT 560	Management Skills	3
MGT 570	Managerial Accounting	3
MGT 580	Commercial Management	3
MGT 590	Entrepreneurship Management	3
MKT 500	Marketing Management	3
QMB 520	Strategic Planning	3
	Total	36 CH

Master of Science in Marketing

The Master of Science in Marketing at Metropolitan International University has been designed taking into account the human talent training and preparation of the business dynamics required to respond adequately to challenges that result from the national and international economic and commercial trade flow. At the same time, developments in research and interaction processes with the environment were also considered in the creation of this program to develop marketing professionals in a national and international level and management specialists in marketing and sales. The Master of Science in Marketing trains marketing researchers to work in industry, consulting firms, nonprofits, government, and other organizations where marketing analysis adds value. This degree is targeted to students who wish to pursue a more analytical course of study than that offered by a regular MBA program. A globalized ever changing world requires a current knowledge in market management that allows monitoring the environment, to make decisions and design strategies in line with these changes. Students will acquire and reinforce these skills and competencies by pursuing the Master of Science in Marketing.

Program Objectives

It is the program objective is to teach Managers the scientific and methodological tools necessary to able to recommend and implement dynamic marketing processes, according to the latest trends, in an increasingly competitive economy.
Upon successful completion of this program, the student will be able to:

- Outline current knowledge in marketing management that facilitates her/his professional performance in these management areas.
- Reflect and Interact to consolidate management to be able to serve as a consultant for both public and private companies in changing environments.
- Strengthen his/her management and competency skills in marketing.
- Achieve competitive positioning of organizations in markets at the regional, national or global level by the acquisition of knowledge and skills in marketing and TIC.

Master of Science in Marketing Course list

Course Number	Course Name	Credit Hr
MKT 500	Marketing Management	3
MKT 510	Marketing Forecasting	3
MKT 520	Strategic Marketing Management	3
MKT 530	Market Research I - Qualitative	3
MKT 540	Consumer Behavior	3
MKT 550	From Strategy to Action: A Marketing Plan	3
MKT 560	Market Research II - Quantitative	3
MKT 570	New Product Development	3
MKT 580	Advertising and Promotion	3
MKT 590	Trade Marketing	3
MKT 600	International Marketing	3
MKT 610	Internet Marketing	3
	Total	36 CH

Master of Science in Project Management

The Master of Science in Project Management at Metropolitan International University has been developed based on the premise that the successful development of a project depends heavily on first rate management, or what is the same: a quality organization, proper planning, control and completion of the project. In the vast majority of cases managers or project leaders are involved only in the technical aspects, neglecting the critical component of management. This has consequences that are reflected in delays, costs, and dissatisfaction that usually in business losses.

Therefore, improving the training and practice of project management is one of the most important and pressing needs of those who have the responsibility of running any type of project. Projects well managed, are a guarantee of successful projects, which in turn assist to structure successful businesses According to the Project Management Institute (PMI), managing a Project is the "art of directing and coordinating human and material resources, throughout the project life cycle, by using current techniques of Management, to get the predetermined objectives of scope, cost, time, quality and participant satisfaction".

Objectives

Metropolitan International University has developed this Master of Science in Project Management according to the Project Management Institute (PMI) guidelines, to help participants develop vast knowledge of management concepts applied to projects. This program has the primary purpose of provide participants with the main concepts, methodologies and techniques for managing projects following the Project Management Institute approach, as described in the PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOOK). The Program provides professionals the skills to recommend, manage and evaluate projects within a systemic perspective with the components found within organizations and the environment.

Upon successful completion of this program, the student will be able to:

- Develop skills to identify problems and define accurately the scope of projects to provide solutions and help resolve them.
- Direct communications between the members that participate in the project. Gain the knowledge to apply for certification as PROJECT MANAGEMENT PROFESSIONAL PMP
- Apply the knowledge, tools and techniques of a project to meet its requirements under the international standards of the PMI.
- Employ various techniques and tools for preparing different types of programs necessary for the execution and control of projects.
- Manage resources and evaluate projects to completion.
- Understand and implement the key elements for managing the various types of risk associated with the implementation of projects.
- Obtain the knowledge to be able to pass the PMP exam offered by the Project Management Institute, which is the worldwide leader in certification of project managers in the world.

Master of Science in Project Management Course list

Course Number	Course Name	Credit Hr
PMG 500	Project Management Fundamentals	3
PMG 510	Project Manager Ethics and Accountability	3
PMG 520	Project Scope Management	3
PMG 530	Project Integration Management	3
PMG 540	Project Time Management	3
PMG 550	Project Cost Management	3
PMG 560	Project Quality Management	3
PMG 570	Project Human Resources Management	3
PMG 580	Project Communication Management	3
PMG 590	Project Risk Management	3
PMG 600	Project Logistics Management	3
PMG 610	Project Management Professional (PMP) Certification Preparation	3
	Total	36 CH

Program Disclaimer:

Completion of the Master of Science in Project Management will prepare students for the Project Management Professional (PMP) ® credential. However, Metropolitan International University does not guarantee that all graduates will successfully pass this examination. Additional information about the Project Management Professional (PMP) ® credential and how to apply and take this examination can be found on the Project Management Institute website: http://www.pmi.org/Certification/Project Management Professional PMP.aspx"

Course Numbering System

Each Metropolitan International University course is identified by a unique 3 letter prefix and 3 numbers. The course prefix and each digit in the course number have a meaning.

Course Prefix

The course prefix is a 3-letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge.
The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

- ### Directory of Course Prefixes

  - BUA Business Administration
  - COM Communication
  - FIN Finance
  - HRM Human Resource
  - MGT Management
  - MIS Information Technology
  - MKT Marketing
  - PMG Project Management
  - QMB Planning and Leadership Course Descriptions
  - GCA Gastronomy and Culinary Art.
  - HRC Hotels Restaurant and Catering
  - TAL Tourism and Leisure Companies
  - PBM Public Management
  - NGD Digital Business
  - NIT International Business

Course Number

Each course number represents a unique education experience and is an indicator of the level of learning as follows:

- Numbers beginning with 1 and 2 represent lower-level undergraduate courses.
- Numbers beginning with 3 and 4 represent upper-level undergraduate courses.
- Numbers beginning with 5 and 6 represent master's-level graduate courses.

Non-Credit Continuing Education Courses

Metropolitan International University Offers non-credit courses that are no intended to prepare participant for employment but only for their personal development.

Course Descriptions

METROPOLITAN
INTERNATIONAL UNIVERSITY

Course Descriptions

Award 3 credit semester Hours

BUA 300 Ethics and Corporate Responsibility – 3 Credit Hours

This course focuses on the concerns and issues of today's challenging business environment. This course provides a framework that can be used to identify, analyze, and resolve ethical issues in business decision making.

BUA 340 Organizational Behavior– 3 Credit Hours

This course presents theories, research, results and applications that focus on managing organizational behavior in small, large and global organizations.

BUA 350 Business Organization – 3 Credit Hours

This course presents a systematic study of the actions and attitudes that people exhibit within organizations. Balanced coverage of the key topics is included. This course discusses motivational concepts, leadership, work teams and the challenges, opportunities and goals of organizational behavior.

BUA 360 Accounting – 3 Credit Hours

This course presents accounting information in a broad business context emphasizing what accounting information is, why it is important, and how it is used to make economic decisions. In addition, the course provides valuable information covering the introduction to management accounting and explains its significant role in making sound business decisions.

BUA 370 Principles of Economic – 3 Credit Hours

This course teaches students how to think and act as an economist. It introduces economic concepts and applies them to real-world examples. The course material is organized around five key principles of economics. The course covers micro and macroeconomics.

BUA 460 International Business – 3 Credit Hours

This course analyses how firms become and remain international in scope. Topics introduce the salient elements involved in international business and deals with the experiences of firms of all sizes, from many countries, as they come to grips with an increasingly competitive global environment. Discussion highlights the practice of management when a home market perspective is no longer enough. In this course, economics, social, and political factors are explored to demonstrate how managers use these factors to bridge both the internationalization process and multinational management.

BUA 480 Business Law – 3 Credit Hours

This course provides an overview of the law of commercial transactions and a variety of other business legal issues. The course presents a practical approach to law that emphasizes current and relevant topics students need to understand business transactions and issues such as contracts, property, and insurance and employer/employee relations.

BUA 500 Organizational Behavior – 3 Credit Hours

This course introduces students to concepts and principles of organizational behavior. Students investigate the impact that individuals, groups, and structures have on behavior within organizations, for the purpose of applying such knowledge toward and opportunities in the global market. Initial topics include an in-depth view of strategic marketing strategies and the national and international marketing environment. Building upon this foundational knowledge, the course also explores marketing in the Internet age, the ethics of marketing from a social perspective, the global marketplace, and relationship marketing.

COM 320 Communication Technologies – 3 Credit Hours

This course provides an overview of electronic communication systems and telecommunications. Students will gain a solid foundation in telecommunication technology applications, network and telephone fundamentals, and Internet Web tools and resources.

FIN 350 Personal Finance – 3 Credit Hours

This course is designed to help students plan for a successful financial future. The course provides information on tax laws and gives students an accurate reflection of the trends affecting their financial present and future. It also discusses the importance of achieving long-term goals through investing. The course lets students know what is available on the Web and how the sites can help them. Students will be able to develop tools and techniques needed for decision-making.

FIN 460 Financial Management – 3 Credit Hours

This course will provide the professional manager with the basic knowledge of accounting theory and applications including the interpretation and use of financial statements, financial planning, budgets, cost evaluations, performance measurements, audit practices, and the management implications of those. The emphasis of this course is pointed towards the financial consideration for a working business or corporate model.

FIN 530 Financial Management – 3 Credit Hours

This course looks at the financial statements needed to manage and operate an organization. It includes resource development, cash flow management, and budgeting and control functions as part of a broad decision-making context. It includes ethical aspects of accounting and financial reporting. It explores

these topics, including current and long-term liabilities, inventories, equity and others, through the analysis and interpretation of financial statements used for decision-making

GCA 410 Diet and Nutrition – 3 Credit Hours

This course develops in the student the ability to design and evaluate diets and menus according to the physiological situation, the recommended intakes and dietary guidelines, as a way to improve the health and quality of life of people and considering the environment at all times social and cultural group.

GCA 420 Kitchen Management – 3 Credit Hours

This course allow the students to acquire the foundations and concepts that define the activities in every one of the operational areas in which the internal management of a Catering Establishment is organized.

GCA 430 Bakery and Pastry Management – 3 Credit Hours

This course presents the culinary technical bases of manufacturing processes utilized in the Bakery and Pasty products of high quality. At the same time, the student will design and create basic cooking offers that meet the different types of clients and catering establishments.

GCA 440 Restaurant Management – 3 Credit Hours

This course emphasizes the importance of human participation in catering services and companies and the implications it has in the provision of a quality service. It also tries to apply the analysis and business intelligence to the requirements of the gastronomic activity to optimize the profitability of the company and customer satisfaction.

GCA 450 Quality Management and HACCP – 3 Credit Hours

This course develops in the students the basic principles of Quality Control and Management of the manufacturing process and handling of food considered essential to ensure quality and food safetys of the product offered by the restaurants

GCA 460-Procurement Control of Raw Materials – 3 Credit Hours

The objective of this course is to develop skills in students so that they can recognize the importance of acquiring quality and optimal prices of raw materials. They will also learn the different systems for the purchasing processes, inventory management, and handling and storage of such materials efficiently.

HRC 410-E-Commerce and Revenue Management – 3 Credit Hours

The Course presents the importance of the processes of marketing and sale as well as the management of the costs in the hotel industry, restaurants and catering. Here the student will learn the keys to sell each product and service to the right customer, at the right time and at the right price.

HRC 420 Accommodation and Related Activities Management – 3 Credit Hours

The purpose of this course will be to learn to recognize and value the importance of the techniques of management and direction in the hotel company, differentiating, analyzing and interpreting the operation of the administrative circuits of the different departments that make up the hotel organization and its departmental relations.

HRC 430-Food and Beverages Management – 3 Credit Hours

The course develops in the students the applied knowledge and skills required to manage the various techniques of food and beverage service and skills including effective customer service.

HRC 440- Strategic Management – 3 Credit Hours

The objective of this course is know the keys to the preparation of strategic plans and immediate action in multinational tourism environments regarding hotel services .Also allows to know, analyze and understand the application of the management of hotels from top management and their relationship with the environment and various related markets.

HRC 450-Quality Management – 3 Credit Hours

This course will focus in recognizing the importance of the implementation of Quality Management in Hotel services in pursuit of customer satisfaction, identifying their basic guidelines and recognizing their relevance as an indispensable tool for the creation of hotel offer differentiating and with added value within a destination, highlighting its fundamental role in the development of sustainable service.

HRC 460-Marketing and Operations Management – 3 Credit Hours

This course allows the student to know, analyze and understand the mange of the operational departments of the hotel including management of the Department of sales, marketing and public relations.

HRM 400 Human Resource Management – 3 Credit Hours

This course provides students with an overview of human resource management concepts. This course offers the latest findings and thinking in the Human Resource field. Areas of interest include retirement and selection, training, development and compensation, and management and employee relations.

HRM 410 Human Resource Decision Making and Challenges – 3 Credit Hours

This course emphasizes the strategic role of human resources. It focuses on current topics such as work teams, broad banding, competency-based pay systems, job security and violence in the workplace. The course also provides information on how organizational commitment affects production, quality and service

HRM 420 Training and Development – 3 Credit Hours

This course provides students a solid background in the fundamentals of training and development, needs assessment methods and evaluation. The strategic role of training is presented as are up-to-date developments in training and research and in practice.

HRM 430 Global Human Resource Management – 3 Credit Hours

This course covers key topics in International Human Resource Management. It discusses issues and theories which managers must handle as they sustain a competitive advantage. The course states that international business is high on management's list of priorities and that finding the human resources required to implement a global strategy is of critical importance.

HRM 440 Collective Bargaining– 3 Credit Hours

This course presents a basic understanding of unionism and the union-management process. The course focuses on the negotiations and administration of labor agreements. Bargaining issues are also presented.

HRM 450 Strategic Compensation– 3 Credit Hours

This course provides detailed information of the art of compensation practice and its role in promoting companies' competitive advantage.

HRM 460 Staffing Processes and Strategies – 3 Credit Hours

This course provides a comprehensive coverage of staffing for organizational effectiveness and staffing strategy decision-making. Up-to-date research, practices, and legal issues are included to provide current information and reinforce issues in staffing.

HRM 530 Human Resource Management– 3 Credit Hours

This course focuses on the human resource functions within an organization including recruitment, management, and providing direction for the people who work in the organization. By effectively managing a workforce through human resources, students examine how organizational success is achieved. Students design recruitment, management, and strategic Human Resource system approaches for performance improvement.

MGT 300 Principles of Management– 3 Credit Hours

This course covers key topics in management. It provides students with a practical explanation of management concepts needed to manage today's organizations. The course discusses contemporary topics that will affect changes and innovations in business and entrepreneurial ventures.

MGT 410 Operations Management – 3 Credit Hours

This course examines the principles and techniques of designing, analyzing, and managing operations processes in manufacturing, information/knowledge-based and service industries as impacted by the world of technology. Interrelationships between operations activities and other functional areas are stressed.

MGT 420 Quality Management – 3 Credit Hours

The course provides the basics of Quality management - what it is, how to manage it and make a success within the organization. The course introduces the new quality manager or professional to the two principal quality systems, well-known quality tools and techniques. Introducing a quality system into an organization or how to encourage an organization to adopt a quality culture are covered, along with practical advice and tips.

MGT 430 Customer Service Management – 3 Credit Hours

This course focuses on relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed. Emphasis is placed on the manager's role in improving customer relationships by creating a customer- focused, organizational climate.

MGT 440 Managerial Accounting – 3 Credit Hours

This course provides a presentation of the nature, techniques and uses of accounting from the perspective of people who manage businesses and investments in businesses.

MGT 540 Production and Operations Management – 3 Credit Hours

This course covers the translation of product and service requirements into facilities, procedures, and operating organizations. This course introduces the students to the theory and practice of production management as a functional area in the management of business enterprise. This course primary discusses the principles, concepts and basic problems affecting the manufacturing and non-manufacturing firms. It also includes the methods, strategies and application of various economical and mathematical tools in solving the production and operation related problems. It describes the two major areas of production and operations management: Design of the Operation System and Operation and Control of the System.

MGT 550 Quality Management – 3 Credit Hours

This course is designed to provide students with the knowledge and skills necessary to implement organizational change through quality improvement in all organizational processes of a business. The course goal is to produce industry leaders capable of assessing the impact of current management processes on operations within a business. By completing this course students will have the skills necessary to improve the quality of products or services as well as evaluate customer satisfaction.

MGT 560 Management Skills – 3 Credit Hours

This course provides in-depth analyses of effective management skills and their impact on organizational, team and individual performance. The course examines the skills that a successful manager needs in a dynamic business environment. These Skills are delegating, coaching, conflict resolution, stress-management, problem solving, and building effective teams.

MGT 570 Managerial Accounting – 3 Credit Hours

The purpose of this course is to introduce managers to the concepts and procedures of managerial accounting from the perspective of the accounting information user. It is designed to serve the needs of a person acting as a manager as opposed to a person in a purely accounting position. Therefore the course emphasis will be on how to use information more than how to create it. The course is meant to teach students how to think about managerial accounting issues, not necessarily give them a how to do list.

MGT 580 Commercial Management – 3 Credit Hours

The course studies commercial policies relate to the rules or practices that define how business will be conducted and the standard terms under which external relationships will be conducted. Many of these policies are reflected in the terms of any contract in which the organization engages. At a transactional level, commercial management is applied through the oversight of trading relationships to ensure their compliance with business goals or policies and to understand or manage the financial and risk implications of any variations. Moreover, the course goal is to analyze the concept of Commercial Management; that is the identification and development of business opportunities and the profitable management of projects and contracts, from inception to completion.

MGT 590 Entrepreneurship Management – 3 Credit Hours

The purpose of this course is to explore the many dimensions of new venture creation and growth. Even though the course utilizes examples drawn from new venture formation; the principles also apply to entrepreneurship in corporate settings and to non-profit entrepreneurship. Students will be concerned with content and process questions as well as with formulation and implementation issues that relate to conceptualizing, developing, and managing successful new ventures. The emphasis in this course is on applying and synthesizing concepts and techniques from functional areas of strategic management, finance, accounting, managerial economics, marketing, operations management, and organizational behavior in the context of new venture development.

MIS 330 Management Information Systems – 3 Credit Hours

This course examines the role of information technology, and its management, in supporting an organization's operations and strategies. Attention is given to issues associated with the funding and building of business and technology architectures to enable efficient, effective, and adaptable operational, tactical and strategic actions.

MIS 410 Fundamental of Database Management Systems – 3 Credit Hours

The student will develop skills in analysis, management and processing of database systems. Learn about the structure, components and processing of enterprise database management systems. The student can learn about the operation and maintenance of a database system at company level, as well as the support for its use. You can learn about building a database server based on the cloud.

MIS 420 Project Management – 3 Credit Hours

This course introduces students to the basic concepts of project management from the point of view of information systems. You must organize, plan, implement and control tasks to achieve the timeline, budget and performance objectives of an organization. We study tools and concepts that are involved in the projects and programming methodologies to be able to manage a project from the beginning to the implementation! By successfully completing the course the student will learn the basics of project management, of challenges to complete successfully. Successful projects do not happen by chance or by chance. In fact, many projects do not reach the goals of your organization.

MIS 430 Information System Project Management – 3 Credit Hours

The course focuses on the tools and techniques used to collect, integrate and disseminate the results of project management processes. The student will learn to conform all aspects of the project from start to finish, including both manual and automatic systems. Learn to use software applications as an essential tool for each implementation to be carried out. You can understand the effectiveness of well-configured software in the ROI. This course will give the tools, to advise the project managers on the proper implementation of software applications in the integral development of the project.

MIS 440 Management of Business Resources – 3 Credit Hours

This courses study the money of the business and the one that is spent to maintain processes. This contributes to the account being registered for the money that corresponds to the business, and helps to carry out the control of how the money will be spent. Keeping accounts separately also protects personal resources against debts and business expenses, should it fail to succeed.

MIS 450 Business Information System and Security – 3 Credit Hours

All companies have information systems, and the vast majority of them are computerized. Students will study the development and proper application of information systems to achieve the objectives of the organization. They will learn to manage information systems to improve business processes, when and how to use information systems as a competitive advantage and their usefulness to integrate in all organizations. Review the business security systems from the point of view of the IS. It will understand the ethical problems that surround information systems and the consequences of their international reach.

MIS 460 Advanced Database Management Systems – 3 Credit Hours

the knowledge will be obtained to adapt the logical configuration of the system for its exploitation, according to the needs of use and within the directives of the organization. To organize the information in the file systems of the operating system and maintain its properties to facilitate the use of resources and ensure compliance with the directives of the organization. And also to guarantee the integrity, availability and confidentiality of the information for which it is responsible and is stored.

MKT 300 Principles of Marketing – 3 Credit Hours

This course provides an array of practical examples and applications to show the major decisions that marketing managers encounter in their day-to-day jobs.

MKT 410 Principles of Selling – 3 Credit Hours

This course offers proven fundamentals and new practices needed to succeed in today's information economy. Students are introduced to comprehensive coverage of strategic selling, value-added selling, and partnering. This course focuses on value creation in personal selling.
MKT 420 Public Relations – 3 Credit Hours

This course provides an inside look at the practice of public relations. This course is all about building relationships. Emphasis is on the principles, processes and practices that lead to building positive relationships.

MKT 430 Promotional Marketing – 3 Credit Hours

This course teaches advertising by taking theory and applying it to what is going on in advertising agencies. The course focuses on EFFIE-Award winners. These award winners reveal client goals and how these goals were achieved.

MKT 440 Global Marketing – 3 Credit Hours

This course covers the essential concepts of global marketing. It includes real-life examples and cases. The course discusses how global marketers must be able to navigate among varied cultures. The effects that government policy can have on international markets and global marketing are also discussed. The course provides excellent regional balance

MKT 450 Sales Management – 3 Credit Hours

This course covers the concepts and theories associated with managing a sales force. The course discusses how the Internet is impacting salespeople, personal selling and the management of the sales function in the firm. Focus is also on leadership, organization, team selling and training for sales managers.

MKT 460 Consumer Behavior – 3 Credit Hours

This course presents a balanced and global study of people and the products that help shape their identities. Consumer behavior is an applied science. This course will provide an understanding of why people buy things, their motivation and how consumption activities contribute to the social world.

MKT 500 Marketing Management – 3 Credit Hours

This course aims to study and understand the basics of marketing management, in the light of new trends and recent changes. The student learns how marketing has evolved, fundamentals of marketing, mastering key customer satisfaction concepts, recognizing the importance of quality in these processes, as well as service management and delivery of value. The course identifies the various elements involved in market segmentation as in making decisions about the product marketing and product mix. Also, the course analyzes the process to take decisions on product lines, brand, packaging and labeling.

MKT 510 Marketing Forecasting – 3 Credit Hours

This course intention is that participants acquire basic knowledge about conceptual and methodological foresight as a scientific discipline. The content of the course promotes in students a proactive approach to marketing. This course serves as an introduction to theoretical and fundamental concepts to the modern field supported by a prospective strategic conception. The course would provide students with the guiding principles of these subjects, accompanying them from scratch using specific techniques that will allow them to get to know what actions to take, along with how to take them, so that the student can understand and incorporate into their organization these reasons and principles.

MKT 520 Strategic Marketing Management– 3 Credit Hours

The fundamental purpose of this course is to contribute to the training of the graduate profile in Marketing Management area. The course will identify the basic tools to achieve a better understanding of the environment to obtain a more appropriate range of the problems or situations. Also, the course conveys the theoretical underpinning that is the premise for this knowledge. The course aims to make students understand that strategic planning is an ideal methodology to make feasible scheduled actions depending on the nature and particular dynamics of organizations and institutions, which obviously enhances their importance in the development of new managers.

Students will learn the theoretical foundations that give rise to different planning concepts through virtual conferences and bibliographic material suggested by the instructor. The student will identify the planning process fundamental principles, and apply them to their specific area of interest, establishing the applicability of the instruments at various levels of planning and specifying its scope and limitations in particular situations.

MKT 530 Market Research I – Qualitative – 3 Credit Hours

The course analyzes the high degree of competition in a globalized world requiring information as a strategic tool to monitor the environment of the organization. This course aims to make students understand that the process of market research should be the responsibility of the marketing manager. The marketing manager must know its various stages so that they planned, implement and control.

This Marketing specialist supported by tools like specialized software; should handle the various sources of information, different methods of collection, analysis and interpretation. The course aims to provide students with the knowledge and methods of management: planning, directing, implementing and controlling the marketing research process, in a theoretical and practical manner. In addition, the course seeks to establish the implications and relationships of these methods of management with the strategic marketing process.

MKT 540 Consumer Behavior – 3 Credit Hours

This course will prioritize and stimulate in students an awareness of the universality of the phenomenon of consumption: we are all consumers in one way or another. The course seeks to study consumer behavior as a phenomenon of modern society that tends to go unnoticed because it is present in all daily actions. To corroborate this, suffice it to say that the management of marketing in most cases gives preference to all things related to competitive strategies above investigations and analyzing consumer behavior; who is the final recipient of the marketing strategies. The course seeks to address this in order to take the necessary corrective actions. The course examines the major influences on consumption: On one hand; the individual psychological dimensions (motivation, perception, personality, attitudes). On the other hand, the course complements the study of consumer analysis considering the environmental forces that influence consumers (cultures and cultural values, subcultures, processes of leadership and personal influence as well as groups and families). Also, the course analyzes the roles of consumer and exchange ideas with students in terms of technical differences, for example, when a subject is a consumer or a customer. Special emphasis will be placed during this course on the evolution of women as consumers, and it will discuss the postmodern family new trends of consumption.

MKT 550 From Strategy to Action: A Marketing Plan – 3 Credit Hours

This course is intended for students to acquire knowledge about the different types of strategies and develop skills necessary to design a marketing plan, evaluate and make modifications as necessary in light of the new strategic paradigms. Using the content of this course, the student will devise marketing plans more in line with chaotic, unpredictable and very changing markets. The course seeks to integrate the knowledge learned in previous courses of the MBA program to develop a marketing plan using the new tools learned during the program with an up to date view of the market and new trends.

MKT 560 Market Research II – Quantitative – 3 Credit Hours

This course analyses the quantitative aspects of marketing research. The objectives of this course are to understand the problems of market research and the activities to execute it, valuing the importance of its use in making business decisions. Additionally, the course considers the different types of quantitative research and their methodologies, the main techniques of data collection and analysis used in quantitative marketing research, and its applicability in commercial cases.Likewise, the course intends for students to design a research project using the scientific method of research and quantitative/qualitative tools. The course seeks to develop the skills to conduct a market research project or to participate in an interdisciplinary working group responsible for its implementation. Another issue to be addressed in this course is that the student can understand the ethical issues related to market research, respondents, customers and the public in general.

MKT 570 New Product Development – 3 Credit Hours

This course seeks to present processes, methodologies and practical guides to steer the process of which ideas are transformed into products or services accepted by customers, facilitating their market introduction. The course examines the fact that no company in an environment as dynamic and changing as the current can avoid to launch new products or services to the market, either by improving existing offering or presenting genuine innovations. The course seeks to understand the unavoidable risk that the launch of a new product or service involves and how it should be handled through organic processes and specific strategies to improve the chances of success.

MKT 580 Advertising and Promotion – 3 Credit Hours

This course provides students an opportunity to gain an understanding of advertising and other mass communications marketing practices: common business activities and terminology, perspectives applied when taking the optimal approach to decisions, plus descriptions and rationales of common practices (which are often far from optimal). The course itself places emphasis on developing students' abilities to express their analysis and recommendations in class discussion, essay exams and written assignments.

MKT 590 Trade Marketing– 3 Credit Hours

This course emphasizes the importance of proper management of Trade Marketing in today's enterprise. The course explains the keys to developing and implementing trade marketing strategies. The increasingly complex and competitive environment in the distribution sector requires professionals to learn new marketing techniques. Therefore, this course is dedicated to trade marketing and merchandising, basic tools that creates and strengthens relationships between manufacturers and distribution channels in order to obtain greater benefits for both parties.

MKT 600 International Marketing – 3 Credit Hours

This course examines the unique characteristics of global marketing and the strategic marketing decisions for effective competition in the global environment in view of the rapid integration of the global economy. The course identifies trade barriers in the international context enabling large organizations to leverage business opportunities offered by international markets. The goal of the course is to expose strategies to topple the barriers or differences between the domestic and international environment.

MKT 610 Internet Marketing – 3 Credit Hours

The objective of this course is to introduce students to internet marketing concepts and tools. The course will also familiarize them with the current development in the area and point out opportunities and threats practice using some of the tools and illustrate their connection. The course is aimed on current marketing trends and examples of real campaigns. Theory of marketing will be shown through practical examples. The course examines how interactive technologies reshape industries, the structure of companies and the nature of demand. In addition, the course analyses the implications for business in general and for marketing specifically.

NDG 410 Digital Business – 3 Credit Hours

This course about the participant to online businesses that take advantage of technology to improve their services both within the company, as well as with its stakeholders and clients, and to make value and monetization proposals. if all this is successfully achieved, the results will be great digital businesses that enter an innovative market in which there are more and more players.

NDG 420 Reputation, Social Networks and Digital Marketing -3 Credit Hours

Digital marketing is the application of marketing strategies carried out in digital media. All the techniques of the offline world are imitated and translated into a new world, the online world. This course provides the participant with an approach to the digital field, new tools appear such as immediacy, the new networks that emerge every day, and the possibility of real measurements of each of the strategies used.

NDG 430 Management in Digital Organizations -3 Credit Hours

The management of digital companies provides a new approach different from that assumed in the management of traditional companies of the industrial age. They allow the incorporation of information systems in companies to make them larger and more automated and lead them to resemble the large companies of the industrial era, but rather to rethink the managerial approach within the digital economy and take advantage of its advantages to build a new reality that start with your own entrepreneurs

NDG 440 Intelligence, Innovation and Digital Transformation -3 Credit Hours

Digital transformation is the integration of digital technology in all areas of a company, fundamentally changing the way it operates and provides value to its customers. It is also a cultural shift that requires organizations to constantly challenge the status quo, experiment, and be comfortable with failure. This course is aimed at bringing the participant closer to the re-elaboration of products, processes and strategies within the organization through the use of digital technology.

NDG 450 Cybersecurity and Data Management -3 Credit Hours

The course on cybersecurity brings the individual closer to the practice of defending computers, servers, mobile devices, electronic systems, networks and data from malicious attacks. It is also known as information technology security or electronic information security.

NDG 460 Global Environment and Digital Commerce -3 Credit Hours

The course on digital commerce or brings the participant closer to a global approach that includes actions such as the purchase, sale, marketing, distribution and supply of information or products and services through the Internet and the online market. Thanks to the rise of new technologies, these types of business activities can be carried out comfortably. All standards of trust and reliability between the parties are maintained.

NIT 410 International Business -3 Credit Hours

This course brings the participant closer to international business, which strengthens the relationship between an organization and its outside world. This type of activity also involves foreign and international trade, which includes transactions (exports, imports, investments, financing) that are carried out worldwide.

NIT 420 International Strategic Management -3 Credit Hours

This course implies a comprehensive understanding of the organization, its climate and the environment in order to build a perspective and a vision of managerial alignment in relation to the direction that the company should follow, as an intelligent system for adapting to change. One of the competencies of strategic management is to think strategically, applying a systemic vision of the organization and applying the competencies and abilities to understand and face the complexity of the environment and recognize that it is possible to develop the capacity to ¿predict¿ (weigh futures) and build the business you want to achieve. Expanding the above to the international dimension, means applying the discipline to those strategies that transcend the local and regional environments, taking into account that business today is done on a global level.

NIT 430 International marketing -3 Credit Hours

This brings the professional closer to the international markets, essential elements in the development of economies, since they can produce different goods and place them in these markets to be acquired by those countries where they cannot be produced in an efficient way such as the country offering the good, and this in turn can benefit from the other goods or services in which the other countries have a better competitive advantage

NIT 440 International Trade Logistics -3 Credit Hours

In very competitive markets, delivery times are usually very strict. Delivering merchandise late or defective may mean losing a client, so that the correct coordination of all activities, from that an operation starts until it is finished, constitutes a labor fundamental. This task of coordinating all the necessary phases to that the client receives his merchandise in a timely manner is what is known as logistics, and within this logistics activity transport plays a role fundamental. The transport and logistics course presents a very complex sector that has a very significant in prices, environment and energy consumption. If the Globalization implies transporting more and more products over greater distances, optimal management of all the resources involved may not only mean better financial results, but the survival of the company itself.

NIT 450 International Business Environments and Markets -3 Credit Hours

This course stops the need on the part of companies to increase productivity and possible foray into other markets motivate companies to establish new strategies and adopt a more global thinking. Companies must be prepared for a market that is constantly changing and focus all their attention on

the environment that surrounds it. International environments are the variables that every organization must study and analyze in order to be competitive in the international market. These factors arise thanks to globalization, and over time it has managed to blur borders and alliances between countries to become stronger and stronger.

NIT 460 International Negotiation and Mediation -3 Credit Hours

International commercial mediation is presented as a course with a technical approach that provides conflict resolution mechanisms whereby the parties to a dispute arising from an international commercial transaction try to resolve it through a negotiation process facilitated or directed by a neutral third party. that it lacks decision-making power over the dispute and the parties.

PBM 410 Organization Behavior.– 3 Credit Hours

The purpose of this course is to analyze the individual, group and structural aspects of human behavior at work that are directly affected by changes that occur within organizations and in the environment due to market, political, social and cultural fluctuations.

PBM 420 Public Management and Administration.– 3 Credit Hours

The purpose of public management is to find solutions to the administrative problems that affect the effectiveness and efficiency of government programs associated with education, personal security, public health, infrastructure and housing, public finances, science, technology, innovation, inflation, among others. Some of the pitfalls that have to be overcome and reviewed they are the economic models that accompany the public action and the stipulated vision of the State in the plans of the nation.

PBM 430 Project Management – 3 Credit Hours

The Project Management is in charge of the evaluation and development of the different projects proposed to the Foundation and those developed by it and by each of its subsidiary companies. This management is in charge of relating the productive sector with the talent and new knowledge generated at MIU

PBM 440 States and Local Government – 3 Credit Hours

At the end of the course, the student can identify himself in different functions of the State and the different government regulations, understand the role of the State and aspects related to public administration.

PBM 450 Power Structure and Theory of Democratic Estates – 3 Credit Hours

When starting the study of the theory of the state, the first problem we must solve is to determine what is the object of the subject that we are going to study? From the statement of our discipline, the theory of the state emerges from what we are going to analyze, but unlike what happens in other disciplines, the name of our knowledge tells us little, why it is a very complex field of knowledge.

PBM 460 Leadership, Ethic and Democracy – 3 Credit Hours

This program explores the way in which business leaders, in the fields of sports and entertain-ment, deal with ethical issues, as they orient their organizations in such a way that the prioritiza-tion of the "common good" can, in turn, , be optimized personally and professionally in pursuit of social development and the impact on the market.

PMG 500 Project Management Fundamentals – 3 Credit Hours

The course allows the student to get a detailed view of management concepts applied to projects, learning what is a project, why projects originates and what is their role in the mission of the company. The student learns to identify which is the purpose of Project Management as a methodology to perform tasks of limited duration, according to the guidelines of the Project Management Institute (PMI).

PMG 510 Project Manager Ethics and Accountability – 3 Credit Hours

This course will establish the rules of conduct and ethical requirements for all project managers. It allows the manager to build just and appropriate judgment for decision making, and helps him/her manage the relationship with suppliers for procurement of goods and services.

PMG 520 Project Scope Management – 3 Credit Hours

This course focuses on the importance of project managers who work in an inclusive manner within organizational boundaries to succeed in the project. The course integrates techniques for the development and execution, methodology and constraints affecting the production of successful projects.

PMG 530 Project Integration Management – 3 Credit Hours

This course examines the steps necessary to perform the startup process of the project, in order to authorize the project. The course applies the techniques of project selection and the process of how to quantify the benefits of the project while defining the scope and objectives of the project. The course sets out how to systematically identify the most important contributions to the project. The course provides guidelines for establishing a project scope baseline, and how to ensure a process of project scope changes control.

PMG 540 Project Time Management – 3 Credit Hours

The course establishes a project schedule with the time requirements necessary for the different phases. The course analyzes this process as the backbone of an effective project management. The students learn the importance of developing a precise and compelling project schedule using techniques and standards set by the Project Management Institute and PMBOK manual.

PMG 550 Project Cost Management – 3 Credit Hours

The course explains the fact that the first step towards the success of a project is to have a budget that realistically reflects the costs required for the development and execution of the project. This course

provides students with the necessary tools for a reliable cost analysis to ensure the necessary resources for the successful completion of the project. The student gains knowledge of the processes to establish the project budget and ensures that the project is completed within the approved budget boundaries.

PMG 560 Project Quality Management – 3 Credit Hours

This course focuses on how to manage a quality product through quality project management. The participant is supplied with the tools, techniques and methods used to ensure that products and services are ensured through proper project management. The participant learns to develop processes that ensure that the project meets the needs for which it was undertaken, with a plan to manage, secure, and control the quality of the project. In this course the student learns to establish quality policies to be applied in projects: application of statistical quality processes, quantifying the costs of quality prevention, quality assurance process, quality audits and quality control monitoring

PMG 570 Project Human Resources Management– 3 Credit Hours

This course will supply students the tools to successfully face the challenges of managing teams and the additional complexity of managing virtual teams. The course explains why efficient project managers must have strong skills in organizational planning, management and on how to form teams. Students examine motivational theories and organizational psychology to help them understand how people work and the tremendous support obtain by working in consistent and motivated teams. The student will learn to plan the organization of the project, and how to define staff roles and responsibilities, and to develop the project staff recruitment process. In addition, the student will be able to gain knowledge on how to create the project team, management styles, and techniques for motivation and conflict management.

PMG 580 Project Communication Management – 3 Credit Hours

The purpose of this course is to demonstrate that communication in project management is one of the most important areas to be met by the project manager. The Project Manager's duty is to keep well informed of the progress of the project to the business owners, managers, members of the team developing the project, subcontractors and all those who are involved with the project. In this course, students learn to plan communication needs and to establish a project plan that enables effective and efficient communication to maintain updated on the progress of the project all the project constituents.

PMG 590 Project Risk Management– 3 Credit Hours

This course introduces participants to the most accepted techniques for managing project risks, using appropriate tools to manage and avoid risks that affect the project. This course describes how project managers must make critical examinations of their proposals to manage project risks. The course explains how risk management in projects is a critical area as it can affect project objectives. Students learn the use of methodologies to identify, quantify, prioritize and mitigate project risks. Also, topics of discussion are the techniques for planning response to risk monitoring and risk control. The implementation of a contingency plan for emerging risks is also explained in this course.

PMG 600 Project Logistics Management– 3 Credit Hours

This course provides the student with the detailed process used to acquire resources to complete the project and ensure that it can meet its requirements. Participants learn the techniques of the procurement process, procurement and logistics for project management. The course addresses the planning of the logistics of the project, determining the types of contracts used in the project, the use of best practices in the procurement of goods and services and the standardization of documents for vendor proposals. Other points of interest in this course is to understand the evaluation criteria for proposals, competitive tender process and supplier selection; and negotiation, administration and contract closeout.

PMG 610 Project Management Professional Certification Preparation– 3 Credit Hours

This course prepares students with questions such how questionnaires required by the Project Management Professional certification. During the course discussions are conducted of case studies and learning exercises with emphasis on the processes of the project, the nine knowledge areas and the professional responsibility domain.

QMB 420 Managerial Leadership– 3 Credit Hours

This course provides information about leadership practice and skill development. It includes an in-depth review of the major behavior patterns that leaders use to influence followers. A focus of this course is on what effective leaders do and how leaders can diagnose and modify situations to make their leadership a positive endeavor. Core behavior patterns are discussed as are current leadership issues.

QMB 430 Strategic Planning – 3 Credit Hours

This course focuses on the organization and its interactions with its environment. It presents concepts and theories useful in understanding the strategic management process. It also discusses social responsibility and ethics. Strategic issues such as technology/innovation and entrepreneurship are also emphasized.

QMB 520 Strategic Planning and Leadership – 3 Credit Hours

This course provides the student the opportunity to integrate the areas of marketing, finance, accounting, economics and personnel into a managerial strategy driving managerial decision-making with a special emphasis on leadership. A project is required outlining policy problems facing business organizations and how the various aspects of business disciplines are utilized in problem solving and policy development.

TAL 410-Travel Agencies and Tour Operators – 3 Credit Hours

The objective of this course is analyze the theoretical-conceptual foundations of classification and terminology used in travel agencies in order to develop debate regarding the functions that each of them executes and knows the techniques of customer service, withIn order to achieve the satisfaction of travel needs

TAL 420-Cruises and Passage Customer Service – 3 Credit Hours

This course aims to know and develop the skills of the professional who negotiates, plans, organizes and coordinates for a cruise company all tourism and leisure activities in the different populations that the cruise visits.

TAL 430-Complementary Offer Management – 3 Credit Hours

The purpose of this course is to provide the student with complementary training in the managerial field. This allows to strengthen the managerial conceptions of the specialization

TAL 440-Planning in Tourist Destinations – 3 Credit Hours

The objective of this course is to know how to Manage, organize and plan the development and growth of tourist activities in a territory from the intensive use of the capital of mass tourism information available. Also to know how to detect threats and opportunities, trends in the tourism sector to enhance supply and demand, both in markets and destinations, to predict changes in demand and encourage the improvement of the management of services associated with tourism

TAL 450-Tourist Intelligence – 3 Credit Hours

The objective of this course is to know how to manage, analyze, process and exploit large quantities of data and information to develop, expand and / or optimize tourism management and the international competitiveness of tourism

TAL 460-Ecotourism – 3 Credit Hours

The purpose of the course is to provide the student with the information corresponding to knowledge of the Geology, Flora and Fauna of a certain region, to later apply

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METROPOLITAN
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METROPOLITAN
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